

VILLAGE OF WINDSOR  
JOINT VILLAGE BOARD AND PLAN COMMISSION MEETING  
Thursday, March 24, 2016 at 5 p.m.

**MINUTES**

**1) Call Meeting to Order and Roll Call**

- a. **Windsor Village Board:** Meeting convened by President Wipperfurth at 5:00 p.m. Trustees present: Monica Smith, Bruce Stravinski and President Bob Wipperfurth. Trustees Alan Buchner and Don Madelung had an excused absence. Others present: Village Director of Planning and Development Amy Anderson Schweppe, Village Attorney Connie Anderson, Village Planner Jamie Rybarczyk and Village Engineer Richardson.
- b. **Windsor Plan Commission:** Chairman Robert Wipperfurth convened the meeting at 5:02. Plan Commissioners present: Alvin Davis, Barry Eichinger, Dave Gaustad, Kay Hoffman, Bruce Stravinski and Robert Wipperfurth. Bill LeGore had an excused absence.

**2) Recitation of the Pledge of Allegiance:** The pledge was led by Alvin Davis.

**3) Announcements:** President Wipperfurth noted that there will be a public hearing on a proposal for a 10 lot single family residential plat called Windsor Gardens Happy Valley Addition during the meeting. He also indicated that the public should be made aware that Highway C will be closed and more information will be forthcoming.

**4) Update on Kenworth Sign Permit and Site Plan Review:** Planner Rybarczyk provided an update for the benefit of the Plan Commission members. There were modifications to the site plan and sign permit application reviewed and approved at a previous Village Board meeting. The minor change to the site plan included additional parking space for the tractors along the interstate.

**5) Update on Windsor Elementary School Site Plan Review:** President Wipperfurth indicated that the School District is still working on obtaining all their approvals from the DNR and Dane County Land Conservation for the stormwater plan. In addition the developers agreement has not been finalized. A ground breaking ceremony will be held on April 4<sup>th</sup> at 5:30 p.m.

Planner Rybarczyk also provided an update to the modifications approved at the Village Board meeting to the site plan for the Elementary School. Minor modifications were made to the staging area for the bus loading/unloading. The playground was fenced to keep children separate from the stormwater pond. Finally, the hard surface play area was scaled back in order to keep existing playground equipment.

**6) Review and recommendation of amendments to the Windsor Code of Ordinances for Chapter 52 - Zoning Districts Residential Zoning Districts.** Planner Rybarczyk provided details regarding the residential zoning districts and was looking for comments. Don Esposito requested that consideration be made for corner lots and how to address the two frontage street setback issues. He referenced Dane County as a good example.

Planner Rybarczyk also brought up the issue where large lots may need to be subdivided for the purpose of financing large development projects and a policy should be created to address that as a zoning lot so that density is not lost.

Planner Rybarczyk also reviewed the zoning matrix. Both the Village Board and Plan Commission were in agreement with the approach and suggested changes.

**7) Don Tierney Requests Approval of a Preliminary Plat for the Windsor Gardens Happy Valley Addition. The proposal includes 10 single family lots north of Windsor Gardens Bordered by Happy Valley Road and the Town of Bristol.**

a. **Public Hearing:** Village President Wipperfurth opened the public hearing at 5:35. Village Planner provided his staff report on the proposal. Planner Rybarczyk explained that the existing lot was not compatible with farmland preservation due to its size and was not included in the recent re-certification for farmland preservation zoning. The proposal would need to be rezoned to Estate Residential once the new residential zoning districts are created. Staff requested that the western connection be removed. Staff also recommended that no parkspace be dedicated due to the small size of the plat and the recent Comprehensive Outdoor Recreation Plan recommendations indicating that new parkspace was not a priority for the community. The other unique factor about this plat is that all the public improvements are in the Town of Bristol.

The applicant has turned in a new revised 11 lot plat drawing for consideration at this meeting, which addressed some of the staff comments noted above. The western connection was removed and so was the parkspace, with the addition of an 11<sup>th</sup> lot.

The new lot did not meet the standards of the subdivision code for frontage on a public street. Don Tierney proposed a joint driveway "Mews" as access which would require a waiver from Windsor Ordinances.

There was a lot of debate about trails and parkspace and how this new plat could connect with the existing Windsor Gardens.

Robert Wipperfurth closed the public hearing at 6:50

b. **Plan Commission Action Item / Plan Commission Resolution 2016-10:** Kay Hoffman made a motion to approve Plan Commission Resolution 2016-10 with the 10 subdivision as originally presented. In addition, the fee in lieu of land dedication requirement issue shall be satisfied by the applicant. The motion was seconded by Alvin Davis. The developer was to also provide staff with a overview map of the proposal for the trail system for the park dedication. The motion passed 6-0.

c. **Village Board Action Item / Village Board Resolution 2016-41:** President Robert Wipperfurth made a motion to approve Resolution 2016-41 for the 10 lot subdivision as originally presented. In addition, the fee in lieu of land dedication requirement shall be satisfied by the applicant. Trustee Monica Smith seconded the motion. The motion passed 3-0.

**8) Adjournment of the Windsor Plan Commission:** Alvin Davis made a motion to adjourn the Plan Commission meeting. The motion was seconded by Barry Eichinger. The motion passed 6-0. The Plan Commission meeting adjourned at 6:56.

**9) Village Board Resolution 2016-26 Approval of a Utility Agreement for the installation of Public Water and Sewer and a Letter of Credit for Phase 5 of the Plat of Wolf Hollow at Pleasant Prairie Creek.** Village Attorney Connie Anderson updated the Village Board on the agreement. Trustee Bruce Stravinski made a motion to approve Resolution 2016-26 with amendments to paragraph 4, with the

stipulation that everyone agree to the amended paragraph 4 before signing. The motion was seconded by Trustee Monica Smith. The motion passed 3-0.

- 10) **Village Board Resolution 2016-30 Approval of a Utility Agreement for the installation of Public Water and Sewer and a Letter of Credit for Phase 3 A of the Plat of Prairie Creek.** Village Attorney Connie Anderson updated the Village Board on the agreement. Trustee Monica Smith made a motion to approve Resolution 2016-30 with amendments to paragraph 4, with the stipulation that everyone agree to the amended paragraph 4 before signing. The motion was seconded by Trustee Bruce Stravinski. The motion passed 3-0.
- 11) **Village Board Resolution 2016-38 Approval of a Utility Agreement for the installation of Public Water and Sewer and a Letter of Credit for Phase 1 of the Plat of Pleasant Hill Estates:** There was no update or action taken on this item.
- 12) **Status Update on Bear Tree Lot 1, 2 and 3 T.Wall Site Plan Review:** Village Attorney Connie Anderson and Director of Planning and Development Amy Anderson Schweppe updated the Village Board on their recent appearance at a Village of DeForest meeting regarding requests to amend restrictions for the Bear Tree project.
- 13) **Status Update on JSD and Forward Development Group Concept Plan Review for Potential Development in Windsor Crossing:** Village Attorney Connie Anderson and Director of Planning and Development Amy Anderson Schweppe updated the Village Board on their recent appearance at a Village of DeForest meeting regarding requests to amend Exhibit 6 of the DeForest/Windsor Cooperative Agreement for the Windsor Crossing proposal.
- 14) **Adjournment of Village Board:** Trustee Monica Smith made a motion to adjourn the meeting. The motion was seconded by Trustee Bruce Stravinski. The motion passed 3-0. The meeting adjourned at 7:30 p.m.



MINUTES PREPARED BY Amy Anderson Schweppe  
Director of Planning and Development