

VILLAGE OF WAUNAKEE / TOWN OF WESTPORT JOINT PLAN COMMISSION 5387 Mary Lake Road, Westport November 10, 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. August 11, 2015

PUBLIC COMMENT

REPORTS

1. Administrative Map Correction for 5520 Gerend Road, Town of Westport

NEW BUSINESS

1. 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

ADJOURN

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

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

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

Next scheduled meeting is December 8, 2015.



Village of Waunakee and Town of Westport

Joint Plan Commission

A regular meeting of the Waunakee/Westport Joint Plan Commission was held Tuesday, August 11, 2015, 6:00 p.m. at the Town of Westport Community Room, 5387 Mary Lake Road, Town of Westport.

CALL TO ORDER

Mr. McGowan called the meeting to order at 6:08 p.m.

Members Present: John Van Dinter, Dean Grosskopf, Pat McGowan, and Brad Zeman (via

conference call)

Members Absent: Ken Sipsma, Mark McGuire

Also Present: Tom Wilson, Kevin Even, Tracy Meinholz, Brad Robinson, Mike Nelson, Derek

Dailey, Nick Loniello.

APPROVAL OF MINUTES

Motion Grosskopf, second Van Dinter, to approve the minutes from the July 14, 2015 Joint Plan Commission meeting. Motion carried.

PUBLIC COMMENT

None

NEW BUSINESS

Preliminary Consultation, Rezone for Duplex (R-3) and Variances (Lot Width and Size), Lot 2 Irish Meadows, Woodland Drive (JPA)

Applicant directed to work with staff to make formal submittal for the rezone and variance for the JPC, noting that the Town Plan Commission will have design review

Preliminary Consultation / Authorize Administrative Approval, Condominium Plat for Westshire Village Duplex Homes (Life Estates), Westshire Village by the Lake, Willow Road

Mr. Wilson advised that this is a minor replat without a rezone required. Motion Grosskopf, second Van Dinter, to authorize administrative approval of the condominium plat and direct staff to proceed with approval from the Town Board. Motion carried 4-0.



ADJOURN

Mot	ion	Zeman,	second	Gı	rossko	pf,	to	adjourn	the	meeting	at	6:20	p.m.	M	otion	carried	l.
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Submitted By: Tracy Meinholz, Recording Secretary

Approved: _____

ITEM #1.

Tracy Meinholz

Sent: Monday, September 28, 2015 3:52 PM

To: Tracy Meinholz; Tom Wilson; Michelle; Kevin Even

Subject: RE: November rezone

Kevin said something else..consent or something like that.

Robert Anderson, WCPC CMC Utility, Finance, I.S. Manager, Deputy Clerk/Treasurer Town of Westport 5387 Mary Lake Rd Waunakee, WI 53597 608-849-4372

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

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

From: Tracy Meinholz [mailto:tmeinholz@waunakee.com]

Sent: Monday, September 28, 2015 3:01 PM

To: Robert Anderson; Tom Wilson; Michelle; Kevin Even

Subject: RE: November rezone

So am I to add this to the November 10 JPC as a consult?

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

From: Robert Anderson [mailto:banderson@townofwestport.org]

Sent: Monday, September 28, 2015 2:01 PM

To: Tom Wilson; Michelle; Kevin Even; Tracy Meinholz

Subject: november rezone

HI,

Attached is the info for Gene Blabaum's property. I spoke to Hans at Dane County Zoning and he says their records indicate the property in question was zoned A1-Ex when it was removed from their jurisdiction but he also indicated a zoning permit was issued in the late 90's for a deck that stated the property was zoned R3-A.

In talking with Kevin I think he said the property could be rezoned to County R3-A to bring it to what all of the properties around it are currently zoned. This was the first or second duplex built in the Mary Lake neighborhood and has always been a duplex. Since there also seems to be some issue with the County since they issued a zoning permit and said R3-A it seems to make sense to just adjust the property to conform to its historical use.

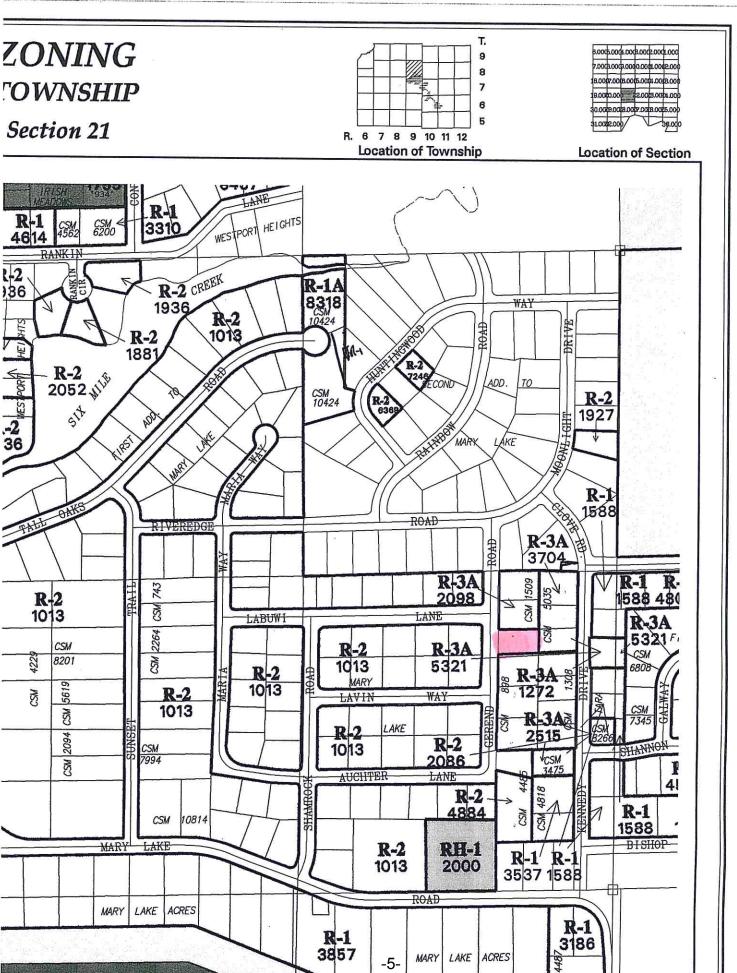
Michelle has Mr. Blabaums contact info. I told him he should probably plan to attend the November 9th and November 10th meetings just in case someone would raise any issues.

Bob

Robert Anderson, WCPC CMC Utility, Finance, I.S. Manager, Deputy Clerk/Treasurer Town of Westport 5387 Mary Lake Rd Waunakee, WI 53597 608-849-4372

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21





999 Fourier Drive, Suite 201 Madison Wisconsin 53717 Letter of Transmittal

October 12, 20

Date:

To: \	Tracy Meinholz Village of Waunake 500 W. Main Street	ee Plann		Project No. 140051 Re: Carriage Ridge Parkland Dedication CSM				
1	Waunakee, WI 5359	77			File;			
WE ARE \$	ENDING YOU:	X At	tached					
		Ur	der separate cover via		the following items:			
			Shop Drawings Prints	F	Plans Samples Specifications			
			Copy of Letter Change	Ord	er			
Copies	Date	No.		D	escription			
1	10/09/2015		Waunakee Land Division Applic	atio	on			
1	10/09/15		Check No. 1866 for \$125 to cove	r C	SM review fees			
10	10/08/15		Parkland dedication CSM					
1	10/09/2015		Rezoning Application with des	crip	tion & petition			
1	10		Check No. 1811 for \$345 to cover	rezo	oning fees			
1	10/12/2015		CD Containing the Electronic I	iles	for this submission			
THESE ARE	TRANSMITTED AS C	HECKED	BELOW:					
X	For approval		Approved as submitted] R	esubmit copies for approval			
	For your use	ī	Approved as noted	_ 7 si	ubmit copies for distribution			
	As requested	Ē	Returned for corrections	₹ .	eturn corrected prints			
=	For review & comm	ont F	For your file					
		ieiii [_	٦ , ۲	ETHENIED A FTER LOAN TO US			
	FOR BIDS DUE:		(Date)] K	ETURNED AFTER LOAN TO US			
REMARKS:	:							
Carria					cation and associated materials for the any more information or if you have any			
Copy to	File		Signed		Michael S. Marty, P.L.S.			

If enclosures are not as noted, kindly notify us at once.

П





999 Fourier Drive, Suite 201 Madison, Wisconsin 53717 (608) 826-0532 phone (608) 826-0530 FAX www.vierbicher.com RECEIVED

OCT 15 2015

VILLAGE OF WAUNAKEE

October 12, 2015

Attn: Tracy Meinholz

Village of Waunakee Planning/Zoning Department 500 W. Main Street Waunakee, WI 53597

Dear Ms. Meinholz:

In conjunction with the latest phase of the Carriage Ridge Development, the Town of Westport is requiring lands to be dedicated to the public for parkland purposes. To that end, we have prepared and submitted a Certified Survey Map consisting of one Outlot that satisfies this requirement. The Outlot is connected to Cobblestone Lane by an existing trail, and consists of open space with Six Mile Creek meandering through it.

In order to be in compliance with the Village of Waunakee's Zoning Code, this Outlot will need to be rezoned to Conservancy. Should you require any additional information to complete your review of this rezoning request feel free to contact me.

Sincerely,

Michael S. Marty, PLS

M:\Neumann Companies, Inc\130162_Wolf Hollow\Survey\lssued Surveys\CSM\2015-04-14 Submittal\2015-04-14 CSM#3 Submittal Letter - Dane County.doc



Village of Waunakee Planning/Zoning Department 500 W. Main Street Waunakee, WI 53597 Phone (608) 850-8500 Fax (608) 849-5628

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Rezoning Application

1.	LOCATION OF PROPERTY	SW1/4 - NW1/4 Sec.21-08-09,	Town of Westport
2.	LEGAL DESCRIPTION (METES & BOUNDS OR PLAT & LOT)	See attached for descrip	tion
3.	ZONING CHANGE :	FROM A-1EX TO Conse	ervancy
4.	PROPOSED USE OF PROPERTY	Parkland	
DIVISIO	H 40 COPIES OF A SITE PLAN (10 FUL NS, PLUS VEHICULAR ACCESS POIN ROPOSED STRUCTURES AND PARKIN	ITS AND THE LOCATION AND S NG AREAS.	SIZE OF ALL EXISTING
5.	TYPE OF RESIDENTIAL DEVELOPME	ENT (IF APPLICABLE)	N/A
	TOTAL DWELLING UNITS PROPOSE	D N/A NO. OF PARK	ING STALLS N/A
	TYPE OF NON-RESIDENTIAL DEVEL	OPMENT (IF APPLICABLE) P	arkland
	TOTAL TENNANTS PROPOSED		
7 .	CURRENT OWNER OF PROPERTY: MAILING ADDRESS: 2970 Chape PHONE: 608-310-8440 CONTACT PERSON: Vierbicher A MAILING ADDRESS: 999 Fourier I PHONE: 608-821-3955	I Valley Road, Madison, W _ EMAIL: tbunbury@bunburyr Associates Inc.; Michael S Drive, Suite 201, Madison, V	vi 53711 realtors.com S. Marty vi 53717
STATE UNDER APPLIC	NDERSIGNED CERTIFIES THAT HE/SHAND LOCAL CODES AND PROCEDUR RSIGNED FURTHER HEREBY CERTIFICATION IS TRUE AND CORRECT. O: CARRIAGE RISES AUT	RES PERTAINING TO THIS APPI ES THAT THE INFORMATION C	LICATION. THE CONTAINED IN THIS
FOR VI	LLAGE USE ONLY:		RECEIVED
	RECEIVED: 10 15 15 PT NUMBER: 10.005198	FEE PAID: \$ 345.00	OCT 1 5 2015
			VILLAGE OF WAUNAKEE



Village of Waunakee Planning/Zoning Department 500 W. Main Street Waunakee, WI 53597 Phone (608) 850-8500 Fax (608) 849-5628

Land Division **Application**

1.	TYPE OF ACTION REQUESTED:	 ☐ CERTIFIED SURVEY MAP - \$100+\$25 per lot ☐ PRELIMINARY PLAT APPROVAL - \$100+\$50 per d.u. ☐ FINAL PLAT APPROVAL - \$100+\$50 per d.u. ☐ GDP/SIP APPROVAL - \$475 each ☐ REPLAT
2.	PROPOSED LAND USE (CHECK ALL THAT APPLY)	☐ SINGLE-FAMILY RESIDENTIAL ☐ TWO-FAMILY RESIDENTIAL ☐ MULTI-FAMILY RESIDENTIAL ☐ COMMERCIAL/INDUSTRIAL
3.	PROJECT NAME: Town of West	port Parkland Dedication CSM
4.	LEGAL DESCRIPTION OF PROPERT	Y: Part of the SW 1/4 - NW 1/4 of
		n of Westport, Dane County, (See attached)
5.	NUMBER OF PARCELS PROPOSED	1 Outlot
6.	NUMBER OF BUILDABLE LOTS PRO	POSED: None
7.	ZONING DISTRICT(S): A-1EX (7	To be rezoned to Conservancy)
8.	CURRENT OWNER OF PROPERTY:	Carriage Ridge, LLC; c/o Thomas F. Bunbury
		el Valley Road; Madison, WI 53711
		EMAIL: _tbunbury@bunburyrealtors.com
9.		Marty, PLS; Vierbicher Associates, Inc.
		Drive, Suite 201, Madison, WI 53717
	PHONE: 608-821-3955	EMAIL: _mmar@vierbicher.com
STATE	AND LOCAL CODES AND PROCEDUI	HE HAS FAMILIARIZED HIMSELF/HERSELF WITH THE RES PERTAINING TO THIS APPLICATION. THE IES THAT THE INFORMATION CONTAINED IN THIS
SIGNE	OWNER OF OWNER'S AU	by Home F. Bar ben THORIZED AGENT'S SIGNITURE)
FOR VI	LLAGE USE ONLY:	
DATE F	RECEIVED: 10 15 15 PT NUMBER: 6,005 198	FEE PAID: \$125.00 PECEIVED
		OCT 15 2015 VILLAGE OF WAUNAKEE
		OF WAUNAL
		-6-

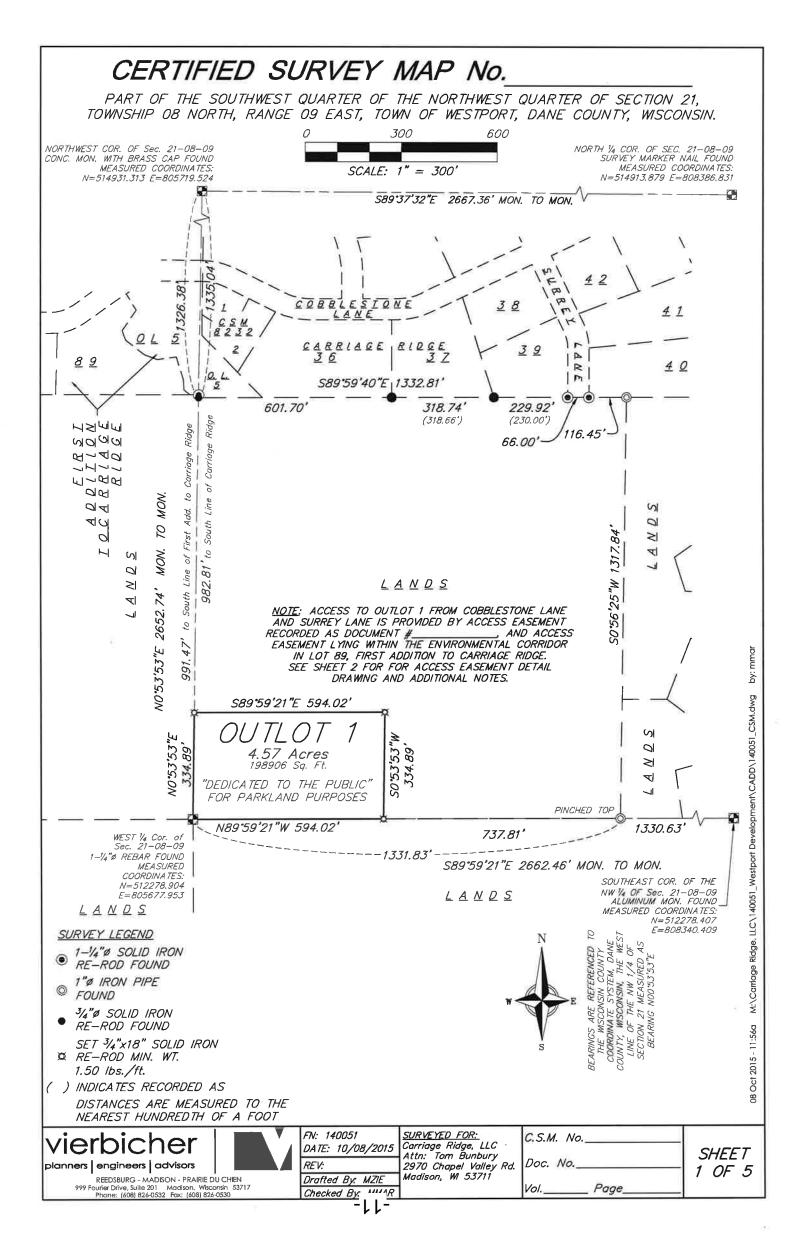
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EXHIBIT A

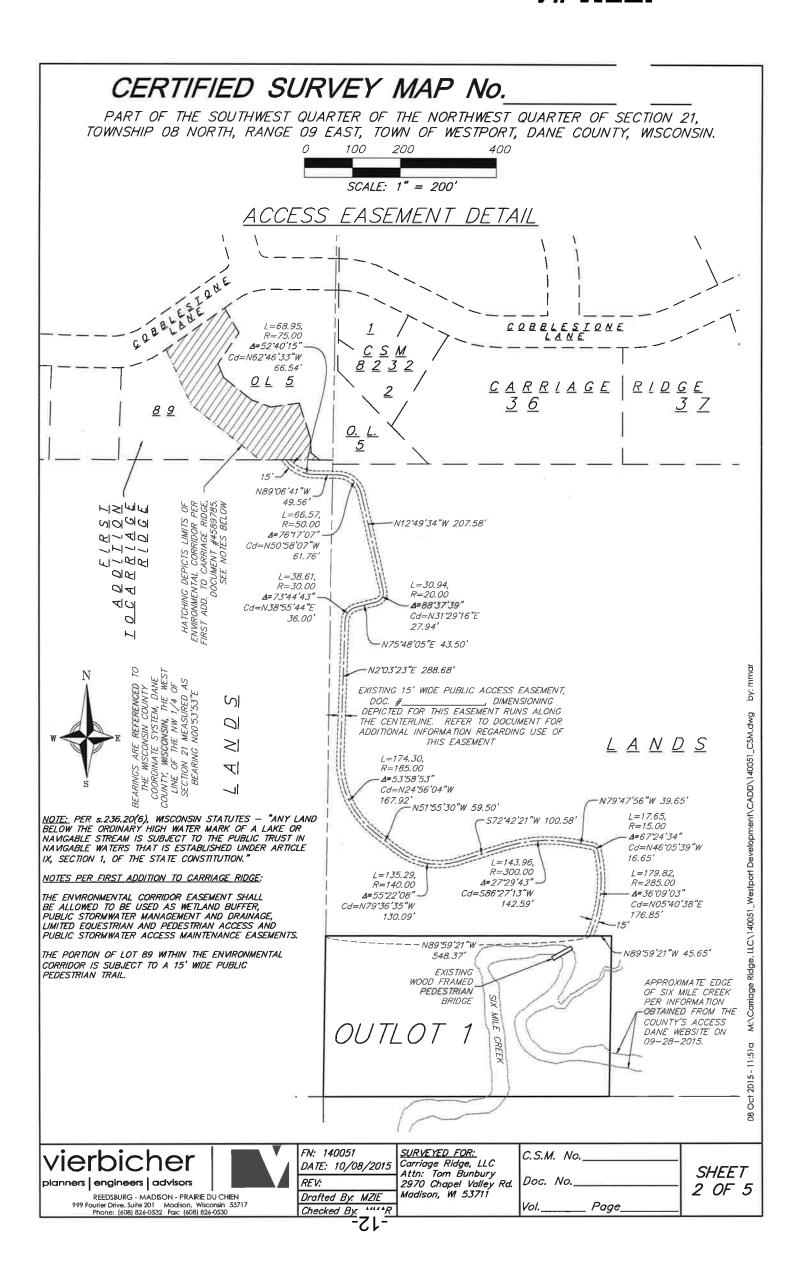
DESCRIPTION

Part of the Southwest Quarter of the Northwest Quarter of Section 21, Township 08 North, Range 09 East, Town of Westport, Dane County, Wisconsin, more fully described as follows:

Beginning at the West quarter corner of said Section 21; thence North 00 degrees 53 minutes 53 seconds East, along the West line of the Northwest Quarter of said Section 21, 334.89 feet; thence South 89 degrees 59 minutes 21 seconds East, 594.02 feet; thence South 00 degrees 53 minutes 53 seconds West, 334.89 feet to the South line of the Northwest Quarter of Section 21; thence North 89 degrees 59 minutes 21 seconds West, along said South line, 594.02 feet to the point of beginning. This description contains approximately 198,906 square feet or 4.566 acres



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CERTIFIED SURVEY MAP	No.
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PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 21, TOWNSHIP 08 NORTH, RANGE 09 EAST, TOWN OF WESTPORT, DANE COUNTY, WISCONSIN,

SURVEYOR'S CERTIFICATE

I, Michael S. Marty, Professional Land Surveyor No. 2452, hereby certify: That in full compliance with the provisions of Chapter 236.34 of the Wisconsin Statutes, Chapter A—E7 of the Wisconsin Administrative Code and the subdivision regulations of the Town of Westport and the Subdivision Regulations of Dane County, and under the direction of Carriage Ridge, LLC, owner of said land, I have surveyed, divided and mapped this Certified Survey Map; that such Certified Survey Map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is described as: Part of the Southwest Quarter of the Northwest Quarter of Section 21, Township 08 North, Page 200 Fast Town of Westport Dage County, Wisconsin more fully described as follows: Range 09 East, Town of Westport, Dane County, Wisconsin, more fully described as follows:

Beginning at the West quarter corner of said Section 21; thence North 00 degrees 53 minutes 53 seconds East, along the West line of the Northwest Quarter of said Section 21, 334.89 feet; thence South 89 degrees 59 minutes 21 seconds East, 594.02 feet; thence South 00 degrees 53 minutes 53 seconds West, 334.89 feet to the South line of the Northwest Quarter of Section 21; thence North 89 degrees 59 minutes 21 seconds West, along said South line, 594.02 feet to the point of beginning. This description contains approximately 198,906 square feet or 4.57 acres.

Vierbicher Associates, Inc. By: Michael S. Marty, P.L.S. No. 2452	
Dated this day of	201_
Signed: Vierbicher Associates, Inc. Michael S. Marty, P.L.S. No. 2452	

þ. Development\CADD\140051_CSM.dwg Ridge, LLC\140051_Westport M:\Carriage Oct 2015 - 11:51a

olanners engineers advisors REEDSBURG - MADISON - PRAIRIE DU CHIEN urier Drive, Suite 201 Madison, Wisconsin 53717

FN: 140051 DATE: 10/08/2015 REV: Checked By: Drafted By: MZIE

SURVEYED FOR: Carriage Ridge, LLC Attn: Tom Bunbury 2970 Chapel Valley Rd. Madison, WI 53711

C.S.M. No._ Doc. No. Vol. Page_

SHEET 3 OF 5

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CERTIFIED SURVEY MAP No.	
PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 2 TOWNSHIP 08 NORTH, RANGE 09 EAST, TOWN OF WESTPORT, DANE COUNTY, WISCON	
OWNER'S CERTIFICATE	
Carriage Ridge, LLC, a Wisconsin Limited Liability Company, as owner, does hereby certify that we caused the land described on this Certified Survey Map to be surveyed, divided and mapped as represented on the map hereon. We further certify that this Certified Survey map is required by S75.17(1)(a), Dane County Code of Ordinances to be submitted to the Dane County Zoning and Land Regulation Committee for approval. Witness hand and seal of said owner this day of, 2015.	
Carriage Ridge, LLC	
By: Thomas F. Bunbury, Member	
State of Wisconsin)	
County of Dane)	
Personally came before me this day of, 20, the above named Thomas F. Bunbury to me known to be the person(s) who executed the foregoing instrument and acknowledge the same.	ned
My Commission expires:	
Notary Public, State of Wisconsin	
CONSENT OF MORTGAGEE	
Settlers Bank, a banking association duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing and mapping of the land described on this Certified Survey Map and does hereby consent to the Owner's Certificate.	
IN WITNESS WHEREOF, the said Settlers Bank has caused these presents to be signed by David M. Fink, its President, at Windsor, Wisconsin, on this day of, 20	
Settlers Bank	by: mmar
By:	
State of Wisconsin)	CSM.dy
)ss. County of Dane)	40051
Personally came before me this day of, 20, David M. Fink, of the above named banking association, to me known to be the persons who executed the foregoing instrument, and to me known to be such President of said banking association, and acknowledged that they executed the foregoing instrument as such officer as the deed of said banking association, by its authority.	M:\Carijage Ridge, LLC\140051 Westport Development\CADD\140051_CSM.dwg
Notary Public, State of Wisconsin	stport D
My Commission expires:)51 We
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	idge, Ll
	riage F
	S) W:>
	1:51a
	2015-1
	08 Oct 2015 - 11:51a
FN: 140051 DATE: 10/08/2015 REEDSBURG-MADISON-PRAIRE DU CHIEN REEDSBURG-MADISON-PRAIRE DU CHIEN REDSBURG-MADISON-PRAIRE DU CHIEN RED	SHEET 4 OF 5
999 Fourier Drive, Suite 201 Madison, Wisconsin 53717 Phone: (608) 826-0532 Fax: (608) 826-0530 Checked By: WIAR Vol Page	

CERTIFIED SURVEY MAP No.	
PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION TOWNSHIP 08 NORTH, RANGE 09 EAST, TOWN OF WESTPORT, DANE COUNTY, WISCO	
TOWN OF WESTPORT APPROVAL	
Resolved that this Certified Survey Map including any dedication shown thereon is hereby approved for recording on this day of, 20	
Resolution No	
Thomas G. Wilson, Town Administrator, Town of Westport Dane County, Wisconsin	
VILLAGE OF WAUNAKEE APPROVAL	
Approved for recording by the Village of Waunakee this day of	
Julee R. Helt, Village Clerk, Village of Waunakee, Dane County, Wisconsin	
DANE COUNTY ZONING AND LAND REGULATION COMMITTEE	
Approved for recording per Dane County Zoning and Land Regulation Committee action of	
Authorized Representative	
	mmar
	by:
	gwb.MS
· ·	
	ADD\1
	ment\C
	Develop
	estbort
	W 150051 W
	, LLC\1,
REGISTER OF DEEDS CERTIFICATE	ge Ridae
	.\Carrio
Received for recording this day of, 20, at o'clock,m. and recorded in Volume of Certified Survey Maps on pages, as Doc. No	
Kristi Chlebowski, Dane County Register of Deeds	08 Oct 2015 - 11:51a
Vierbicher FN: 140051 SURVEYED FOR: C.S.M. No	CULLET
anners engineers advisors REV: 2970 Chapel Valley Rd. Doc. No. Docated Rv. MZIE Madison, WI 53711	SHEET 5 OF 5
999 Fourier Drive, Suite 201 Madison, Wisconsin 53717 Phone: (608) 826-0532 Fax: (608) 826-0530	