



**VILLAGE OF WAUNAKEE
TOWN OF WESTPORT JOINT PLAN COMMISSION
Town of Westport Community Room, 5387 Mary Lake Rd
November 14, 2017 - 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.**

AGENDA

CALL TO ORDER

ROLL CALL: Ken Sipsma, Dean Grosskopf, Eileen Bruskwetiz, Pat McGowan, Brian Malich, Tim Black

MINUTES

1. September 12, 2017

PUBLIC COMMENT

NEW BUSINESS

1. Initial Consultation, Proposed Certified Survey Map and Rezone Request for Property at 5683 Harbort Road, Town of Westport
2. Public Hearing & Discussion/Action on a Request by River Paws LLC and Leo Durren, for a rezone from County C-1 to Village of Waunakee C-1 with a Conditional Use Permit to operate a dog daycare at 5305 River Road, Town of Westport
3. Initial Consultation, Peg Whiteside, 5147 Bong Road, Possible Land Division
4. Discussion of Woodland Drive Speed Patterns

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 December 12, 2017.



**Village of Waunakee and Town of Westport
Joint Plan Commission
Minutes**

A regular meeting of the Waunakee/Westport Joint Plan Commission was held
Tuesday, September 12, 2017, 6:00 p.m. at the Waunakee Village Hall
500 W. Main Street, Waunakee, Wisconsin

CALL TO ORDER

Mr. Sipsma called the meeting to order at 6:06 p.m.

Members Present: Ken Sipsma, Dean Grosskopf, Eileen Bruskewitz, Pat McGowan.

Members Absent: Tim Black, Brian Malich.

Also Present: Tom Wilson, Kevin Even, Tracy Meinholz, Ed Freer, Mike Lawton, Jerry Tierney, Dennis Steinkraus.

APPROVAL OF MINUTES

Motion Grosskopf, second McGowan, to approve the minutes from the August 15, 2017 meeting. Motion carried.

PUBLIC COMMENT

None

NEW BUSINESS

Discuss and Take Action on Site Plan/SIP and CSM for Animart Pet Store, Kilkenny Commons

Motion Bruskewitz, second Grosskopf, to recommend approval of the CSM to the Village Board and approve the site plan/SIP as recommended by the Village Plan Commission with the following conditions:

1. The parking and circulation approval limited to Animart proposal only. Future users will need separate approvals and parking agreements if necessary.
2. All water, sewer and electric issues resolved to the satisfaction of the Utility Manager.
3. Will need a shared driveway agreement and an easement agreement from the church property.
4. Dumpster location within utility easement to be approved by Utility Manager or moved.
5. Subject to stormwater review. Not provided.
6. Retaining wall issues resolved to the satisfaction of the Village Engineer

Motion carried 4-0.

ITEM #1.



Discuss and Take Action on Resolution Recommending Approval of the Proposed Urban Service Area Amendment

Motion McGowan, second Bruskewitz, to approve Resolution JPCR17-02 with the change of “Plan Commission” to “Joint Plan Commission” were noted. Motion carried 4-0.

Consultation, Access Issues, Forward Development Group, Southeast Corner of CTH Q and Woodland Drive, Town of Westport Dennis Steinkraus presented an updated concept drawing for discussion. Mr. Even gave report on what the Village PC members had to say the previous evening. JPC members had concerns with the proposed large format retail location and the road access through recently upgraded drainage ways. No action necessary.

ADJOURN

Motion McGowan, second Grosskopf, to adjourn the meeting at 6:39 p.m. Motion carried.

Submitted By: Tracy Meinholz, Recording Secretary

Approved: _____

10/25/2017

To the Joint Zoning Committee,

Thank you for taking the time to look over and consider my request to make some changes to the parcels, 0809-282-9500-3 and 0809-281-9070-5. The purpose of this proposal is to explain my goal for this neighborhood and specifically, splitting parcel 0809-282-9500-3 into three parcels, one undeveloped, two R-1 and rezoning parcel 0809-281-9070-5 into RH-4.

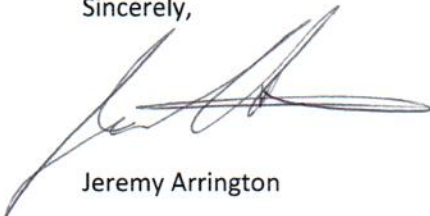
These parcels were formerly owned by Donald Vernon Harbort and upon his passing on 06/10/2015 the properties came under the care of his children. Having grown up at this home Don's children acknowledged they did not want to live at the home the land nor did they want to develop it. As such they put the properties up for sale on 11/04/2015 and since that time they have had parties interested in buying and developing the parcel at 0809-281-9070-5 into a subdivision or as much as 3 houses. They have discussed with the DNR the possibility of buying the 7 odd acres of marsh land along the Six Mile Creek.

This October I entered into a contract with the executors of the Harbort Living Trust to buy portions of these two parcels. I explained to them my goal was to buy the existing home at 5683 Harbort Rd, make it its own 0.75ish acres, Zoned R-1. To buy the land across the street where the current joint well and the filled in swimming pool are and making that its own 0.75ish parcel, Zoned R-1 new address of 5685 Harbort Rd. This would leave the remaining land approximately 11 acres as undeveloped and still open to the option of DNR purchase. Then for the 17 acre parcel adjacent to the Gov Nelson State Park I would build my permanent single family home. For this I ask to change the zoning to RH-4 so that I can build a single home on this property. I told the family that while it can be seen why others are asking for the ability to build three to 6 homes on this parcel I wanted it to be a quiet retreat from the busy life and a place of solitude. This offer appealed to the children of Donald Harbort and they accepted my offer to buy this land.

I am asking the Joint Zoning Committee to approve the division and rezoning of the aforementioned parcels in the manor described so that I can begin the process of developing the two homes over the next one to five years and start establishing a personal relationship with the community to work to keep this neighborhood as a quiet retreat in the heart of Dane County.

Thank you again for taking the time to listen to me and read this letter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jeremy Arrington', with a long horizontal flourish extending to the right.

Jeremy Arrington

ITEM #1.



1810301 Offer-No Show Single Family Price: \$300,000
5683 HARBORT RD Town Westport D52
County: Dane **Mailing City:** Waunakee
Subdivision: n/a WI 53597

Bedrooms: 5 **Est Above Grade SqFt:** 1,364
Full Baths: 3 **Est Part/All Below Grd SqFt:** 833
Half Baths: 0 **Est Total Finished SqFt:** 2,197 Assessor
Year Built: 1969 Assessor
Est. Acres: 1.5000 Assessor **Open House:**
Lot Dim:

[Schedule a Showing](#) **Show Date:** D H M T

Hwy M/Hwy K east 1/8 mi to right on Mansfield to Harbort Rd

Living/Great: M 13x13	Mstr BedRm: M 13x13	Laundry: L	Baths	School Info
Formal Dining: M 13x10	2nd BedRm: M 14x12	Other: M 7x7	Full Half	(D) Waunakee
Dining Area:	3rd BedRm: L 10x10		Upper: 0 0	(E) Call School District
Kitchen: M 13x10	4th BedRm: L 14x12		Main: 2 0	(M) Waunakee
Family Room: L 26x15	5th BedRm: L 13x11		Lower: 1 0	(H) Waunakee

Lake/River: Mendota **Zoning:** ETZ **Net Taxes:** \$ 3,623 / 2016 **Land Assess:** \$ 113,900
Feet WaterFront: 2000 Assessor **HOA Dues/Yr:** **Builder:** **Improvements:** \$ 106,500
Parcel: 0809-282-9500-3 **Owner:** **Total Assess:** \$ 220,400 / 2016

Type 1 story	Fuel Liquid propane
Architecture Bi-level	Heating/Cooling Forced air, Central air
Mstr Bed Bath Full	Water/Waste Joint well, Non-Municipal/Prvt dispos
Fireplace Wood burning, 2 fireplaces	Driveway Unpaved
Basement Full, Full Size Windows/Exposed, Walkout to yard, Partially finished, Poured concrete foundatn	Barrier-free First floor bedroom, First floor full bath, Stall shower, Level drive, Level lot, Width of hallways 36"+, Door openings 29+
Garage 2 car, Attached	Terms/Misc. Land contract
Exterior Wood, Brick	Waterfront Has actual water frontage, Lake
Lot Description Wooded, Rural-not in subdivision, Adjacent park/public land	

Interior Features Wood or sim. wood floor, Vaulted ceiling, Cable available, Hi-Speed Internet Avail
Exterior Features Deck

Included:

Excluded:

Own 1.5 to 30 acres of land with up to 2000' of frontage on the six mile creek, Lake Mendota access. Bring your ideas. Buy the home and 1.5 acres or buy the whole 30 acres. Home currently on channel with access to the six mile creek. Abundant deer hunting, turkey hunting, and some of the best duck hunting around. The northern property boundary is state park/DNR land, so no more neighbors. Acreage MLS: 1797197.

Showing line: 608 256-0801

LstAg: Jimmer Yunek 61171-94 CoList:	List Date: 7/26/2017	Expire Date: 7/26/2018
608-279-5542 F	Subagent Comm: 3%	Electronic Consent: No
Jimmer@starkhomes.com	BuyerAgent Comm: 3%	Exclusive Agency: No
Stark Company, REALTORS	DOM: 67 CDOM: 671	Licensee Interest: No
608-256-9011 Fax #: 608-256-0109	AO Date: 10/1/2017	Limited Service: No
2980 Arapaho Dr	Closing Date:	Multiple Rep: DA
Madison WI 53719-5113	Financing:	Named Exceptions: Yes
SaleAg:	Sale Factors:	Policy Letter: No
Sold Price:	Competing Offers: No	Variable Comm: No
Concessions:		

Accuracy of information is not guaranteed and should be verified by buyer if material. Equal Housing Opportunity listing. Copyright 2017 SCWMLS **Orig MLS:** South Central WI

5683 HARBORT RD

\$300,000 1810301

Printed By: Jeremy Arrington

10/18/2017 08:22 PM **Not for Public Distribution**



1797197 Active Lots & Acreage Price: \$800,000
 5684 Harbort Rd Town Westport D52
 County: Dane Mailing City: Waunakee
 Subdivision: NA WI 53597

Total Acreage: 17.00 Assessor Price/Acre: \$47,058.82
 Wooded Acres: 0.00 Price/SqFt:
 Pasture Acres: 0.00 Number of Lots: 1
 Tillable Acres: 0.00 Lot Number(s):
 Wetland Acres: 0.00

Schedule a Showing

Show Date:



Hwy 113 to Hwy M left on Mansfield Rd (if you go over six mile creek, you went too far).

Lot Size:

Lake/River

Mendota

Feet

600

List Agent

School District: Waunakee

Elementary: Call School District

Middle: Call School District

High: Call School District

Specific Builder Required: No

Annual HOA

Parcel #:

0809-281-9070-5

Zoning:

R-2

Owner:

Land Assessmnt: \$ 12,800

Improvements: \$ 0

Total Assessmnt: \$ 12,800 / 2016

Net Taxes: \$ 209 / 2015

Legal Description: SEC 28-8-9 W1/2 SW1/4 NE1/4 LYG N OF CRK

Type Rural, Other
Present Zoning Single family
Utilities Avail. (To Lot) Electricity, Telephone, Cable, Some underground
Water System Well on site, Joint well available, Well required, None presently
Waste Disposal Non-municipal/Private on, Non municipal/Private req, None presently
Road Gravel, Private

Purchase Options Sell entirely
Available Info Aerial photos
Terms Land contract, CSM required
Waterfront Has actual water frontage, Lake

Lot Description Adjacent park/public land

Features Wooded, Wetland

Topography Level

28+ acres of wonderful land to hunt deer, turkeys, ducks, and geese from your back yard. This has Lake Mendota Access thru the Six Mile Creek. Build your dream home and enjoy the land. On the other hand, this land might have the possible use as a development and you can build a sub division back there with all homes having lake access to lake Mendota. Parcel number 066/0809-281-9070-5 is 17 acres and parcel 066/0809-282-9500-3 is 12.882 acres (less the house that has 1.5 acres included with the sale). VR 800,000-1,200,000.

parcel numbers for land are 066/0809-281-9070-5 parcel 066/0809-282-9500-3

ListAgt: Jimmer Yunek 61171-94 **CoList:**

608-279-5542 **F:**

Jimmer@starkhomes.com

Stark Company, REALTORS

608-256-9011

Fax #: 608-256-0109

2980 Arapaho Dr

Madison WI 53719-5113

Sale Agent:

List Date: 3/9/2017

Subagent Comm: 3%

BuyerAgent Comm: 3%

DOM: 223

AO Date:

Closing Date:

Financing:

Sale Factors:

Competing Offers:

Expire Date: 10/31/2017

Electronic Consent: No

Exclusive Agency: Yes

Licensee Interest: No

Limited Service: No

Multiple Rep: DA

Named Exceptions: No

Policy Letter: No

Variable Comm: No

Sold Price:

Concessions:

Accuracy of information is not guaranteed and should be verified by buyer if material. Equal Housing Opportunity listing. Copyright 2017 SCWMLS

Orig MLS: South Central WI

5684 Harbort Rd

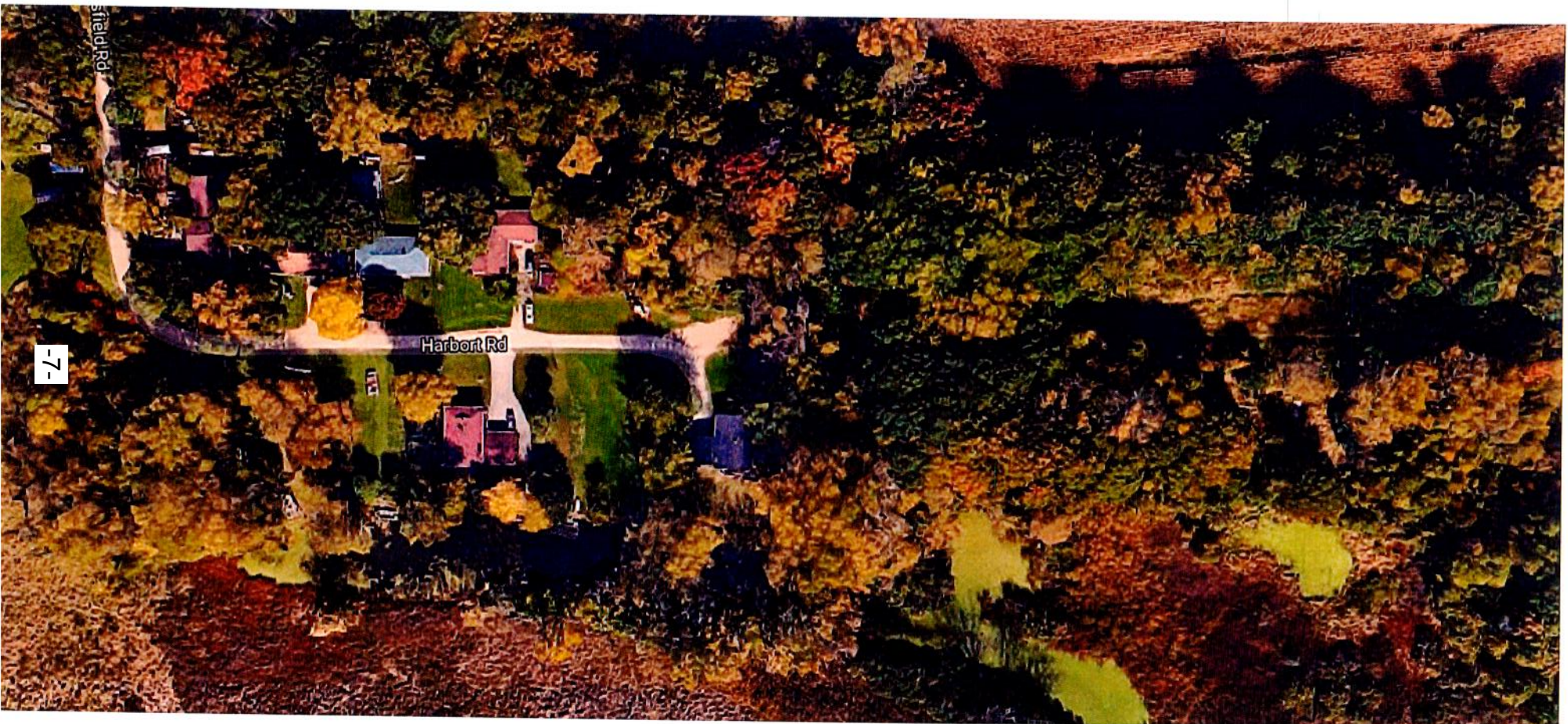
\$800,000+ 1797197

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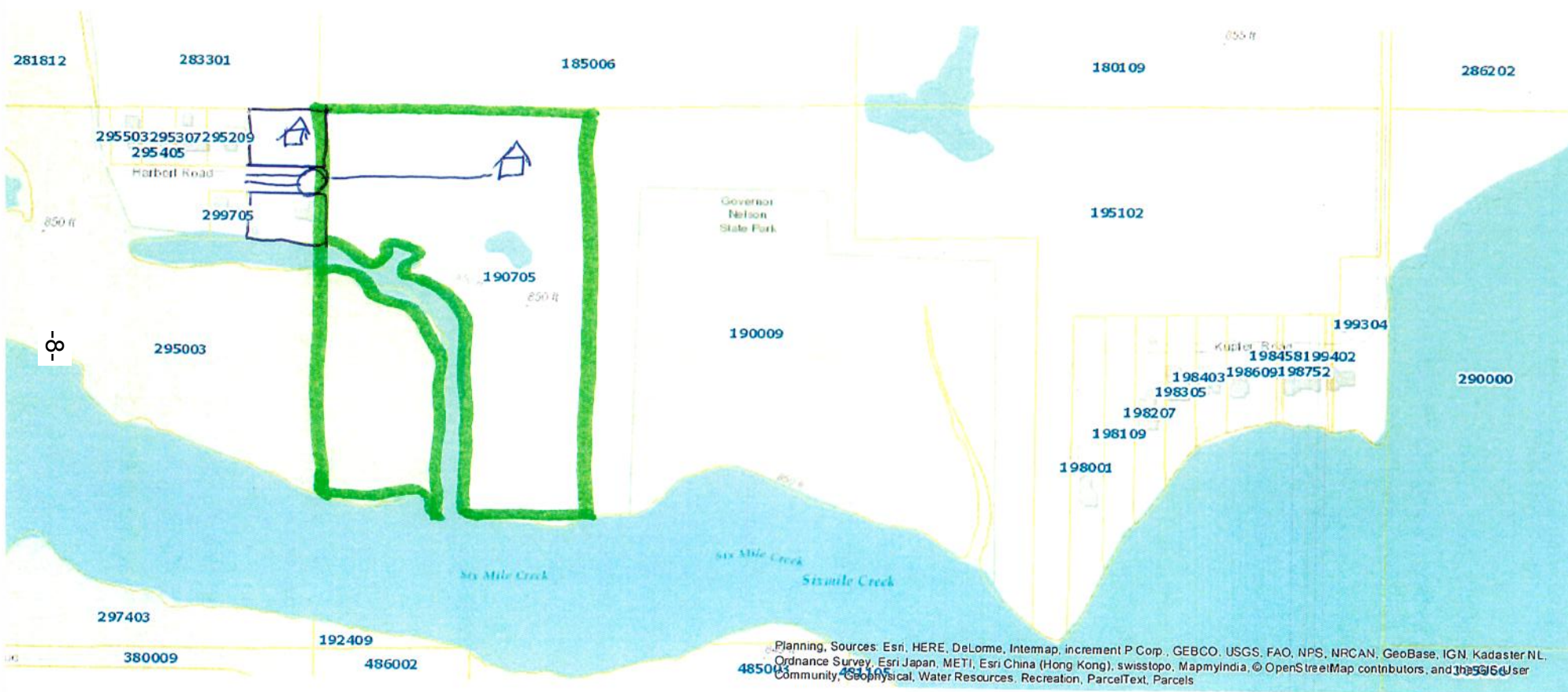
Not for Public Distribution

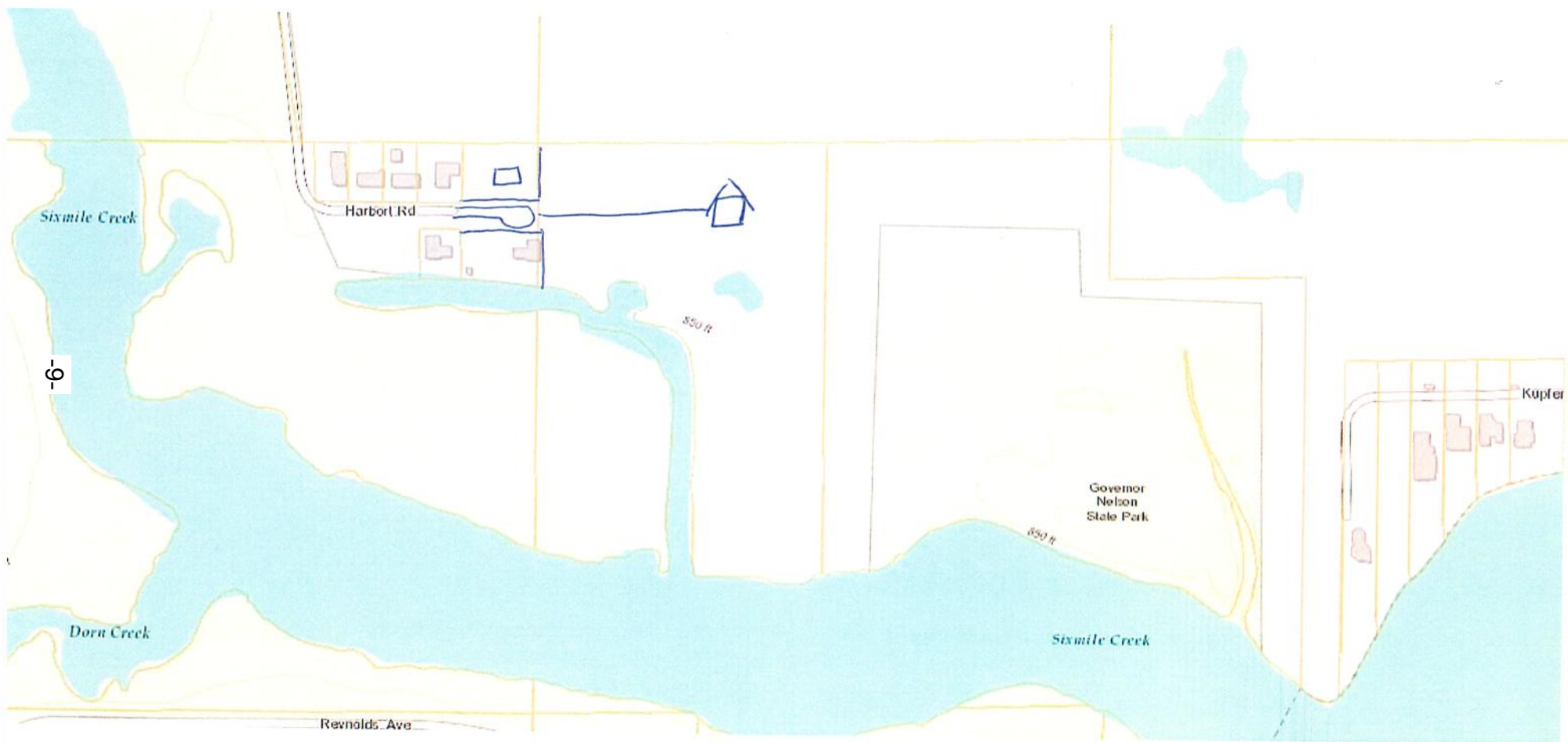


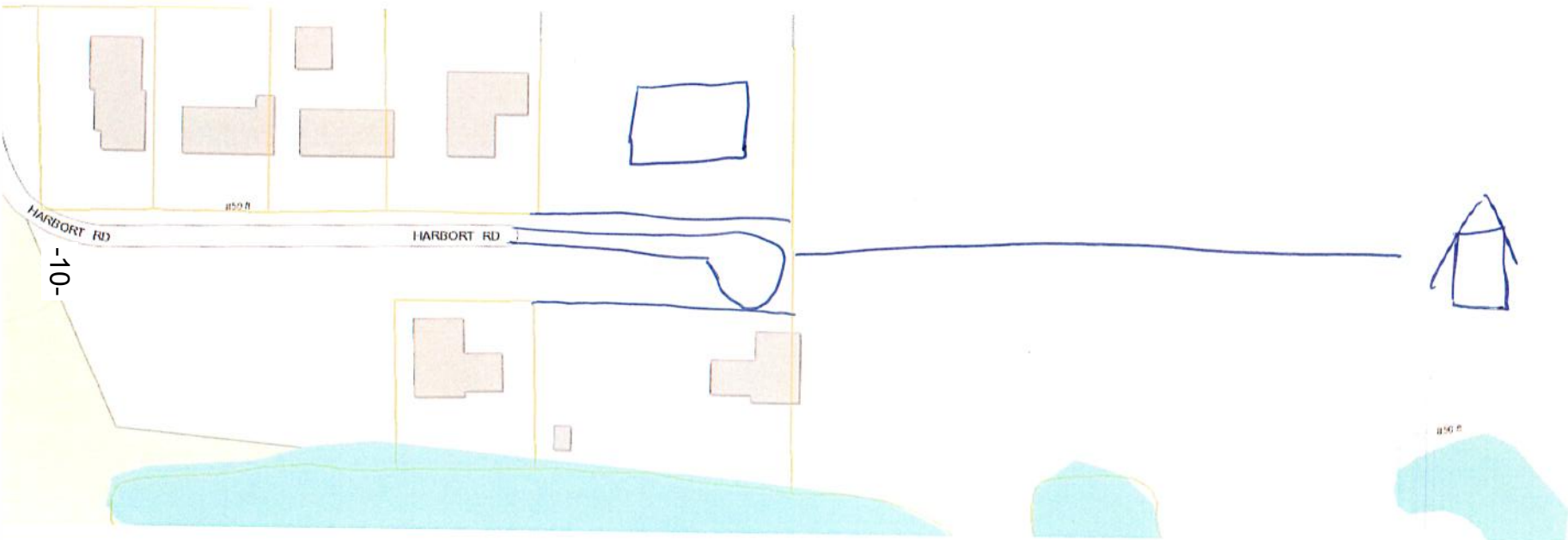


-7-

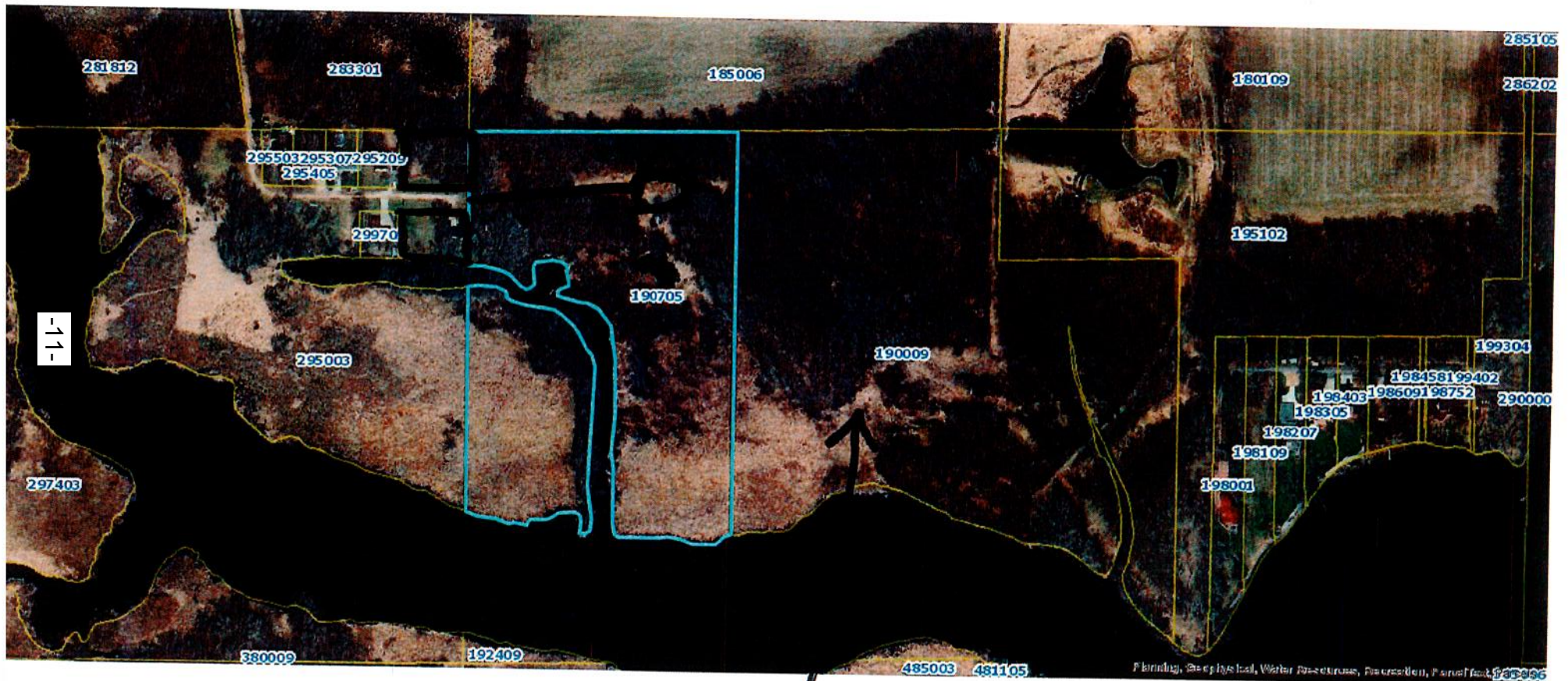
17 ACRE PARCEL



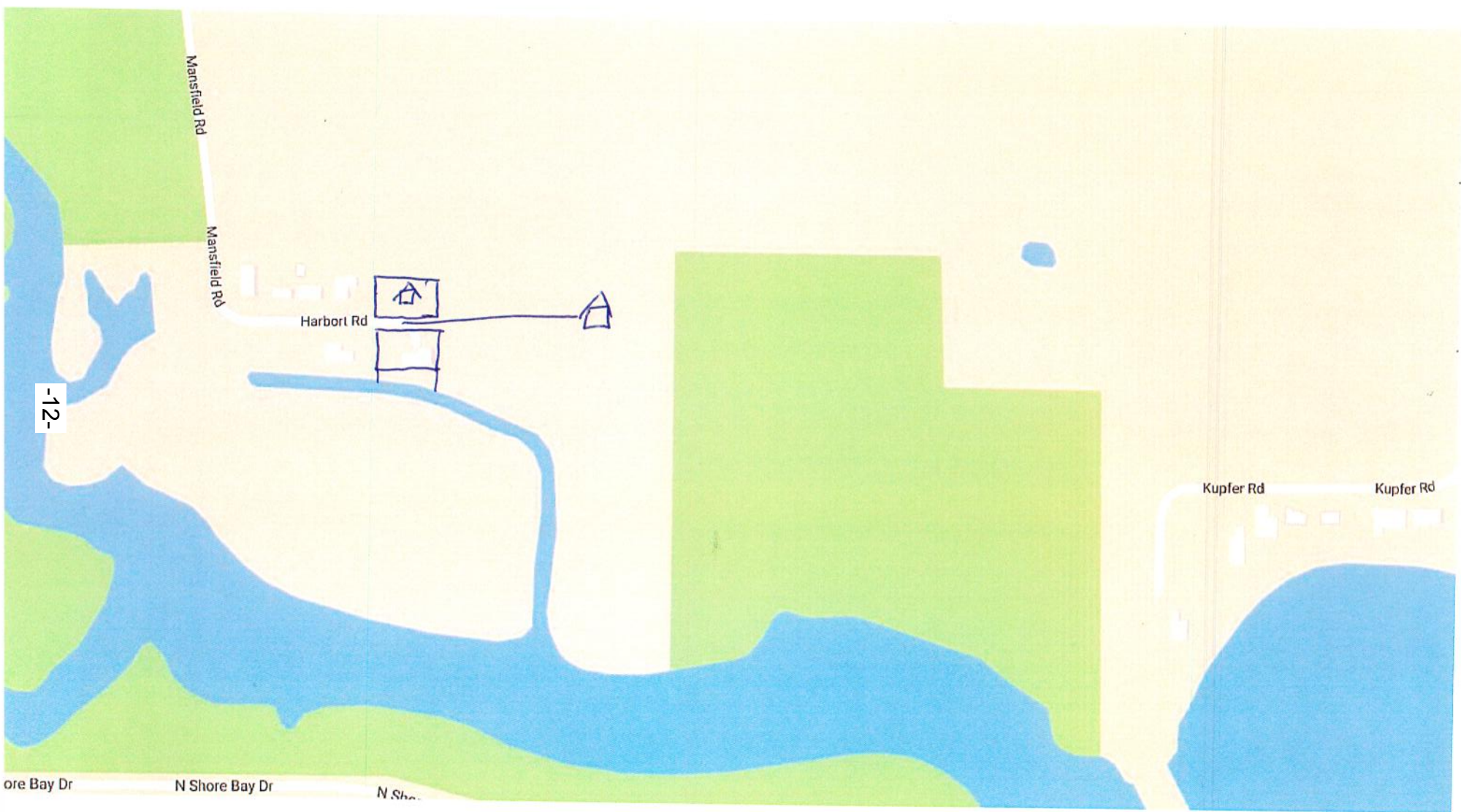


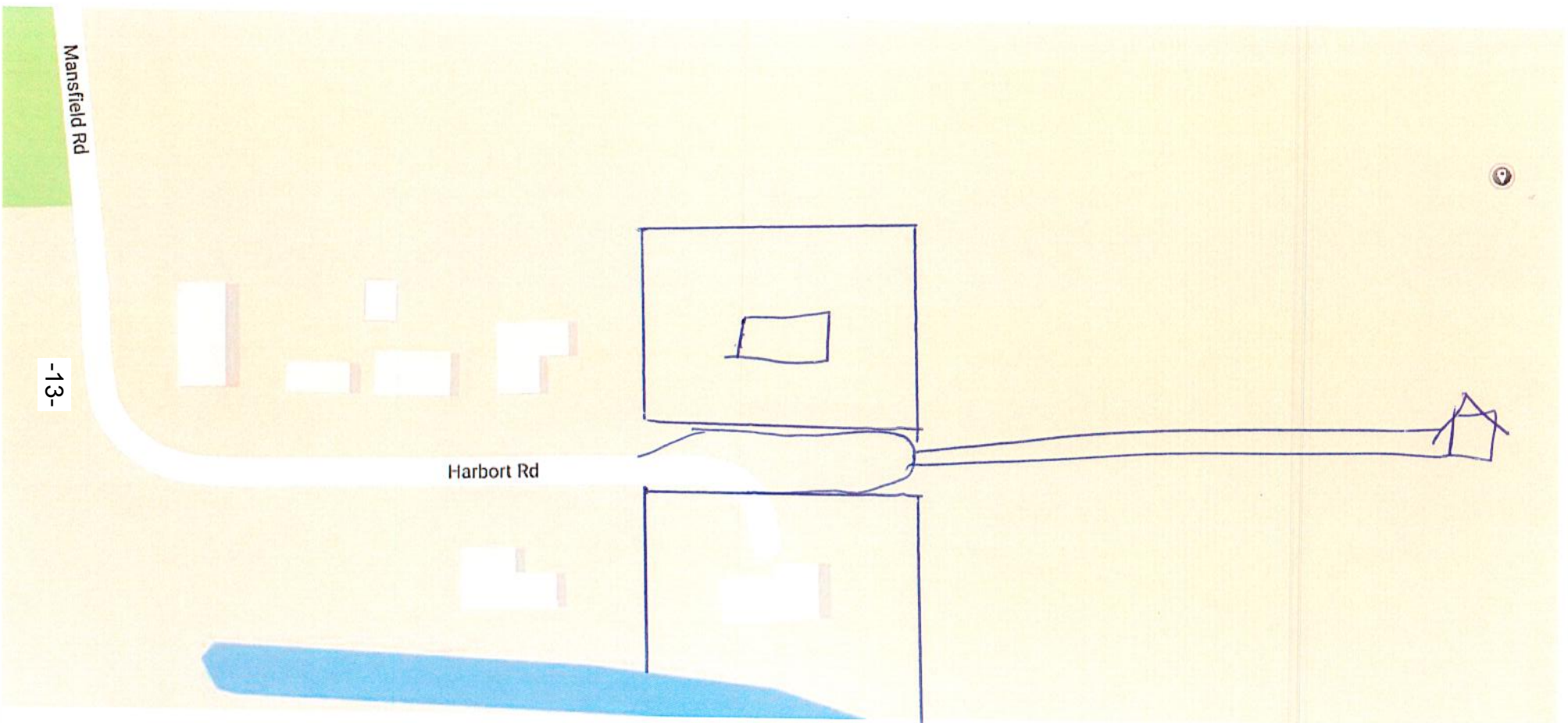


17 ACRE PARCEL - OUTLINED
IN BLUE



STATE
PARK





ITEM #2.



PLAN COMMISSION APPLICATION



PROJECT ADDRESS / NAME: River Paws LLC / 5305 River Rd

APPLICANT: <u>River Paws LLC / Amanda Masarik</u>	
ADDRESS: <u>5305 River Rd, Waunakee, WI 53597</u>	
PHONE: <u>608-571-7297</u>	EMAIL: <u>Amanda.Masarik@gmail.com</u>

OWNER: <u>Leo Durren</u>	
ADDRESS: <u>3602 Cascade Rd Madison WI, 53704</u>	
PHONE: <u>(608) 244-9503</u>	EMAIL:

PROJECT DESCRIPTION: Dog Daycare Zoning Change

OWNER/APPLICANT SIGNATURE:  DATE: 9-4-17

FEES: (CHECK ALL THAT APPLY)		ESCROW DEPOSIT:
• SITE PLAN	<input type="checkbox"/> \$320	An escrow deposit is required in accordance with the Development Application Agreement.
• REZONE	<input type="checkbox"/> \$345	
• <u>CONDITIONAL USE PERMIT</u>	<input checked="" type="checkbox"/> <u>\$350</u>	ESCROW FEE PAID: <u></u> DATE: _____ FEE WAIVED BY: <u></u>
• CERTIFIED SURVEY MAP	<input type="checkbox"/> \$100 + \$25 per lot	
• PRELIMINARY PLAT	<input type="checkbox"/> \$100 + \$50 per dwelling unit	
• FINAL PLAT	<input type="checkbox"/> \$100 + \$50 per dwelling unit	
• GDP/SIP APPROVAL	<input type="checkbox"/> \$475	
TOTAL: <u>\$ 350.00</u>		



PLAN COMMISSION APPLICATION

The Village of Waunakee Plan Commission meets the Monday before the second Tuesday of each month. All submittals must be received 28 days prior to the meeting date. A schedule of deadlines can be found on the Village's website at www.vil.waunakee.wi.us. The following are required for submittal:

- 1) Plan Commission Application form, filled out and signed, with the appropriate fees
- 2) Signed Development Application Agreement and appropriate fees
- 3) Written narrative of the proposed project
- 4) One copy of plans (24x36), and 1 color rendering of elevations (11x17) **OR** one electronic copy of both either emailed to tmeinholtz@waunakee.com or on a USB

All submittals shall contain the following to be considered complete:

- 1) Written narrative listing owners and/or developers name and address. Where applicable, architects and/or engineers name and address. Description of proposed uses. Calculation indicating total site size, building floor area, number of parking stalls, amount of impervious surface, and amount of non-impervious green space.
- 2) A scaled site plan with the following information:
 - a. Name of project and date of plan preparation
 - b. Scale of drawing and north arrow
 - c. Property boundaries
 - d. Where applicable, both the one hundred (100) year recurrence interval floodplain and the floodway delineations
 - e. Where applicable, wetlands as delineated in the WDNR Wetland Inventory and 75' setback line from such wetlands
 - f. Existing and proposed easements on the subject property
 - g. Adjoining public street rights-of-way, street pavements, and sidewalk locations; existing and proposed driveways and curb cuts; and parking and loading areas
 - h. Location of existing and proposed building footprints with building and yard setback lines indicated
 - i. Location of any existing or proposed ground signs or pylon signs
 - j. Location and type of all outdoor lighting proposed to illuminate the site
- 3) Building Plans with the following information shown:
 - a. Elevation drawing of each new or remodeled building façade, indicating materials and building dimensions
 - b. Colored renderings (11x17) **OR** one electronic version of the front façade of the principal building showing the proposed colors
 - c. Building materials samples (upon request)

ITEM #2.



PLAN COMMISSION APPLICATION

- 4) Grading and Stormwater Management Plan with the following information:
 - a. Existing and proposed topography shown at a contour interval of not less than two (2) feet at National Geodetic Vertical Datum
 - b. Location and dimension of Stormwater retention or detention basins and/or stormwater conveyances
- 5) Landscaping Plan in compliance with Village Code Sec. 133-996 Parking area landscaping requirements. This can be found on the Village website under Codes
- 6) Lighting Plan showing proposed foot candles
- 7) Parking Calculations in accordance with Village Code Sec. 133-995
- 8) Escrow fees as outlined in the Development Application Agreement
- 9) Fees for Erosion Control per Sec. 109-97. No person may begin a land disturbing construction activity or land developing activity subject to this division until the person has paid the Erosion Control Review and Inspection fee to the Director of Public Works. The fee shall be paid to the Director of Public Works when the person submits an application for an erosion control permit along with a proposed erosion control plan pursuant to Section 109-58. The Erosion Control Review and Inspection fee shall be \$950 plus \$0.03 for every square foot of the building or structure, or addition to an existing building or structure, that is part of the land disturbing construction activity or land developing activity.

Tracy Meinholz

From: Amanda Masarik <amanda.masarik@gmail.com>
Sent: Wednesday, October 04, 2017 4:14 PM
To: Tracy Meinholz
Subject: Re: River Paws LLC Submittal

Hi Tracy,

We are starting work on this now to be sure everything goes through in time for the November meetings.

A: Monday through Friday 7AM - 6PM

B: 9 Employees

C: 7 parking stalls

D: We are working with Fast Signs and will have the proposed signage available soon. We do not plan on changing the lighting, so what is needed from us on this front?

E: Dog daycare, grooming and training

Please let me know if anything additional is required. I will be reaching out to Westport to make sure everything is covered on that front as well.

Thanks,

Amanda

On Wed, Sep 20, 2017 at 12:55 PM, Tracy Meinholz <tmeinholz@waunakee.com> wrote:

Amanda,

Attached are the minutes from your consultation with the Town of Westport Plan Commission. The minutes state that you need to apply for a rezone as well as the conditional use permit. In addition to the paperwork and fees you've already dropped off, we will need the rezone fee of \$345 made payable to the Village of Waunakee. The conditional use permit must also include the following information:

- a) Hours of operation
- b) Number of employees
- c) Number of parking stalls
- d) Proposed lighting and signage
- e) Description of use of property

ITEM #2.

At this time your submittal is considered incomplete. I've spoken to the Town of Westport and they have not received your application and fees yet either. In order to be put on the October 10 agenda, we need you to file with both the Village and the Town. If the submittal is not completed by September 22, we will have missed the deadline for the newspaper publication and it will be placed on the November 7 agenda.

I suggest you contact the Town at 849-4372 to discuss your filing with them.

Tracy Meinholz

Engineering Office Manager

Village of Waunakee

500 W. Main Street

P.O. Box 100

Waunakee, WI 53597

[\(608\) 849-5712](tel:(608)849-5712)

[\(608\) 849-5628](tel:(608)849-5628)

www.waunakee.com

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Tracy Meinholz

From: Jessica Frey <jfrey@townofwestport.org>
Sent: Tuesday, September 19, 2017 9:22 AM
To: Tracy Meinholz
Subject: Doggy Daycare Notes

4. Initial Consultation, CUP for Dog Day Care and Design Review, Masarik/River Paws
 Doggy Daycare, 5305 River Road (Waunakee ETZ)

The commercial building at the corner of Catfish Court and River Road has been rented by a new dog service individual. She has made some repairs and improvements to the property and is otherwise cleaning it up. The property is our Commercial District under the Plan, and is zoned County C-1. The previous owner got approval for use of the property as a dog grooming parlor, which is a permitted use under the Village's C-1 zoning code. Unfortunately, that may have somewhat spilled over to become more of a dog day care situation, which is a kenneling use, and so a conditional use under the Village's C-1 zoning district. Such a use would probably be appropriate in the building there, and is certainly used in the Town at a nice location for that use, with parking and access close off of STH 113. There are issues with the lights and the signage for the parcel, and we have sent a compliance letter as to that, which the owner and operator are working on.

Having said the above, the new operator wants to clean these use items up and get approval for her doggie day care. To do so, she should probably ask for a rezoning of the property to Village C-1 Commercial since that is consistent with our Code, and request a CUP for kenneling. That would allow her to continue the grooming and allow the day care use. That would also be consistent with the Comp Plan and would clean the use up for that building. I do not believe she has contacted the neighboring properties about this but she should since a rezone of CUP will mean they get direct notice of a hearing. We could restrict the building and that portion of the property to that use as well because of all of the other potential C-1 uses under the code which may not be appropriate at this location.

This area is in the Village ETZ so the JPC will be reviewing the item and will hold the public hearing on the rezone and the CUP, and the Village Board approves the rezone (the JPC is the final actor on the CUP).

Sincerely

Jessica Frey

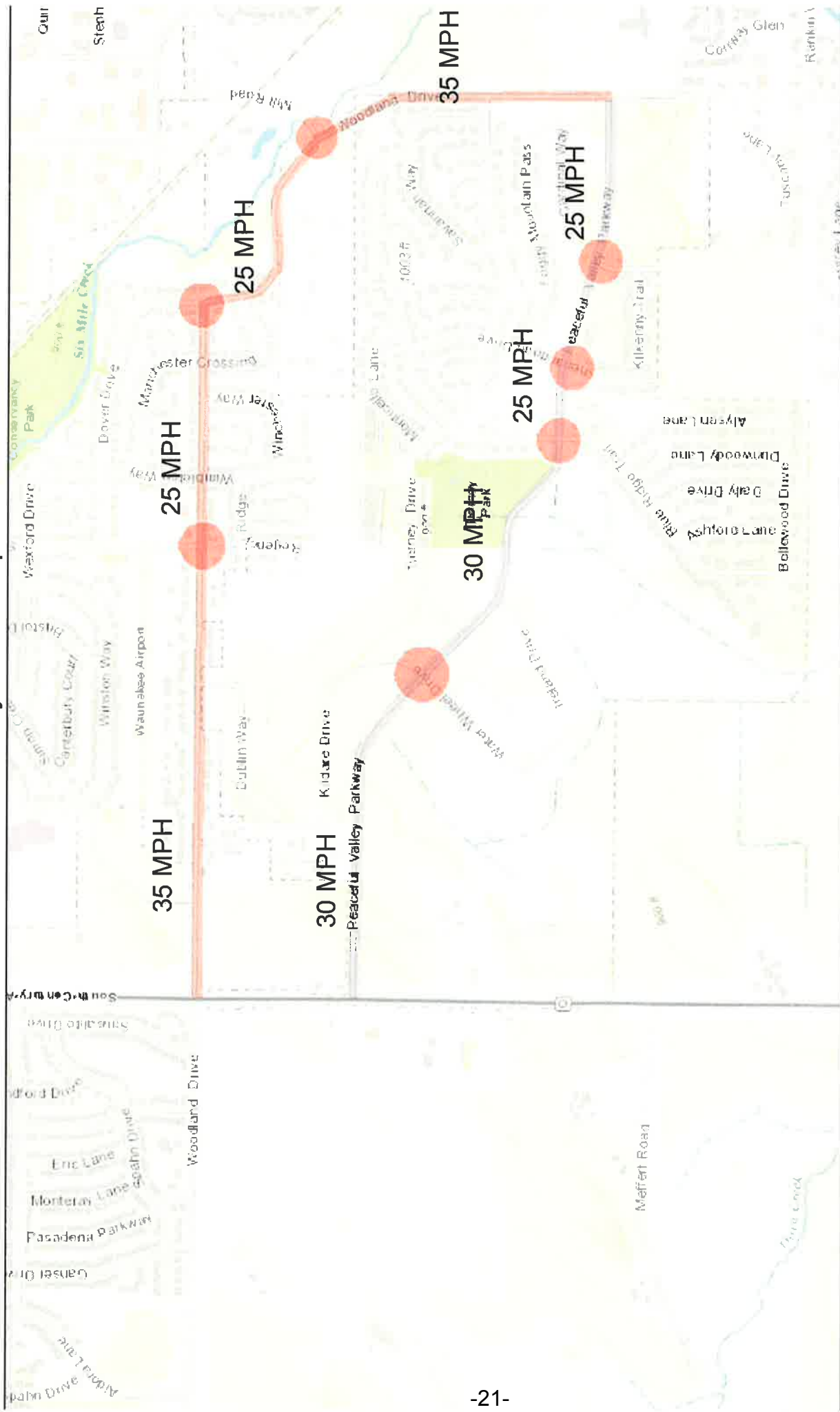
*Executive Assistant
 Town of Westport (Dane County, WI)
 5387 Mary Lake Road
 Waunakee, WI 53597
www.townofwestport.org
<http://twitter.com/TownofWestport>
 (608) 849-4372
 (608) 849-9657 FAX*

IF THIS MESSAGE IS TO THE ENTIRE MEMBERSHIP OF A GOVERNMENTAL BODY, you are advised that this email should be treated as a one-way communication and that responses "to all" should be avoided because those responses could create a "walking quorum" of the body in violation of the open meetings law (Office of the Wisconsin Attorney General Letter of 3/19/2010)

ITEM #2.



Dane County Web Map



September 14, 2017

1:19,200

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), Swisstopo, MapmyIndia, © 2016 OpenStreetMap contributors, and the GIS User Community

ITEM #4.