



**VILLAGE OF WAUNAKEE/TOWN OF WESTPORT
JOINT PLAN COMMISSION
5387 MARY LAKE RD, WESTPORT
December 13, 2016 - 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, John Van Dinter, Eileen Bruskewitz, Pat McGowan, Brad Zeman, Brian Malich

MINUTES

1. November 15, 2016

PUBLIC COMMENT

NEW BUSINESS

1. Discuss and Take Action on a Request by Athens Gyros to Install a Temporary Tent at the Interim Food Truck Site at 5440 Willow Road, Town of Westport
2. Discuss and Take Action on Request by Scaryland to Extend the Use of Location at 5305 CTH M, Town of Westport
3. Update/Consultation, Former White House Property, 5407 CTH M, Town of Westport
4. Wolter Consultation, 5935 CTH K, Town of Westport
5. Update on 2017 Century Avenue Reconstruction Project
6. Comprehensive Plan Update

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 January 10, 2017.

ITEM #1.



Village of Waunakee and Town of Westport Joint Plan Commission Minutes

A regular meeting of the Waunakee/Westport Joint Plan Commission was held
Tuesday, November 15, 2016, 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 6:00 p.m.

Members Present: Ken Sipsma, John Van Dinter, Eileen Bruskewitz, Pat McGowan, Brad Zeman, Brian Malich

Members Absent: None

Also Present: Tom Wilson, Kevin Even, Tracy Meinholz, Judy Borke, Don Tierney, Ryon Savasta, Randy Meffert, Jason Valerius, Michael Lawton, Dean Grosskopf.

APPROVAL OF MINUTES

Motion Zeman, second Van Dinter, to approve the minutes from the October 11, 2016 meetings. Motion carried.

PUBLIC COMMENT

None

NEW BUSINESS

Public Hearing and Discussion/Action on a Request by Ed & Judy Borke for a Certified Survey Map and Rezone of 7.13 Acres at 5089 STH 19, Town of Westport, from County A-1Ex to Village A-1

Mr. Wilson stated that the Town Plan Commission recommended approval with two conditions: 1) a recorded access easement; and 2) property owner is allowed one additional split of the remaining acreage. The public hearing was opened at 6:07 p.m. There were no comments from the public. The hearing was closed at 6:09 p.m. Motion Bruskewitz, second Van Dinter, to recommend approval to the Village and Town Boards as recommended by the Town Plan Commission. Motion carried.



Public Hearing and Discussion/Action on a CUP Request by Adams Outdoor to Convert an Existing Billboard to an Electronic Billboard on STH 19, Town of Westport

Mr. Even went through the application and process that the Village and Town have taken to amend the sign ordinance to allow this alteration. The public hearing was opened at 6:23 p.m. With no comments from the audience, the public hearing was closed at 6:25 p.m. Motion McGowan, second Van Dinter, to approve the CUP with the condition that the Village and Town Board approve the proposed number of community announcements per year (8 proposed), removal of the existing overhead electrical wire, and a five year review of the CUP for any maintenance issues. Motion carried.

Discuss and Take Action on Certified Survey Map for Lot 263, Kilkenny Commons, Village of Waunakee

Mr. Even stated that the Village Plan Commission had no concerns the previous evening. Motion Van Dinter, second McGowan, to recommend approval of the certified survey map for Lot 263 to the Village and Town Boards. Motion carried.

Initial Consultation, Proposed Wolter Land Division, 5935 CTH K, Town of Westport

Mr. Wilson stated that the Town Plan Commission heard the proposal Monday night and were not receptive. Mr. Wolter was directed to work with staff on revisions.

Review and Comment on the Draft Comprehensive Plan, and hear feedback from the November 10 Public Meeting

Members and Staff discussed the feedback from the meeting and affirmed some issues before taking the final draft to public hearing in January. No action taken.

ADJOURN

Motion Bruskevitz, second McGowan, to adjourn the meeting at 6:46 p.m. Motion carried.

Submitted By: Tracy Meinholz, Recording Secretary

Approved: _____

ITEM #1.



Athens Gyros Temp Structure



DISCLAIMER: The Village of Waunakee 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" = 118'

VILLAGE OF WAUNAKEE

500 W. Main St
Waunakee, WI 53597
(608) 850-8500

Print Date: 11/30/2016

Tracy Meinholz

From: Tom Wilson <twilson@townofwestport.org>
Sent: Wednesday, November 30, 2016 8:16 AM
To: mjankowski@generalengineering.net
Cc: Kevin Even; Tracy Meinholz; Robert Anderson; Jessica Frey; Tom Wilson; Kyo Ladopoulos (kyo@allstargroup.net); andy@athensgyros.com
Subject: FW: Temporary tent for Athens Gyros Food truck
Attachments: food truck tent sketch.pdf

Mark,

Thanks for handling this and for your information. I did talk to our Town Board Chair about this and he feels this should go for a design review amendment to our Plan Commission. There would be no fee but we need the forms filled out on our web site for a design review. I would need just one copy of the form, but 12 copies of a letter detailing what is being asked for and how long, with drawings showing what the temporary structure would look like, where located, dimensions and how long it would be up, and including any lighting that might be used including inside the structure. I would need that soon as we will be putting together the packets for the Plan Commission meeting tomorrow for Monday December 12. The JPC should review this as well on the 13th since it is in the Waunakee ETZ area.

Please advise if you need to. I copied Andy and Kyo here. Thank you.

Tom

Thomas G. Wilson

Attorney/Administrator/Clerk-Treasurer
Town of Westport (Dane County, WI)
Population 4,000

5387 Mary Lake Road
Waunakee, WI 53597
twilson@townofwestport.org

www.townofwestport.org

<http://twitter.com/TownofWestport>

<http://www.facebook.com/pages/Town-of-Westport-Dane-County-Wisconsin/115029421892435?v=wall>

(608) 849-4372

(608) 849-9657 FAX



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All e-mail sent to the Town of Westport is subject to the Wisconsin open records law.

ITEM #1.

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).

From: Mark Jankowski [mailto:mjankowski@generalengineering.net]
Sent: Tuesday, November 29, 2016 8:34 AM
To: Tom Wilson; Kevin Even; Robert Anderson; Tracy Meinholz
Subject: FW: Temporary tent for Athens Gyros Food truck

Attached is the sketch of the site plan. Let me know if it needs to go to plan commission and I will inform them. Below is the "temporary" provision in the State Building Code.

(12) TEMPORARY USE. A municipal fire or building code official may permit a building or structure to be used temporarily by the public, subject to all of the following provisions: (a) The official shall determine the time frame within which the temporary use is permitted, based on the extent hazards are created by the temporary use. This time frame may not exceed 180 days, except the official may grant extensions for demonstrated cause. (b) Except as provided in par. (c), buildings or spaces considered for temporary use shall conform to the requirements of this code as necessary to ensure the public safety, health and general welfare. (c) The official may require additional safety requirements for a temporary use as a tradeoff for any safety provisions that may be lacking. (d) The official may terminate the approval for a temporary use at any time and order immediate discontinuance of the use or complete evacuation of the building or space.

Thanks,
MJ

Mark E. Jankowski
Director of Inspections | General Engineering Company
916 Silver Lake Drive | PO Box 340 | Portage, WI 53901
P 608-742-2169 | F 608-742-2592 | C 608-697-7777
mjankowski@generalengineering.net
www.generalengineering.net

From: Village Inspector [mailto:inspect@waunakee.com]
Sent: Tuesday, November 29, 2016 8:14 AM
To: Mark Jankowski <mjankowski@generalengineering.net>
Subject: FW: Temporary tent for Athens Gyros Food truck

For your approval

From: Andy Ziegler [mailto:andy@athensgyros.com]
Sent: Monday, November 28, 2016 3:45 PM
To: Village Inspector
Subject: Re: Temporary tent for Athens Gyros Food truck

Ok will this work?

Andy Ziegler
(608) 334-3690

andy@athensgyros.com
athensgyros.com

On Nov 28, 2016, at 3:25 PM, Village Inspector <inspect@waunakee.com> wrote:

Andy,

Could you sketch up a site plan for us to look at?

MJ

From: Andy Ziegler [<mailto:andy@athensgyros.com>]
Sent: Monday, November 28, 2016 12:47 PM
To: Village Inspector
Subject: Temporary tent for Athens Gyros Food truck

Hello Mark,

Thanks for speaking with me. Like I said when we talked the link I am sending you is for the general Greenhouse at a larger size. The greenhouse we will have built is 20' wide x 16' long.

We will heat this space by electric heaters with blower fans. One end wall will but-up against the truck creating a seal and increasing strength through the support of the truck. The other wall will have a door for customers to enter through. We are also planning some lighting for ambiance but since the tent is translucent we are confident the light from the "order window" side wall will be the main illumination for the tent, with this in mind the lights will mostly be outside. We would also like to use folding tables and chairs to offer a space to wait for togo orders and eat if one would like.

Here is the link : http://store.rimolgreenhouses.com/Northpoint_s/1822.htm

I am concerned about setting our anchor posts if the ground freezes. Please let me know what the next step is and we will make it happen!

Thank you for your time and consideration with this matter,

Andy Ziegler
(608) 334-3690

andy@athensgyros.com
athensgyros.com

ITEM #1.

Proposal for temporary tent for Athens Gyros Food Truck

We would like to erect a temporary tent outside of the food truck between the truck and the parking lot. It is our goal to continue to serve our loyal customers during this time of transition, and part of that is protecting them from the elements to best of our ability. We have found a greenhouse fabricator that will custom build a translucent tent to our specifications, and is known in the industry for preparing structures for the elements. The structure itself is steel frame and the covering is a poly plastic. The pictures shown in this packet reflect a general idea of what this structure looks like, ours is not nearly as long. The lighting is what we are currently using under our tent now.

The tent will have a heating system built into the end wall per the manufactures specifications, and we plan to light the tent in the same fashion, as we are currently doing in our smaller tent. It is our opinion that this tent will both serve functionally by keeping our customers warm and dry while also being a beautifully welcoming addition to our temporary location. We plan to have the tent up until the restaurant is complete approximately 5 months. At which time we will cease to use this space for commercial endeavors, and take the tent down.

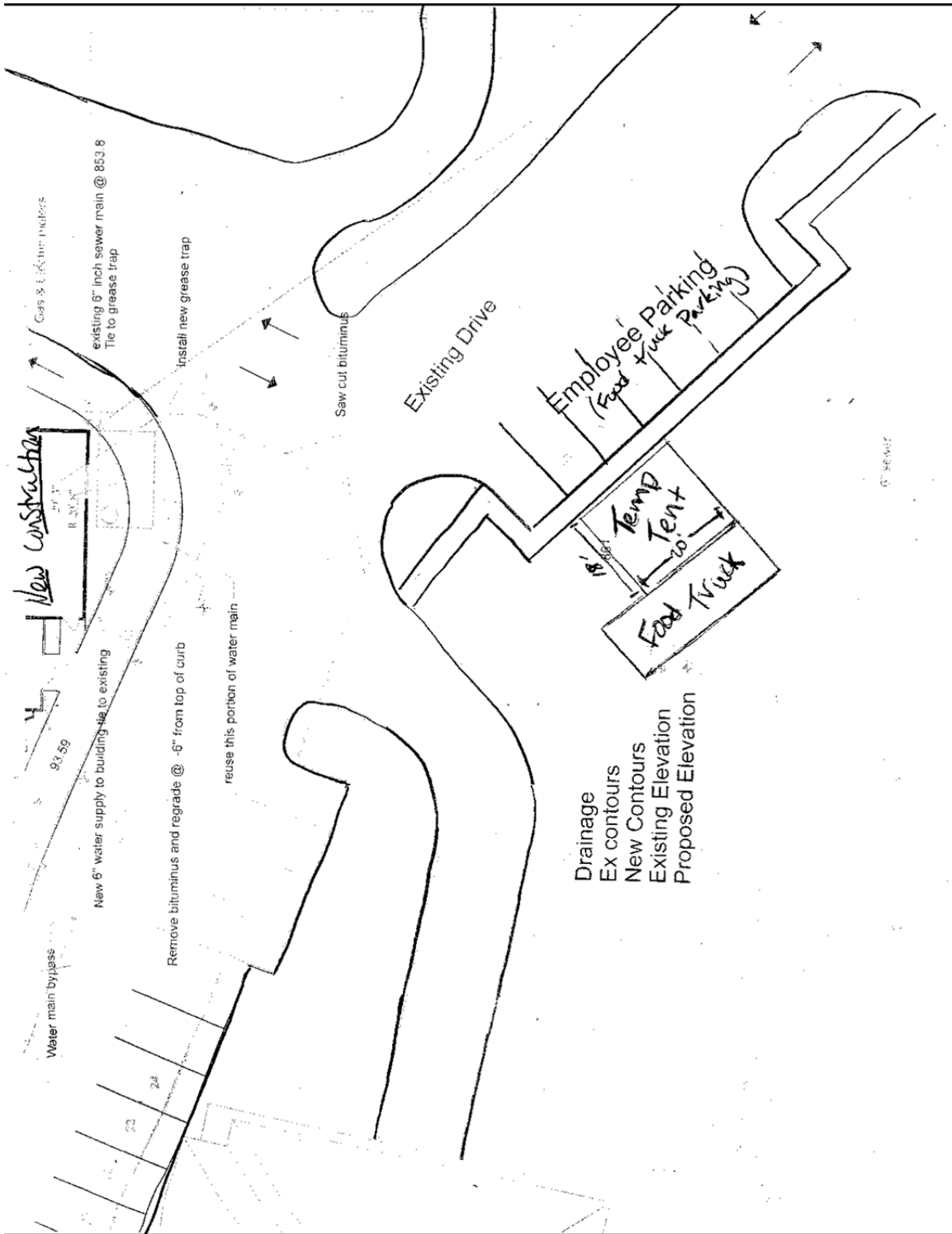
The tent itself will take up 20 square feet on top of the gravel pad we have put under and around the food truck.

Rimol Greenhouses



ITEM #1.





ITEM #2.



5305 County Highway M



DISCLAIMER: The Village of Waunakee 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" = 237'

**VILLAGE OF
WAUNAKEE**

500 W. Main St
Waunakee, WI 53597
(608) 850-8500

Print Date: 11/30/2016

11/29/16

Dear Joint Planning Commission,

We would like to extend our use of 5305 Cty Hwy M in Westport for another two years per the verbiage in our agreement with you from three years ago.

We have successfully operated our Haunted House without any police calls, injuries or incidents. Zero. In three years, that is pretty amazing.

We attribute our success to our multi-faceted approach to safety and security. Our JBM patrol, parking enforcement, Security enforcement, security cameras, 2-way radio communications, professional training, and continued maintenance and upkeep of the buildings and grounds throughout the year.

When we were granted approval for the first 3 seasons, the Board and the Committee both felt that the limited 3-year approval was a good idea to see if our use of the property would pose a problem to the Town and residents, and that it was a “trial period” to see if our business was appropriate to the zoning and area.

We have continued to improve the property, clean up trash and debris, repair exterior issues, do snow removal, lawn care and tree trimming, and keep the corner from looking abandoned.

We have provided paid part-time employment to over 150 people, and paid full time employment to 4 people. We have supported Waunakee School clubs with fundraisers and the Fire Department with free tickets.

Additionally, the current owners of the property do not have any plans for redevelopment or sale within the next 3 years.

In December, we will begin working on next year’s design, so we would like to get approval quickly to keep on schedule.

Thank you,

Guy Kitchell
Wisconsin Scaryland
guykitchell@gmail.com
608-287-6965

ITEM #3.



White House Property Update

DISCLAIMER: The Village of Waunakee 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" = 118'

VILLAGE OF WAUNAKEE

500 W. Main St
Waunakee, WI 53597
(608) 850-8500

Print Date: 11/30/2016

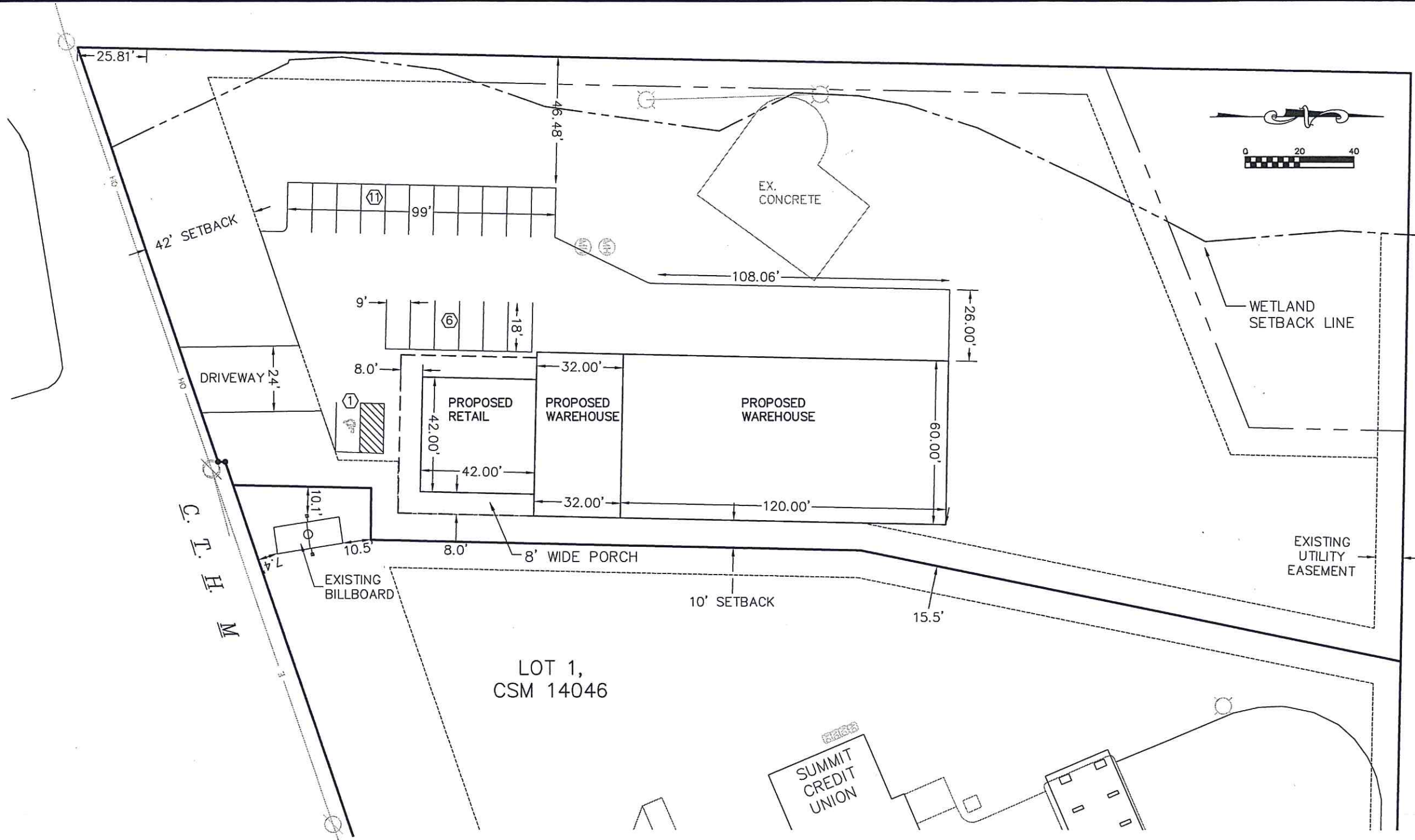
White House Farm Development
5407 County HWY M | Town of Westport

Review Documents for 12/12 Town Plan & 12/13 JPC Meetings

1. CSM
2. Proposed Site Plan
3. Building Elevations
4. Building Style Reference

Submitted by: White House Associates, LLC
Contact: William Towell, Owner | w.towell@mac.com

DIGGERS HOTLINE
Dial 811 or (800) 242-8511
www.DiggersHotline.com



Burse
Surveying and Engineering, Inc.
2801 International Lane, Suite 101
Madison, WI 53704
Phone: 608-250-9263
Fax: 608-250-9266
e-mail: MBurse@BSE-INC.net
www.bursesurveyengr.com

APPROVAL	PROJECT NO.	DATE	BY	DATE	BY
PROJECT NO.	DATE	BY	DATE	BY	DATE
DATE	BY	DATE	BY	DATE	BY
DATE	BY	DATE	BY	DATE	BY
DATE	BY	DATE	BY	DATE	BY
DATE	BY	DATE	BY	DATE	BY

Whitehouse Development

5407 County Highway M
Waunakee, WI 53597

Whitehouse Associates, LLC

5407 County Highway M
Waunakee, WI 53597

PROJECT #: BSE 1784

PLOT DATE: 11/23/2016

REVISION DATES:

ISSUE DATES:

SITE PLAN

Burse
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DRAWING NUMBER

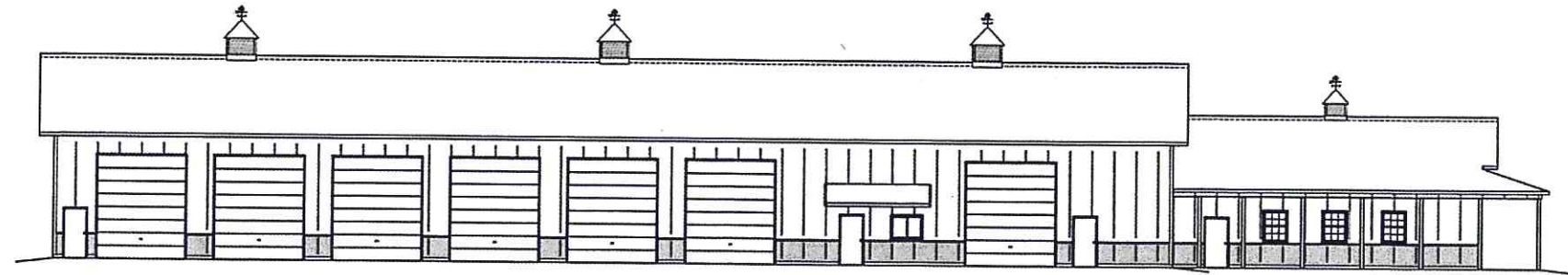
S1

ITEM #3.

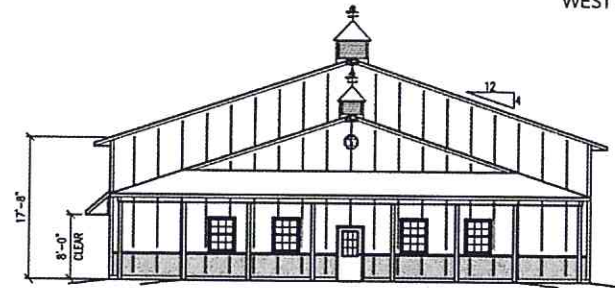


White House Farm

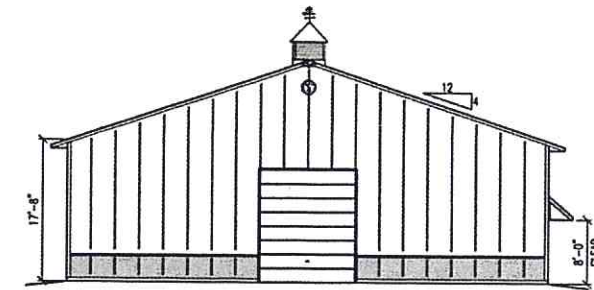
5407 County Hwy. M
Town of Westport



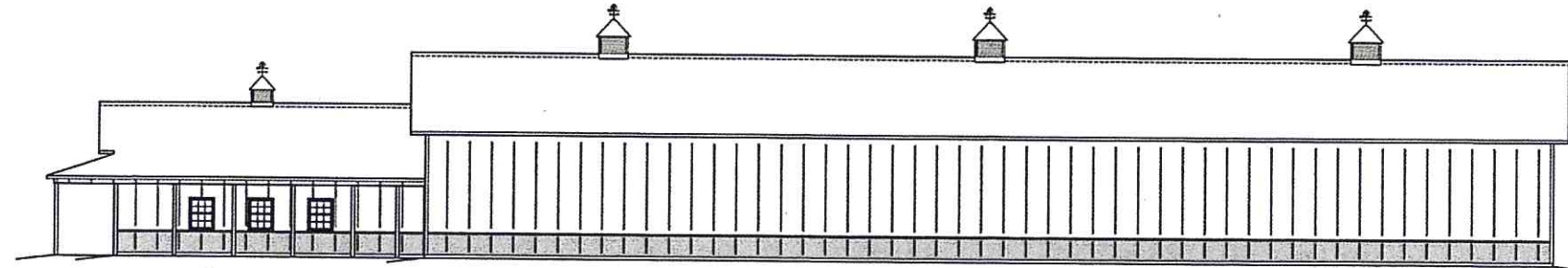
WEST ELEVATION



SOUTH ELEVATION



NORTH ELEVATION



42' x 42' x 13'8"

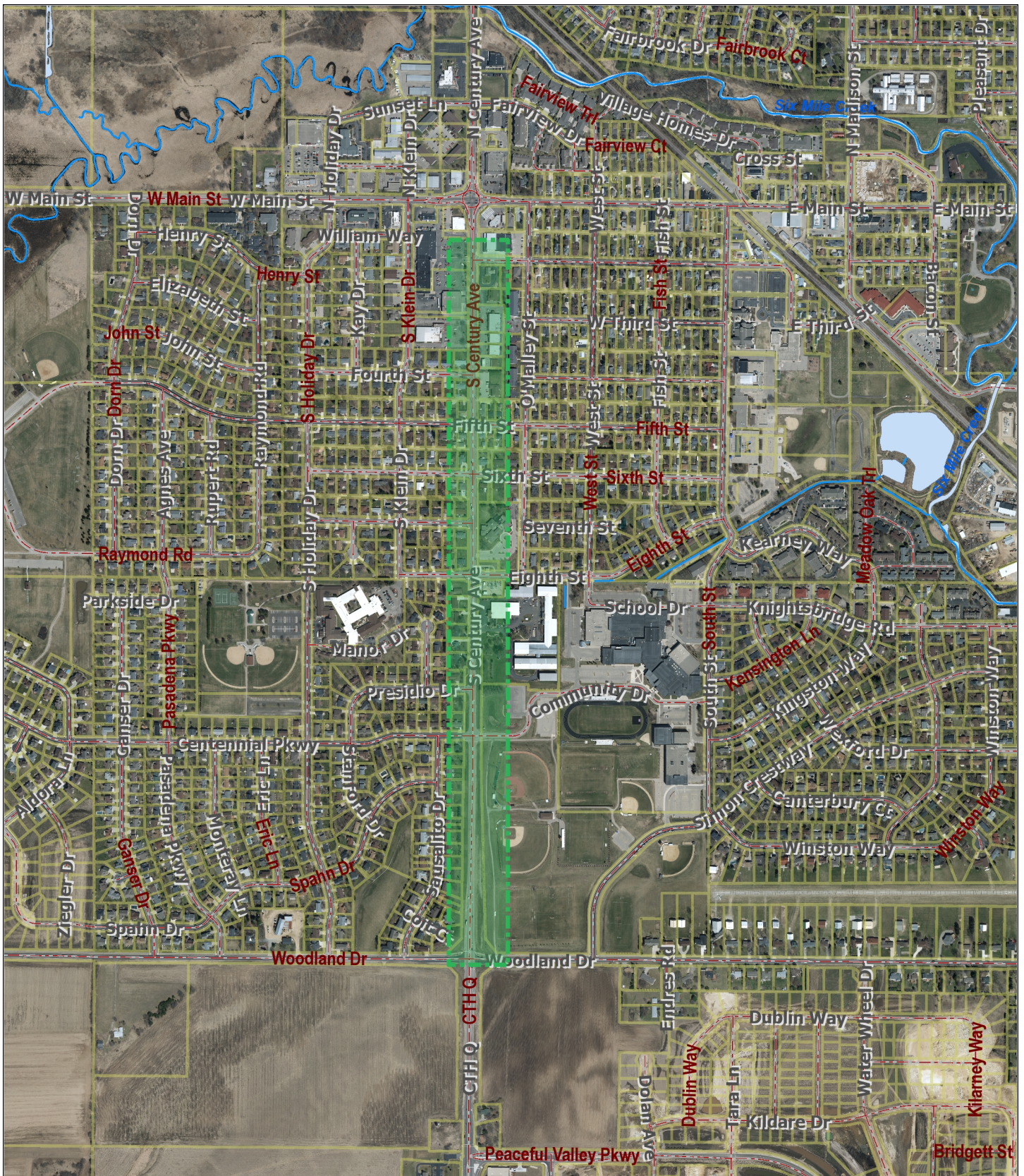
EAST ELEVATION

60' x 152' x 17'8"



ITEM #3.

ITEM #5.



2017 Century Avenue Project



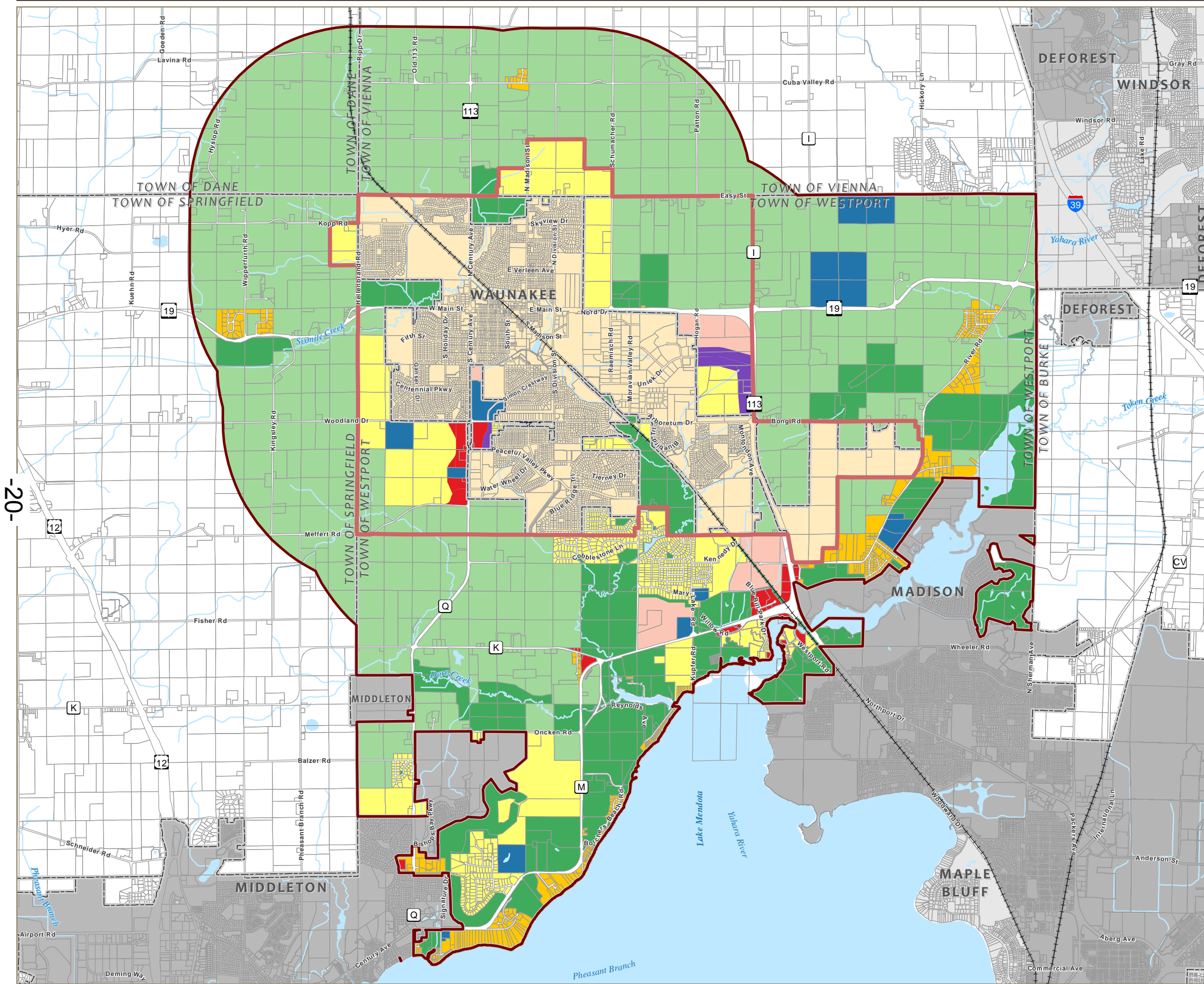
DISCLAIMER: The Village of Waunakee does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

SCALE: 1" = 947'

VILLAGE OF WAUNAKEE

500 W. Main St
Waunakee, WI 53597
(608) 850-8500

Print Date: 11/30/2016



VILLAGE LONG-TERM GROWTH BOUNDARY

VILLAGE OF WAUNAKEE AND TOWN OF WESTPORT COMPREHENSIVE PLAN

- LEGEND
- Planning Area
 - Village of Waunakee
 - City/Village
 - Town
 - Section
 - Waterbody
 - Railroad
 - Village Long-Term Growth Boundary

- Future Land Use
- | | |
|---------------------------|--|
| Business Park | Institutional |
| Central Business District | Community Residential |
| West Business District | Rural Residential |
| Commercial | Parks, Open Space, Environmental Corridors |
| Mixed Use | Rural Preservation |

DATA SOURCE
BASE DATA PROVIDED BY DANE COUNTY

VILLAGE OF WAUNAKEE AND TOWN OF WESTPORT
DANE COUNTY











ITEM #6-

FIRE AND EMS SERVICE AREAS

VILLAGE OF WAUNAKEE AND TOWN OF WESTPORT

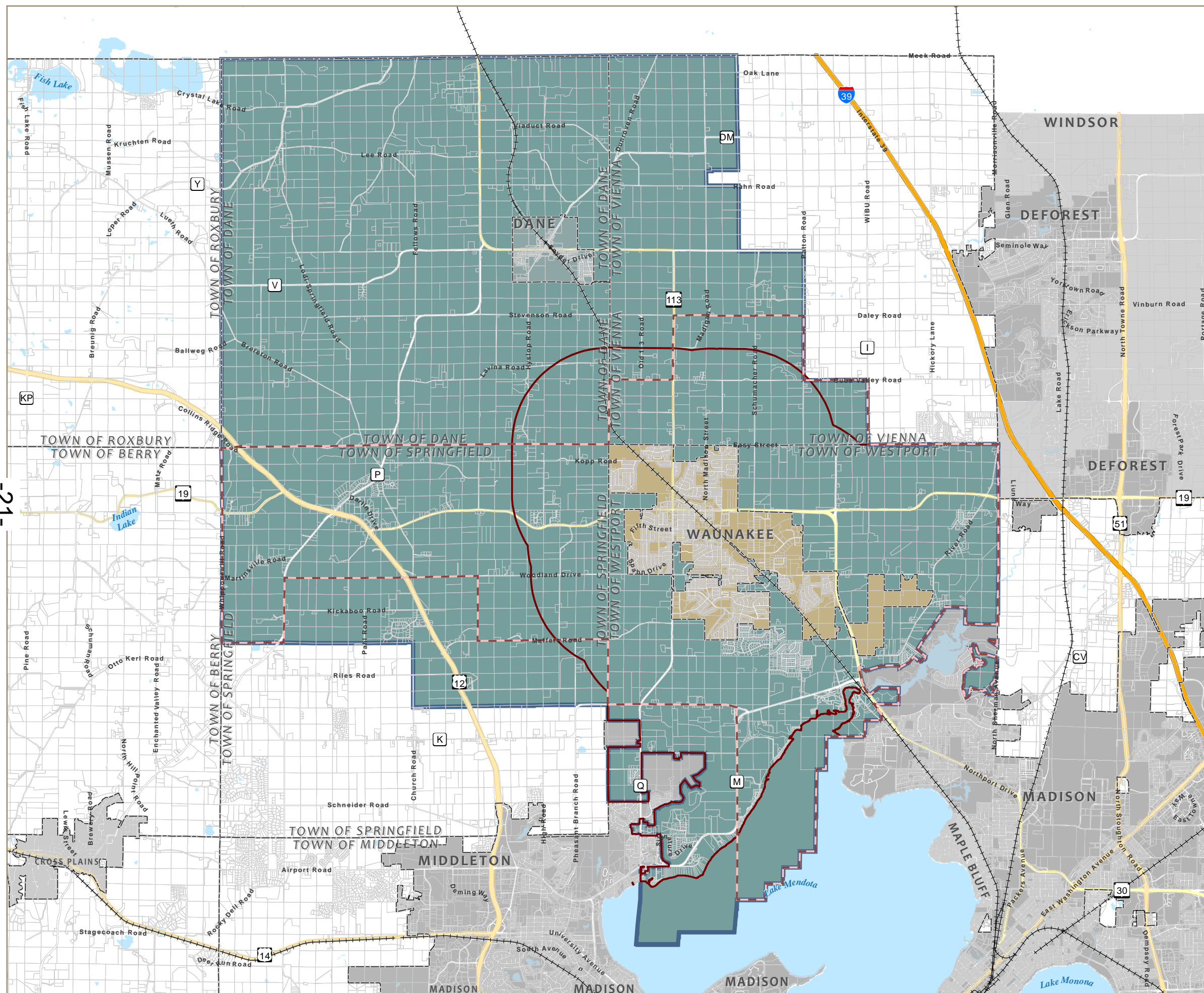
COMPREHENSIVE PLAN

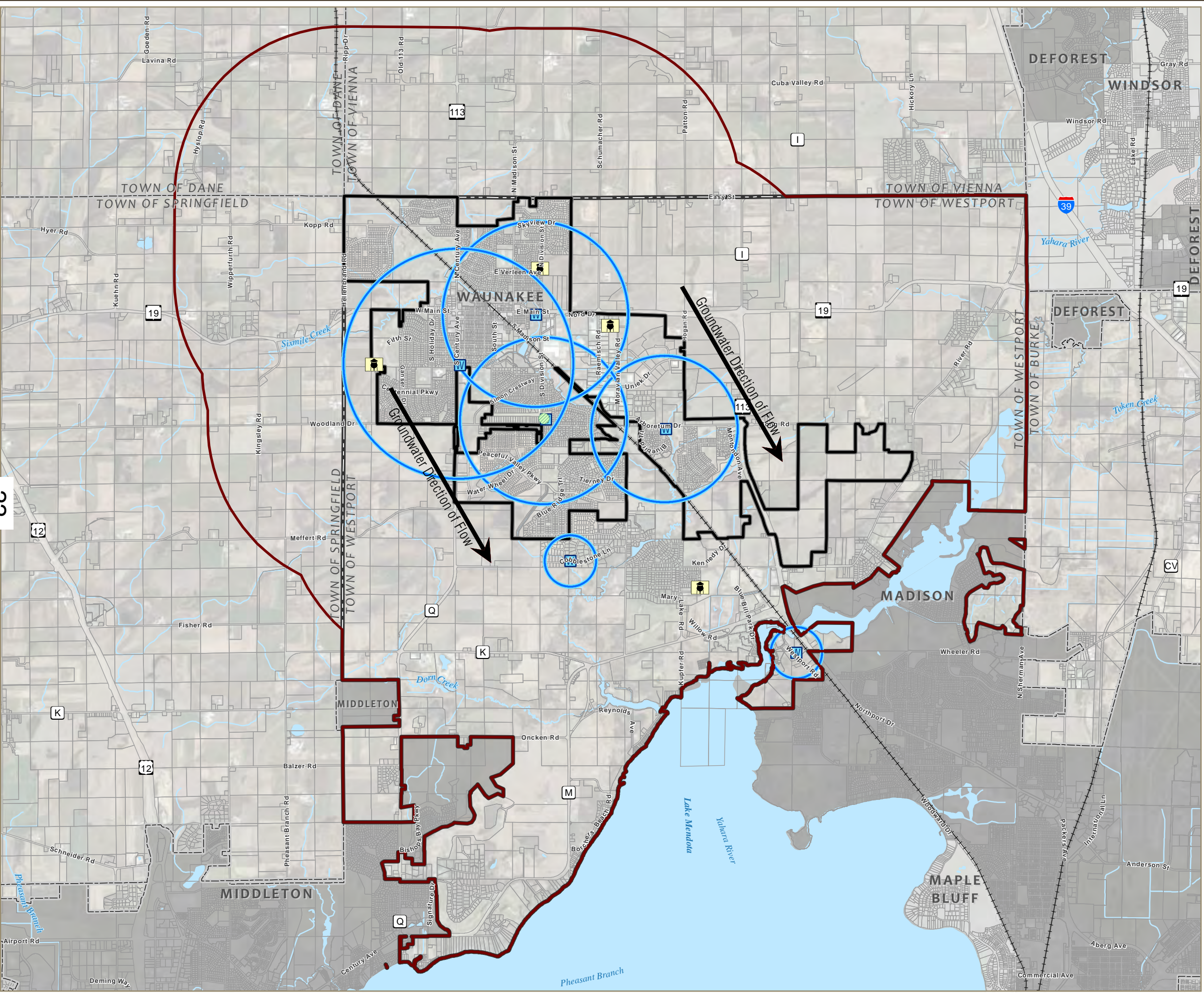
LEGEND

-  Planning Area
-  Village of Waunakee
-  City/Village
-  Town
-  Waterbody
-  Railroad
-  Waunakee Fire District
-  Waunakee EMS

DATA SOURCES:
BASE DATA PROVIDED BY DANE COUNTY.

VILLAGE OF WAUNAKEE
AND TOWN OF WESTPORT
DANE COUNTY, WI





POTABLE WATER FACILITIES

VILLAGE OF WAUNAKEE AND TOWN OF WESTPORT COMPREHENSIVE PLAN

- LEGEND
- Planning Area
 - Village of Waunakee
 - Town of Westport
 - City/Village
 - Town
 - Waterbody
 - Railroad
 - Water Tower
 - Reservoir
 - Well
 - Municipal Well Zone of Protection

DATA SOURCES:
BASE DATA PROVIDED BY DANE COUNTY
AERIAL IMAGERY PROVIDED BY DANE COUNTY

VILLAGE OF WAUNAKEE
AND TOWN OF WESTPORT
DANE COUNTY



ITEM #6.

EXTRATERRITORIAL JURISDICTIONS

VILLAGE OF WAUNAKEE AND TOWN OF WESTPORT COMPREHENSIVE PLAN

LEGEND

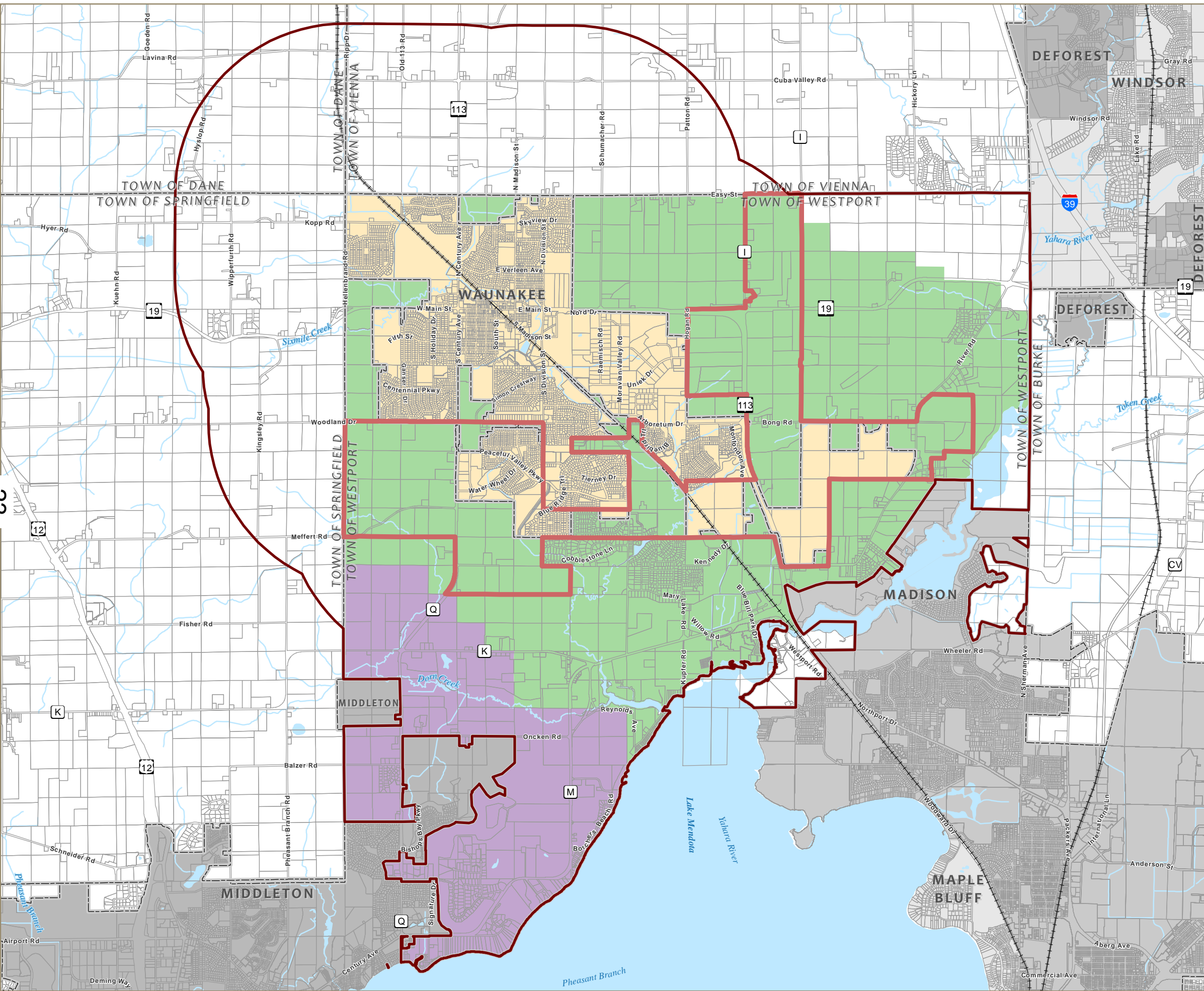
- Planning Area*
- Village of Waunakee
- Town of Westport
- City/Village
- Town
- Waterbody
- Railroad
- Westport/Waunakee Joint Planning Area
- Village of Waunakee Extraterritorial Zoning Jurisdiction
- City of Middleton Extraterritorial Zoning Jurisdiction

*Includes Village of Waunakee 1.5-mile extraterritorial plat review jurisdiction in Towns of Vienna, Dane and Springfield. Plat review jurisdiction in the Town of Westport is typically the closest municipality and does not always correspond to the extraterritorial zoning jurisdictions. Jurisdiction is determined case-by-case in areas where "closest" is difficult to determine.

DATA SOURCES:
BASE DATA PROVIDED BY DANE COUNTY.

VILLAGE OF WAUNAKEE AND TOWN OF WESTPORT DANE COUNTY, WI





VILLAGE OF WAUNAKEE AND TOWN OF WESTPORT COMPREHENSIVE PLAN

LEGEND

Future Land Use  Village of Waunakee (Aug. 2016)

Business Park City/Village

 Business Park
 City/ village

Central Business District Town

 West Business District Joint Planning Area Boundary

Commercial Community Separation Zone

Commercial: 7/11 Community Separation Zone

Mixed Use
 Railroad

 Institutional Future Road (approximate)

Community Residential North Mendota Parkway Corridor

B **P** **D** **I** **S** **T** **R** **I** **C** **T**

■ Rural Residential

 Village of Waunakee (Aug. 2016)

City/Village

City/ village

☐ Town

 Joint Planning Area Boundary Community Separation Zone

Community Separation Zone

+++ Railroad

DATA SOURCES:
BASE DATA PROVIDED BY DANE COUNTY.
DEVELOPMENT LIMITATIONS ARE A COMBINATION OF WETLANDS,
FLOODPLAINS, SLOPES GREATER THAN 12%, AND A
100-FT BUFFER AROUND S [REDACTED]

VILLAGE OF WAUNAKEE
AND TOWN OF WESTFALL
DANE COUNTY

MSA
PROFESSIONAL SERVICES

  **#6**

0 1,125 2,250

MSA
PROFESSIONAL SERVICES

  **#6**

0 1,125 2,250

MSA
PROFESSIONAL SERVICES

  **#6**

0 1,125 2,250

100-FT BUFFER AROUND S

VILLAGE OF WAUNAKEE
AND TOWN OF WESTBROOK
DANE COUNTY

MSA
PROFESSIONAL SERVICES

0 1,125 2,250

ITEM #6.

The colored portions of this map comprise the combined Planning Area of the Village and Town, including all lands within each jurisdiction and the Village's Extraterritorial Plat Review Jurisdiction area in the Towns of Springfield, Dane, and Vienna.

ITEM #6.

COMMUNITY AND
PUBLIC FACILITIES

VILLAGE OF WAUNAKEE AND
TOWN OF WESTPORT

COMPREHENSIVE PLAN

LEGEND

Planning Area

Village of Waunakee

Town of Westport

City/Village

Town

Waterbody

Railroad

Passive Trail

Paved Trail

Water Trail

Town& Village Parks/Open Space

Land Ownership

Waunakee

Westport

Waunakee/Westport

School District

City of Madison/MMSD

County

State of WI/WisDOT/DNR

Benedictine Women of Madison

Natural Heritage Land Trust

WD Ice Rink Inc.

Community Facility

Education

Municipal Facility

- 1 Westbridge Park
- 2 MeadowBrook Park
- 3 Ripp Park
- 4 Centennial Park
- 5 Six Mile Creek Subdivision Conservancy
- 6 Prairie Park
- 7 North Ridge Park
- 8 Scenic Valley Park
- 9 Water Tower Park
- 10 Augusta Park
- 11 Six Mile Creek Conservancy
- 12 Village Hall Rotary Plaza
- 13 Reeve Park
- 14 McWatty Park
- 15 Village Park
- 16 Village Center
- 17 Village Center Pond Conservancy
- 18 Castle Creek Conservancy
- 19 Waunakee Business Park Hillside Conservancy
- 20 Lions Park
- 21 Kilkenny Farms Park
- 22 Bolz Conservancy
- 23 Tierney Park
- 24 Blue Ridge Park
- 25 Settlers Park
- 26 Peaceful Valley Park
- 27 Woodland Wayside
- 28 Savannah Park
- 29 Montondon Conservancy
- 30 Hanover Park
- 31 Steeplechase Park
- 32 Mary Lake Park
- 33 Town Center Park / Daleo Soccer Fields
- 34 Westshire Conservancy/Jackson Landing
- 35 Christina Park
- 36 Sunrise Park
- 37 Carriage Ridge Neighborhood Park
- 38 Carriage Ridge Conservancy Park (undeveloped)
- 39 Bolz Property (undeveloped)
- 40 Kilkenny Farms Fire Pit
- D1-20 Drainageway

- A Waunakee Marsh Wildlife Area
- B The Meadows of Sixmile Creek Golf Course
- C Schumacher Farm
- D Dane County Law Enforcement Center
- E Empire Prairies Westport Drumlin Natural Heritage Land Trust
- F Empire Prairies Westport Drumlin State Natural Area
- G MMSD/DNR Property
- H Cherokee Marsh Conservation Park
- I Cherokee Golf Course
- J Yahara Heights County Park
- K DNR Property
- L Six Mile State Fishery Area
- M Governor Nelson State Park
- N Walsh Acquisition
- O Dorn Creek Preservation Area
- P Walsh Acquisition
- Q Bishops Bay Golf Course
- R Holy Wisdom Monastery Trails
- S Mendota County Park
- T Ella Wheeler Wilcox Historic Site
- U Wetland (unnamed)
- V Dane County Natural Heritage Foundation
- W North Mendota Natural Resource Area
- X Ice Pond

DATA SOURCES:
BASE DATA PROVIDED BY DANE COUNTY.
NOTE THAT NOT ALL LANDS SHOWN ARE OPEN FOR PUBLIC USE.

MSA
PROFESSIONAL SERVICES

VILLAGE OF WAUNAKEE
AND TOWN OF WESTPORT
DANE COUNTY, WI

Feet

0 1,125 2,250 4,500