



VILLAGE OF WAUNAKEE / TOWN OF WESTPORT JOINT PLAN COMMISSION

****Virtual Meeting Via Zoom Webinar****

June 9, 2020 6:00 PM

Agendas may change prior to the commencement of the meeting. Please check the posting board at the Village Hall, 500 W. Main Street, Waunakee, Wisconsin for the current agenda.

CONNECTION INSTRUCTIONS

This Village of Waunakee Plan Commission Meeting will be held as a live virtual meeting due to the State of Wisconsin's Safer At Home Order. The public can participate in one of three ways:

- Participate on-line in Zoom webinar by using the link to join: <https://us02web.zoom.us/j/83254296862>. A computer, tablet, or smart phone will allow participation.
- Call 312-626-6799, and enter Webinar ID: 832 5429 6862. Those requiring toll-free options are asked to contact Village Hall for details prior to the meeting at tmeinholz@waunakee.com or (608)849-5712.
- Watch live on the Village's Facebook page: <https://www.facebook.com/villageofwaunakee/>. The meeting recording will also be made available afterwards on our YouTube channel.

The on-line meeting agenda and all support materials can be found at <https://onbase.waunakee.com/onbaseagendaonline>. In addition to the public, all Commission members and staff will also be participating remotely. An explanation on how the meeting will be conducted will occur promptly at 6:00 PM. Anyone with questions prior to the meeting may contact the Village at (608)849-5712 or tmeinholz@waunakee.com.

PUBLIC SPEAKING INSTRUCTIONS

- **WRITTEN COMMENTS:** You can send comments to the Village Board on any matter, either on or not on the agenda, by emailing tmeinholz@waunakee.com or in writing to Village Board, 500 W Main St., Waunakee, WI, 53597.
- **PUBLIC COMMENTS (for items not on the agenda):** This agenda item allows those attending to speak about any item not on the agenda. During this item, those participating using the zoom system will be instructed to "raise hand" to speak. Those participating by phone are asked to register to speak by calling (608)849-5712 prior to the meeting. Each speaker is limited to one (1) minute. Further details about this item are listed at the end of the agenda.



AGENDA

CALL TO ORDER

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

MINUTES

1 May 12, 2020

NEW BUSINESS

- 1 Discussion / Action on proposed Annexation of land (approximately 1.297 acres) owned by Tipperary Farms, LLC located at the northeast corner of County Highway Q and Peaceful Valley Parkway**
- 2 Initial Consultation, Land Division and Possible Rezone (Create One Additional Residential Lot), Bakke, 5687 Cobblestone Lane (Waunakee ETZ)**

ADJOURN

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the municipal clerk at (608) 850-8500, 500 West Main Street, Waunakee, Wisconsin, at least twenty-four hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

VILLAGE OF WAUNAKEE BOARD AND PLAN COMMISSION MEETING TOWN OF WESTPORT BOARD AND PLAN COMMISSION MEETING

Notice is hereby given that the Village or Town Board or Village or Town Plan Commission may attend this meeting. No action will be taken by the Village or Town Board or Village or Town Plan Commission at this meeting.

Next scheduled meeting is 7/14/2020 6:00:00 PM.

**VILLAGE OF WAUNAKEE
JOINT PLAN COMMISSION MEETING
Via Zoom Virtual Webinar
May 12, 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, Don Tierney, Mike Lawton, Brad Fry.

MINUTES

1 March 10, 2020

Motion Grosskopf, second Wallace, to approve the minutes from the March 10, 2020 Joint Plan Commission meeting as presented. Motion carried.

PUBLIC COMMENT: None

NEW BUSINESS

1 Public Hearing and Discussion/Action on a request for approval of Certified Survey Map and Rezone from A-1 Agricultural Holding to C-1 Commercial for a Proposed Kwik Trip, at the northwest corner of Peaceful Valley Parkway and S. Century Avenue/CTH Q

After a brief overview of the plan by Mr. Even, the public hearing was opened at 6:05 p.m. Mike Lawton asked for clarification on the proposed motion. No other attendees wished to speak. The public hearing was closed at 6:07 p.m.

Motion Malich, second Bruskewitz, to recommend to the Village Board that it approve the certified survey map, subject to final review and approval by the Village Engineer and incorporation of all Village Staff comments. Motion carried 6-0.

Motion Wallace, second Grosskopf, to recommend to the Village Board that it rezone the lot to be purchased by Kwik Trip from A-1 Agricultural/Holding District to the C-1 General Commercial District, with the attached deed restrictions to be recorded on the lot and subject to final review by the Village Engineer, Village Attorney, and Town Attorney. Motion carried 6-0.

2 Public Hearing and Discussion/Action on a request for approval of a Site Plan and Conditional Use Permit for Kwik Trip, at the northwest corner of Peaceful Valley Parkway and S. Century Avenue/CTH Q

Mr. Even presented this portion of the approval process as it relates to the site plan and proposed use for the site. The public hearing was opened at 6:20 p.m. None of the attendees asked to speak, and the public hearing was closed at 6:22 p.m. Mr. Even stated that as part of the approval conditions the applicant will be required to maintain the canopy lighting at the same levels as required for the existing sites within the Village.

Motion Malich, second Bruskewitz, to approve the site plan, subject to final review and approval by the Village Engineer, incorporation of all Village Staff comments and conditioned upon Village Board approval of the associated certified survey map, rezoning request, and deed restriction. Motion carried 6-0.

Motion Grossopf, second Zeman, to approve the conditional use permit, conditioned upon Village Board approval of the associated certified survey map, rezoning request, and deed restriction and subject to review and approval by the Village Engineer, Village Attorney, and Town Attorney. Motion carried 6-0.

ADJOURN

Motion Grosskopf, second Bruskewitz, to adjourn the meeting at 6:27 p.m. Motion carried 6-0.

Respectfully Submitted:

Tracy Meinholz, Plan Commission Secretary



WAUNAKEE/WESTPORT JOINT PLAN COMMISSION SUMMARY SHEET

MEETING DATE: 06/09/2020

ITEM: NEW BUSINESS

TITLE: Discussion / Action on proposed Annexation of land (approximately 1.297 acres) owned by Tipperary Farms, LLC located at the northeast corner of County Highway Q and Peaceful Valley Parkway

ISSUE SUMMARY: These two residential lots, along CTH Q, are the only remaining lots in the Town of Westport. They are surrounded by the Woodland Crest and Kilkenny Farms developments. The proposed use for these lots is not yet known, but the comprehensive plan shows them as future commercial. Per Section 133-128 of the Village Code, the land will be annexed into the Village and placed in the A-1 Agricultural/Holding District for zoning. Further, the Village and the property owner will execute a short annexation agreement to address statutory payments to the Town of Westport and the future construction of a sidewalk adjacent to the property when it is developed.

STAFF RECOMMENDATION: Staff recommends approval.

RECOMMENDED MOTION: Motion to recommend approval of the Tipperary Farms LLC annexation request to the Village Board, with the land being placed in the A-1 Agricultural/Holding District for zoning.

ATTACHMENT(S): Tipperary Farms LLC Annexation Petition, Exhibit A-Map, Exhibit B-Legal Description.

**UNANIMOUS PETITION FOR DIRECT ANNEXATION
UNDER § 66.0217(2), WIS. STATS.**

To the Village Board of the Village of Waunakee, Dane County, Wisconsin:

1. The undersigned hereby petition for direct annexation of the territory legally described on Exhibit A attached hereto to the Village of Waunakee, Dane County, Wisconsin, whereby said territory would be detached from the Town of Westport, Dane County, Wisconsin, pursuant to § 66.0217(2), Wis. Stats.
2. Attached hereto as Exhibit B is a scale map which accurately reflects the legal description of the property to be annexed and the boundary of the annexing Village and includes a graphic scale on the face of the map.
3. The current population of the territory proposed to be annexed is -5-.
4. This petition has been signed by the owner of all of the land within the territory proposed to be annexed, and by all of the electors residing within the territory proposed to be annexed.

Owner of All Lands Within the Territory Proposed to be
Annexed:

Name of Owner: TIPPERARY FARMS, LLC

Address of Owner: 3564 Egge Road
DeForest, WI 53532

Date of Signing: April 27, 2020


Signatures:


By: Donald C. Tierney
Donald C. Tierney, Manager

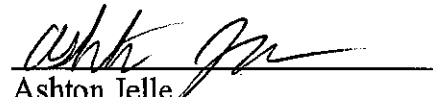
By: Joanne K. Tierney
Joanne K. Tierney, Manager

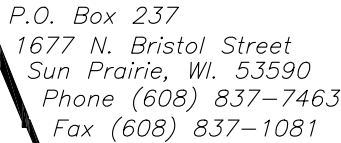
[Signatures continued on page 2 of Petition]

All Electors Residing in the Territory Proposed to be Annexed:

Name of Elector: Kelly
Rivera
Address of Owner: 5806 CTH Q
Waunakee, WI
Date of Signing: 4/27/20, 2020
Elector Signature: 
Name: Kelly Rivera

Name of Elector: Leonel Andrade Rivera
Address of Owner: 5806 CTH Q
Waunakee, WI
Date of Signing: 4/27/20, 2020
Elector Signature: 
Name: Leonel Andrade Rivera

Name of Elector: Ashton Jelle
Address of Owner: 5810 CTH Q
Waunakee, WI
Date of Signing: 4-27-20, 2020
Elector Signature: 
Name: Ashton Jelle



0 200 400
Scale: 1" = 200'

— . — . — . — . — . —
= Village of Waunakee Corporate Boundary

Lands deeded to the Village
of Waunakee by Warranty
Deed, Doc. No. 4915825

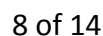


Exhibit B

Annexation description:

Lots 1 and 2, Certified Survey Map No. 4619, recorded in Volume 20 of Certified Survey Maps of Dane County on Page 166, being part of the Northwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$, Section 17, T8N, R9E, Town of Westport, Dane County, Wisconsin, described as follows:

Commencing at the Northwest Corner of said Section 17; thence S89°41'41"E (recorded as S89°31'12"E), 181.90 feet along the North line of said Northwest $\frac{1}{4}$; thence S45°39'03"W, 163.28 feet; thence S00°49'19"W, 442.14 feet; thence S00°35'29"W, 461.89 feet to the North line of said Lot 1 and the point of beginning; thence S89°19'18"E (recorded as S89°19'23"E), 149.66 feet along said North line; thence S00°19'47"W (recorded as S00°43'38"W), 311.90 feet along the East line of said Certified Survey Map; thence N89°43'37"W, 180.85 feet (recorded as N89°48'54"W, 180.96 feet) along the North right of way line of Peaceful Valley Parkway; thence N00°07'00"E, 311.90 feet (recorded as 316.34 feet); thence S89°19'18"E (recorded as S89°19'23"E), 31.92 feet to the point of beginning; Containing 56,514 square feet more or less, or 1.297 acres more or less.



MEETING DATE: JUNE 9, 2020

ITEM: NEW BUSINESS

TITLE: Initial Consultation, Land Division and Possible Rezone (Create One Additional Residential Lot), Bakke, 5687 Cobblestone Lane (Waunakee ETZ)

ISSUE SUMMARY: The applicant is asking to divide one large lot into two smaller lots in the Carriage Ridge neighborhood. This is an initial consultation. No action necessary.

STAFF RECOMMENDATION: None

RECOMMENDED MOTION: No action necessary.

ATTACHMENT(S): Applicant map and narrative.

Date: April 20th, 2020

To Bob Anderson,

We are requesting Approval from the Board, for us to divide our property @ 5687 Cobblestone Lane, in the Carriage Ridge Subdivision. Along with this request, we have provided a Lot Map and an Arial View of our lot.

The Lot Map has red lines drawn to reflect the portion of land that is buildable. We contacted Hart DeNoble Builders and they provided their opinion as to the buildable area. We have not had the land surveyed at this point, as we want to wait for the board's approval prior to hiring a surveyor.

The Arial View shows the neighborhood's lots and spacing of homes.

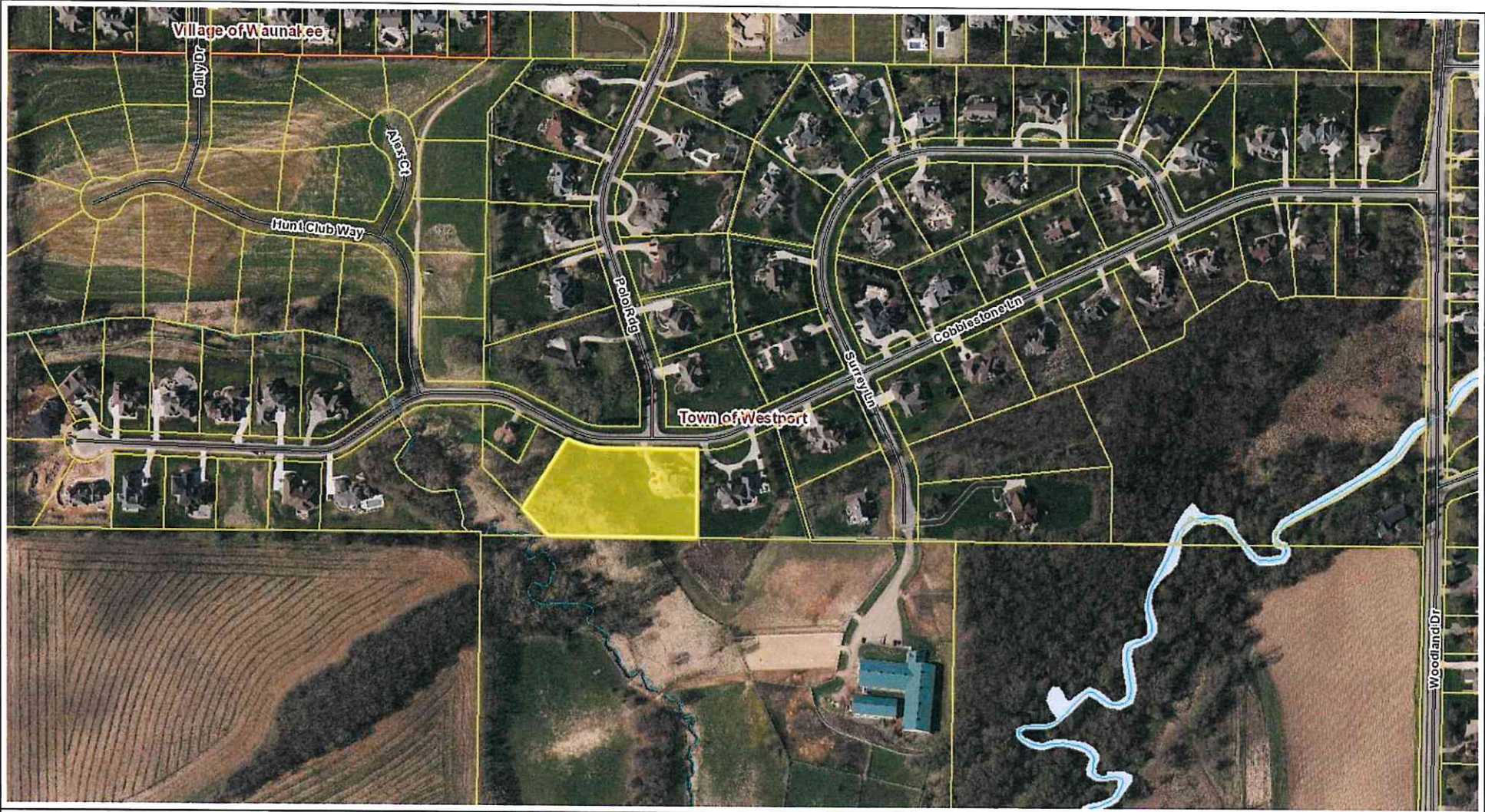
We have asked Tom Bunbury for the approval of our Carriage Ridge Homeowners Association, and he has given us approval. If needed he has offered to present his approval in writing.

Thank you for viewing our request.

Phil and Anne Bakke

Phone) 608.849.6823

Email) pabakke@mac.com



Town of Westport GIS

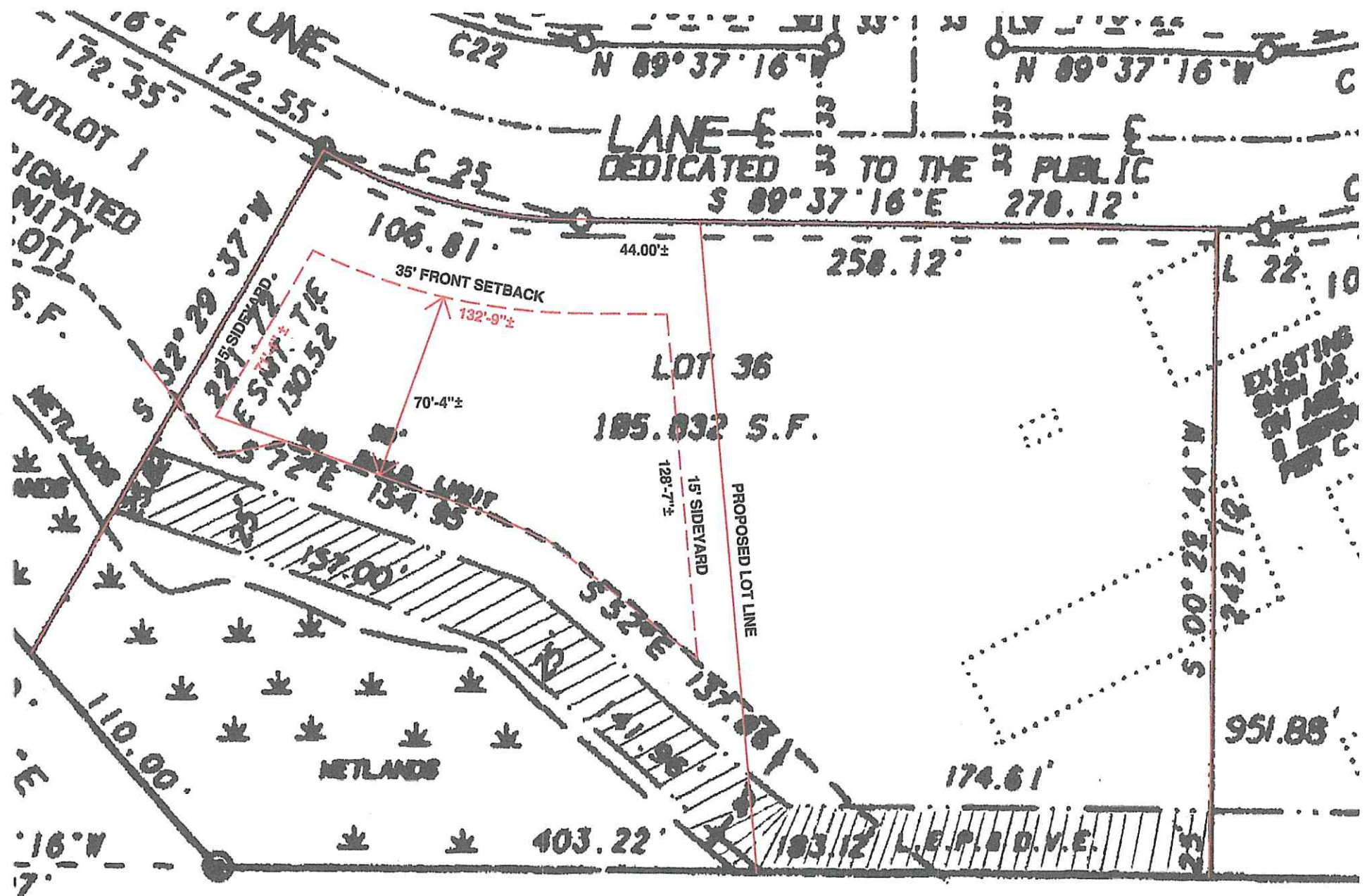
DISCLAIMER: The Town of Westport does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1 = 354'

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

Print Date: 4/22/2020



S 89°37'16"E 2019.59' FROM SW CORNER OUT

1 1/4" REBAR

Please be advised that the document Grantor(s) hereby direct viewers to ignore the printed text material on this map. Only the special relationships of the illustrations on the map are being presented for your information.

Grantor(s)/Grantor(s) Agent

13 of 14

Date:

RT

Google Maps 5687 Cobblestone Ln



Imagery ©2020 Maxar Technologies, Map data ©2020 100 ft