

TOWN OF WESTPORT
DESIGN GUIDELINES DEVELOPMENT COMMITTEE MEETING

Executive Meeting Room
5387 Mary Lake Road
Waunakee, WI 53597

MINUTES - January 7, 2019

The meeting of the Design Guidelines Development Committee was called to order at 5:35 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: Kyle Adams.

There was no Public Comment On Matters Not On the Agenda. The minutes of the December 3, 2018 meeting were approved as presented on a motion by Trotter, second Pichette.

The members discussed the outcome of the Public Informational Meeting (PIM) and additional comments, and revisions to the draft document. Several items required discussion and decisions. The discussion was as follows:

- Wilson noted the emails and comments received from MGE, Kevin Even, Eileen Kelly, Dennis Tande, and Ron Bowen. The Even comments were matters dealt with in code sections or detailed planning, the Kelly comments will be addressed with a revision, the Tande comments were more supportive than for revisions, and Bowen and MGE asked for some additional time to make comments.
- There was discussion raised by Trotter about including amendment provisions in the document, and the group felt it was not necessary to do so as the procedure for recommendation by the Town Plan Commission and adoption by the Town Board could be used at any time for amendments if determined necessary.
- Trotter felt an acknowledgment page should be included to provide who worked on the document to indicate the names of those involved for future reference. Wilson will work on this language.
- Trotter also raised a few specific comments that were discussed with Wilson to prepare revisions for review.
- Kyle Adams was allowed to speak regarding a review of the document with respect to the High Tech Business Park District and requested consistent with his work for MGE additional time to review. It was determined these comments should be received by Wilson on or before January 22, 2019.