

**VILLAGE OF WAUNAKEE/TOWN OF WESTPORT
JOINT PLAN COMMISSION MEETING
Town of Westport Community Room
5387 Mary Lake Road, Town of Westport
February 11, 2020 6:00 PM**

Meeting Minutes

CALL TO ORDER

The meeting was called to order at 6:00 p.m.

ROLL CALL:

Present: Ken Sipsma, Dean Grosskopf, Eileen Bruskewitz, Brad Zeman, Brian Malich, Brian Wallace

Absent: None

Also Present: Tom Wilson, Kevin Even, Tracy Meinholz, Bryan Kleinmaier, Margaret Blum, Jeff Kraemer, Dustin Dresen, Dan O'Callighan, Jim Budeau, Gary Napralla.

MINUTES

1 December 10, 2019

Motion Grosskopf, second by Zeman, to approve the minutes from the December 10, 2019 Joint Plan Commission meeting as presented. Motion carried.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA: None

NEW BUSINESS

Motion made by Grosskopf, second by Zeman, to reorder the agenda to move item number one to the bottom. Motion carried.

1 Discuss and Take Action on a Request for Site Plan Approval, Kraemer Development LLC, Mixed-Use Commercial, Lot 2 Woodland Crest Development

The applicant gave the commission members a brief presentation. Mr. Even went over the recommended motion from the Village Plan Commission from the previous evening, adding two more conditions: 1) fully shielded cut-off lighting on the building; 2) Stormwater runoff may not be altered or directed towards the existing residences on CTH Q. The JPC members agreed. Motion Wallace, second Zeman, to approve the SIP with the following conditions:

1. Shift the parking lot north 3.5 feet as noted by Jason
2. Future access to Outlot 1 will need to be discussed with FDG when a plan for Outlot 1 comes before the Village. No development on Outlot 1 until access is provided to the two single family homes.
3. Require transparent glass for corner of CTH Q and Sarah Lane
4. The parking count is fine for Phase 1, but applicant will need to demonstrate that it meets the demands for future phases and must install one additional ADA spot for Phase 1
5. Applicant must provide an easement through Lot 2 as noted and will be required to be extended to the existing single family lots when Outlot 1 is developed. Lot 2 will have a utility easement crossing the property as indicated on plans from FDG to accommodate water and sewer service to the residential lots.

6. Applicant to work with Waunakee Utilities on landscaping in easement area. Any work or objects located in the easement must have all the Utility approvals.
7. Strand to verify turning movements for dumpster location
8. Shielding of the rooftop mechanicals is a condition of approval
9. No occupancy will be issued until the sewer and water connection is completed
10. Property owner must install additional landscaping to offset the lower percentage of impervious area
11. Plan Commission concurs with Engineer's determination that the impervious area/lot coverage issue is a minor modification per Section 9 of the GDP
12. Engineer to draft statement to justify overall impervious determination
13. All other staff comments modified to the satisfaction of the Village Engineer, including fully shielded and cut-off lighting fixtures on the building.
14. Applicant to show that stormwater runoff will not alter or be directed towards the existing residences on CTH Q.

Motion carried unanimously.

2 Initial Consultation, Rezone (County R-1 to Village R-1) to Adjust Rear Setback for Addition, Budeau, 6091 Imperial Drive, Town of Westport

Mr. Wilson informed the JPC members of the discussion at the Town plan commission. The Town had no objections and felt this was a reasonable request. The JPC had no objections as well. No action necessary. Applicant was directed to work with the Village and Town staff to make a formal submittal.

3 Initial Consultation, Land Division and Rezone, Napralla, 5531 Sunset Trail, Town of Westport

Mr. Wilson reported that the Town plan commission had no concerns with the proposed lot division. Staff felt that the rezone would not be necessary. The property would still be required to adhere to the current zoning setbacks and restrictions in keeping with the neighboring properties. No action necessary. The applicant was directed to make a formal submittal to Village and Town staff.

ADJOURN

Motion Grosskopf, second Bruskewitz, to adjourn the meeting at 6:27 p.m. Motion carried.

Respectfully Submitted:

Tracy Meinholz, Joint Plan Commission Secretary