



**VILLAGE OF WAUNAKEE
TOWN OF WESTPORT JOINT PLAN COMMISSION
5387 Mary Lake Road, Westport
December 8, 2015 - 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, Dean Grosskopf, Pat McGowan, Mark McGuire, Brad Zeman

MINUTES

1. November 10, 2015

PUBLIC COMMENT

NEW BUSINESS

1. Public Hearing & Discussion / Recommendation County A1-Ex Waunakee Zoning Code Revision / Update
2. Preliminary Consult / Design Review Whitehouse Associates LLC, 5407 County Hwy M, Town of Westport
3. Preliminary Consult / Design Review, Madison Country Day School, 5606 River Road, Town of Westport
4. Discussion / Recommendation on Comprehensive Plan Proposals

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 12, 2016.

ITEM #1.



Village of Waunakee and Town of Westport Joint Plan Commission

A regular meeting of the Waunakee/Westport Joint Plan Commission was held Tuesday, November 10, 2015, 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, Dean Grosskopf, Pat McGowan, Mark McGuire and Brad Zeman.

Members Absent: None

Also Present: Tom Wilson, Kevin Even, Tracy Meinholz, Brad Robinson, Tom Bunbury

APPROVAL OF MINUTES

Motion Grosskopf, second McGowan, to approve the minutes from the August 11, 2015 Joint Plan Commission meeting. Motion carried.

PUBLIC COMMENT

None

REPORTS

Administrative Map Correction for 5520 Gerend Road, Town of Westport

Staff explained that the official map shows this property as A-1EX. They believe this was an oversight since the surrounding properties are all R-3A. They are making an administrative map correction to fix the error. Motion Grosskopf, second McGuire, to confirm the map correction from A-1EX to R-3A. Motion carried.



NEW BUSINESS

Public Hearing & Discussion / Action on a Request by Carriage Ridge LLC, for a Certified Survey Map and Rezone of 4.57 Acres from A-1EX to CON-Conservancy for the Purpose of Parkland Dedication for Second Addition to Carriage Ridge

Mr. Sipsma opened the public hearing at 6.05 p.m. The public hearing was closed at 6.07 p.m. with no comments from the public. Motion Van Dinter, second McGowan to recommend approval to the Village and Town Boards as recommended by the Westport Plan Commission, conditioned on dedication of the created lot to the Town for park purposes, proper access easements in locations as presented with the form to be approved by the Town Attorney, and including any variances for access to the created lot as may be needed. Motion carried.

ADJOURN

Motion McGuire, second Grosskopf, to adjourn the meeting at 6:08 p.m. Motion carried.

Submitted By: Tracy Meinholz, Recording Secretary

Approved: _____

VILLAGE OF WAUNAKEE

ORDINANCE NO. 15-__

AN ORDINANCE TO REPEAL AND RECREATE SECTION 106-791(I), WAUNAKEE VILLAGE CODE, VILLAGE OF WAUNAKEE, DANE COUNTY, WISCONSIN

WHEREAS, Section 106-791(I), County A-1 agriculture district (exclusive), Waunakee Village Code, does not currently conform to Dane County Zoning Ordinance A-1 exclusive agricultural district or is certified by the Wisconsin Department of Agriculture, Trade and Consumer Protection; and,

WHEREAS, the Waunakee/Westport Joint Planning Commission has reviewed this ordinance and, after public hearing, recommended that the Village Board adopt this ordinance; and,

WHEREAS, the Town of Westport Plan Commission and Town of Westport Board of Supervisors have also reviewed this ordinance, and recommended that the Village Board adopt this ordinance; and,

WHEREAS, the Village Board has determined, after reviewing the recommendation of the above bodies and after an additional public hearing, that it is in the public interest to adopt this ordinance amending a portion of the Village zoning code.

NOW THEREFORE, the Village Board of Trustees of the Village of Waunakee, Dane County, Wisconsin, does hereby ordain as follows:

SECTION 1. *County A-1 agriculture district (exclusive).* Section 106-791(I), Village of Waunakee Code of Ordinances, is hereby repealed and recreated to provide as follows:

- (1) *County A-1 agriculture district (exclusive).*
 - (1) *Purpose and applicability*
 - a. *Statement of purpose.* The purposes of the County A-1 agriculture district (exclusive) are to:
 - 1. Provide for a wide range of agriculture and agricultural accessory uses, at various scales. This district accommodates as permitted uses all activities typically associated with the primary production and harvesting of crops, livestock, animal products or plant materials. Such uses may involve noise, dust, odors, heavy equipment, use of chemicals and long hours of operation.
 - 2. Allow for incidental processing, packaging, storage, transportation, distribution or other activities intended to add value to agricultural products produced on the premises or to ready such products for market. Such uses are conditional as they may

have the potential to pose conflicts with agricultural use due to volumes or speed of vehicular traffic; residential density; proximity to incompatible uses; environmental impacts; or consumption of agriculturally productive lands.

3. Allow for other incidental activities, compatible with agricultural use, to supplement farm family income and support the agricultural community.
4. Preserve productive agricultural land for food and fiber production.
5. Preserve productive farms by preventing land use conflicts between incompatible uses.
6. Maintain a viable agricultural base to support agricultural processing and service industries.
7. Reduce costs for providing services to scattered non-farm uses.
8. Pace and shape urban growth.
9. Meet the criteria for certification as a Farmland Preservation Zoning District under s. 91.38, Wis. Stats.

- b. *Lands to be included within the County A-1 agriculture district (exclusive).* This district is generally intended to apply to lands in productive farm operations including: lands historically exhibiting good crop yields or capable of such yields; lands which have been demonstrated to be productive for dairying, livestock raising and grazing; other lands which are integral parts of such farm operations; land used for the production of specialty crops such as mint, sod, fruits and vegetables; and lands which are capable of productive use through economically feasible improvements such as irrigation, and undeveloped natural resource and open space areas.

- (2) *Permitted uses.* Permitted uses in the County A-1 agriculture district (exclusive) are as follows:

- a. Agricultural Uses, except those uses listed as conditional uses below. Keeping of livestock is prohibited on parcels smaller than 5 acres.
- b. Agricultural Accessory Uses, except those uses listed as conditional uses below. Any residence lawfully existing as of December 1, 2015 shall be considered a permitted use. Notwithstanding other provisions of this code regarding nonconforming uses, such structure may be added to, altered, restored, repaired, replaced or reconstructed, without limitation, provided all of the following criteria are met:

1. The use remains residential,

ITEM #1.

2. the structure complies with all building height, setback, side yard and rear yard standards of this code; and
 3. For replacement residences, the structure must be located within 100 feet of the original residence, unless site-specific limitations require a greater distance. Proposals for a replacement residence that would exceed the 100 foot limitation must be approved by the Joint Planning Committee.
 - c. Rental of existing or secondary residences located on a farm, but no longer utilized in the operation of the farm.
 - d. Agricultural entertainment activities, not to exceed 45 days per calendar year in the aggregate, including incidental preparation and sale of beverages and food. For any such attendance of more than 200 persons at any one time during a day, an event plan addressing parking, proposed days of operation, ingress and egress, sanitation and other public safety issues shall be filed annually with the zoning administrator, town clerk, servicing fire department, emergency medical service provider, Waunakee Village Police Department, and Dane County Sheriff's Department, for such agricultural entertainment activities, at least 30 days, prior to the start of any agricultural entertainment activities in each calendar year.
 - e. Farm related exhibitions, sales or events such as auctions, dairy breakfasts, exhibitions of farm machinery and technology, agricultural association meetings and similar activities, occurring on five days in a calendar year or less.
 - f. Undeveloped natural resource and open space areas.
 - g. A transportation, utility, communication, or other use that is:
 1. Required under state or federal law to be located in a specific place, or;
 2. is authorized to be located in a specific place under a state or federal law that specifically preempts the requirement of a conditional use permit.
- (3) *Conditional uses in the County A-1 agriculture district (exclusive).*
The following uses require a Conditional Use Permit in this district:
- a. Agricultural Accessory Uses
 1. Farm Residence, subject to (4) below.
 2. A business, activity, or enterprise, whether or not associated with an agricultural use, that is conducted by the owner or operator of a farm, that requires no buildings, structures, or improvements, that employs no more than 4 full-time employees annually, and that does not impair or limit the

- current or future agricultural use of the farm or other protected farmland.
- 3. Sale of agricultural and dairy products not produced on the premises and incidental sale of non-alcoholic beverages and snacks.
- 4. The seasonal storage of recreational equipment and motor vehicles owned by private individuals other than those residing on the premises, such storage to be in existing accessory farm buildings. The storage of a dealer's inventory or the construction of any new buildings for storage is prohibited.
- 5. Farm related exhibitions, sales or events such as auctions, dairy breakfasts, exhibitions of farm machinery and technology, agricultural association meetings and similar activities, occurring on more than five days in a calendar year.
- 6. Agricultural entertainment activities exceeding 45 days per year, in aggregate.
- 7. Horse boarding stables, riding stables, hay and sleigh rides, and horse training facilities, including the sale of bridles, saddles, grooming supplies and related items at a horse boarding or riding stable facility.
- b. Governmental, institutional, religious, or nonprofit community uses.
- c. Transportation, communications, pipeline, electric transmission, utility, or drainage uses, not listed as a permitted use above.
- d. Non-metallic mineral extraction operations that comply with s. 91.46(6), Wis. Stats., and other applicable provisions of this code.
- e. Asphalt plants or ready-mix concrete plants that comply with s. 91.46(5), Wis. Stats., and other applicable provisions of this code, for production of material to be used in construction or maintenance of public roads, to be limited in time to project duration.
- f. Small scale electric generating stations meeting the requirements of s. 91.46(4), Wis. Stats, and other applicable provisions of this code.
- (4) *Conditional use permits for residences in the County A-1 agriculture zoning district (exclusive).*
 - a. Application. The following information must be submitted with a Conditional Use Permit application for a Farm Residence in this district:
 - 1. Written description of the farm operation. The description should include the following details:
 - a. Location of the farm.

ITEM #1.

- b. Size of the farm operation in acres.
 - c. Crops grown and/or livestock raised.
 - d. Number of employees, if any, in addition to farm family members.
 - e. Summary of farm income derived from the farm operation.
 2. Completed IRS form "Schedule F- Profit or Loss from Farming," or subsequent IRS form for reporting farm profit or loss, for the past 3 tax years.
 3. Farm conservation plan obtained from the Land Conservation Division of the Dane County Land & Water Resources Department. All active farms in Dane County have a farm conservation plan detailing the types/location of crops grown, and any on-farm conservation measures (e.g., grass drainage swales, buffer strips, etc.)
 4. Map/site plan with aerial photograph showing the farm ownership boundaries. The map should clearly identify the location of the proposed new Farm Residence and driveway access.
 - b. Permit conditions.
 1. A "sunset" provision shall be included on any CUP for a residential use issued after December 1, 2015 in this district stating that the CUP shall expire upon sale of the property to an unrelated 3rd party. Upon sale of the property to an unrelated 3rd party, a new Conditional Use Permit or rezoning application must be filed.
 2. Any Conditional Use Permit found to be in violation of this section may be revoked and a zoning change to an appropriate residential district shall be required to bring the property and residential use into compliance with the provisions of this ordinance.
 3. The recording of a notice document with the Register of Deeds on the subject property notifying current and future owners of the provisions of paragraphs 1 and 2 of this section shall be required.
- (5) *Standards for conditional uses in the County A-1 agriculture zoning district (exclusive).* In addition to the other requirements for conditional uses in this code, it must be found that the following standards are met before approving any conditional use permit in the County A-1 agriculture zoning district (exclusive).
- a. The use and its location in the County A-1 agriculture zoning district (exclusive) are consistent with the purposes of the district.

- b. The use and its location in the County A-1 agriculture zoning district (exclusive) are reasonable and appropriate, considering alternative locations, or are specifically approved under state or federal law.
 - c. The use is reasonably designed to minimize the conversion of land, at and around the site of the use, from agricultural use or open space use.
 - d. The use does not substantially impair or limit the current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.
 - e. Construction damage to land remaining in agricultural use is minimized and repaired, to the extent feasible.
- (6) *Building height limits.* Building height limits in County A-1 agriculture zoning district (exclusive) are as follows:
- a. Residential dwellings shall not exceed 2 ½ stories or 35 feet in height.
 - b. Accessory buildings shall not exceed 35 feet in height.
 - c. For agricultural accessory buildings there is no limitation on height.
- (7) *Area, frontage, and population density regulations.* The minimum lot size is 35 acres.
- (8) *Setback requirements.* No building, including barns and other farm buildings of any description whatsoever, shall be erected, moved or structurally altered so as to be nearer the highway than is prescribed by section 106-793.
- (9) *Side yard requirements.*
- a. Side yards for residential dwellings and residential accessory buildings shall be the same as for the County R-1 Residence District.
 - b. Accessory buildings, cages or hives for housing of animals or insects shall be located at least 100 feet from any non-agricultural district except with respect to existing structures when a residential district has been created for an existing farm residence or by separating a farm residence from a farm property and the separated parcel has been rezoned to a residential district after or at the same time of the division.
- (10) *Rear yard requirements.*
- a. Rear yards for residential dwellings and residential accessory buildings shall be the same as for the County R-1 Residence District.
 - b. Accessory buildings, cages, kennels, hives and runs for housing of animals or insects shall be located at least 100 feet from any non-agricultural district except with respect to existing structures when a residential district has been created for an existing farm residence or by separating a farm residence from a farm property and the separated

ITEM #1.

parcel has been rezoned to a residential district after or at the time of the division.

- (11) *General provisions applicable to the County A-1 agriculture district (exclusive).* In addition to the conditions provided for in section 106-792(l) the following additional conditions shall apply:
- a. Any lot or parcel shown in a preliminary subdivision plat or a certified survey map which was received for review prior to the effective date of County A-1 agriculture (exclusive) zoning on that lot or parcel was approved and recorded, shall have the same status as pre-existing lots.
 - b. Residential and residential accessory buildings on parcels of less than 2 acres in the County A-1 agriculture district (exclusive) shall comply with the standards of the ER-1 estate residential district.
 - c. Any residential building or its accessory building that is located on a substandard parcel and which is destroyed by fire, explosion, act of God or act of public enemy may be rebuilt provided the locational requirements of the ER-1 estate residential district are complied with.
- (12) *Rezoning of land in the County A-1 agriculture district (exclusive).* No land in the this District shall be rezoned except in accordance with s. 91.48, Wis. Stats.

SECTION 2. Effective Date. This ordinance shall be effective the day following publication as provided by law.

The above and foregoing ordinance was duly adopted at a regular meeting of the Village Board of Trustees of the Village of Waunakee on _____, 2015, by a vote of ____ ayes, ____ nays, and ____ not voting (absent).

APPROVED:

By: _____
Chris Zellner, Village President

Attest: _____
Julee Helt, Village Clerk

Approved: _____
Published: _____



Preliminary Proposed Development

11/24/15

ITEM #2.



Preliminary Proposed Development

• Property Address:

- 5407 County HWY M
- Waunakee, WI 53597
- Town of Westport

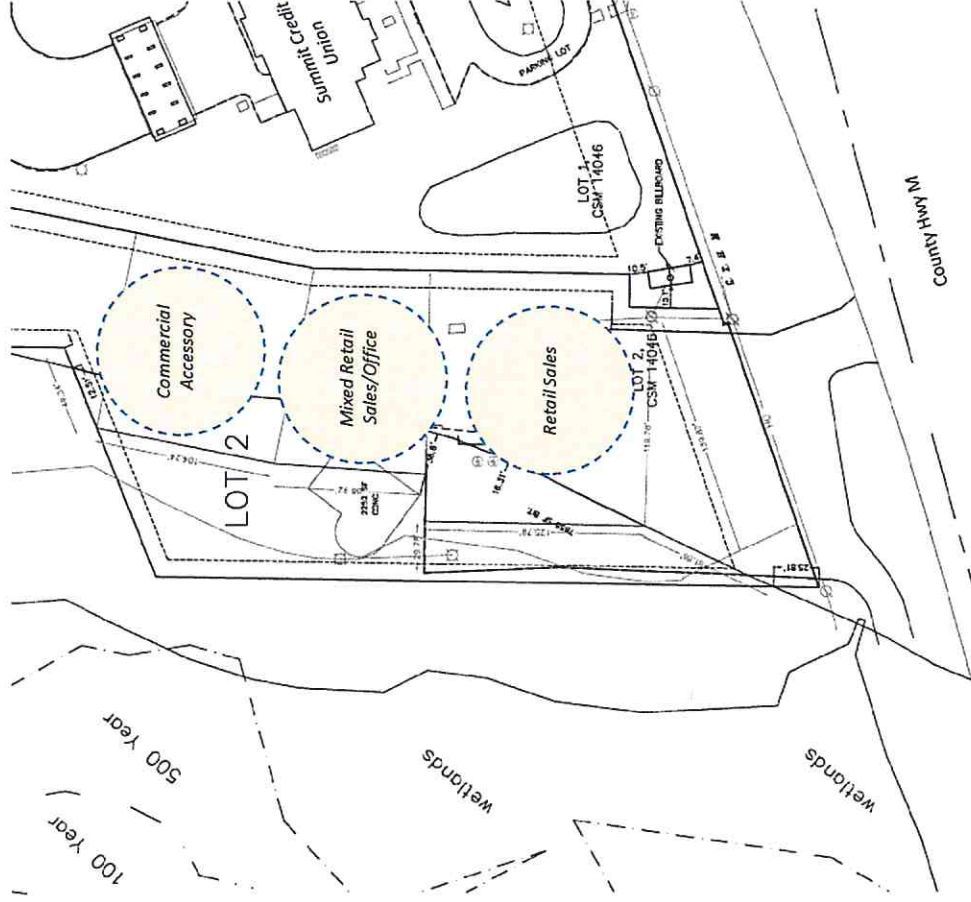
• Owner:

- White House Associates, LLC
- Contact: William Towell
- 5407 County Hwy M
- Waunakee, WI 53597

• Developer Agent:

- Rockwood Realty Group
- Contact: Josh Pelletier
- josh@rockwoodrealtygroup.com

← N →

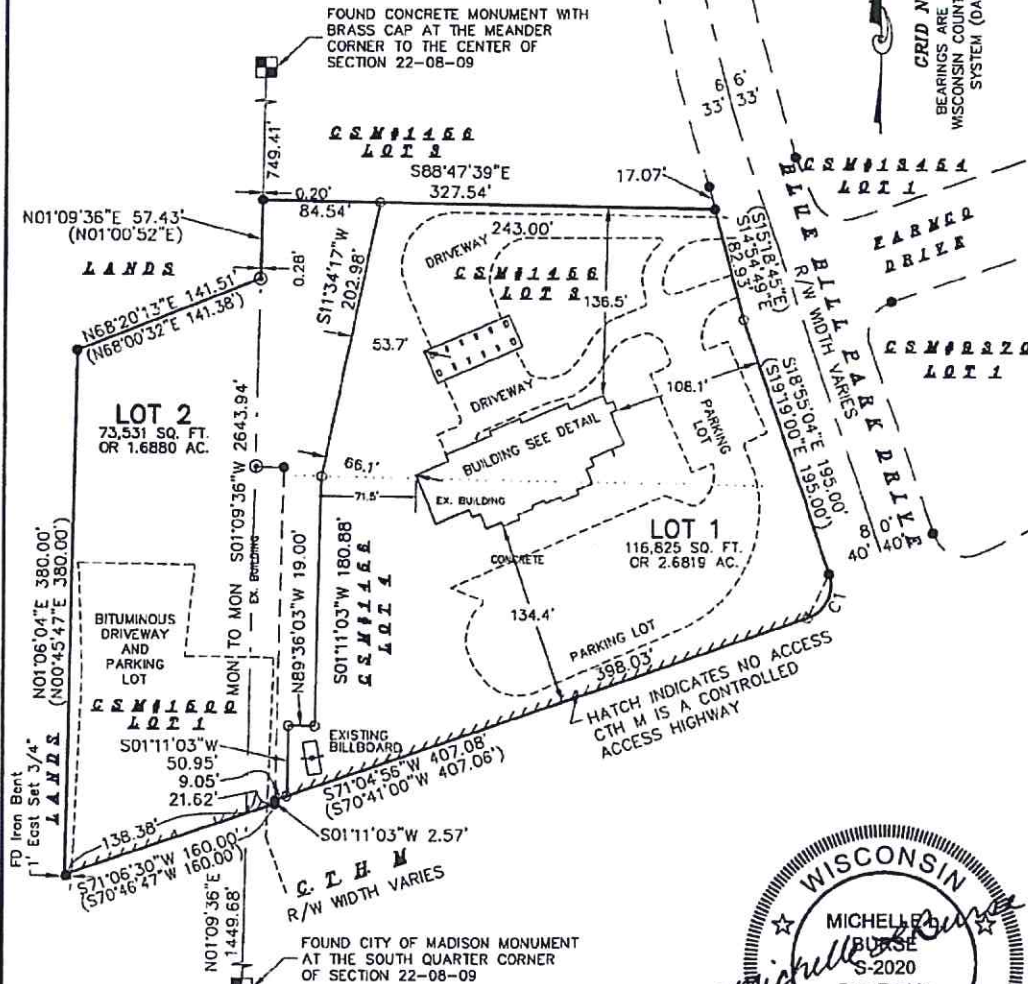


CERTIFIED SURVEY MAP No.

ALL OF LOT 1, CERTIFIED SURVEY MAP NUMBER 1500, AS RECORDED IN VOLUME 6 OF CERTIFIED SURVEY MAPS, ON PAGES 208-209, AS DOCUMENT NUMBER 1406913, ALL OF LOT 4 AND PART OF LOT 3, CERTIFIED SURVEY MAP NUMBER 1456, AS RECORDED IN VOLUME 6 OF CERTIFIED SURVEY MAPS, ON PAGES 145-148, AS DOCUMENT NUMBER 1400877, DANE COUNTY REGISTRY, LOCATED IN THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER AND THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 08 NORTH, RANGE 09 EAST, TOWN OF WESTPORT, DANE COUNTY, WISCONSIN



GRID NORTH
BEARINGS ARE BASED UPON
WISCONSIN COUNTY COORDINATE
SYSTEM (DANE ZONE)



CURVE TABLE

NUMBER	ARC LENGTH	CENTRAL ANGLE	RADIUS	CHORD DIRECTION	CHORD LENGTH
C1	39.21	89°51'45"	25.00	S26°00'35"W	35.31

NOTE: THE PURPOSE OF THIS CSM IS TO ADJUST THE LOT LINE BETWEEN TWO EXISTING PARCELS; THERE IS NO INCREASE IN THE NUMBER OF PARCELS.

SURVEYED FOR:
SUMMIT CREDIT UNION
4800 AMERICAN PARKWAY
MADISON, WI 53718

SURVEYED BY:

Burse

surveying & engineering, Inc.

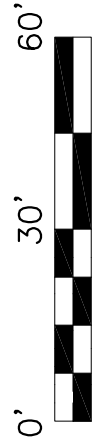
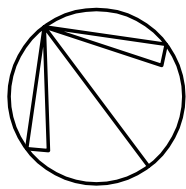
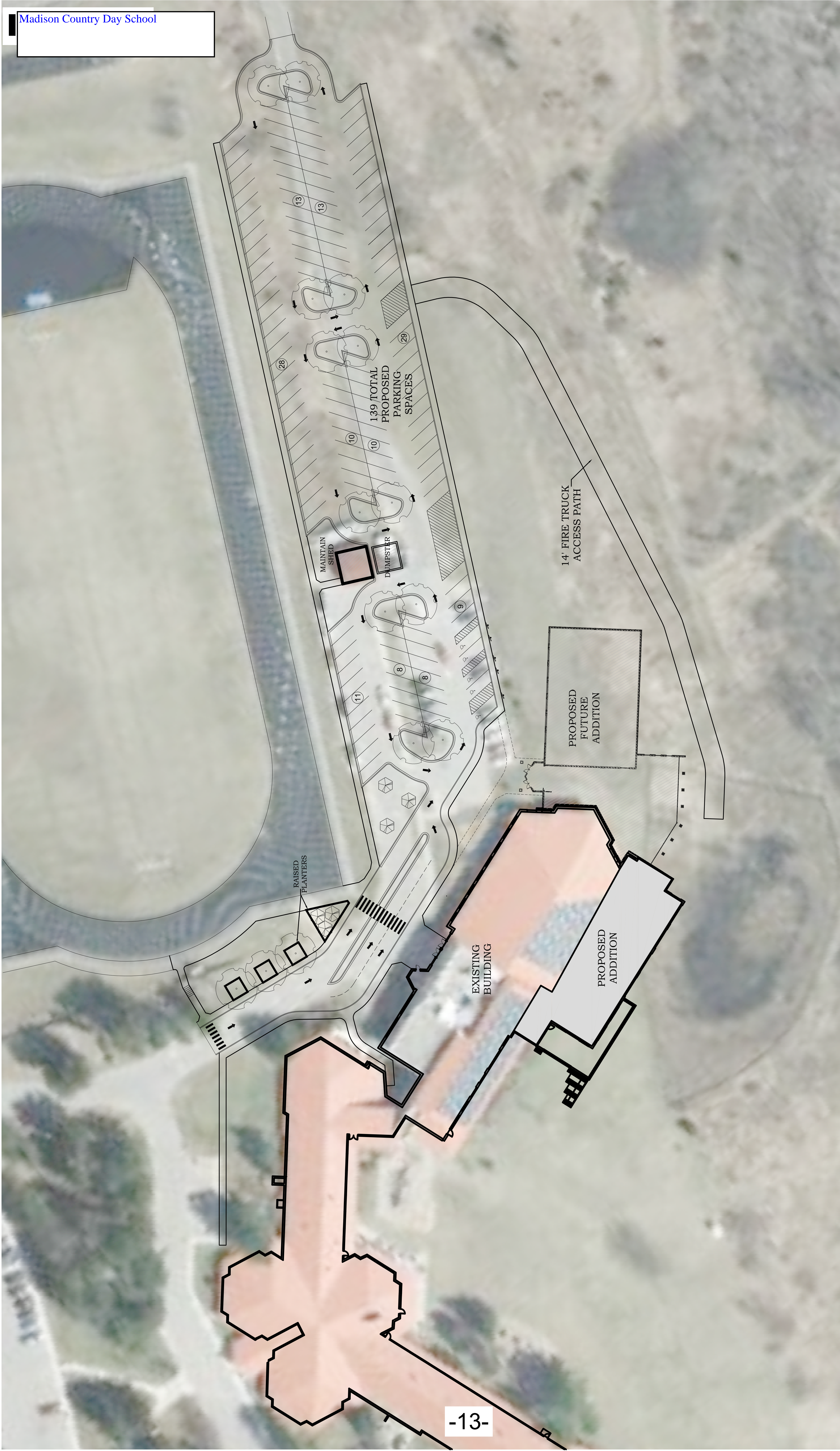
2801 International Lane, Suite 101
Madison, WI 53704 608.250.9263
Fax: 608.250.9266
email: mburse@bse-inc.net
www.bursesurveyengr.com

SHEET 1 OF 5

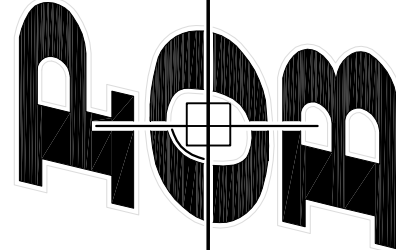
MAP NO. _____
DOCUMENT NO. _____
VOLUME _____ PAGES _____

Date: 05/19/2015
Plot View: CSM
M: \BSE1784\SUMMIT\DWG\CSBSE1784.dwg





Madison Country Day School
Concept Plan 1 - Option #1



Land Surveying
Engineering
Landscape Architecture

5709 Windy Drive, Suite D
Stevens Point, WI 54482
715.344.9999(PH) 715.344.9922(FX)

Point of Beginning



Madison Country Day School

Concept Plan 1 - Option #2

ITEM #3.

Tracy Meinholz

From: Scott Groholski <scott@pobinc.com>
Sent: Tuesday, November 03, 2015 1:16 PM
To: Tracy Meinholz
Subject: Fwd: Madison Country Day School
Attachments: Madison Country Day-Option #2.pdf; Madison Country Day-Option #1.pdf

Sent from my U.S. Cellular® Smartphone

----- Original message -----

From: Melissa Kluck <melissak@pobinc.com>
Date: 11/03/2015 11:52 AM (GMT-06:00)
To: Eric Ohlfs <eohlfs@brayarch.com>
Cc: Scott Groholski <scott@pobinc.com>, Jim Lundberg <Jiml@pobinc.com>
Subject: RE: Madison Country Day School

Eric,

Attached are the revised concepts based on the comments below. Please let me know if there are any questions.

Thanks,

Melissa



melissa kluck

Registered Landscape Architect

5709 Windy Drive, Suite D

Stevens Point, WI 54482

Office: 715.344.9999

Fax: 715.344.9922

Email: melissak@pobinc.com

Website: www.pobinc.com

START here.

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Thank You.

From: Eric Ohlfs [mailto:eohlfs@brayarch.com]

Sent: Monday, November 02, 2015 10:07 AM

To: Melissa Kluck

Cc: Scott Groholski; Jim Lundberg

Subject: RE: Madison Country Day School

Melissa,

Based on my meeting with the Waunakee Fire Inspector, we will need to add a 14' wide gravel fire truck access path. The path needs to get access to the new addition (within 50'-60). We will have to inform the owner that this access road will need to be maintained in the winter so I'm not sure if gravel is the best choice. I've sketched a path on the plans but ultimately, it will be based on the topography of the site.

I also feel there is going to be a pinch point with the drop off traffic, thru traffic and the return parking traffic. We will have 4 points of traffic all coming to one point and trying to funnel through. I open to ideas to help alleviate this pinch point. I wonder if we need to put the exit of the drop off back a little bit? Or do we push the first parking (furthest west stalls) to the east a bit further so we can add some distance between the turning lane and the drop off lane?

ITEM #3.

In option #2, there is no need to have the two way traffic continue to the upper parking lot. The two way traffic would be limited to the lower parking lot only.

Can you also give me an update on the survey and wet land delineation progress?

Thanks,

Eric



Eric Ohlfs, AIA, LEED AP | Bray Architects
Architect

173 N Broadway | Milwaukee, WI | 53202

O 414.226.0200 D 414.290.1988

www.brayarch.com

From: Melissa Kluck [<mailto:melissak@pobinc.com>]
Sent: Wednesday, October 21, 2015 7:09 AM
To: Eric Ohlfs <eohlfs@brayarch.com>
Cc: Scott Groholski <scott@pobinc.com>; Jim Lundberg <Jiml@pobinc.com>
Subject: RE: Madison Country Day School

Good morning Eric,

Attached are the two options that you had requested. Please review and let me know if you would like me to make any other revisions prior to the design meeting next week.

Thank you,

Melissa



Point of Beginning

melissa kluck

Registered Landscape Architect

5709 Windy Drive, Suite D

Stevens Point, WI 54482

Office: 715.344.9999

Fax: 715.344.9922

Email: melissak@pobinc.com

Website: www.pobinc.com

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Thank You.

From: Eric Ohlfs [<mailto:eohlfs@brayarch.com>]

Sent: Tuesday, October 20, 2015 4:48 PM

To: Melissa Kluck

ITEM #3.

Cc: Scott Groholski; Jim Lundberg

Subject: RE: Madison Country Day School

Melissa,

After talking to Scott, I think the best way to proceed would be to have you update the concept plans with the two different options. This way we can present the two options at the next design meeting. Shortly after POB should have the survey completed and then you only have to work on one design option. That next design meeting is supposed to happen on Friday, Oct 30 but is going to be rescheduled. I'm not sure what date yet so let's plan worst case for Wednesday, Oct 28.

I will update you all on the discussions with the fire inspector after tomorrow's meeting.

Thanks,

Eric



Eric Ohlfs, AIA, LEED AP | Bray Architects
Architect

173 N Broadway | Milwaukee, WI | 53202

O 414.226.0200 D 414.290.1988

www.brayarch.com

From: Eric Ohlfs

Sent: Friday, October 16, 2015 4:25 PM

To: 'Melissa Kluck' <melissak@pobinc.com>

Cc: Scott Groholski <scott@pobinc.com>; Jim Lundberg <Jiml@pobinc.com>

Subject: RE: Madison Country Day School

We have a meeting with them next week but I'm not sure that will be on the agenda. We also don't have a date for that meeting yet so I'm not too concerned if it's not done. Once your survey is completed we would like someone from POB to attend the meeting and show the latest designs. Hopefully we will know what needs to

happen with Dane County, Waunakee Fire Dept, Waunakee Engineering, etc so that is also shown on your plans.

Thanks,

Eric



Eric Ohlfs, AIA, LEED AP | Bray Architects
Architect

173 N Broadway | Milwaukee, WI | 53202

O 414.226.0200 D 414.290.1988

www.brayarch.com

From: Melissa Kluck [<mailto:melissak@pobinc.com>]
Sent: Friday, October 16, 2015 4:12 PM
To: Eric Ohlfs <eohlfs@brayarch.com>
Cc: Scott Groholski <scott@pobinc.com>; Jim Lundberg <Jiml@pobinc.com>
Subject: RE: Madison Country Day School

Hi Eric,

I am glad they liked the drawings. When are you looking to have these concepts revised by?

Thanks and have a great weekend too,

Melissa

ITEM #3.



Point of Beginning

melissa kluck

Registered Landscape Architect

5709 Windy Drive, Suite D

Stevens Point, WI 54482

Office: 715.344.9999

Fax: 715.344.9922

Email: melissak@pobinc.com

Website: www.pobinc.com

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Thank You.

From: Eric Ohlfs [<mailto:eohlfs@brayarch.com>]

Sent: Friday, October 16, 2015 4:03 PM

To: Melissa Kluck

Cc: Scott Groholski; Jim Lundberg

Subject: RE: Madison Country Day School

Melissa,

The client really liked what we showed them. They asked us to explore a few additional things. Let's proceed with 2 options right now.

1. Design option#1 & 2 - They like the idea of the separated drop off area. They feel that the currently shown drop off is not big enough. At the end of the day they have nearly 80 cars waiting to pick up kids so they would like to extend it further. They are okay with losing the rain garden.
2. Design #2 - They asked if we could explore making the east entrance from River Road a two way drive. They like the idea of keeping the one way diagonal parking though. I think we can enter from the east more on axis and have entry traffic flow to the right.
3. Design #2 - As a car approaches the shed, there is going to be a bit of a pinch point. Let's move the dumpsters to the east of the shed to help open that area up a bit so there isn't a lot of congestion.

Have a great weekend.

Eric



Eric Ohlfs, AIA, LEED AP | Bray Architects
Architect

173 N Broadway | Milwaukee, WI | 53202

O 414.226.0200 D 414.290.1988

www.brayarch.com

From: Melissa Kluck [<mailto:melissak@pobinc.com>]

Sent: Tuesday, October 13, 2015 11:59 AM

To: Eric Ohlfs <ehlfs@brayarch.com>

Cc: Scott Groholski <scott@pobinc.com>; Jim Lundberg <Jiml@pobinc.com>

Subject: RE: Madison Country Day School

Hi Eric,

ITEM #3.

Attached is an updated concept plan showing the sidewalk to the pool entrance. Please let me know if you need anything else.

Thank you,

Melissa



melissa kluck

Registered Landscape Architect

5709 Windy Drive, Suite D

Stevens Point, WI 54482

Office: 715.344.9999

Fax: 715.344.9922

Email: melissak@pobinc.com

Website: www.pobinc.com

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Thank You.

From: Eric Ohlfs [<mailto:ehlf@brayarch.com>]
Sent: Tuesday, October 13, 2015 10:35 AM
To: Melissa Kluck
Cc: Scott Groholski; Jim Lundberg
Subject: RE: Madison Country Day School

Melissa,

Thanks for the updates. I think this will be a very good plan for our conversations with the owner on Friday. I think this meets their needs and is a very clean layout.

Let's call this "Concept Plan #1". I don't think there is a need to show a plan with the shed relocated. It's pretty easy to see what would happen if we got rid of the shed. Please add a sidewalk path to the pool entrance as indicated. There is an existing walk path there. There is also a small courtyard space that is created between the two buildings that has the pool entrance.

Thanks!

Eric



Eric Ohlfs, AIA, LEED AP | Bray Architects
Architect

173 N Broadway | Milwaukee, WI | 53202

O 414.226.0200 D 414.290.1988

www.brayarch.com

From: Melissa Kluck [<mailto:melissak@pobinc.com>]
Sent: Monday, October 12, 2015 7:39 AM
To: Eric Ohlfs <ehlf@brayarch.com>

ITEM #3.

Cc: Scott Groholski <scott@pobinc.com>; Jim Lundberg <Jiml@pobinc.com>

Subject: RE: Madison Country Day School

Good morning Eric,

Attached is a revised concept based on your sketch sent Friday afternoon. Please review and let me know if you have any questions.

Thank you,
Melissa



melissa kluck

Registered Landscape Architect

5709 Windy Drive, Suite D

Stevens Point, WI 54482

Office: 715.344.9999

Fax: 715.344.9922

Email: melissak@pobinc.com

Website: www.pobinc.com

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Thank You.

From: Eric Ohlfs [<mailto:eohlfs@brayarch.com>]
Sent: Friday, October 09, 2015 2:02 PM
To: Melissa Kluck
Cc: Scott Groholski; Jim Lundberg
Subject: RE: Madison Country Day School

Melissa,

Thanks for the updated sketch.

See the attached sketch. I'm still struggling to clean up the way the traffic all merges at the beginning of the parking area. The less curvy the roads, the better. The ADA parking should still be the priority parking (closest to the entrance and first accessed by the road). I no longer think the ADA parking needs to be parallel with the Gym addition.

I'm also thinking we need to improve the connection between the entrance and the track. The students use the track for recess and daily gym classes so the crossing is important. Maybe we can also add some landscaping and seating area adjacent to the track so students can have a space to sit. A secondary crossing with the lower level student entrance would be nice as well.

Let's see if this shed/dumpster layout would work better.

Thanks,

Eric



ITEM #3.

Eric Ohlfs, AIA, LEED AP | Bray Architects
Architect

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From: Melissa Kluck [<mailto:melissak@pobinc.com>]

Sent: Thursday, October 08, 2015 10:49 AM

To: Eric Ohlfs <eohlfs@brayarch.com>

Cc: Scott Groholski <scott@pobinc.com>; Jim Lundberg <Jiml@pobinc.com>

Subject: RE: Madison Country Day School

Good morning Eric,

Attached is a third concept based on your comments from yesterday afternoon. Please review at your convenience and let us know if have any questions.

For the fire truck access, I believe that the fire department or municipality will dictate if the access is needed and where it would be located. I agree that it should be discussed at the meeting with the Town.

Thank you,

Melissa



melissa kluck

Registered Landscape Architect

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Thank You.

From: Eric Ohlfs [<mailto:ehlf@brayarch.com>]

Sent: Wednesday, October 07, 2015 4:32 PM

To: Jim Lundberg; Melissa Kluck

Cc: Scott Groholski

Subject: RE: Madison Country Day School

What are your thoughts on a fire truck access? Do we need to have an access road/lane within 50' of the addition? If so, that might be a problem given the hill. It will also become a concern once the future addition is built.

As it is currently planned, the 450' max hose access length to any part of the building is getting pretty close. I think this is something we should add to our agenda for next week's meeting.

Thanks,

Eric

ITEM #3.



Eric Ohlfs, AIA, LEED AP | Bray Architects
Architect

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From: Jim Lundberg [<mailto:JimL@pobinc.com>]
Sent: Wednesday, October 07, 2015 3:13 PM
To: Eric Ohlfs <eohlfs@brayarch.com>; Melissa Kluck <melissak@pobinc.com>
Cc: Scott Groholski <scott@pobinc.com>
Subject: RE: Madison Country Day School

Thanks Eric. That is what I recall, but I wanted to make sure we were still working toward that date, and these concept were just to drum up some conversation on the layout.

We'll make the revision accordingly and get something to you ASAP.

Respectfully,

james j lundberg, p.e.

Director of Engineering



Point of Beginning

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Thank You.

From: Eric Ohlfs [<mailto:ehlf@brayarch.com>]

Sent: Wednesday, October 07, 2015 3:09 PM

To: Jim Lundberg <Jiml@pobinc.com>; Melissa Kluck <melissak@pobinc.com>

Cc: Scott Groholski <scott@pobinc.com>

Subject: RE: Madison Country Day School

Tomorrow or Friday afternoon would be fine. I just want to be finished working through any design ideas before next week Wednesday when we meet with the Town of West Port.

Thanks,

Eric



Eric Ohlfs, AIA, LEED AP | Bray Architects
Architect

ITEM #3.

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www.brayarch.com

From: Jim Lundberg [<mailto:Jiml@pobinc.com>]

Sent: Wednesday, October 07, 2015 3:06 PM

To: Eric Ohlfs <eohlfs@brayarch.com>; Melissa Kluck <melissak@pobinc.com>

Cc: Scott Groholski <scott@pobinc.com>

Subject: RE: Madison Country Day School

Eric-

Do you need these updates this afternoon, or would tomorrow by noon work ok? Either way we will make it work, but I wanted to check with you first.

Respectfully,

james j lundberg, p.e.

Director of Engineering



Point of Beginning

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From: Eric Ohlfs [<mailto:eohlfs@brayarch.com>]
Sent: Wednesday, October 07, 2015 2:38 PM
To: Melissa Kluck <melissak@pobinc.com>
Cc: Scott Groholski <scott@pobinc.com>; Jim Lundberg <Jiml@pobinc.com>
Subject: RE: Madison Country Day School

Melissa,

Thanks for the two options. I think this is a good starting point. Here is a sketch with some changes I would like to see. Take some of these comments into consideration when designing the concept with the shed being relocated. If the shed needs to be relocated, they are going to want to know what advantages they get by relocating it (i.e. better drop off safety, more parking closer to the front doors, etc. Feel free to call me if you want to discuss.

Thanks,

Eric



ITEM #3.

Eric Ohlfs, AIA, LEED AP | Bray Architects
Architect

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From: Melissa Kluck [<mailto:melissak@pobinc.com>]

Sent: Wednesday, October 07, 2015 12:45 PM

To: Eric Ohlfs <ehlf@brayarch.com>

Cc: Scott Groholski <scott@pobinc.com>; Jim Lundberg <Jiml@pobinc.com>

Subject: Madison Country Day School

Good afternoon Eric,

Attached are two preliminary concept plans for the proposed parking lot at the Madison Country Day School for review. Please feel free to contact our office with any questions.

Thank you,
Melissa



Point of Beginning

melissa kluck

Registered Landscape Architect

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ITEM #4.



More ideas. Better solutions.®



PROPOSAL FOR
**JOINT WAUNAKEE/WESTPORT
COMPREHENSIVE PLAN UPDATE, 2016-2036**

*Prepared for the Village of Waunakee and the Town of Westport, WI
October 28, 2015*

ITEM #4.

More ideas. Better solutions.®

MSA Professional Services, Inc. is a multidisciplinary consulting firm serving public and private clients throughout the Midwest. Our planning, engineering and architectural professionals meet the needs of a diverse client base with an emphasis on creativity and results. We provide our clients with more ideas and better solutions.

Proposal contact

Jason Valerius, AICP
Project Manager
Phone: 1-800-446-0679
Email: jvalerius@msa-ps.com

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ITEM #4.



October 28, 2015

Kevin Even, PE, Village Engineer, Director of Public Works
Village of Waunakee
500 W. Main Street
Waunakee, WI 53597

Dear Mr. Even,

Thank you for the opportunity to propose our approach to the update of your comprehensive plan and other important plan documents. MSA Professional Services, Inc. (MSA) offers a team of planners with extensive experience in comprehensive planning, park and recreation planning, and bicycle and pedestrian planning across the Upper Midwest. We often work with multiple jurisdictions on coordinated or shared plans and boundary agreements. We bring a combination of policy knowledge, public engagement strategies, and document design expertise to deliver plans that inspire. Located just 10 minutes away, next to the Dane County Airport, we are familiar with local issues and able to attend meetings without costly travel time or expense.

As described in detail in this proposal, we are recommending the creation of just two plan documents: a Waunakee-Westport Comprehensive Plan and a Waunakee-Westport Bike/Pedestrian/Parks/Open Space Plan. After many years of successful cooperation and collaboration, we see no reason for the Village and Town to maintain separate plan documents, and we would like to help you dispense with the complexity and redundancy of many interrelated plans.

With the Great Recession fading into history and growth returning, this is an excellent time to update policies on a wide range of related topics, and also to reinforce cooperative efforts and decision making. We welcome the opportunity to further discuss your needs and our approach. Please do not hesitate to contact me at (608) 242-7779 or at jvalerius@msa-ps.com.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink that reads "Jason Valerius". The signature is fluid and cursive, with the first name "Jason" and last name "Valerius" clearly distinguishable.

Jason Valerius, AICP

Project Manager | Team Leader

MSA Professional Services, Inc.
2901 International Lane, Suite 300 | Madison, WI 53704
(608) 242-7779 | (800) 446-0679 | Fax: (608) 242-5664

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ITEM #4.

STATEMENT OF UNDERSTANDING

PROJECT UNDERSTANDING AND GENERAL APPROACH

MSA understands that the Village of Waunakee and the Town of Westport are seeking updates to seven distinct plan documents, including two Village plans, two Town plans, and three joint plans (see on next two pages). Both communities are due for an update to the comprehensive plan, as required by Wis. Stat. 66.1001, and changes to these documents should trigger a review and update of the Joint Planning Area (JPA) Comprehensive Plan and the Extraterritorial Jurisdiction (ETJ) District Plan. After reviewing those documents and related statutes, we are recommending the elimination of the JPA Comp Plan and the ETJ District Plan – the Village’s ETJ zoning ordinance and the terms of the boundary agreement between the Village and Town can each be implemented from policies and maps located in a joint comprehensive plan, making those documents unnecessary.

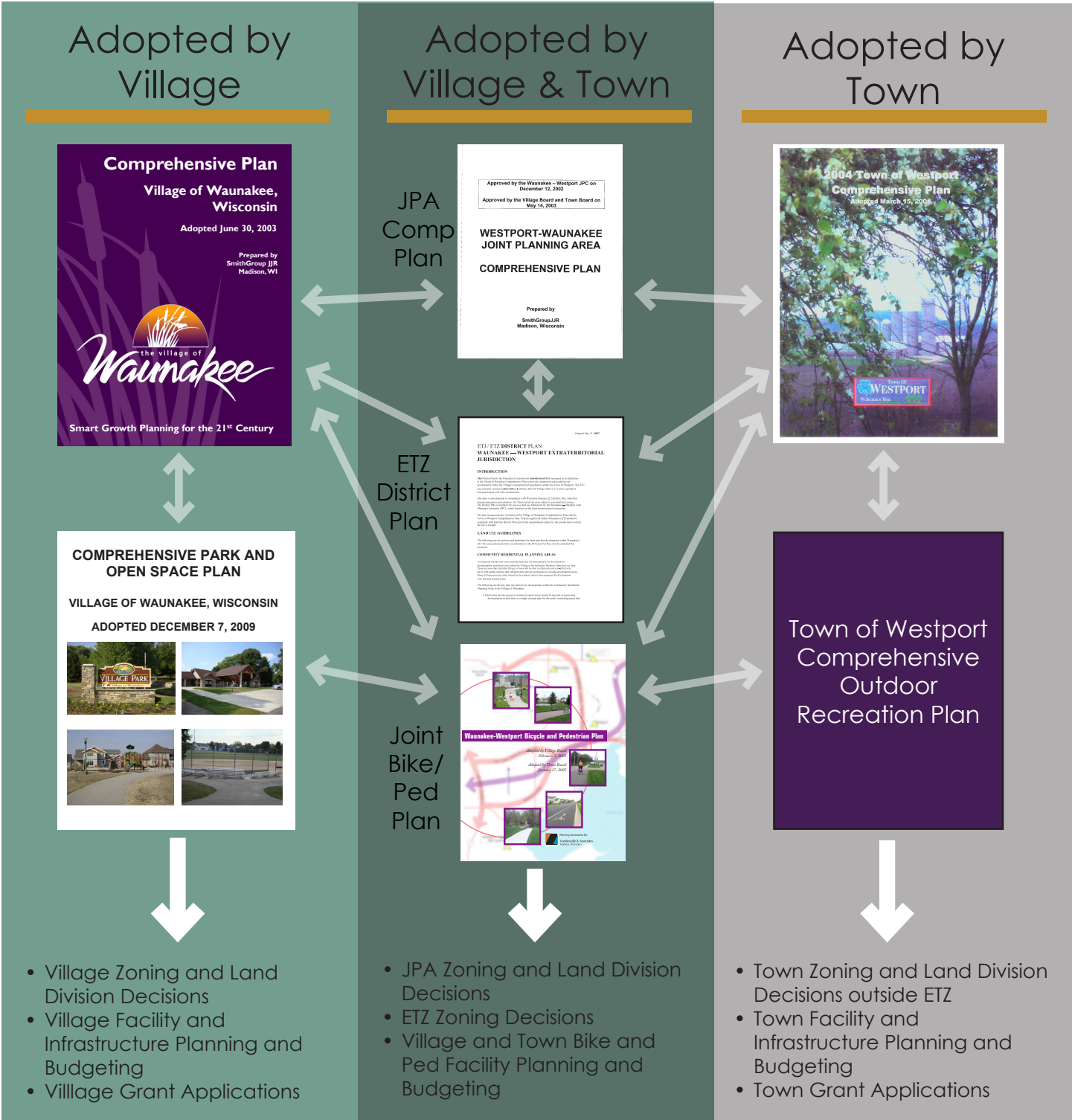
We also understand that the Village and Town wish to update the joint Bicycle and Pedestrian Plan and the individual Park and Outdoor Recreation/Open Space plans. These plans may be affected by the other updates, they address topics important to many residents, and

the documents are important to maintain eligibility for Wisconsin DNR Stewardship grant applications. As with the comprehensive plan and the existing Bike/Ped plan, we recommend joint planning and documents on these topics. Because there is overlap between the park and recreation plans and the bicycle and pedestrian plans, we recommend consolidating those documents into one document. However, we are open to keeping them as separate documents at only a minor additional cost.

Because the Bicycle, Pedestrian, Park and Open Space Plan(s) will be developed concurrent with the Comprehensive Plan, you will be able to simplify the comprehensive plan a bit. That document can address those topics simply with general goals, and then reference the companion plan. By keeping the two plans separate, and omitting detailed policy and data from the comprehensive plan, the Bike/Ped/Park/Open Space Plan(s) can be updated independent of the comp plan while minimizing the risk of creating inconsistencies between the two documents.



Current Plan Documents



Proposed Plan Documents



STATEMENT OF UNDERSTANDING | CONTINUED

SCOPE OF SERVICES

We have divided the project effort into three phases to describe scope and cost – the Comprehensive Plan document, the Bicycle, Pedestrian, Park and Open Space Plan document, and the Meetings and Public Involvement process. We will develop the two plans in parallel, coordinated processes. Jason Valerius will lead the comprehensive plan and serve as project manager for the overall project. Andrew Bremer will lead the Bicycle, Pedestrian, Park and Open Space Plan.

PHASE 1 - COMPREHENSIVE PLAN

We propose the following outline for the Waunakee-Westport Comprehensive Plan. There will be some data and policies that apply only to one of the two jurisdictions. Such “separate” content will be clearly identified as such throughout the plan. The issue identification and policy development processes will address the specific topics highlighted in the RFP, including the findings of the FUDA process, sustainability and placemaking principles, and the North Mendota Parkway planning.

Executive Summary

A colorful compilation of core plan information, including overview, goals, policies and actions, that can function as a stand-alone reference tool adequate for most users. Length may be 8-12 pages.

Chapter 1 – Introduction

Explains the purpose and organization of the plan, the relationship with other plans; shares a few key data trends affecting the communities; and summarizes prior plans and planning, including the existing boundary agreement.

Chapter 2 – Planning Process and Public Participation Overview

A summary of public events and findings, including highlights from the Community Surveys.

Chapter 3 – Issues and Opportunities

A concise description of the issues and opportunities facing the two communities.

Chapter 4 – Goals, Objectives, and Policies

A compilation in one chapter of the broad and specific policies on all topics addressed in the plan, except land use: Intergovernmental Cooperation; Natural, Cultural and Agricultural Resources; Housing; Economic Development; Transportation; and Community Facilities and Services.

Chapter 5 – Land Use

As the most frequently-used portion of most comprehensive plans, the land use policies should be easy to find. We recommend a stand-alone chapter describing current uses and future use policies. We suggest the inclusion of urban design guidelines as part of the policies addressing each category of land use.

Chapter 6 – Implementation

This chapter will describe when and how the plan is to be updated, including procedures to manage the independent update needs of two communities sharing a plan. While Chapters 4 and 5 will include action items on specific issues, those items will be presented together again in this chapter with recommendations on when they should occur and who is responsible to make them happen.

Appendix A – Community Indicators Report

Also known as the Existing Conditions Report, this appendix is a compilation of the lists and data tied to each of the core plan topics. It is separated from the policy content to make that content easier to find. We present this data graphically whenever possible, using tables and graphs and minimal text.

Appendix B – Public Input

This appendix is a compilation of the results of the two surveys, plus summaries of findings from public input events.

Appendix C – Maps

The maps will be included in the body of the document



SCOPE OF SERVICES | CONTINUED

as appropriate, but typically at a smaller scale to fit within a 8.5x11" page. This appendix features full-size 11x17" maps.

Note that the Transportation and Community Facilities and Services sections will feature only high-level goals related to topics in the Bicycle, Pedestrian, Parks and Open Space Plan, and references to that plan instead of duplicative data and policies.

The plan document will be produced with the expectation that it will be accessed and viewed predominantly online rather than in hard-copy format. As such, it will take advantage of "full-bleed" graphic layout to the edge of the page and it will feature internal links to ease navigation.

PHASE 2 - BICYCLE, PEDESTRIAN, PARK AND OPEN SPACE PLAN

As previously stated, we recommend the consolidation of the Town and Village Parks plans and the joint Bicycle and Pedestrian Plan into one document. This document will draw on content in the existing plans as a starting point for draft development. We propose the following document outline.

Executive Summary

Chapter 1 - Introduction

Including a community and park usership profile along with a summary of the planning process

Chapter 2 - Existing Conditions Analysis

- Section 1 – Parks and Open Spaces - An inventory/description of existing park facilities, recreational programs and significant community natural resources, such as waterways, greenways, topography, woodlands, etc. It will include a park and open space matrix to identify amenities at each location and park acreage, organized by park type.

- Section 2 – Bicycle and Pedestrian Facilities – An inventory/description of existing trails, on-street bicycle routes, and pedestrian routes.

Chapter 3 - Analysis of Needs and Demand

- Section 1 – Parks and Open Spaces - An analysis of existing and future recreational demand using population projections and National Recreation and Park Association recommendations for level of service standards for parkland acreage and recreational facilities. Including quantitative, geographical, and qualitative analysis. Incorporation of survey results, focus group and Committee input. The process will address various topics that come up throughout the larger planning process, including those specifically called out in the RFP such as community desire for an athletic complex, public pool, and tree planting.
- Section 2 – Bicycle and Pedestrian Facilities – An analysis of gaps, conflicts and safety deficiencies in the network.

Chapter 4 - Goals and Policies

- Section 1 – Parks and Open Spaces - A set of goals and policies the Village can use to guide the development of park and recreational facilities, based on best practices and industry standards, developed in concert with the joint Comprehensive Plan. Including a recommendation for the Village's Fee in Lieu Policy based in-part on a survey and evaluation of surrounding communities' open space dedication cash-in-lieu fees.



STATEMENT OF UNDERSTANDING | CONTINUED

SCOPE OF SERVICES | CONTINUED

- Section 2 – Bicycle and Pedestrian Plan – A set of goals and policies addressing the creation and maintenance of on-street bike routes, sidewalks, off-street trails, and programming to encourage recreation and enhance opportunities for residents.

Chapter 5 - Implementation

A bulleted action plan including:

- Improvements to existing facilities, short term (within the next five years), and long term (five years and beyond).
- Identification of proposed recreational trail alignments (general locations) and community green space.
- Identification of proposed new park facilities including any neighborhood parks, community parks, regional parks and special use facilities (general locations), including representative photos to describe improvements. This includes identifying potential site locations and general facility characteristics (e.g. square feet, capital and operational costs) for an athletic complex and/or public pool if a need/desire is identified through the planning process.

This chapter will also describe when and how the plan is to be updated, including procedures to manage the independent update needs of two communities sharing a plan.

Appendix A - Survey Results**Appendix B - Park and Open Space Classifications/Standards****Appendix C - Maps**

- Existing Parks and Open Spaces
- Park Service Areas
- Proposed Parks and Open Spaces
- Regional Path Connections
- Bicycle Compatibility of Roadways
- Existing and Proposed Trails and Bike Routes
- Existing Park Map Booklet including an action plan summary sheet identifying location of the park, existing facilities, observed issues, and recommendations for improvements.
- Existing Concept Master Plans for individual parks or trails as applicable

PHASE 3 - MEETINGS AND PUBLIC INVOLVEMENT

We anticipate a variety of methods to involve key stakeholders and the general public. These methods are explained in this section and displayed in the Draft Project Schedule.

Community Surveys

The Request for Proposals asks for two surveys, one for Town residents and one for Village residents. We propose conducting two web-based surveys, but recommend one survey on Land Use and Community Design (or, more generally, Comprehensive Plan topics) and one on Bicycle, Pedestrian, Parks and Open Space topics. We like this arrangement for several reasons:

- We are recommending a single set of joint plans and many of the questions will apply to all stakeholders
- It is easy to identify and report separately the feedback of Village and Town residents
- It is possible to craft a survey with questions specific to certain respondents, such as Town residents.
- A single survey on all topics in each jurisdiction could become quite long, this approach helps to limit length

SCOPE OF SERVICES | CONTINUED

We have had repeated success collecting responses to online surveys by promoting them through municipal and civic organization channels. A paper version of the survey to be made available at Village and Town Hall is included in the cost – this will require a total of four paper surveys assuming some questions specific to the Village or Town.

Public Meetings and Hearings

We propose a total of three public meetings and a final formal public hearing. We also propose a booth at the Imagination Celebration in June to share aspects of the draft plan as recommended by the Steering Committee, likely land use and economic development highlights.

- Public Meeting 1 – Issues, Opportunities and Visions for the Future*

This meeting would occur in January and would be the public kickoff to the planning process. We will share an overview of the project scope and schedule and engage people in exercises to identify issues, opportunities and aspirations for the future of both the Village and the Town.

- Public Meeting 2 – Land Use, Housing and Economic Development*

This meeting would occur in July, possibly in conjunction with a joint meeting of the three Plan Commissions. The format would be a presentation followed by open-house style interaction with a feedback worksheet to target any issues on which feedback is needed.

- Public Meeting 3 – Transportation, Parks and Open Space*

This meeting would occur in August, possibly in conjunction with a joint meeting of the Parks Committees. The format would be a presentation followed by open-house style interaction with a feedback worksheet to target any issues on which feedback is needed.

- Promotional Video*

A concise video featuring local leaders is an excellent tool to help communicate essential information about the planning process, including why it is happening, how it will occur, and opportunities for public input and involvement. MSA has a robust marketing department with the experience and capacity to produce this video.

Committee, Commission and Board Meetings

The planning process will require careful scheduling, coordination, and collaboration. We understand the intent to use the Steering Committee primarily for coordination. With that in mind, the Plan Commissions and Parks committees will serve as the primary review committees, and should generally meet together and function as joint committees for draft review purposes. The only exception to this would be independent meetings of the Village and Town Plan Commissions for the second review of Land Use policies, to help identify and resolve any conflicts between Village and Town policies. We understand the intent to use the Steering Committee primarily for coordination, particularly for public engagement activities.

- Steering Committee*

We propose a total of six (6) Steering Committee meetings.

MEETING	DESCRIPTION
SC Meeting 1 (December)	Kickoff, scope and schedule review, preliminary planning for January public meeting and public surveys
SC Meeting 2 (January)	Draft survey review, final preparation for kickoff public meeting and community surveys
SC Meeting 3 (April)	Process check-in, preliminary public meeting planning
SC Meeting 4 (June)	Final public meeting preparation – land use, economic development & housing
SC Meeting 5 (August)	Final public meeting preparation – transportation, parks & open space
SC Meeting 6 (September)	Process check-in, preparation for public hearing and adoption process

STATEMENT OF UNDERSTANDING | CONTINUED

SCOPE OF SERVICES | CONTINUED

- Plan Commissions*

We propose a total of seven (7) meetings each with the Town and Village Plan Commissions to review and discuss Comprehensive Plan materials. Most of these meetings should be joint meetings, both as a cost control measure and, more importantly, to ensure policy coordination and consensus building between the two jurisdictions. We request a minimum of 60 minutes reserved for draft review discussions at each of these joint meetings. We suggest that these be special meetings, to avoid conflicts with other Plan Commission business. We also recommend an update to the Joint Plan Commission in June.

MEETING	DESCRIPTION
PC Meeting 1 (January)	Kickoff, scope and schedule review, public survey review
PC Meeting 2 (March)	Review of Land Use and Community Design Survey results, Issues and Opportunities, Natural, Cultural and Agricultural Resources data and policies
PC Meeting 3 (May)	Review of Housing, Economic Development and Future Land Use data and policies
PC Meetings 4 (June)	Second Review of Land Use – independent meetings of Town, Village and Joint Plan Commissions
PC Meeting 5 (August)	Review of Transportation data and policies, including Bicycle and Pedestrian Plan
PC Meeting 6 (September)	Recap of public and committee input, selection of final edits for public hearing draft
PC Meeting 7 (October)	Public Hearing with all three Plan Commissions

If the Steering Committee has concerns about the feasibility of six special joint meetings of the Plan Commissions, an alternative option is to utilize the Steering Committee for some draft review duties. In this scenario we suggest that the March, May and August meetings would instead be Steering Committee meetings, and the Steering Committee would help identify and highlight policies that are important for each Plan Commission to discuss. Each approach will work and will have the same cost.

- Parks Committees*

The Town Park Committee and the Village Parks and Recreation Committees should serve as the primary review body for the Bicycle, Pedestrian, Parks & Open Space Plan, and should meet jointly for this purpose to mitigate cost and ensure policy coordination. We suggest a total of five (5) joint meetings with these committees, and defer to Steering Committee judgement on the need for special meetings.

MEETING	DESCRIPTION
Bike/Ped/Parks Meeting 1 (February)	Kickoff, scope and schedule review, Reviews of draft survey on these topics, Bicycle, Pedestrian, Parks & Open Space Facility Inventory, and Needs Assessment
Bike/Ped/Parks Meeting 2 (April)	Review of Bicycle, Pedestrian, Parks & Open Space Survey results, Cash in Lieu Fee Evaluation
Bike/Ped/Parks Meeting 3 (May)	Review of Park, Recreation and Open Space policies and maps
Bike/Ped/Parks Meeting 4 (July)	Review of Transportation data and policies, including Bicycle and Pedestrian plan
Bike/Ped/Parks Meeting 5 (October)	Final Review and Recommendation to Plan Commission and Boards



ITEM #4.

STATEMENT OF UNDERSTANDING | *CONTINUED*

SCOPE OF SERVICES | *CONTINUED*

Economic Development Commission

We recommend a visit with the Village's Economic Development Commission in May to discuss draft economic development policies.

Town Historic Preservation Commission

We recommend a visit with the Town's Historic Preservation Commission in July to review relevant plan content.

Town Board and Village Board

We suggest a short introductory presentation to both Boards at the beginning of the process, either just before Christmas or just after New Year's, to explain the process and schedule so that elected officials know what to expect. We would like to give them the opportunity to share any items about which they are particularly concerned or excited headed into the process. We then think we can wait to return to the Boards until the adoption process.



TIMELINE

2015		2016	
Waunakee-Westport Planning Project			
DRAFT Project Schedule October 28, 2015			
MEETING AND PUBLIC INVOLVEMENT CALENDAR			
● - Village Board	● 12/1	● 12/2	● 1/4
● - Village Plan Commission	● 12/14	● 2/8	● 1/11
● - Village Parks and Recreation Committee	● 12/2	● 2/3	● 1/6
● - Village Economic Development Commission	● 12/14	● 2/8	● 1/11
● - Village Public Works Committee	● 12/22	● 1/28	● 1/18
● - Town Board	● 12/1	● 12/2	● 1/4
● - Town Plan Commission	● 12/2	● 12/14	● 1/6
● - Town Park Committee	● 12/1	● 12/2	● 1/4
● - Town Historic Preservation Committee	● 12/2	● 12/14	● 1/6
● - Joint Plan Commission	● 12/1	● 12/2	● 1/4
● - STEERING COMMITTEE MEETING	● 1	● 2	● 3
● - COMMUNITY SURVEYS	● 1	● 2	● 3
● - PUBLIC MEETING	● 1	● 2	● 3
● - PUBLIC HEARING	● 1	● 2	● 3
PHASE 1: Comprehensive Plan			
Task 1 Existing Plan Review and Summary	● 1	● 2	● 3
Task 2 Intergovernmental Cooperation	● 1	● 2	● 3
Task 3 Issues and Opportunities	● 1	● 2	● 3
Task 4 Natural, Cultural, and Agricultural Resources	● 1	● 2	● 3
Task 5 Land Use and Community Design	● 1	● 2	● 3
Task 6 Economic Development	● 1	● 2	● 3
Task 7 Housing	● 1	● 2	● 3
Task 8 Transportation	● 1	● 2	● 3
Task 9 Utilities, Facilities and Services	● 1	● 2	● 3
Task 10 Implementation	● 1	● 2	● 3
PHASE 2: Bicycle, Pedestrian, Parks and Open Space Plan			
Task 1 Existing Plan Review and Summary	● 1	● 2	● 3
Task 2 Facility Inventory	● 1	● 2	● 3
Task 3 Needs Assessment and Projections	● 1	● 2	● 3
Task 4 Cash in Lieu Fee Evaluation	● 1	● 2	● 3
Task 5 Bicycle and Pedestrian Plan Policies and Maps	● 1	● 2	● 3
Task 6 Park, Recreation and Open Space Policies and	● 1	● 2	● 3

- Standing Meeting Schedules
- Village Board - 1st and 3rd Mondays @ 6pm
- Village Plan Commission - 2nd Mondays @ 7pm
- Village Parks and Recreation Committee - 1st Wednesdays @ 5:45pm
- Village Economic Development Committee - 2nd Mondays @ 5pm
- Village Public Works Committee - 4th Tuesday @ 6pm
- Town Board - 1st and 3rd Mondays @ 7pm
- Town Plan Commission - 2nd Mondays @ 7pm
- Town Park Committee - 1st Wednesdays @ 5:30pm
- Town Historic Preservation Committee - 1st Tuesdays @ 6pm
- Joint Plan Commission - 2nd Tuesdays @ 6pm

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ITEM #4.

FIRM QUALIFICATIONS AND PERSONNEL

MSA PROFESSIONAL SERVICES

MORE IDEAS. BETTER SOLUTIONS.®

As a full service consulting firm, MSA Professional Services (MSA) is all about creating communities that work. We partner with our clients to help them solve today's complex and multi-faceted challenges and improve the quality of their neighborhoods. Our focus is on providing exceptional service to build strong communities.

MSA's roots reach back to the 1930s. Once a rural land survey company, our firm now consists of more than 300 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high quality, cost-effective solutions. Based in 14 offices across four states, our technical teams collaborate to assist communities throughout the Upper Midwest.

While we've expanded to serve communities, private developers and government agencies, MSA remains true to our mission of being a trusted partner helping clients succeed. More than a technical resource, MSA strives to earn the privilege of being a part of your community. We want to help, especially when you face challenging circumstances.

MSA supports many larger cities and agencies, but remains committed to understanding and serving the needs of the Midwest's small and rural communities. Our portfolio ranges from complex projects for governmental agencies and large municipalities to more straightforward infrastructure projects in unincorporated rural townships. MSA knows what it takes to build—large and small.

As an employee-owned company, MSA has additional value to offer its clients and communities. Every professional in the company has a vested interest in each project's success. MSA has built a corporate culture based on sustainability, enduring relationships, highly skilled professionals, and respect for community and the environment.

FAMILIARITY WITH GEOGRAPHICAL AREA

The MSA team is located nearby, based about 10 minutes from the Town and Village. Our team lives in Madison and has completed many projects for Dane County communities over the past 10 years. MSA prepared the Town's existing Comprehensive Plan in 2004. Project Manager Jason Valerius worked on many aspects of the Village's current Comprehensive Plan while an intern with SmithGroup JJR in 2002, including mapping and document production. Andrew Bremer served as the lead planner on a multidisciplinary team evaluating the Hwy 19 corridor through and beyond the Village in 2015.



FIRM QUALIFICATIONS AND PERSONNEL | *SIMILAR PROJECTS***COMPREHENSIVE PLANS****MSA EXPERIENCE**

MSA has completed over 100 plans in the Upper Midwest over the past 10+ years, many for Wisconsin communities meeting the requirements of Wis. Stats. 66.1001. A sampling follows, including seven Dane County communities.

City of Burlington, Iowa
City of Amery (Polk)
City of Antigo (Langlade)
City of Black River Falls (Jackson)
City of Columbus (Columbia/Dodge)
City of Eagle River (Vilas)
City of Hillsboro (Vernon)
City of Hurley (Iron)
City of Sparta (Monroe)
City of Tomah (Monroe)
City of Sun Prairie (Dane, amendment)
City of Waupun (Dodge/Fond Du Lac)
Village of Alma Center (Jackson)
Village of Arlington (Columbia)
Village of Bangor (La Crosse)
Village of Blue Mounds (Dane)
Village of Cross Plains (Dane)
Village of Dane (Dane)
Village of Dresser (Polk)
Village of Eden (Fond Du Lac)
Village of Exeland (Sawyer)
Village of Friesland (Columbia)
Village of Fairchild (Eau Claire)
Village of Hixton (Jackson)
Village of Holmen (La Crosse County)
Village of Kendall (Monroe)
Village of Lake Nebagamon (Douglas)
Village of Lime Ridge (Sauk)
Village of Luck (Polk)
Village of Melrose (Jackson)
Village of Merrilan (Jackson)
Village of Merrimac (Sauk)
Village of Oakdale (Monroe)
Village of Palmyra (Jefferson)
Village of Plainfield (Waushara)

Village of Randolph (Dodge/Columbia)
Village of Rio (Columbia)
Village of Rosendale (Fond Du Lac)
Village of Siren (Burnett)
Village of Sharon (Walworth)
Village of Warrens (Monroe)
Village of West Baraboo (Sauk)
Village of Wilton (Monroe)
Village of Mt. Morris, IL
Village of Stockton, IL
Town of Adams (Jackson County)
Town of Albion (Jackson County)
Town of Chester (Dodge County)
Town of City Point (Jackson County)
Town of Drammen (Eau Claire County)
Town of Manchester (Jackson County)
Town of Oakdale (Monroe County)
Town of Oakland (Jefferson County)
Town of Oregon (Dane County)
Town of Otter Creek (Eau Claire County)
Town of Otter Creek (Eau Claire County)
Town of Pleasant Valley (Eau Claire County)
Town of Rice Lake (Barron County)
Town of Rome (Adams County)
Town of Saratoga (Wood County)
Town of Seymour (Eau Claire County)
Town of Springfield (Jackson County)
Town of Stubbs (Rusk County)
Town of Summit (Waukesha County)
Town of Tomah (Monroe County)
Town of Verona (Dane County)
Town of Vienna (Dane County)
Town of Westport (Dane County)
Town of Washington (Eau Claire County)
Town of Waupun (Fond du Lac County)

ITEM #4.

FIRM QUALIFICATIONS AND PERSONNEL | SIMILAR PROJECTS

COMPREHENSIVE PLAN

BURLINGTON, IA

Project Contact

Eric Tysland
Community Development & Parks
Director
p: (319) 753-8158

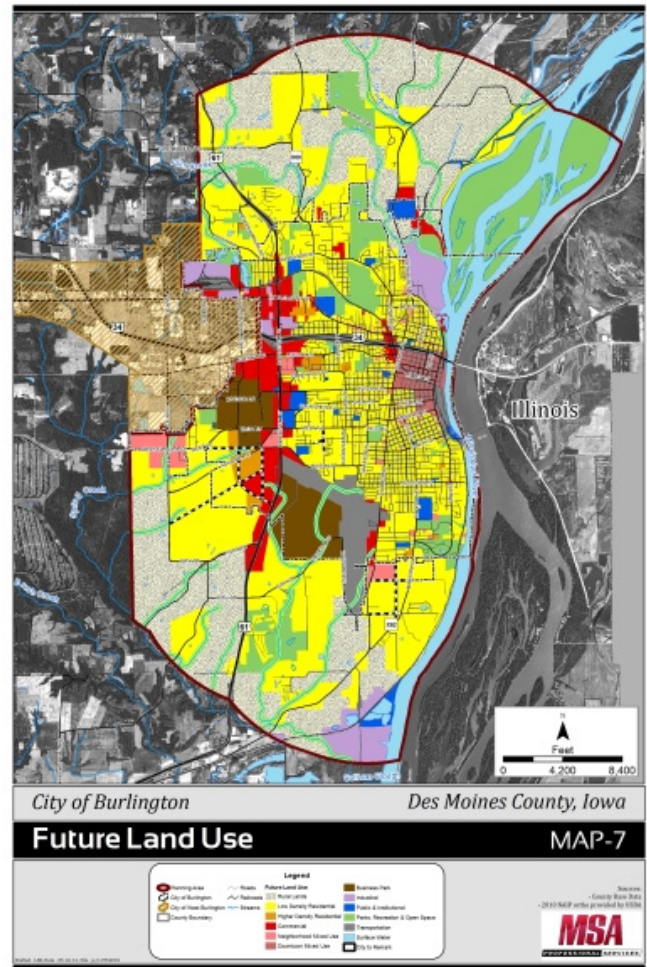
Like so many regional centers across the Midwest, the City of Burlington is vibrant, threatened, and in transition. Originally built on rail-and-river commerce, and more recently sustained by the manufacturing sector, Burlington has now lost many of the manufacturing jobs its economic base once depended on. Efforts to diversify and grow the economy are affected by a mixed-bag of positive forces, such as trending public and private investment in the historic downtown area, and negative influences, such as property maintenance problems and concerns about crime.

The City first addressed these circumstances by securing an Iowa Smart Planning Grant and working to renew its comprehensive plan, which hadn't been updated since 1997. The City selected a team led by MSA to help it prepare a full update.

MSA facilitated the planning process, which included:

- Key stakeholder interviews
- Issue-specific focus groups
- Public meetings
- Charrette-style workshops focused on regional collaboration and land use and design
- Online community surveys
- Monthly meetings with planning staff and a large Advisory Board.

MSA's completed comprehensive plan emphasizes five priority areas in which the community seeks excellence and identity: heritage preservation, recreation resources, health and wellness, employment base diversity and resilience, and education systems. This project began in October 2011 and was adopted by the City in November 2012.



FIRM QUALIFICATIONS AND PERSONNEL | SIMILAR PROJECTS

COMPREHENSIVE PLAN UPDATE

TOMAH, WI

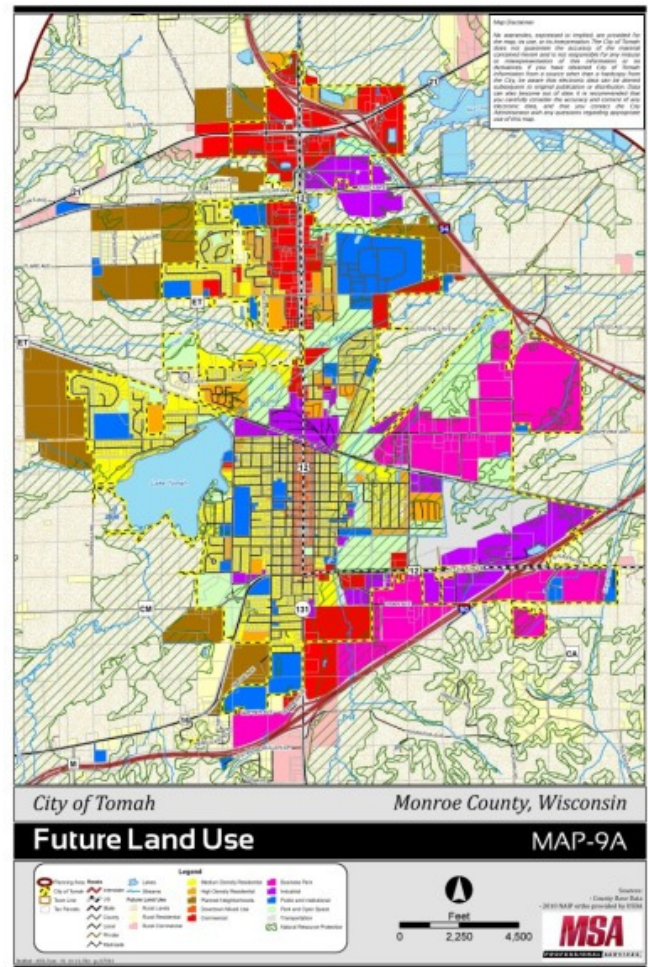
Project Contact

Roger Gorius
City Administrator
p: (608) 374-7422

In the winter of 2012, the City of Tomah engaged MSA to assist in updating its Comprehensive Plan to comply with Wisconsin's "Smart Growth" requirements. Our planners had developed the City's first comprehensive plan in March of 2003.

We worked alongside the community to facilitate a planning process rooted in stakeholder engagement and involvement. The City appointed a Long Range Planning Committee (LRPC) to work with MSA to develop the updated Comprehensive Plan. Throughout the planning process, our experts conducted a series of project meetings with the LRPC to ensure that recommendations within the plan truly corresponded with community stakeholders' priorities and interests.

As our team worked alongside stakeholders to update the Plan, we also invited the public to partake in the process. We utilized a project website, citizen survey and various media outlets to invite the public to submit ideas for making Tomah a better place to live, work, shop, play and stay.



ITEM #4.

FIRM QUALIFICATIONS AND PERSONNEL | SIMILAR PROJECTS

JOINT COMPREHENSIVE PLAN

VILLAGE AND TOWN OF EDEN, WI

Project Contact | Brenda Gosein
Village Clerk
p: (920) 477-4003

The Village of Eden completed its first comp plan as a cooperative effort with the Town of Eden in 1999. Moderate growth and the need for an update to meet state statutory requirements led the Village to seek an update to its plan, again in cooperation with the Town in 2008. The Village hired MSA to assist with this process

based on our ability to complete the update efficiently and to lead both communities through the process.

Through a series of five meetings, MSA met jointly with plan commissions from each community and updated all aspects of the plan including existing conditions, goals, objectives and policies, future land use, implementation planning and all associated maps. With this update in place, both communities are well situated to manage growth and developments for the next decade.

CITY BIKE AND PEDESTRIAN PLAN

MIDDLETON, WI

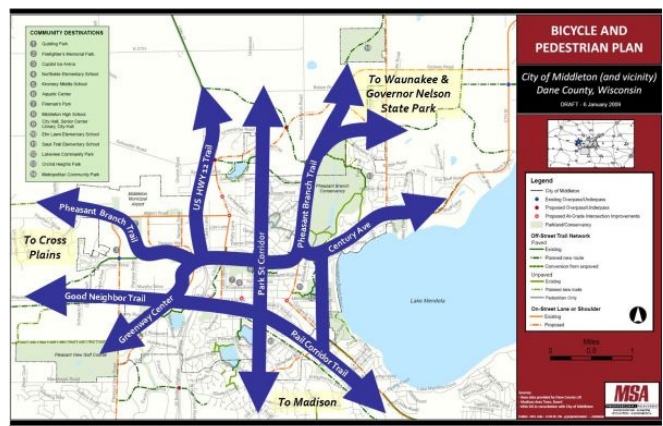
Project Contact | Mark Opitz
Assistant City Planning Director
p: (608) 821-8394

In 2008, MSA was hired by the City to update the existing 1999 Bicycle and Pedestrian Plan and create a broader network of multi-modal routes that more effectively accommodate bicyclists and pedestrians through the City's neighborhoods, business areas and projected growth areas.

- Recommendations for new trail segments to link with the existing and/or planned trails
- Public outreach and consultation to ensure the plan reflects local needs and addresses local concerns
- A set of comprehensive maps and graphics that communicate the Plan's findings and recommendations

The MSA project team has worked with the City of Middleton to provide the following:

- A detailed inventory of existing conditions along bicycle and pedestrian route segments focusing on challenging areas within the network: areas where multiple transportation modes are competing within limited public right of way and safety is a concern
- Recommendations for improvements to the bicycle and pedestrian system, including:
 - Design improvements along route segments
 - Design approaches and methods that could be used to overcome physical barriers to pedestrians and bicyclists
 - Policy recommendations for sidewalk installation, bicycle parking and off-road trail surfaces



FIRM QUALIFICATIONS AND PERSONNEL | SIMILAR PROJECTS

COMPREHENSIVE OUTDOOR RECREATION PLANS

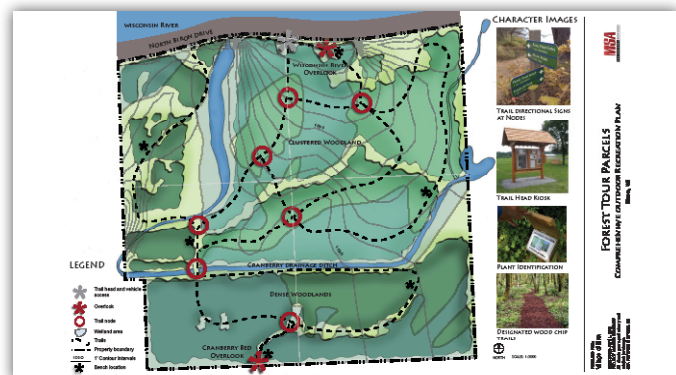
LOCATION	CONTACT NAME	YEAR
City of Wisconsin Dells, Wisconsin	Thad Meister	2015
City of Port Washington, Wisconsin	Charles Imig	2014
Village of Biron, Wisconsin	Jon Evenson	2013
Village of Belleville, Wisconsin	April Little	2012
City of Brodhead, Wisconsin	Rich Vogel	2012
City of Hiawatha, Iowa	Kelly Friedl	2010
Village of Palmyra, Wisconsin	Laurie Mueller	2010
City of Beaver Dam, Wisconsin	Evonne Koeppen	2009

MSA's planners have completed numerous comprehensive outdoor recreation plans (CORPs). A successful CORP requires close collaboration with all stakeholders to identify goals and policies for park and recreational planning that fulfill the unique needs of the community. Throughout the development of each of these CORPs, MSA facilitated several meetings with key stakeholders, including community staff, board members, advisory committees and residents. MSA also hosted community open-house-style events and developed surveys specifically geared toward giving residents a platform to provide feedback concerning desired park and recreation improvements.

In addition to goals and policies, each CORP consisted of:

- An inventory of existing park facilities, recreational programs and community natural resources
- Maps of existing park services areas, land uses, and bicycle route and trails
- An analysis of park needs and demands using National Recreation and Park Association recommendations
- Recommendations for existing and planned park and recreational facilities

MSA also helped many communities prepare applications for WDNR Stewardship grant funding.



ITEM #4.

FIRM QUALIFICATIONS AND PERSONNEL

PROJECT TEAM SUMMARY

We have assembled a specialized team to partner with the Village/Town for a successful update to the Comprehensive Plan. Combined, our capabilities allow us to deliver a creative and technically masterful plan for Waunakee/Westport. Below, please find a summary of our team and their specific roles for your project; our resumes follow.

JASON VALERIUS, AICP | Project Manager

Jason will coordinate MSA's work effort throughout the project's duration. Jason will also take the lead role in facilitating committee meetings, public meetings, and other public engagement activities.

ANDREW BREMER, AICP | Sr. Project Planner

Andrew has served as the project manager for all Comprehensive Outdoor Recreation Plans referenced in this proposal. He will work with Jason as the senior project planner and he will have primary responsibility for development of the Bicycle, Pedestrian, Parks and Open Space Plan.

STEPHEN TREMLETT, AICP, CNU-A | Urban Designer

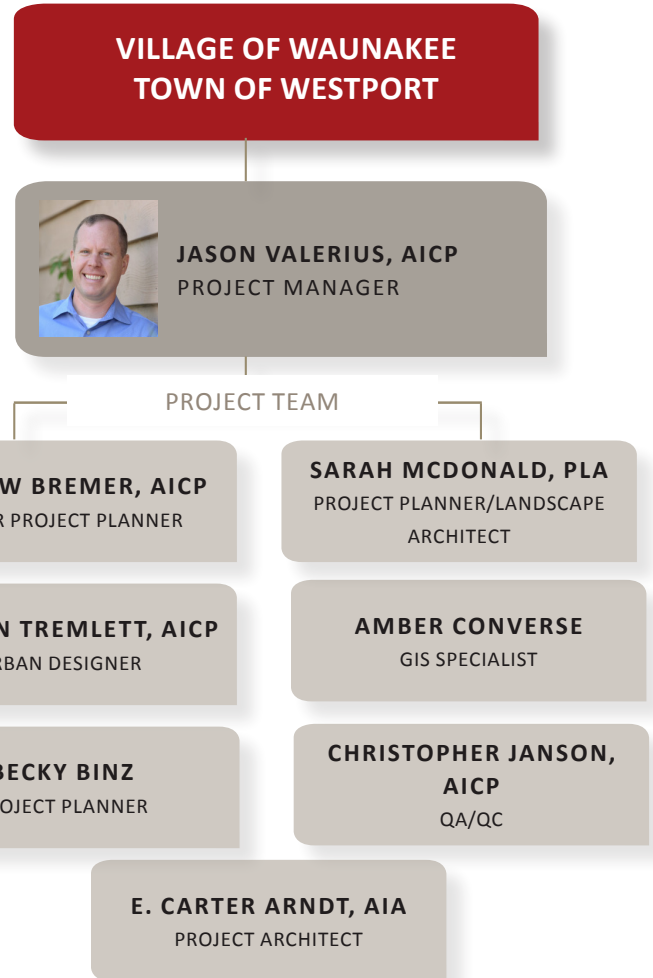
Steve has taken on primary roles in downtown planning and design projects, commercial/residential development concept plans, bike/pedestrian plans, comprehensive plans and design standards. He will be involved in those components of this project.

BECKY BINZ | Project Planner

Becky joined the MSA team in 2014. Her strong research and writing skills are augmented by expertise in public outreach techniques and financial analyses. Becky will work primarily on the Comprehensive Plan.

SARAH MCDONALD, PLA | Project Planner/Landscape Architect

Sarah returned to MSA in 2015 after achieving licensure as a landscape architect. Also a planner by training and practice, she will work primarily on the Bike/Ped/Parks/Open Space Plan.



AMBER CONVERSE | GIS Specialist

Amber is a Geographic Information Systems (GIS) professional with experience in the application of GIS technologies for support of engineering design/construction projects and information management. She will be responsible with creating most of the maps for the two plans, collaborating with the rest of the team.

CHRISTOPHER JANSON, AICP | QA/QC

Chris focuses on serving municipal clients in the areas of housing program management, comprehensive planning, development administration, project financing, funding administration, GIS mapping, and development implementation.

E. CARTER ARNDT, AIA | PROJECT ARCHITECT

Carter has extensive experience creating, expanding and remodeling community spaces, including community pools and recreation centers.

FIRM QUALIFICATIONS AND PERSONNEL | RESUMES



Jason Valerius, AICP

Project Manager

EDUCATION:

*M.S., Architecture and Urban Planning
University of Wisconsin-Milwaukee*

*B.A., Government/Psychology
Lawrence University, Appleton, WI*

ASSOCIATIONS:

*American Institute of Certified Planners
American Planning Association*

Mr. Valerius has more than 13 years of community planning and design experience in public, non-profit and academic settings. His experience includes comprehensive planning and zoning in a variety of urban and rural communities, design standards and guidelines for municipalities and private developments, real estate development planning and municipal redevelopment planning. Mr. Valerius is trained in both architecture and planning, and specializes in community design and regulatory tools that guide community design. As Team Leader for the Madison-based Planning & Design team, he manages a diverse and talented group of planners and designers with expertise ranging from comprehensive planning and transportation planning to GIS mapping, landscape architecture, urban design and planning for sustainability and energy independence.

EXPERTISE:

- Comprehensive Planning
- Urban Design and Sustainable Design
- Development and Redevelopment Planning
- Public Involvement and Deliberative Process

PROJECT EXPERIENCE:

Comprehensive Plan, Burlington, IA

Led a multi-firm team to create and adopt a comprehensive plan in this vibrant river community. Project activities included community survey, focus groups, public information meetings and monthly meetings with an advisory committee.

Multi-Family Residential Design Standards, La Crosse, WI

Led development of design standards to help the City better regulate multi-family development, especially on small parcels. Guidelines addressed all aspects of site and building exterior design.

Riverfront Redevelopment Vision, Sauk City, WI

Helped the Village establish a vision for the future redevelopment of its two primary downtown waterfront blocks. Used 3-D modeling to establish specific criteria for how redevelopment will be allowed on those blocks.

Parmenter District Plan, Middleton, WI

Led MSA planning team in completion of a comprehensive neighborhood plan to guide the redevelopment of the Parmenter Street/Former US Highway 12 corridor, including guidance on land use, urban design, sustainability and transportation.



ITEM #4.

FIRM QUALIFICATIONS AND PERSONNEL | RESUMES



Andrew Bremer, AICP

Senior Project Planner

EDUCATION:

M.S., Urban Planning and GIS

University of Wisconsin-Milwaukee

B.S., Natural Resources – Forest Science

University of Wisconsin-Madison

ASSOCIATIONS:

American Institute of Certified Planners

American Planning Association

Mr. Bremer has more than 12 years of community planning experience in public and academic settings, including managing the development of eight CORPs. His experience spans the fields of natural resource management, community development, transportation planning, economic development, geographic information systems (GIS) and public engagement/public facilitation. He is also a Certified Playground Safety Inspector.

EXPERTISE:

- Park and Open Space Planning
- Public Participation/Citizen Engagement
- Community Development
- Transportation Planning
- Economic Development
- Redevelopment Planning

PROJECT EXPERIENCE:

Comprehensive Plans, Wisconsin

Facilitated meetings, created plan and developed mapping tools to accompany plan for more than 80 communities across the State. Facilitated all coordination with Department of Administration and conducted public surveys.

Comprehensive Park and Open Space Plans

Served as principal planner and project manager for park and open space plans for the communities of Wisconsin Dells, WI; Port Washington, WI; Biron, WI; Beaver Dam, WI; Palmyra, WI; Brodhead, WI; Belleville, WI; and Hiawatha, IA. Facilitated meetings, created plan and led site planning efforts for each.

Park Master Plan

Served as principal planner and project manager for park master plans for Mauston, WI; Rock County, WI and Rothschild, WI. Facilitated meetings, prepared plan and conducted site inventory and GPS inventory. Led mapping, site planning and planning efforts.

Parks ADA Assessment and Transition Plan, Sun Prairie, WI

Served as principal planner and project manager for the completion of an ADA assessment and transition plan for the City's parks.

FIRM QUALIFICATIONS AND PERSONNEL | RESUMES

**STEPHEN TREMLETT, AICP, CNU-A**

Urban Designer

With more than seven years of consulting experience, Mr. Tremlett has taken on primary roles in downtown planning and design projects, commercial/residential development concept plans, bike/pedestrian plans, comprehensive plans and design standards. His architectural and planning background includes emphases in mixed-use and green building design, urban redevelopment, and urban design using a variety of applications, including Autocad, Photoshop, InDesign, GIS, Sketchup, and Microsoft Office Applications.

EDUCATION

M.S., Architecture and Urban Planning
University of Wisconsin-Milwaukee

B.S., Architecture
University of Wisconsin-Milwaukee

ASSOCIATIONS

American Institute of Certified Planners
American Planning Association
Congress of New Urbanism – Accredited

SELECT EXPERIENCE**STH 82 Corridor Plan**, Holmen, WI

Created a long-range plan for improvements, redevelopment, beautification and the overall revitalization of the STH 82 East Corridor. Plan included a short- and long-term streetscaping plan, sign ordinance amendments (dealing with interstate signs), and site and building design standards.

Bike and Pedestrian Master Plan, Middleton, WI

Created graphics to illustrate recommendations to the City's bike and pedestrian master plan, in collaboration with City Staff.

Downtown Revitalization Plan, Platteville, WI

Worked with the City, UW-Platteville and the general public to establish a vision for the revitalization of the downtown. Created a downtown master plan for future public projects and private redevelopment opportunities. Provided illustrated concept plans for specific sites for marketing purposes. Produced design standards to regulate site and building design.

Riverfront Redevelopment Vision, Sauk City, WI

Established a realistic vision for how the waterfront blocks could be redeveloped. Translated the overall vision into a set of site-specific design parameters for redevelopment. Identified funding tools to support redevelopment and estimated costs and values that may result. Winner of 2010 APA (WI Chapter) Award.

**BECKY BINZ**

Project Planner

Ms. Binz joined the MSA team in 2014. Her strong research and writing skills are augmented by expertise in public outreach techniques and financial analyses.

EDUCATION

M.S., Urban and Regional Planning
University of Wisconsin-Madison

B.A., Economics and Spanish
University of Wisconsin-Eau Claire

SELECT EXPERIENCE**Coulee Vision 2050**, Coulee, WI

Created cooperative boundary agreement templates with supplemental how-to guides for communities in Wisconsin and Minnesota.

Whiteside County IKE Comprehensive Plan, Morrison, IL

Reviewed and edited zoning code and comprehensive plan.

Rock River Stormwater Group Education, Janesville, WI

Increased social media presence by creating engaging educational content. Created print and web-based materials for stormwater management outreach.

Ho-Chunk Nation Public Transit Plan, Black River Falls, WI

Researched existing transportation supply in region. Created survey to assess public transportation ridership demand and analyzed survey results.



ITEM #4.

FIRM QUALIFICATIONS AND PERSONNEL | RESUMES



SARAH MCDONALD, PLA
Project Planner | Landscape Architect

Ms. McDonald has over six years of landscape architecture and planning experience in private and public sectors, from residential design-build to district-wide implementation plans. As both a planner and landscape architect, Sarah strives to improve the relationship between people's quality of life and the built environment. By assisting communities in translating their visions into designs and designs into realities, they become more dynamic and sustainable places. Her design experience with urban planning, parks and recreation, education and medical office buildings, assisted living and healing gardens has afforded her a level of knowledge that has proven invaluable to every project she has been engaged with. Sarah is active in the American Society of Landscape Architects and a member of the American Planning Association. Ms. McDonald is well versed in all phases of project development from site inventory and analysis, through conceptual design and preparation of construction documentation.

EDUCATION

M.S., Urban and Regional Planning
University of Wisconsin-Madison

B.S., Landscape Architecture
University of Wisconsin-Madison

SELECT EXPERIENCE

Comprehensive Outdoor Recreation Plan, Biron, WI

Acted as project manager, facilitated meetings, provided park improvement concepts and drafted report.

Rothschild Park Master Plan, Rothschild, WI

Developed three concepts for potential park redevelopment options, generated final master plan based on Village feedback, and facilitated implementation.

OSF Prairie Point, Peoria, IL

Developed construction documentation for a multi-tiered green belt and stormwater feature, recreational paths and public plaza areas.

Buffalo Sponsored Project and Stream bank Stabilization, Buffalo, IA

Developed design alternatives and identified plants for shoreline restoration.

Pike River Maintenance Plan, Mount Pleasant, WI

Developed recreational and landscape improvements and recommendations for the Pike River Corridor, facilitated public input sessions, organized and created draft report and maps.



AMBER CONVERSE
GIS Specialist

Ms. Converse is a Geographic Information Systems (GIS) professional with experience in the application of GIS technologies for support of engineering design/construction projects and information management. She has a strong background in both scientific and engineering projects. Prior to joining MSA, Ms. Converse provided spatial data management and support for renewable energy engineering design and construction. Her experience includes map production, database management, GPS and survey support, webbased mapping and spatial modeling with ESRI ArcGIS software.

EDUCATION

M.S., Environmental Science
University of Virginia

B.S., Chemistry
Macalester College

SELECT EXPERIENCE

Comprehensive Plan Mapping, Rapids City, IL

Compiled data for comprehensive plan mapping.

Comprehensive Plan Mapping, Whiteside County, IL

Compiled data for comprehensive plan mapping.

TID Project, Sun Prairie, WI

Completed TID mapping.

Future Land Use Mapping, Verona, WI

Mapped ETJ boundaries for adjacent municipalities, and preparing figures to use for future land use discussions.

Zoning Map, Dane, WI

Updated zoning map.

ADA Park Assessment, Sun Prairie, WI

Mapped parks for ADA assessment.

Stormwater Utility, Palmyra, WI

Provided GIS services for the creation of a stormwater utility.

Stormwater Utility, Middleton, WI

Assisted with GIS support for stormwater utility project.

Stormwater Utility, Beaver Dam, WI

Provided GIS support for project which consisted of identifying the scope and annual cost of current and anticipated stormwater management programs.



FIRM QUALIFICATIONS AND PERSONNEL | RESUMES

**CHRISTOPHER JANSON, AICP**

QA/QC

Mr. Janson serves as a Planning Team Leader for our Iowa region. In this role, he focuses on serving municipal clients in the areas of housing program management, comprehensive planning, development administration, project financing, funding administration, GIS mapping, and development implementation. While at MSA, he has secured more than \$9 million in grant funding. Mr. Janson has more than ten years of experience as a land use planner with planning offices in Iowa, Illinois, Minnesota and Nebraska.

EDUCATION

B.S., Community and Regional Planning/Business Administration,
Iowa State University

REGISTRATIONS | ASSOCIATIONS

American Institute of Certified Planners
American Planning Association
Urban Land Institute

SELECT EXPERIENCE**Comprehensive Plan Update, Burlington, IA**

Facilitated all public and steering committee meetings for comprehensive planning effort.

Comprehensive Plan Update, Durant, IA

Managed the creation of Durant's comprehensive plan update. Facilitated all public and advisory committee meetings throughout the planning process.

Arsenal Gateway Neighborhood Revitalization Plan, Rock Island, IL

Facilitated all public and advisory committee meetings and provided production support for planning documents and visioning.

Downtown Revitalization Plan, Guthrie Center, IA

Managed the creation of the downtown revitalization plan and facilitated all public meetings incorporated into the planning process. Will lead implementation efforts through grant writing and capital improvement planning based on the plan's recommendations.

Birdland Area Redevelopment Plan, Des Moines, IA

Assisted in the creation of a redevelopment plan for the Birdland Area in the City of Des Moines. Assisted in facilitation of all public and advisory committee meetings throughout the planning process.

**E. CARTER ARNDT, AIA**

Project Architect

Mr. Arndt has extensive experience creating, expanding and remodeling community spaces, including community centers, fire stations, municipal office buildings, libraries, police stations, county highway facilities, public works garages, waste and water facility buildings, schools, churches, and commercial and retail projects. His design experience includes new construction, additions, and remodeling. Beyond architectural design, Mr. Arndt's professional background includes developing code and feasibility studies, and cost estimates; organization, detailing and production of working drawings; consultant coordination; shop drawing review, and color selections. Since the onset of ADA, he has performed many of the MSA's ADA surveys and generated related reports.

EDUCATION

B.S., Architecture
Iowa State University

REGISTRATIONS | ASSOCIATIONS

Architect, WI
American Institute of Architects

SELECT EXPERIENCE

- **Sunset Pool, Elkhorn WI**
- **Lodi Municipal Swimming Pool, Lodi, WI**
- **Municipal Pool Facility, Muscoda, WI**
- **Aquatics Center Conceptual Study, Frederic, WI**
- **Baraboo School District Indoor Pool Addition, Baraboo, WI**
- **Municipal Pool/Bathhouse Addition & Renovation, Baraboo, WI**
- **Christmas Mountain Village-Check In/Pool Building, Wisconsin Dells, WI**
- **Multiple WPH Resort Indoor Water Park Facilities totaling over \$20 Million in construction, in Chicago, IL; Kansas City, MO; Omaha, NE; Waterbury, CT; Middleton, MA**
- **Kilbourn Public Library, Wisconsin Dells, WI**
- **Westfield Community Center, Westfield, WI**
- **Lisa Link Peace Park, Madison, WI**
- **City Hall/Police/Library, Cuba City, WI**



ITEM #4.

COST PROPOSAL

ITEM	COST
Comprehensive Plan	
Existing Plans and Conditions - Text and Maps	\$9,500
Policy Review and Development – Text and Maps	\$16,500
Document Production	\$4,500
<i>Subtotal</i>	<i>\$30,500</i>
Bicycle, Pedestrian, Parks and Open Space Plan	
Existing Plans and Conditions - Text and Maps	\$6,000
Policy Review and Development – Text and Maps	\$12,000
Document Production	\$2,500
<i>Subtotal</i>	<i>\$20,500</i>
Meetings and Public Involvement	
Steering Committee Meetings	\$5,000
Plan Commission Meetings	\$7,000
Parks Committee Meetings	\$4,000
Other Committee Meetings	\$1,500
Board Meetings	\$2,000
Public Meetings	\$6,000
Stakeholder Interviews	\$1,500
Staff Meeting	\$1,500
Public Surveys	\$12,000
Promotional Video	Separate Cost – See Below
<i>Subtotal</i>	<i>\$40,500</i>
Other Costs	
Printing Costs Related to Public Meetings	\$600
Draft Document Printing	Drafts to be printed by Village and Town as needed
Final Document Printing	Separate Cost – See Below
Travel and Meals	No Charges
Night Meetings	No Additional Charges – all necessary meeting time is included in the Meetings and Public Involvement phase.
<i>Subtotal</i>	<i>\$600</i>
Total Not to Exceed Cost	\$92,100
Additional Costs	
Promotional Video	\$3,500
Final Document Printing (Estimates only)	
Comprehensive Plan	\$50/copy
Bicycle, Pedestrian, Parks & Open Space Plan	\$50/copy



ITEM #4.

CLIENT FEEDBACK TOOL

YOUR SUCCESS MATTERS.

CLIENT SERVICE QUALITY ASSURANCE PROGRAM | CLIENT FEEDBACK TOOL

Our firm constantly strives to improve our processes and tailor the services we provide to best suit each of our clients. As part of our ongoing quality assurance program, we periodically request feedback from clients and project stakeholders to create better project outcomes for you.

Rather than wait for the project to be over (when there's little opportunity to change the outcome), our project team will send brief electronic surveys at various project milestones. Each survey includes a short list of questions requiring fewer than two-three minutes to complete.

These easy-to-complete surveys offer you the opportunity to comment on several areas of our performance, which in turn helps us adapt our processes to your unique needs. Your feedback is specific to your project, and is returned directly to the people working with you. We pledge to respond to any issues you identify as the project proceeds.

We value your feedback, and may ask for input more frequently than you care to respond. Please respond when something exceptional happens (positive or challenging), and know that we'll take action when you do. All other times we will assume your non-response indicates the process is working and the project is progressing as expected.

Unlike any survey you've ever taken before, **your response will initiate specific improvement for you and your project.** We have found this to be an effective tool that enables us to achieve continual improvement. We hope you'll take a few minutes to respond, experience the process first-hand, and see how we follow-up to your feedback.



The project manager or another team member asks for your feedback electronically.



You respond to a six-eight question, two-three minute survey.



Your response is immediately routed to the project team via email.



If any of your responses indicate exceptional performance or a problem, someone on the project team will follow-up and discuss ways to either improve the process, or make sure we continue to provide the level of service you desire.



We document any process changes and communicate them to the project team and back to you.

clientfeedbacktool
THE POWER OF FEEDBACK

