

TOWN OF WESTPORT
DESIGN GUIDELINES DEVELOPMENT COMMITTEE MEETING

Kennedy Administration Building
Executive Meeting Room
5387 Mary Lake Road
Waunakee, WI 53597

MINUTES - June 25, 2018

The meeting of the Design Guidelines Development Committee was called to order at 6:00 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 May 22, 2018 meeting were approved as presented on a motion by Trotter, second Pichette.

The members discussed the draft document presented at the meeting. Several items required work on the document for the next meeting. The discussion was as follows:

- Wilson will look closely at the "front end" of the document to reference appropriate governing bodies, design intent and document summary. All members should add input here as well.
- The body of the text needs to be similarly vetted to be sure the committees, codes, ordinance, government bodies, etc., are noted correctly.
- Members need to come to agreement on how we address the ***very important*** Bagels Forever parcel in the Town Commons, such as a narrative in the front, part of the Westport Town Commons District description, or draft a plan of intent for that property particularly.
- Need more detail defining the High-Tech Business Park District.
- Determine how to differentiate or apply the design guideline criteria points to the different districts. Cuccia suggested color coding each district and applying the appropriate colored dot next to each guideline bullet point.
- Edit the photos for appropriateness. Perhaps add local pictures or different images to better illustrate a point, and "do this - not this" images to clarify intent where appropriate, encouraging some items and discouraging others.

- Provide better Design District Maps. The current maps are drafts for discussion purposes and can be improved.
- Consider adding particular uses for the districts.
- Better define our intended architectural design vocabulary for each of the districts. Discussed a nautical theme for the Town Center area, and better defining what that means. Perhaps determine a concept for the Town Commons (Modern prairie, Craftsman style, Modern rural, Wild West, Old Europe, etc.). Determine how to convey the district architectural design intent, such as blending in with the guidelines or as an appendix.
- May need to revise design review forms to fit what is determined in the document when complete.
- Discussed making sure to leave room in the document for Plan Commission member thoughts and comments.
- Discussed incorporating trails especially in the Town Commons area.
- Consider applying the document concepts to the few isolated commercial developments that occur in the Town.
- Incorporate signage for locations as well.

For a time line, the Committee discussed taking a draft document for reaction to the Plan Commission at its August meeting.

Next steps included the following: Wilson and Cuccia will meet before the next meeting on revisions to the draft document; Trotter and Cuccia will consider drawing up draft concept plans for the Town Commons and High Tech areas; and all will try to send additional comments on the draft for incorporation and/or discussion at the next meeting.

The next meeting will be July 23 at 6:00 p.m. at the Trotter home.

There were no Miscellaneous Business or Forthcoming Events raised.

Motion to adjourn by Pichette, second Trotter. The meeting adjourned at 7:35 p.m.

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