

Present: Manfred Enburg, Kirk Trainor, John Senseman, Mike Duerst (7:05), and Philip Meinel (7:22)

Absent: Russ Swiggum

Also Present: John Wright, Clerk-Treasurer and Amanda Arnold, Planner/Administrator

1. **Call to Order/Approve Agenda** – Manfred Enburg called the meeting to order at 7:02 AM. Senseman moved to approve the agenda; 2nd by Trainor. Motion carried.
2. **Approval of May Minutes** – Senseman moved to approve minutes from 5/24/2016: 2nd Trainor. Motion carried.
3. **Preliminary Review of Driveway Permit(s)**–
 - a. Parcel 0608-353-8055-0 – Planner/Administrator Arnold noted that Lot 3 of Certified Survey Map 13919 describes the 39.409 acre parcel which currently has an existing field road access towards the northwestern corner of the property off of Sunset Drive. Arnold pointed out the location of the building envelope for the proposed single family dwelling. Chair Enburg noted that the existing access was closer to the next nearest access on the adjacent property than he preferred and wondered whether the existing access could be sited any further west. There followed a brief discussion regarding the sight lines and topography surrounding the existing access. Clerk/Treasurer Wright stated his preference that a the second potential building site be identified if Dane County Zoning and the Town of Verona Board agree to rezoning the parcel from A-3 to RH-4; he further advocated for a joint driveway agreement that would allow for only one outlet to Sunset Drive. Planner/Administrator Arnold agreed to relay the request to move the proposed driveway access as far west as practicable and for it to be a joint access if the owner chooses to subdivide.
4. **Discuss Woods at Watch Hill Intersection Design with Possible Action** – Developer Justin Temple was not in attendance. The Town has not received intersection designs from D’Onofrio, Kottke, and Associates; Dane County has not yet approved stormwater management for the project. Although the Town of Verona and Dane County agreed to the request to rezone the parent parcels, the process cannot be completed until the developer records a deed restriction limiting land use to single family detached residential dwellings on two acre areas. Once condo units are sold, easements for well and septic will need to be recorded with Dane County Register of Deeds.
5. **Updates for Local Roads**
 - a. County Highway M and PD with detailed map – Administrator/Planner Arnold presented updated maps for the planned changes to CTH M and CTH PD. Arnold reviewed proposed changes to the Stony Ridge Circle neighborhood. Arnold noted that an Environmental Assessment Document has yet to be filed stating that there will be no significant impact upon the area. Arnold agreed to send a letter to acknowledge that the Town of Verona has received and reviewed the plan. There was brief discussion regarding the proposal to install storm sewers in the area surrounding Raymond Road with a possible lift station. It was noted that the plan assumes use of land currently owned by a Town resident; if they are unwilling to sell, the Town would be the only authority in this circumstance that could initiate condemnation proceedings to exercise eminent domain. It was further noted that Dane County will need to file requests with the Town of Verona to work within their rights-of-way. Arnold agreed to draft a preliminary letter that will be presented at the next Public Works Committee meeting; without objection. Member Duerst questioned who will be responsible for rebuilding Raymond Road if storm sewers are installed.
6. **Discuss Snow Plowing Agreements with Surrounding Municipalities** – Administrator/Planner Arnold reported that she met with Theran Jacobson, the new City of Verona Director of Public Works. She will request that Jacobson put into writing the snow plowing agreements with the Town. Arnold also spoke with the City of Fitchburg Public Works, but has yet to contact the City of Madison Public Works about snow plowing agreements.
7. **Review Map of Culvert Locations/Inventory on Town Roads** – Clerk/Treasurer Wright presented the updated map identifying the location of culverts maintained by the Town. Wright has provided a copy of

the updated map to Mark Judd, Town Patrolman for his review. Wright was requested to add the following additional information to the database file underlying the shapefile he created: the installation date of the culvert, the diameter, and the type of construction material. Chair Enburg suggested that a summer intern could take pictures and gather data for each culvert for Wright to incorporate into the shapefile.

8. **Review Design for Seasonal Weigh Limit Flip-Down Signs and Determine Quantity and Placement** – Deputy Clerk/Treasurer Tammy Dresser contacted nearby municipalities and the road sign manufacturer for the Town seeking the availability and price of hinged seasonal signs. Badger State Industries manufactures hinged stop signs, but has not done the same for weight limit signs. Town office staff will continue to research the availability and cost for these proposed signs and will report back at the July meeting.
9. **Review of Traffic Counts** – Clerk/Treasurer Wright presented aggregated traffic data using 60 minute intervals for Grandview Road and Dairy Ridge Road. Wright noted that he included the start/end date, the road name, and the longitude/latitude location of the counter in the heading as requested by this committee. It was noted that expansion factors have not been assumed since the Average Daily Traffic and Average Annual Daily Traffic are equal. Chair Enburg prefers an interval of 15 minutes instead of 60 minutes when aggregating the data. There was brief discussion regarding filtering the data for separate pieces of information: speed of traffic; volume of bicycle traffic; and ADT/AADT. Wright and Arnold were instructed to request the Patrolman to place the counter on Country View Road, Riverside (near to STH 69), and Locust Drive (near to STH 69).
10. **Set June meeting date and agenda** - Wednesday, July 27, 2016 at 7 AM:
 - Call to Order/Approve Agenda
 - Approve Minutes from 6/28/2016
 - Review Draft Letter Regarding Proposed Changes to County Highway M, Stony Ridge Circle, Raymond Road, and County Highway PD
 - Discuss Woods at Watch Hill Intersection Design with Possible Action
 - Updates for Local Roads
 - Horseshoe Bend Road
 - Sunset Drive west of CTH PB
 - Goose Lake Drive
 - Review Snow Plowing Agreements with Surrounding Municipalities
 - Review Design for Seasonal Weight Limit Flip-Down Signs and Determine Quantity and Placement
 - Review Traffic Counts
 - Schedule August 2016 Meeting and Set Agenda
 - Adjourn
11. **Adjourn** - Senseman moved to adjourn; 2nd Duerst. Motion carried at 8:00 AM.

Approved:

Prepared by: John Wright, revised by Amanda Arnold