

## Town of Verona Plan Commission Meeting Minutes

Thursday, March 31, 2016 6:00 PM

Town of Verona Hall

335 North Nine Mound Rd.

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

Absent: None

Staff: Amanda Arnold,

Also Present: see sign in sheet

1. Call to Order/Approval of Regular Meeting Agenda – Doug Maxwell called the meeting to order at 6:00 p.m. He suggested two amendments to the agenda: the addition of a motion to un-table discussion of the comprehensive plan process and the addition of reports from committees. Motion by Dreger to approve the agenda as amended. Second by Paul. Motion carried.
2. Public Comment – None.
3. Motion to un-table discussion of the comprehensive plan – At the previous meeting the topic had been tabled due to a lack of time for discussion. Motion to un-table by Paul. Second by Schroeder. Motion carried.
4. Reports
  - A.Chair – Doug made the following comments:
    - a. In researching the impacts of new wells, Amanda has received a letter from Mike Parsen, a hydro-geologist with the UW Extension, explaining that even private wells have little impact on water quantity. Instead, it is municipal wells that can have an impact on the water table.
    - b. He and Amanda have had two meetings with Justin Temple, the developer of the Woods at Watch Hill. In addition a meeting with neighbors of the site was held.
    - c. He and a couple of other board members attended a meeting of the Dane County Town's Association at which the details of how to opt out of Dane County zoning were discussed. The bill allowing Towns to opt out, Act 178, was signed on February 29<sup>th</sup>.
    - d. The Verona City Council will be given the opportunity to review the draft boundary agreement in closed session on April 11th. Arrangements are being made for a special board meeting for the Town Board to do the same. The Plan Commission will be included in that meeting.
  - B.Commissioners – no comments
  - C.Committees – Manfred Enburg reported that the Public Works Committee would like to see the Plan Commission in coordination with the Public Works Committee determine access points (driveway locations) in conjunction with the Public Works Committee when CSMs are approved. In the past CSMs have been approved and the driveway may not be considered for years into the future. The PW Committee will also work on a capital improvement program. The Finance Committee will assist with that.
  - D.Planner/Administrator – Amanda Arnold added the purpose of the upcoming boundary agreement discussion will be to identify major concerns before the draft is made public. Edits can be made during the hearing process that will follow, but staff hopes the framework will remain intact.
5. Review of comprehensive plan elements – Doug walked the group through a list of comprehensive plan elements and procedures. The most recent draft of a 2012 effort to update the plan was identified, and each commissioner will be given a copy of that draft plan to review. Doug asked each commissioner to be responsible for a chapter (topic) and report back to the commission about the content of that chapter (to provide an overview and identify any updates needed). Assignments were made as follows: Deb – Housing, the Public Works Committee (Manfred) – Transportation, Ron – Utilities and Community

Facilities, Jim – Agriculture, Natural and Cultural Resources, Laura – Economic Development. Other topics will be addressed by group. In addition, Doug asked each commissioner to be responsible for learning about a neighboring jurisdiction's long range plans and reaching out to them about what the Town is doing. Assignments were made as follows: Ron – Springdale, Jim – Montrose, Deb – Fitchburg, Laura – Middleton. Doug and Amanda will handle Madison and Verona.

6. Discussion of action plan for starting the comprehensive plan – Doug discussed the idea of breaking the town down into “districts” and meeting with property owners in each one. The group was receptive to that idea.
7. Discussion of sample parcels and their regulations in Planning District 2 – Amanda walked the group through and exercise of identifying the various barriers to potential development on four different parcels in District 2. The purpose the discussion was to understand all of the layers of regulation.
8. Establishment of schedule for Planning District 2 – A meeting for District 2 residents was scheduled for May 19<sup>th</sup>.
9. Discussion of a survey – The group discussed a draft survey. Doug asked for feedback before April 14<sup>th</sup>. It was decided that the survey would be given out at each district meeting, but compiled for the town as a whole. Tim Sweeney suggested adding language about the tax impact of peoples’ choices.
10. Approval of minutes from February 23<sup>rd</sup> – Motion by Dreger to approve the minutes with minor edits. Second by Melitsoff. Motion carried.
11. Confirm next regular meeting date (s) – The next meeting was confirmed for 6 p.m. on April 28<sup>th</sup>. The assignments for the commissioners to do before that meeting are to: review the categories for a future land use map and make suggestions and to review the draft survey.
12. Adjourn – Motion by Deb Paul to adjourn at 7:45 p.m. Second by Jim Schroeder. Motion carried.

Amanda Arnold  
Planner/Administrator

Approved: 4/28/2016