

TOWN OF WESTPORT
DESIGN GUIDELINES DEVELOPMENT COMMITTEE MEETING

Executive Meeting Room
5387 Mary Lake Road
Waunakee, WI 53597

MINUTES - August 27, 2018

The meeting of the Design Guidelines Development Committee was called to order at 6:06 p.m. in the Executive Meeting Room of the Bernard J. Kennedy Administration Building by Chair Cuccia. Members present: John Cuccia, Joe Pichette, Mark Trotter, and Tom Wilson. Members absent: None. Also attending: None

There was no Public Comment On Matters Not On the Agenda. The minutes of the July 23, 2018 meeting were approved as presented on a motion by Pichette, second Trotter.

The members discussed input from the presentation of the draft document to the Board and the Town Plan Commission. Several items required discussion and decisions, and work on the document for the next meeting. The discussion was as follows:

- Concerns were raised at both the Plan Commission and Board about a detailed plan that showed specifics for building locations and footprints. Pichette, Cuccia and Trotter felt that if the guideline document doesn't include something to show what is expected we will be reacting more than planning. Options were discussed in this regard and it was decided to use more bubble type diagrams that are not too specific and also to beef up the district descriptions somewhat. The group looked at the previous approved zoning plan for the Town Commons area by Bagels Forever and will use some elements from it for a bubble layout (Woodland access, protected areas, trails, CTH M access, buffer for Mary Lake Road homes).
- Sipsma made a comment at the Board meeting about the use of the word "shall" in the document which shall be addressed in the next draft.
- Specific issues regarding engagement with developers and the DCTA were discussed and it was decided they need not be specifically contacted. Wilson suggested an engagement plan would assist.
- It was determined to take a revised draft back to the Plan Commission and Board in October before proceeding.
- Pictures in the document seemed good at this point although some revisions may be made.

Next steps included the following: Wilson and Cuccia will make revisions to the draft document as noted above and others will consider it once revised; Trotter and Cuccia will draw up a draft revised concept bubble plans for all districts; Wilson will copy and send out the uses for the applicable zoning districts that might be utilized in the area for the members to send return comments to Wilson on acceptable uses and those not acceptable for discussion at the next meeting; Trotter will prepare and send a bill regarding the mapping to date; Trotter will contact a colleague to draft a gap analysis for uses in the districts; Cuccia will engage administration/copy writing assistance to convert the draft Word document to a format similar to the Comprehensive Plan; Wilson will send an email with the documents regarding the Bagels Forever proposal at the Town Commons area; and, Wilson will work on a simple engagement plan for review.

The next meetings will be tentatively scheduled for October 2, 2018 at 6:00 p.m., and October 22, 2018 at 6:00 p.m., both in the Westport Executive Meeting Room.

There were no Miscellaneous Business or Forthcoming Events raised.

Motion to adjourn by Trotter, second Pichette. The meeting adjourned at 7:20 p.m.

Thomas G. Wilson, Secretary
Town Attorney/Administrator/Clerk-Treasurer