



**VILLAGE OF WAUNAKEE
TOWN OF WESTPORT JOINT PLAN COMMISSION
5387 MARY LAKE RD, WESTPORT
April 12, 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, Mark McGuire, Brad Zeman

MINUTES

1. **March 8, 2016**

PUBLIC COMMENT

NEW BUSINESS

1. **Initial Consultation, Oregon Community Bank Site Plan, Kilkenny Farms, Village of Waunakee**
2. **Discussion/Recommendation on Certified Survey Map, Lot 264 Kilkenny Farms, Village of Waunakee**
3. **Discussion/Action on O'Malley Parkland Proposed Use**
4. **County Highway Q Construction Project/Public Comment**
5. **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 May 10, 2016.



Village of Waunakee and Town of Westport Joint Plan Commission

A regular meeting of the Waunakee/Westport Joint Plan Commission was held Tuesday, March 8, 2016, 6:00 p.m. at the Town of Westport Community Room, 5387 Mary Lake Road, Town of Westport.

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

Members Absent: Mark McGuire

Also Present: Tom Wilson, Kevin Even, Tracy Meinholz, Brad Robinson, Jason Valerius, Kyo Ladopoulos.

APPROVAL OF MINUTES

Motion Van Dinter, second McGowan, to approve the minutes from the February 9, 2016 Joint Plan Commission meeting. Motion carried 4-2 with McGuire absent and Bruskewitz abstaining.

PUBLIC COMMENT

None

NEW BUSINESS

Initial Consultation on Site Plan for Lot Adjacent to Trader Gus Shell

The applicant was not present to speak (arrived late). The Commission members reviewed the preliminary plan and deferred action to the Town Plan Commission. No action required.

ITEM #1.



Discuss and Take Action on Amendment to the Intergovernmental Agreement Regarding Police Services with the Town of Westport

Motion Van Dinter, second McGowan, to recommend approval of the agreement as presented to the Village and Town Boards. Motion carried.

Discussion/Action on Request by Waunakee Police Department for Annexation of ROW for CTH Q and Woodland Drive

Motion Bruskewitz, second McGowan, to direct staff to work with Dane County Dispatch towards a resolution without annexation. Motion carried.

Discussion/Recommendation on O'Malley Land Purchase for Parks and CORP Amendment, STH 19/Hellenbrand Road

Motion McGowan, second Van Dinter, to recommend approval of both resolutions as presented. Motion carried.

Comprehensive Plan Update

Jason Valerius of MSA presented the timeline and draft survey questions. No action necessary.

ADJOURN

Motion Zeman, second Bruskewitz, to adjourn the meeting at 6:58 p.m. Motion carried.

Submitted By: Tracy Meinholz, Recording Secretary

Approved: _____



Oregon State Bank Site



**VILLAGE OF
WAUNAKEE**

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

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" = 298'

Print Date: 4/5/2016

ITEM #1.

Tracy Meinholz

From: Tracy Meinholz
Sent: Wednesday, March 30, 2016 1:05 PM
To: 'jlbollig@idealbuildersinc.com'; Bryan Mann (bmann@opnarchitects.com)
Cc: Kevin Even; Tom Wilson
Subject: Oregon State Bank Site Plan Submittal-Lot 264 Kilkenny Farms

To All:

I spoke to Jason at Ideal Builders today and he stated that they will be ready to submit for the May meetings. I told Jason that I would put him on the following schedule:

April 12 – Joint Plan Commission Consultation, Town of Westport, 6:00 p.m.

April 15 – Formal Site Plan Submittal due to Village and Town (separately).

April 25 – Technical Staff Meeting, Village Hall, 2:00 p.m.

May 9 – Village and Town Plan Commission meet (separately). Since this parcel is in the Village we recommend attending the Village PC meeting at 6:00 p.m.

May 10 – Joint Plan Commission Action on Site Plan, Town of Westport, 6:00 p.m.

If you have any questions or need more application forms, please let me know.

Tracy Meinholz
Engineering Office Manager
Village of Waunakee
500 W. Main Street
P.O. Box 100
Waunakee, WI 53597
(608) 849-5712
(608) 849-5628
www.vil.waunakee.wi.us
[LIKE US ON FACEBOOK](#)



PLAN COMMISSION APPLICATION

PROJECT ADDRESS / NAME: Waunakee Community Bank

APPLICANT: <u>Kilkenny Farms, LLC</u>	
ADDRESS: <u>3564 Egge Rd, DeForest, WI 53532</u>	
PHONE: <u>608-837-0102</u>	EMAIL: <u>jk tierney@1791.com</u>

OWNER: <u>Kilkenny Farms, LLC</u>	
ADDRESS: <u>3564 Egge Rd DeForest, WI 53532</u>	
PHONE: <u>608-837-0102</u>	EMAIL: <u>jk tierney@1791.com</u>

PROJECT DESCRIPTION: Proposed bank

OWNER/APPLICANT SIGNATURE: [Signature]

DATE: 3-22-16

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	
• CONDITIONAL USE PERMIT	<input type="checkbox"/> \$350	
• CERTIFIED SURVEY MAP	<input checked="" 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>\$150.00</u>		ESCROW FEE PAID: <u>\$1,000</u>
		DATE: <u>3/23/16</u>
		FEE WAIVED BY: <u>—</u>

DEVELOPMENT APPLICATION AGREEMENT

This Development Application Agreement (the "Agreement") is made and entered into this 22 day of March, 2016, by and between the Village of Waunakee, a Wisconsin municipal corporation (the "Village"), and Kilkenny Farms, LLC (the "Applicant").

RECITALS

- A. The Applicant plans to file, or has filed, an application for approval by the Village of one or more of the following activities within the Village's jurisdiction: site plan / conditional use permit / rezone / variance / other development (hereinafter referred to as the "Development").
- B. The Village desires to review and take action on the Development in a timely manner in accordance with all applicable federal, state and local laws and regulations, and without unreasonable expense to Village taxpayers.
- C. The Applicant agrees and acknowledges that decisions and approvals regarding the Development are legislative determinations to be made in the Village's discretion and that the Applicant's compliance with this Agreement does not, in any way, entitle the Applicant to approval of the Development.
- D. The process of reviewing the plans and documents associated with the Development will cause the Village to incur direct and indirect expenses including, but not limited to, staff time and fees and expenses incurred by the Village for outside consultant services related to review of the Development (*e.g.*, engineers, attorneys, accountants, planners, and other professionals).

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, and for good and valuable consideration, the Village and the Applicant agree as follows:

- 1. *Recitals.* The representations and recitations set forth in the foregoing paragraphs are material to this Agreement and are hereby incorporated into and made a part of this Agreement as though they were fully set forth in this paragraph.
- 2. *Applicant to Reimburse Village Review Costs.* The Applicant shall reimburse the Village for all direct and indirect costs and expenses related to the Village's review of the Development. The direct and indirect costs and expenses include, but are not limited to, staff time and fees and expenses incurred by the Village for outside consultant services (*e.g.*, engineers, attorneys, accountants, planners, and other professionals). For purposes of this Agreement, the direct and indirect costs and expenses shall be referred to as "Review Costs." Village staff time shall be charged at current rates.

3. *Deposit Required to Fund Reimbursement Account.*

- a. To ensure that funds are readily available to the Village for reimbursement of the Review Costs as provided in paragraph 2 above, the Applicant shall deposit with the Village an amount determined by the Village Zoning Administrator to be used to pay the Review Costs (the "Deposit"). The Village Zoning Administrator shall use the following table as a guide to determine the amount of the Deposit:

- (1) Small additions shall require a \$1,500 Deposit.
- (2) Small-sized projects shall require a \$3,500 Deposit.
- (3) Medium-sized projects shall require a \$5,500 Deposit.
- (4) Large-sized projects shall require a \$10,000 Deposit.
- (5) In addition to the amounts identified in (1) through (4), any Development that requires a development agreement or tax incremental financing assistance from the Village shall require an additional \$5,000 to \$10,000 Deposit.

All Deposit amounts shall be determined by the Village Zoning Administrator in his/her sole discretion and are not subject to challenge by the Applicant. Generally small additions will be less than 2,500 square feet, small projects less than 5,000 square feet, medium projects less than 10,000 square feet and large projects are over 10,000 square feet.

- b. The Applicant is responsible for payment of all Review Costs regardless of whether the amount exceeds the amount initially deposited with the Village. The Village reserves the right to require the Applicant to deposit additional amounts if the Village Zoning Administrator determines that additional amounts are necessary because of the size of the Development or because the Reimbursement Account (defined below) has been depleted.
- c. The Deposit may be provided in the form of cash, a certified check, cashier's check, personal check, or some other form as approved by the Village.
- d. The required Deposit must be made by the Applicant upon execution of this Agreement.
- e. The Applicant agrees and acknowledges that the Village will not process the application(s) associated with the Development and that the Village may suspend or otherwise stop activities associated with the Development if the Applicant fails to comply with this Agreement.
- f. The Village shall place and maintain the Deposit in a segregated, non- interest bearing account to be used solely for the purpose of reimbursing the Review Costs in accordance with paragraph 4 below (the "Reimbursement Account").

- LI
4. *Village Withdrawals from the Reimbursement Account.*
- a. After complying with the notification requirements of paragraph 4.b. below, the Village is entitled to make withdrawals from the Reimbursement Account to pay Review Costs in accordance with paragraph 2 above.
 - b. Not less than 5 days prior to making any withdrawal from the Reimbursement Account, the Village shall provide the Applicant with an itemized invoice for Review Costs incurred, together with a written notice of the Village's intent to withdraw such funds from the Reimbursement Account.
 - c. Withdrawals from the Reimbursement Account may be made as often as necessary to reimburse the Review Costs. In the event that the balance of Applicant's Reimbursement Account reaches \$1,000 or less, the Village shall have the discretion to continue withdrawing funds from the Reimbursement Account; to invoice the Applicant directly for payment; or to require the Applicant to pay additional monies to the Village, which monies shall be deposited in the Reimbursement Account. Payments for directly invoiced bills shall be due 30 days from the date the invoice is mailed to the Applicant.
 - d. Any amounts remaining in the Reimbursement Account after the Village as taken final action on the Development and all Review Costs have been paid shall be promptly refunded to the Applicant.
5. *Authority/Binding Effect.* The parties agree that the undersigned signatories to this Agreement have full power and authority to act on behalf of the Village and the Applicant, and that all necessary and enabling resolutions have been enacted. This Agreement shall bind the heirs, successors and assigns of the Applicant and the Village.
6. *Notification of Parties.*

Any notices to be provided under this Agreement may be made by delivery in person, by First Class mail, or by electronic mail (request a read receipt required) as provided below:

To Village: Village of Waunakee
Attn: Village Zoning Administrator
500 West Main Street
P.O. Box 100
Waunakee, WI 53597
Email: kevin@waunakee.com

To Applicant:

Kilkenny Farms, LLC
3564 Egge Rd
DeForest, WI
53532
Email: jk tierney@1791.com

7. *Severability.* If any provision of this Agreement is deemed invalid, then the invalidity of said provision shall not affect the validity of any other provision hereof.
8. *Amendment, Withdrawal, or Release.* This Agreement may be withdrawn, amended or released only by a written document duly executed by both parties.
9. *Effective Date.* This Agreement shall be effective commencing on the date indicated in the first paragraph above.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by the duly authorized individuals and officers below.

VILLAGE OF WAUNAKEE

By: 

Kevin Even

Village Zoning Administrator

APPLICANT

By: 

Print name:

Jerad Tierney

Title:

member

BIRRENKOTT SURVEYING



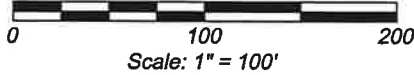
BIRRENKOTT SURVEYING INC.
1677 N. BRISTOL STREET
SUN PRAIRIE, WIS. 53590
608-837-7463

PREPARED FOR:
DON TIERNEY
3564 EGRE ROAD
DEFOREST, WI 53532
608-241-0102

L:\2011\Tierney\110118-Bank CSMv2

CERTIFIED SURVEY MAP

Lot 264, Kilkenny Farms, located in the Northwest 1/4 of the Southwest 1/4, Section 17, T8N, R9E, Village of Waunakee, Dane County, Wisconsin

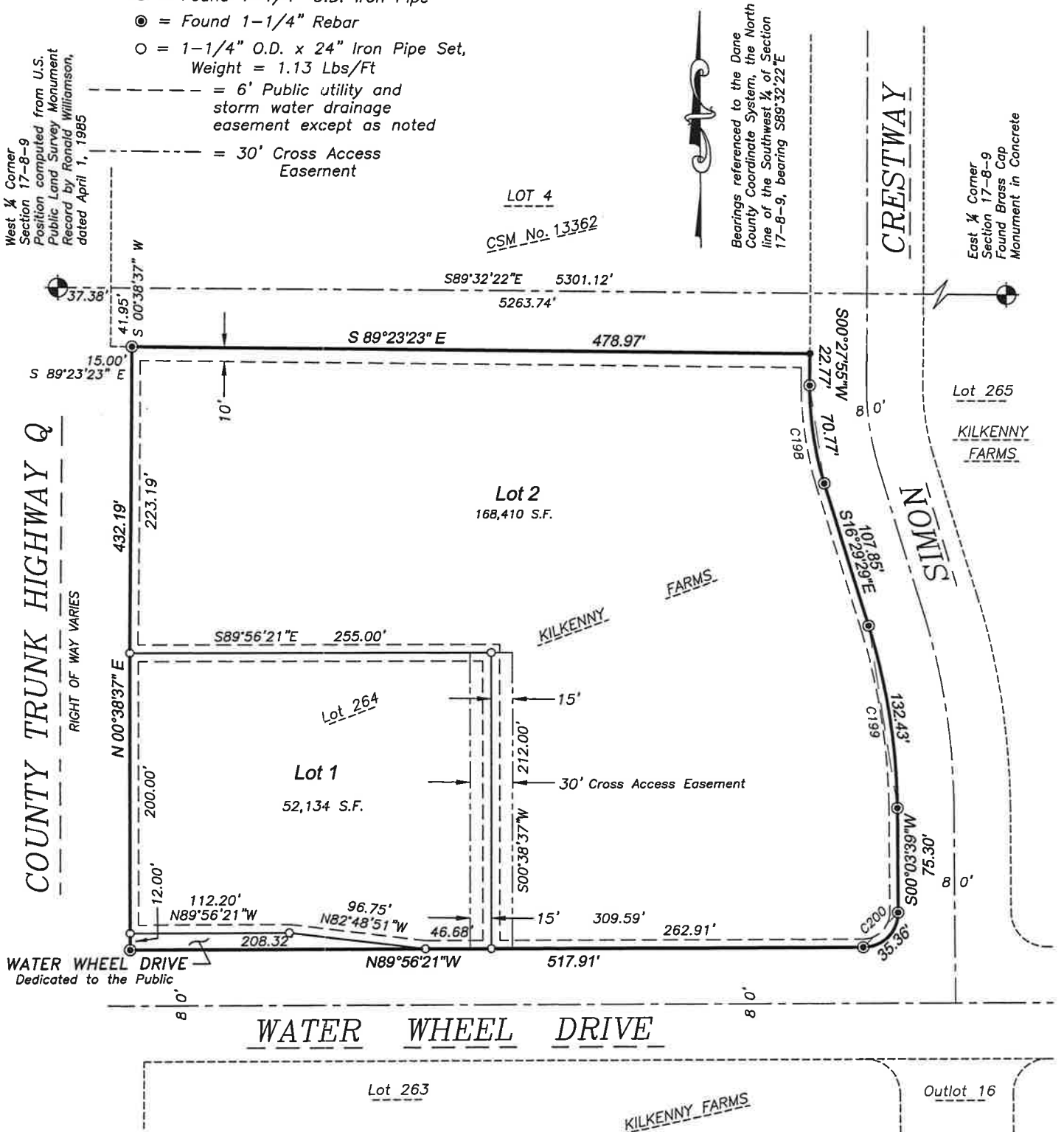


Curve Data

CURVE	RADIUS	ARC	CHORD	CHORD BEARING	DELTA ANGLE
C198	240.00'	71.03'	70.77'	S 08°00'47" E	16°57'24"
C199	460.00'	132.89'	132.43'	S 08°12'55" E	16°33'08"
C200	25.00'	39.27'	35.36'	S 45°03'39" W	90°00'00"

Legend:

- = Found 1-1/4" O.D. Iron Pipe
- ⊙ = Found 1-1/4" Rebar
- = 1-1/4" O.D. x 24" Iron Pipe Set, Weight = 1.13 Lbs/Ft
- - - = 6' Public utility and storm water drainage easement except as noted
- - - = 30' Cross Access Easement



CERTIFIED SURVEY MAP NO. _____

VOLUME _____ PAGE _____

DOCUMENT NO. _____

CERTIFIED SURVEY MAP

DATED: MARCI 016



**BIRRENKOTT
SURVEYING, INC.**

P.O. Box 237
1677 N. Bristol Street
Sun Prairie, Wisconsin 53590
Phone (608) 837-7463
Fax (608) 837-1081

Surveyor's Certificate

I, Daniel V. Birrenkott, hereby certify that this survey is in full compliance with Chapter 236.34 of Wisconsin Statutes. I also certify that by the direction of the owners listed hereon, I have surveyed, divided and mapped the lands described hereon and that the map is a correct representation of all of the exterior boundaries of the land surveyed and division of that land, in accordance with the information provided.

Daniel V. Birrenkott, Registered Land Surveyor No. S-1531

Description:

Lot 264, Kilkenny Farms, located in the Northwest 1/4 of the Southwest 1/4, Section 17, T8N, R9E, Village of Waunakee, Dane County, Wisconsin; Containing 222,467 square feet, or 5.107 acres.

Owners Certificate:

As owner, Kilkenny Farms, LLC, does hereby certify that it has caused the lands described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as shown. It also certifies that this Certified Survey Map is required to be submitted to the Village of Waunakee as a required approving authority.

Kilkenny Farms, LLC

Donald C. Tierney, Member

State of Wisconsin)

Dane County) ss Personally came before me this _____ day of _____, 2016, the above-named Donald C. Tierney, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public My Commission Expires _____

Printed name

Village of Waunakee Approval Certificate:

Resolved, that this Certified Survey Map is hereby acknowledged and accepted by the Village of Waunakee and is approved for recording this _____ day of _____, 2016.

Julee R. Helt, Village of Waunakee clerk Dated _____

Notes:

Utility Easement: No poles or buried cables are to be placed on any lot line or corner. The disturbance of a survey stake by anyone is in violation of Section 236.32 of Wisconsin Statutes.

Wetlands if present have not been delineated.

This survey is subject to any and all easements and agreements both recorded and unrecorded.

Surveyed For :

Donald and Joanne Tierney
3564 Egge Road
DeForest, Wis. 53532
837-0102

Register of Deeds Certificate:

Received for recording this _____ day of _____, 20____

Surveyed: CKC
Drawn: MAP
Check: MAP
Approved: DVB

Field book:
Tape/File: J:\CARLSON

at _____ o'clock ____ . m and recorded in Volume _____ of Certified Survey Maps
of Dane County on Pages _____.

Kristi Chlebowski, Register of Deeds
Document No. _____

Sheet 2 of 2
Office Map No.: 110118-CSM

Certified Survey Map No. _____, Volume _____, Page _____

ITEM #2.



Strand Associates, Inc.®

910 West Wingra Drive

Madison, WI 53715

(P) 608-251-4843

(F) 608-251-8655

March 31, 2016

Mr. Kevin Even, P.E.
Village of Waunakee
500 W. Main Street
P.O. Box 100
Waunakee, WI 53597

Re: Kilkenney Farms Lot 264 Certified Survey Map (CSM)

Dear Kevin,

We reviewed the proposed CSM, splitting Lot 264 of the Kilkenney Farms into two separate lots. The CSM also dedicates a small piece of Lot 264 as right of way for a right-turn bay for Water Wheel Drive. We have the following comments.

We compared the right of way dedication to current plans for roadway improvements at Water Wheel Drive. The final build-out would include a path on the north side of Water Wheel Drive, a left-turn lane, a through lane, and a right-turn lane for westbound Water Wheel Drive, and two east bound lanes on Water Wheel Drive at the intersection. The plan appears to allow enough space for final build-out of all roadway and path improvements there.

The plan also includes a shared access easement between the two resulting lots via Water Wheel Drive. We feel this shared private driveway to serve the future businesses and developments on Lots 1 and 2 is preferred over constructing a public street there. Our understanding is that no access points will be provided from CTH Q to the two resulting lots, and that the only direct access point granted to Lot 1 will be at the location of the cross access easement.

The cross access easement encompasses a 12-foot utility easement. This arrangement may not be ideal for installation of utilities. We recommend the applicant work with Waunakee Utilities on providing acceptable utility easements for the resulting lots of this CSM.

The applicant should check for a typo on the westerly line of Lot 2. It appears the distance given 223.19 feet should be 220.19 feet.

Sincerely,

STRAND ASSOCIATES, INC.®

R. Kent Straus, P.E.

Initials\S\MAD\1600--1699\1602\701\WRD\2016 Site Plan Comments\Kilkenney Farms Lot 264 CSM.docx



To: Kevin Even
Tracy Meinholz
From: Randy Dorn
Dave Dresen
Tim Herlitzka
RE: Tech Staff Meeting Comments – Kilkenny Farms Lot 264
Date: April 1, 2016

This memo provides comments for the Kilkenny Farms Lot 264 submittal.

Easements

We request that the following changes be made to the attached draft Certified Survey Map regarding easements so that we can adequately install and maintain utility facilities.

ITEM #2.

BIRRENKOTT SURVEYING



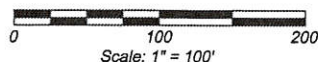
BIRRENKOTT SURVEYING INC.
1677 N. BRISTOL STREET
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PREPARED FOR:
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L:\2011\Tierney\110118-Bank CSMV2

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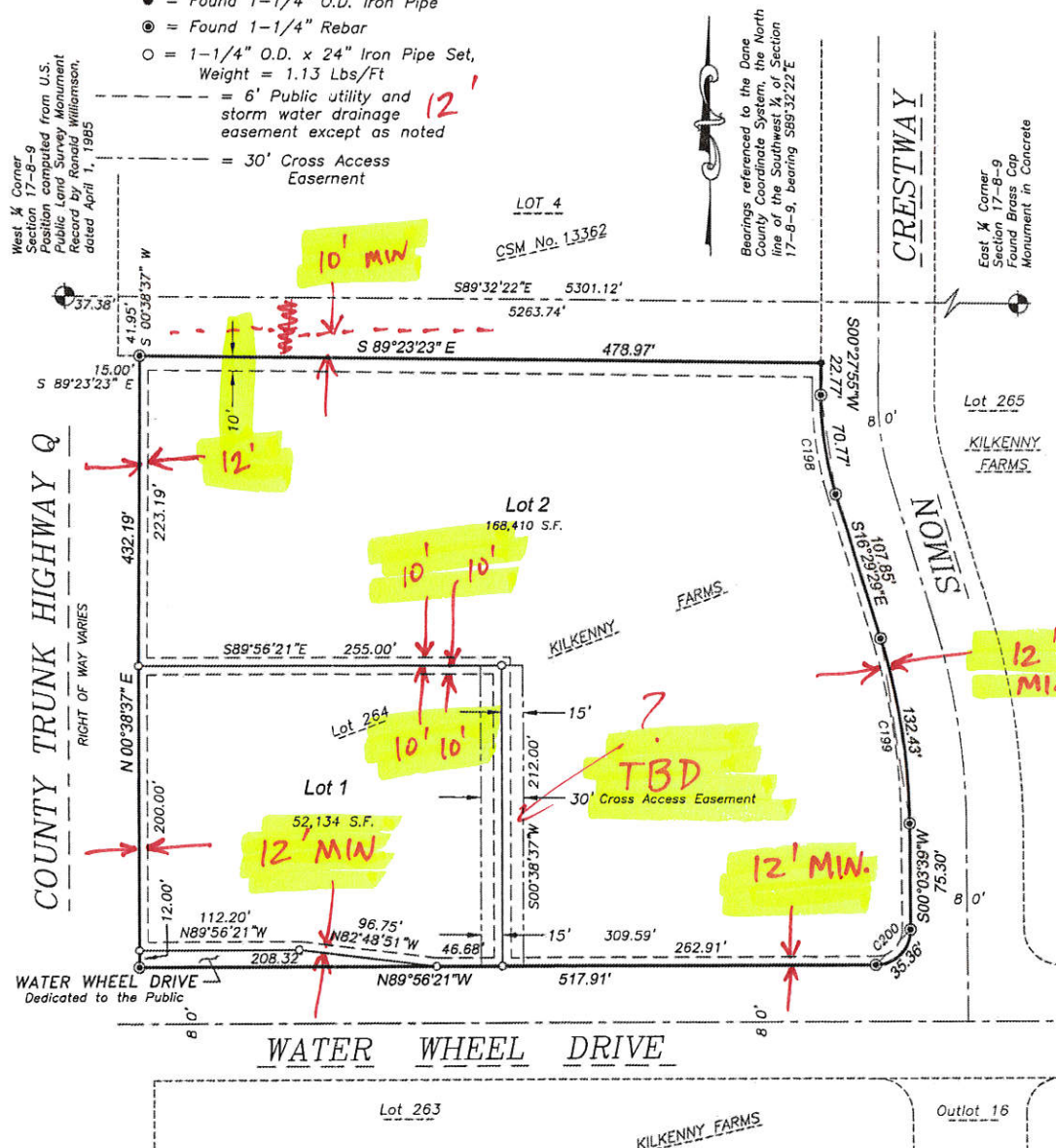


Curve Data

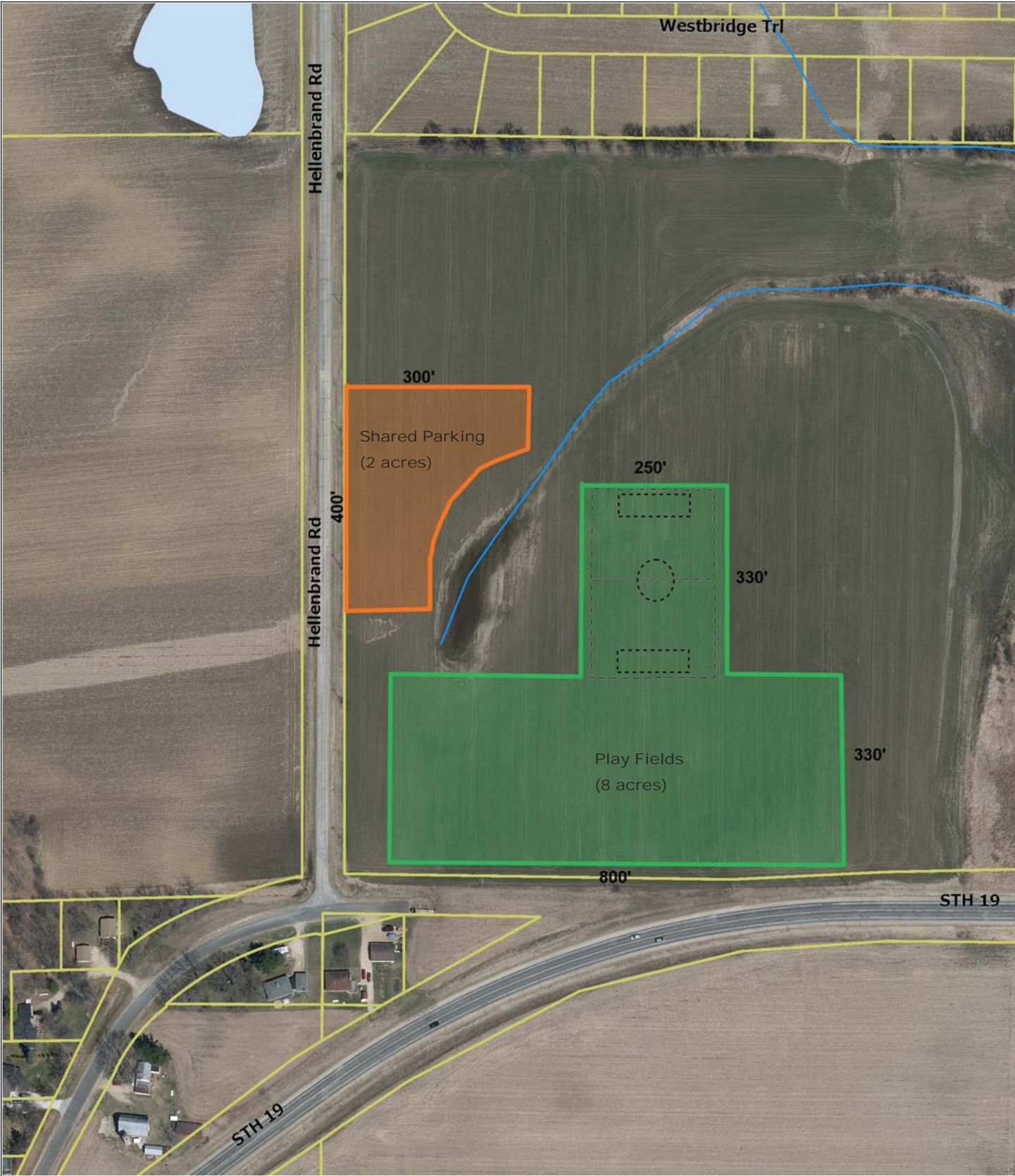
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- - - = 30' Cross Access Easement



CERTIFIED SURVEY MAP NO. _____
VOLUME _____ PAGE _____
DOCUMENT NO. _____



O'Malley Property

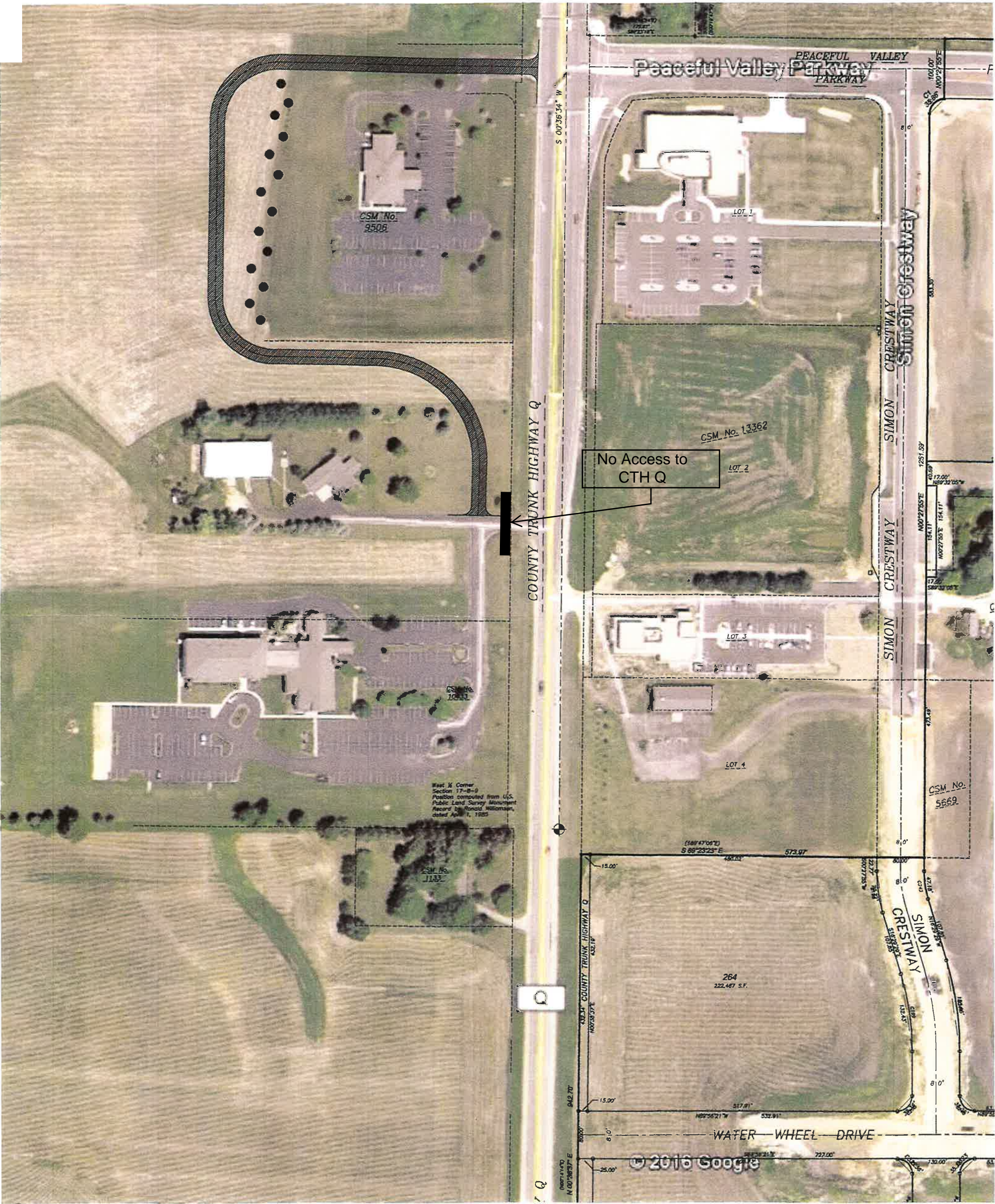


VILLAGE OF
WAUNAKEE

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

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" = 234'

Print Date: 4/1/2016



Alternative #2



ITEM #5.



We Want Your Input...

Complete the Comprehensive Plan Survey Today!

The Village of Waunakee and the Town of Westport are seeking your input as we jointly update our Comprehensive Plan.

Complete the Comprehensive Plan Survey

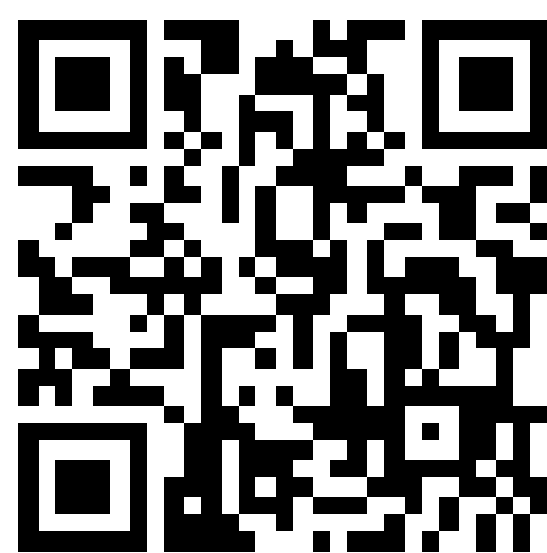
Available **March 28 through April 22.**

The survey can be found at:

<https://www.surveymonkey.com/r/PlanWaunakeeWestport>

-OR-

Scan this QR code to access the survey:



And...

Mark your Calendars & Attend the Public Kickoff Meeting

Wednesday, April 20, 2016 from 6 to 8 pm. The meeting will be held at the Waunakee Village Center. This meeting will be an opportunity to contribute your thoughts and ideas and help plan Waunakee and Westport! Arrive at 6:00 for a short presentation; the remainder of the time will be an open house with opportunities to ask questions and share ideas for the future of our communities.

**For more information,
please visit:
www.waunakee.com/plan**

What is a Comprehensive Plan?

A Comprehensive Plan is a long-range plan with broad recommendations for future land use and development. The plan establishes development strategies and policies to guide future growth and development in the community.