

## Town of Verona Plan Commission Meeting Minutes

Tuesday February 23, 2016 6:30 PM

Town of Verona Hall

335 North Nine Mound Rd.

Members Present: Doug Maxwell, Ron Melitsoff, Deb Paul, Laura Dreger, Jim Schroeder

Absent:

Staff: Amanda Arnold,

Consultants: Al Reuter, Attorney

Also Present: see sign in sheet

1. Call to Order/Approval of Regular Meeting Agenda - Doug Maxwell called the meeting to order at 6:38 p.m. Motion by Dreger to approve the agenda. Second by Melitsoff. Motion carried.
2. Public Comment - None
3. Reports
  - A.Chair – Doug gave an overview of the work that the Plan Commission will have to take on in the coming year. He asked Laura Dreger to serve as Vice-Chair.
  - B.Commissioners – No comments.
  - C.Committees – Doug pointed out this there would be a standing agenda item to allow a time for the Public Works and/or Natural and Recreational Areas Committees to report to the Plan Commission on items of mutual interest.
  - D.Planner/Administrator – Amanda provided an update on the passing of a bill allowing towns to opt out of Dane County zoning and on the County's announcement that they will do a complete re-write of the existing code.
4. Discussion and possible action re: a development agreement for 3159 Shady Oak Lane – The group reviewed a draft development agreement by going through each page with Al Reuter, the Town's attorney. It was agreed that Al would make the following adjustments:
  - a) Add language assuring that the private road can be petitioned to be made public
  - b) Add language that if the developer deviates from the approved construction schedule, he'll come back to Town for approval of a new schedule.
  - c) Delete paragraph 4.1 b on page 9 referring to driveway permitting for individual homes.
  - d) Change paragraph 4.1 d on page 9 to explain that each unit with its associated percentage of the common areas is two acres or greater.

Motion by Dreger to accept the agreement as edited (and recommend approval to the Board). Second by Schroeder. Maxwell: abstained, Melitsoff: aye, Deb Paul: aye, Laura Dreger: aye, Jim Schroeder: aye. Motion carried.

Amanda added clarification that the agreement does not require all engineering drawings be submitted at this time. Instead, it gives a framework for review that will follow later through the permitting process.

The group then reviewed the condominium declarations page by page. Doug clarified that this agreement is between the condo owners, and the Town is not party to it, but the Town has been allowed edit and the development agreement refers items found in the condominium declarations. It was agreed that Al would make the following adjustments:

- a) Follow up on the parcel numbers to make sure the front of the document is correct.
- b) On page 6, strike reference to stormwater ponds in 6.2
- c) Fix typo in item (3) (a) on page 11.
- d) On page 12 item (6) work with developer to get language that better describes the establishment of 60' and 40' buffers.
- e) On page 13 strike "exterior yard lights"
- f) On page 14 item (14) strike "public" under streets and add language limiting access of new drives on to Shady Oak Lane and Mid Town Road.
- g) On page 18 strike item (3) pertaining to driveways.

- h) On page 20 strike item (10.6) pertaining to inspection of onsite waste water and potable water supplies.

There was consensus that the commission would recommend the approval of this document along with the development agreement.

5. Update re: boundary agreement with City of Verona – Amanda explained that she is working on draft document with the City staff. She gave them comments the week before. After their review she hope they will pass it on to legal counsel for review, and then discuss it in closed session with the board with the Plan Commission in attendance.
6. Discussion and possible action re: comprehensive plan and schedule for scope of work – There were some general questions about the scope of the task that the Plan Commission would be undertaking. Doug asked Amanda to print or send electronic copies of the 2006 Comprehensive Plan, the 2012 update (not adopted), and the Town of Sparta's plan to the commissioners to review. Motion by Paul to table until the next meeting. Second by Melitsoff. Motion carried unanimously.
7. Approval of minutes from January 27<sup>th</sup> – Motion by Paul to approve with minor corrections. Second by Melitsoff. Motion carried.
8. Confirm next regular meeting date (s) – Doug explained that he'd like to start meeting twice month for the next few months. Deb Paul asked if the meetings could start at 6, and the group agreed. The next two meeting dates were set for March 24<sup>th</sup> and March 31<sup>st</sup>.
9. Adjourn – Motion by Paul. Second by Dreger. Motion carried at 9:50 p.m.

Amanda Arnold  
Planner/Administrator

Approved: March 31, 2016