

TOWN OF WESTPORT
REGULAR BOARD MEETING
Kennedy Administration Building
Community Meeting Room
5387 Mary Lake Road
Town of Westport, Wisconsin

AGENDA - Monday, August 15, 2022, 7:00 p.m.

1. Call to Order
2. Public Comment On Matters Not On the Agenda
3. Approve Minutes
4. Review/Approve Operator Licenses
5. Driveway/Access/Utility/Road Opening Permits
6. Water Utility/Fire Protection Utility
Miscellaneous
7. Sewer Utility
Miscellaneous
8. Engineer Report
Miscellaneous Ongoing Projects
9. Waunakee Community Foundation Temporary Class “B”/“Class B” Retailer’s License
(September 15-18, 2022), Endres Manufacturing Grounds, 802 S. Century
Avenue, Discussion/Action
10. CUP, Storage Shed, Kaltenberg Resolution, 6188 CTH I (Waunakee ETZ)
11. Sign System Proposals, Discussion/Action
12. Dane County Natural Hazard Mitigation Plan Resolution Approval Discussion/Action
13. Committee Reports/Items for Action
Personnel Committee Public Works Committee Westport/Middleton JZC
Audit Committee Town Plan Commission Westport/Waunakee JPC
14. Administrative Matters
Siding Proposal Discussion/Action
15. Miscellaneous Business/Forthcoming Events
16. Pay Current Bills
17. Adjourn to closed session pursuant to Section 19.85(1)(g), Wis. Stats., (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding Tenfold, LLC, and to Section 19.85(1)(e), Wis. Stats., to deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified public business, because competitive or bargaining reasons require a closed session, regarding the Lena LLC property, to Section 19.85(1)(c), Wis. Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and to Section 19.85(1)(f), Wis. Stats., to consider financial, medical, social, or personal histories of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data.
18. Reconvene in Open Session
19. Closed Session Items Discussion/Action
20. Adjourn

If you need reasonable accommodations to access this meeting, please contact the clerk’s office at 849-4372 at least three business days in advance so arrangements can be made to accommodate the request.

TOWN OF WESTPORT
AUDIT COMMITTEE MEETING
Kennedy Administration Building
Community Meeting Room
5387 Mary Lake Road
Town of Westport, Wisconsin

AGENDA - Monday, August 15, 2022, 6:30 p.m.

This meeting is being noticed as a possible gathering of a quorum of the Westport Town Board due to the possible attendance of Supervisors not appointed to the Committee. Supervisors may discuss items on this agenda, or gather information on these items, but no action will be taken on these items as the Town Board.

1. Call to order
2. Approve minutes
3. Review/approve bills for payment
4. Adjourn

If you need reasonable accommodations to access this meeting, please contact the clerk's office at 849-4372 at least three business days in advance so arrangements can be made to accommodate the request.

TOWN OF WESTPORT

TOWN BOARD - Monday, August 1, 2022

The regular semi-monthly meeting of the Town Board was called to order at 7:00 PM by Chair Sipsma in the Community Meeting Room of the Bernard J. Kennedy Administration Building/Town Hall. Members Present: Cuccia, Manering, Pichette, Sipsma and Trotter. Members Absent: None. Also Present: Dean Grosskopf.

There was no Public Comment On Matters Not On the Agenda,

The minutes of the July 12, 2022, Special Board Meeting and the July 18, regular meeting were approved as presented on a motion by Manering, second Cuccia.

After a discussion and questions were answered, a Beer License was approved for Drumlin Ridge Winery LLC on a motion by Pichette, second Cuccia.

Grosskopf reported on items before the Personnel Committee, and a meeting was scheduled. Grosskopf also reported on items before the plan commissions and committees. The Audit Committee recommended payment of bills as presented by Grosskopf after questions were answered.

For Administrative Matters, Grosskopf reported that the Administrative Building's siding is in need of repair. Badgerland Metal Building Erectors is in the process of submitting a bid, however they were not prepared for this meeting as originally planned.

Current bills were paid as presented by Grosskopf and recommended by the Audit Committee after questions were answered on a motion by Cuccia, second Trotter.

Motion to adjourn by Manering, second Trotter. The meeting adjourned at 7:24 PM.

Dean A. Grosskopf
Administrator/Clerk-Treasurer

STAFF AGENDA MEMORANDUM
TOWN OF WESTPORT
REGULAR PLAN COMMISSION MEETING
Kennedy Administration Building
Community Meeting Room
5387 Mary Lake Road
Town of Westport, Wisconsin

Monday, August 8, 2022 7:00 p.m.

1. Call to Order
2. Public Comment on Matters Not on the Agenda
3. Approve Minutes.
For the 6/13/22 meeting minutes.
4. Initial Consultation, Brightwork Auto Sales, 113 and CTH M

The applicant wants to sublease a portion of the northwest corner of State Highway 113 and County Highway M for auto sales including an enclosed trailer for an office. The balance of the corner parcel will continue to be used for boat trailer and boat storage.

The parcel in question is actually part of a larger parcel owned by Wingra Stone. The entire parcel is zoned C2 which allows auto sales; however the trailer is subject to design review.

RECOMMENDATION: This is only a consult, so no action is required. Please advise the potential applicant of any issues.

5. CUP, Storage Shed, Kaltenberg, 6188 CTH I (Waunakee ETZ)
Discussion/Action

The applicant wants to construct a storage building for his personal use at his home at 6188 CTH I. He has applied for a conditional use permit to build a 36' X 56' building. This seems to be a reasonable request since the property is in a rural area and the building size seems appropriate for the lot

RECOMMENDATION: Staff recommends approval of the CUP as requested, and suggests that an appropriate motion would be to recommend approval by the Waunakee/Westport Joint Plan Commission and the Town Board.

6. Design Review, Webcrafters Building Renovation, 5487 Bluebill Park Drive
(Waunakee ETZ)

The applicant wants to redesign the former Webcrafters Building to meet the needs of a potential future tenant. Due to a confidentiality agreement between the applicant and the potential tenant, the nature of the use of the building and the name of the tenant have not been disclosed to staff.

RECOMMENDATION: Although this is a request for design review, since the use, the tenant and the look of the sign face have not been disclosed, staff would suggest that final approval be deferred, unless the applicant can provide sufficient details to satisfy the Commission at the meeting.

7. Sign System Proposals, Discussion/Action

Poblocki Sign has provided examples of a new Sign Design. This design has been approved by the Sign Design Committee and staff. Color chips will be available as well.

RECOMMENDATION: Please advise the Sign Design Committee and Staff of issues or concerns If appropriate, recommend approval of the design to the Town Board.

8. Park Committee Report/Items for Action
Amy, if present, will give a report on recent Committee work.
9. Historic Preservation Commission Report/Items for Action
Chris, if present, will give a report on recent Commission work.
10. Waunakee/Westport Joint Planning Committee Report/Items for Action
An oral report will be provided as necessary.
11. Middleton/Westport Joint Zoning Committee Report/Items for Action
An oral report will be provided as necessary.
12. Miscellaneous/Forthcoming Events
An oral report will be provided as necessary.
13. Adjourn

Item # 9

Waunakee Community Foundation Temporary Class “B”/”Class B”
Retailer’s License (September 15-18, 2022), Endres
Manufacturing Grounds, 802 S. Century Avenue,
Discussion/Action

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10 WESTPORT Wis., 20

To the governing body of the

☒ Town of

☐ Village of

☐ City of WESTPORT

County of DANE

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stat.

at the premises described below during a special event beginning SEPT 15, 2022 and ending SEPT 16, 2022 and agrees to comply with all law, resolution, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (Bona fide club, church, lodge or society, veteran's organization or fair association):

(a) Name WAUNAKEE COMMUNITY FOUNDATION

(b) Address WAUNAKEE, WI

Street

☐ Town

☒ Village

☐ City

(c) Date organized 2004

(d) If corporation, give date of incorporation _____

(e) Names and addresses of all officers:

President Kevin Lauffy

Vice President Phil Simon

Secretary _____

Treasurer Al. Langeteig

(f) Name and address of manager or person in charge of affair: KENNETH J. BALLWEG

2621 PARK ST. MIDDLETON, WI 53562

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number 802 S. CENTURY AVE WAUNAKEE, WI 53597

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? ALL

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

WAUNAKEE COMMUNITY FOUNDATION

Name of organization

Officer

Board Member

(Signature)

Officer

(Signature)

Date Filed _____

Date Reported to Council or Board _____

Date Approved _____

License No. _____

Item #10

CUP, Storage Shed, Kaltenberg, 6188 CTH I
(Waunakee ETZ)

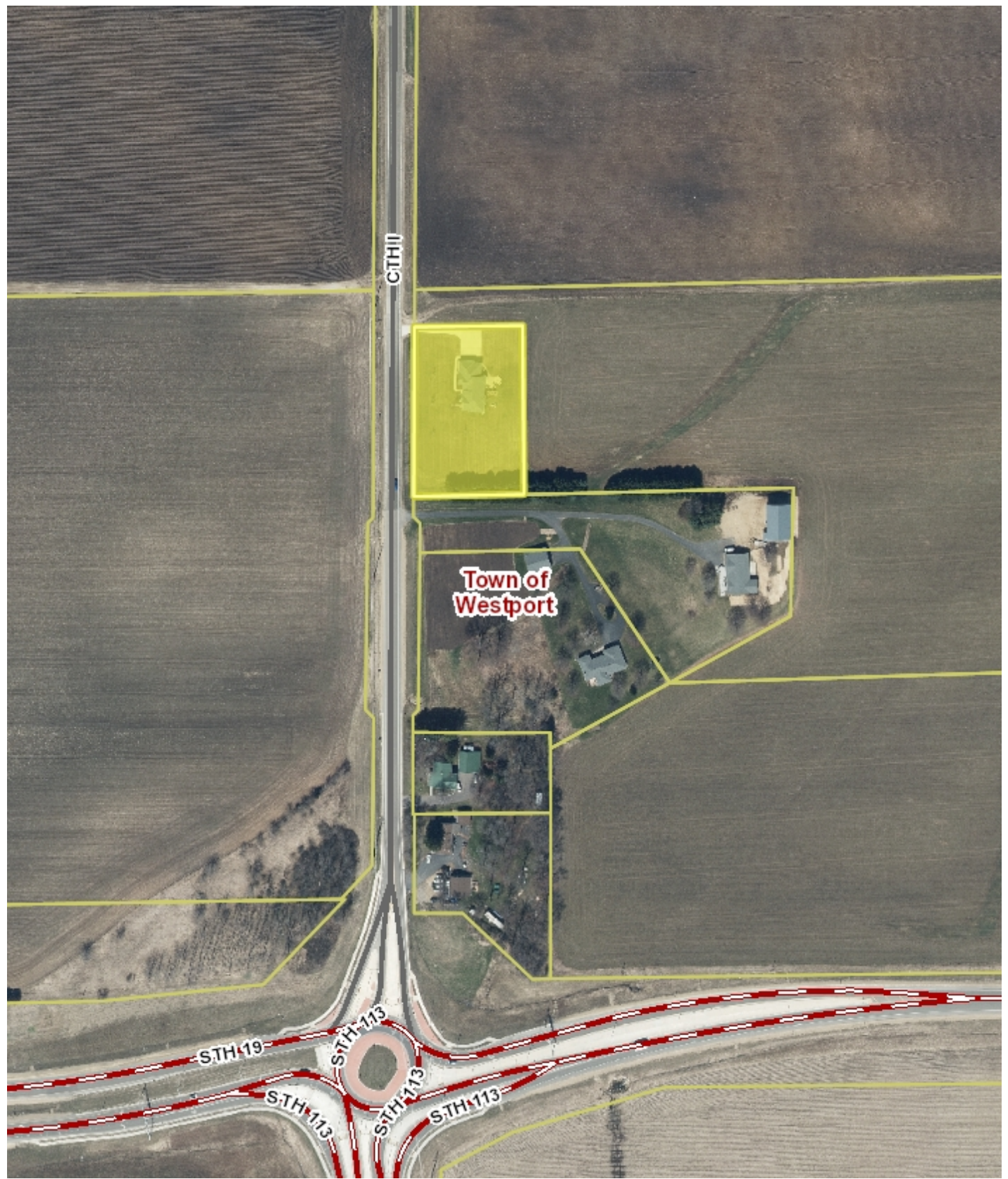
Rick

Kaltenberg Cup

Kaltenberg

I am looking at
Building a out building
at my Home. I am
Working with Cleary
buildings.

36' by 56'



Town of Westport GIS

DISCLAIMER: The Town of Westport does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1 = 246'

Town of Westport
5387 Mary Lake Road
Waunakee, WI 53597
(608) 849-4372

Print Date: 7/5/2022



Village of Waunakee and Town of Westport
NOTICE OF PUBLIC HEARING
Joint Plan Commission (JPC)

NOTICE IS HEREBY GIVEN that the Joint Plan Commission of the Village of Waunakee and the Town of Westport will hold a public hearing on Tuesday, August 9, 2022, at Waunakee Village Hall, 500 W. Main Street, for the purpose of receiving comments on:

- 1) A request by Richard Kaltenberg for a Conditional Use Permit to allow an accessory structure exceeding the 800 square foot limit, 6188 County Road I, Town of Westport

Documents will be available for review at the Waunakee Village Hall, Westport Town Hall, and on Village of Waunakee and Town of Westport websites. Copies of the proposed amendments and applications may be reviewed by contacting the Village or Town Hall during normal business hours. Copies may be obtained once the copying fee is paid.

Any interested person or his/her agent will be heard at this Public Hearing.

Dated: July 14, 2022.

Tracy Meinholz, Joint Plan Commission Secretary

Published: The Waunakee Tribune, July 22, 2022
The Waunakee Tribune, July 29, 2022

Kaltenberg - 6188 CTY Trunk I - Site Plan



May 4, 2022

0 50 100 200 Feet

Dane County Mask

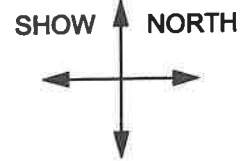
Dane County Mask

Parcels



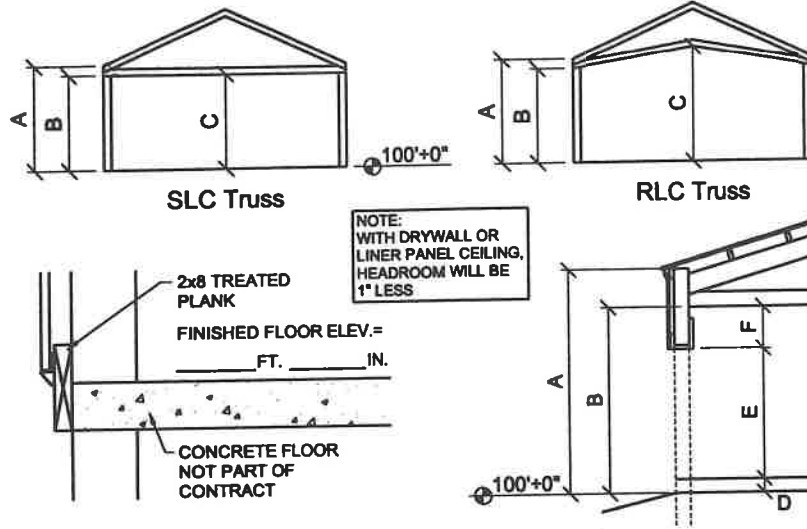


P.O. BOX 930220
VERONA, WI 53593-0220
(608) 845-9700
FAX (608) 845-7070



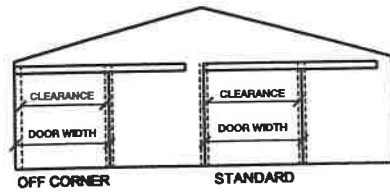
Rick Kaltenberg
6188 CTY Trunk I
Town of Westport

3/32" = 1'



- A = EAVE HEIGHT _____
B = TRUSS CLEARANCE AT HEEL _____
C = TRUSS CLEARANCE AT CENTER OF BUILDING
CLEARANCE MAY BE REDUCED BY FINISHED FLOOR HEIGHT _____
D = OVERHEAD FRAMEOUT BOTTOM ELEVATION _____
E = OVERHEAD FRAMEOUT HEIGHT _____
F = ACTUAL HEADROOM AVAILABLE _____

HEADROOM REQUIRED TO TURN THE DOOR MUST BE LESS THAN
THE ACTUAL HEADROOM AVAILABLE

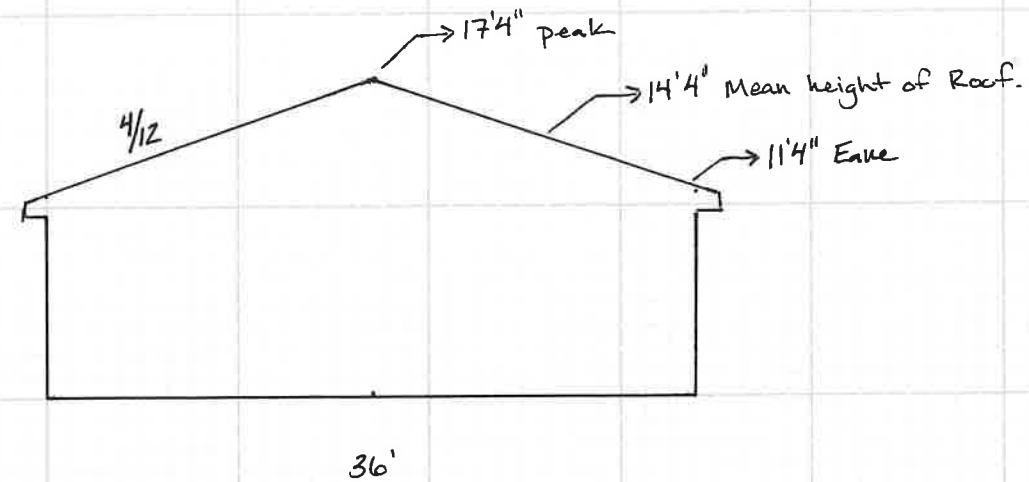
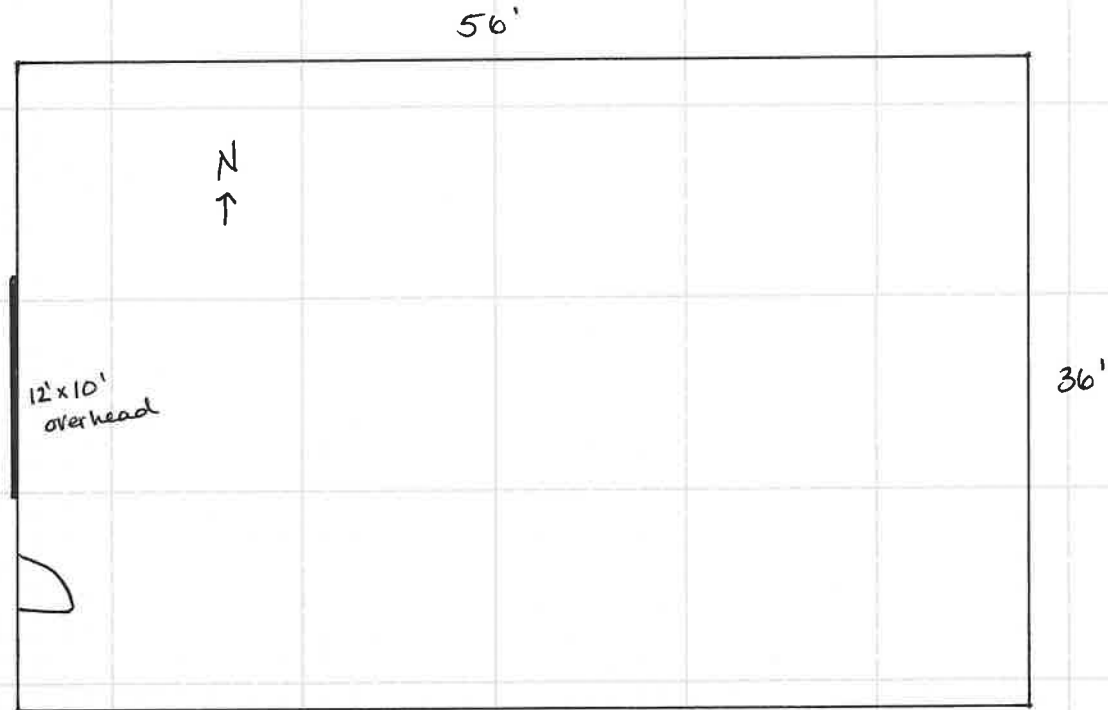


NOTE:
ACTUAL WIDTH OF SLIDE DOOR CLEARANCE
WILL BE 6" LESS THAN NOMINAL DOOR SIZE
AND 12" LESS IF DOOR IS OFF THE CORNER.
EXAMPLE: IF NOMINAL SLIDE DOOR IS 12'-0"
WIDE, THE ACTUAL CLEARANCE IS 11'-6" ON
STANDARD DOOR OR 11'-0" IF DOOR IS OFF
THE CORNER

ENDWALL		SIDEWALL	
DOOR WIDTH _____	DOOR WIDTH _____	DOOR WIDTH _____	DOOR WIDTH _____
OPENING CLEARANCE _____	OPENING CLEARANCE _____	OPENING CLEARANCE _____	OPENING CLEARANCE _____
HEIGHT _____	HEIGHT _____	HEIGHT _____	HEIGHT _____
DOOR WIDTH _____	DOOR WIDTH _____	DOOR WIDTH _____	DOOR WIDTH _____
OPENING CLEARANCE _____	OPENING CLEARANCE _____	OPENING CLEARANCE _____	OPENING CLEARANCE _____
HEIGHT _____	HEIGHT _____	HEIGHT _____	HEIGHT _____

NOTE: ALL DOOR OPENINGS NEED TO BE CLEARLY DIMENSIONED FROM THE NEAREST CORNER. SHOW ALL CONDITIONS OF ALL ATTACHMENT (LEANS, PORCHES, ETC.) ON THE LAYOUT BELOW. INDICATE EAVE HEIGHTS AND ROOF PITCHES OF ALL ATTACHMENTS.

INDICATE ANY POWER LINES WITHIN 10' OF BUILDING SITE, ARE THERE ANY BUILDINGS WITHIN 10' OF SITE: IF SO, THEN SEND A PICTURE OR LIST THE CONDITIONS OF THE BUILDING ON THE C-100. ALSO, INDICATE ANY UNDERGROUND UTILITIES ON THE C-100 (i.e. SEWER, WATER, ELECTRIC, ETC.)



DATE _____

PURCHASER SIGNATURE _____

SELLER SIGNATURE _____

Item #11

Sign System Proposal, Discussion/Action



Westport System
Town of Westport
Westport, WI

Original Date:
May 12, 2022

Revisions:

Rev	Description	Date

Scale:
3/4" = 1'-0"

Notes:
SW7620 Seaworthy
SW7618 Deep Sea Dive

Sales Rep:
Jim Pacioni

Drawn By:
Brynn Knight



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Front View or Side A if perpendicular to road

Back View or Side B if perpendicular to road

Back View if not perpendicular to road

Westport System
Town of Westport
Westport, WI

Original Date:
May 12, 2022

Revisions:

Rev	Description	Date

Scale:
3/4" = 1'-0"

Notes:
SW7620 Seaworthy
SW7618 Deep Sea Dive

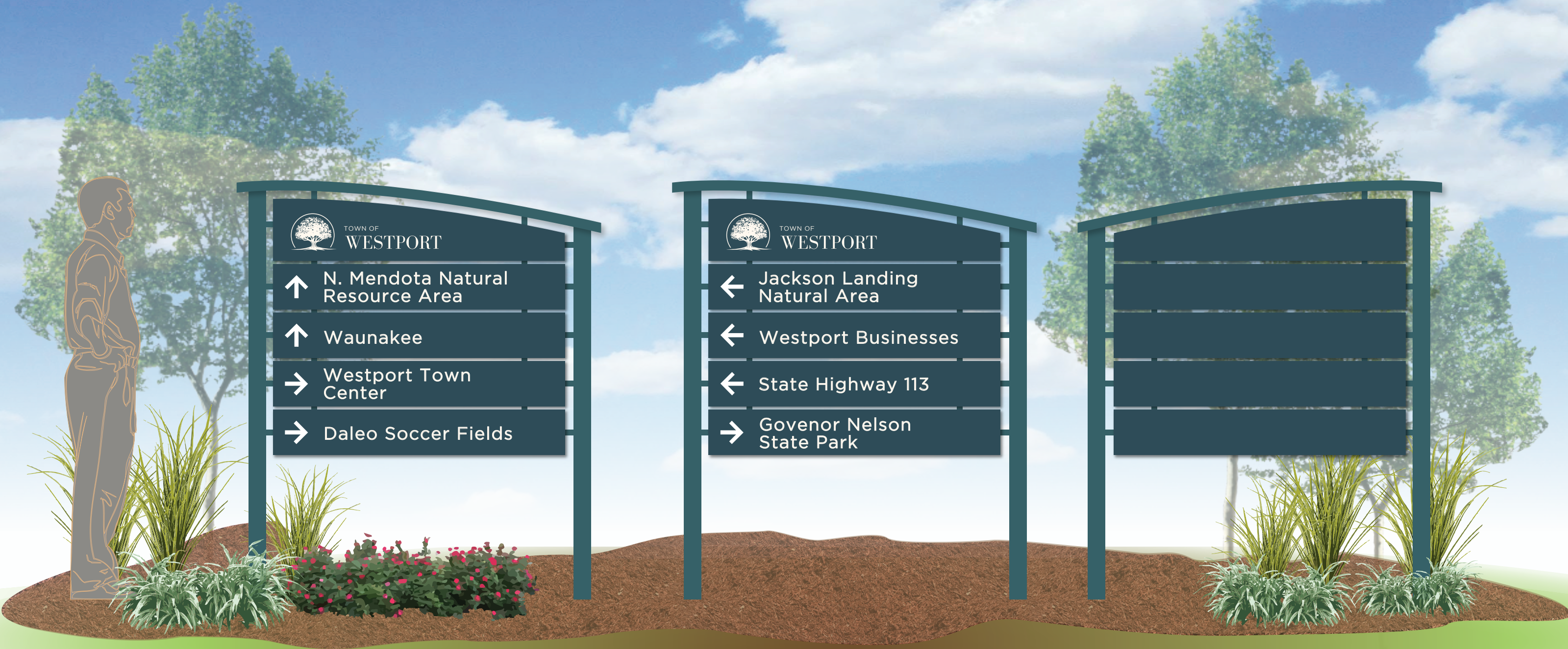
Sales Rep:
Jim Pacioni

Drawn By:
Brynn Knight



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Front View or Side A if perpendicular to road

Alternative Layout

Back View or Side B if perpendicular to road

Westport System
Town of Westport
Westport, WI

Original Date:
May 12, 2022

Revisions:

Rev	Description	Date

Scale:
3/4" = 1'-0"

Notes:
SW7620 Seaworthy
SW7618 Deep Sea Dive

Sales Rep:
Jim Pacioni

Drawn By:
Brynn Knight



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Westport System
Town of Westport
Westport, WI

Original Date:
May 12, 2022

Revisions:

Rev	Description	Date

Scale:
3/4" = 1'-0"

Notes:
SW7620 Seaworthy
SW7618 Deep Sea Dive

Sales Rep:
Jim Pacioni

Drawn By:
Brynn Knight



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Item #12

Dane County Natural Hazard Mitigation Plan Resolution Approval
Discussion/Action

TOWN OF WESTPORT

RESOLUTION NO. 22-_____

**A RESOLUTION BY THE TOWN OF WESTPORT BOARD OF SUPERVISORS TO ADOPT
THE DANE COUNTY NATURAL HAZARD MITIGATION PLAN: 2022 UPDATE**

WHEREAS, the Town of Westport recognizes the threat that natural hazards pose to people and property within our community; and,

WHEREAS, the Town Board of Supervisors of the Town of Westport recognizes the importance of reducing or eliminating vulnerability to disasters caused by natural hazards for the overall good and welfare of the community; and,

WHEREAS, the Town of Westport has been an active participant in the Dane County Hazard Mitigation Citizens Advisory Committee, which has established a comprehensive, multi-jurisdictional, Natural Hazard Mitigation Plan to identify natural hazards and develop strategies to mitigate natural hazards; and,

WHEREAS, the Federal Disaster Mitigation Act of 2000, requires jurisdictions to prepare and adopt a natural hazard mitigation plan to be eligible for certain federal disaster mitigation funding opportunities; and,

WHEREAS, the Town of Westport has identified and justified a number of proposed projects and programs needed to mitigate the vulnerabilities of the Town of Westport to the impacts of future disasters to be included in the Dane County Natural Hazards Mitigation Plan; and,

NOW, THEREFORE, BE IT RESOLVED that,

1. The Town of Westport hereby adopts the Dane County Natural Hazard Mitigation Plan; and,
2. The Town of Westport will continue to participate in the updating and revision of the Town of Westport Dane County Hazard Mitigation Plan with a plan review and revision to occur within a five-year cycle, and designated staff will provide annual progress reports on the status of implementation of the plan to the Town of Westport Board of Supervisors; and,
3. On behalf of the Town of Westport, Dane County is authorized to submit this plan adoption resolution to Wisconsin Emergency Management and Federal Emergency Management Agency, Region V officials to enable final acceptance and recognition of the Natural Hazard Mitigation Plan.

The above and foregoing Resolution was duly adopted by the Town Board of Supervisors of the Town of Westport, Dane County, Wisconsin at a regular meeting held on August 15, 2022, by a vote of _____ ayes, _____ nays, _____ abstaining, and _____ not voting (absent).

APPROVED:

Approved: _____
Published: _____

By: _____
Kenneth R. Sipsma, Town Board Chair

Attest: _____
Dean A. Grosskopf, Administrator/Clerk-Treasurer