

Town of Verona
Regular Town Board Meeting Minutes
Tuesday, March 3, 2020 6:30 PM
Town Hall/Community Center
7669 County Highway PD, Verona, WI 53593-1035

Present: Geller, Mathies, Maxwell, Duerst, Enburg
Staff Present: Barnes, Judd
Also Present: see sign in sheet

1. **Call to Order/Approval of the Agenda**-Geller called the meeting to order at 6:30 PM. Maxwell moved to approve the agenda, 2nd Enburg. Motion carried by voice vote.
2. **Pledge of Allegiance**
3. **Public Comment** - No public comment
4. **Approval of Minutes from February 4, 2020 Regular Meeting, and February 17, 2020 Special Meeting**-Duerst moved to accept the minutes of February 4, 2020 Regular Board Meeting with removal of "Ray" from the Wagner reference. 2nd by Maxwell. Motion carried by voice vote. Duerst moved to accept the minutes of February 17, 2020 Special Meeting; 2nd by Mathies. Motion carried by voice vote.
5. **Review and Possibly Approve an Amendment to the Town of Verona Building Code by Ordinance 2020-02 per the Recommendations from the Department of Safety and Professional Services**-Geller introduced the ordinance to strike the requirement of Master Electrical Certification for the issuance of a Town of Verona electrical permit. Enburg moved to approve the resolution; 2nd by Maxwell.
Discussion and Action- Maxwell questioned why the electrical qualifications were struck out; Mathies replied that the permit application had to allow homeowners to do their own work. There were no further questions. Ordinance amendment approved by voice vote.
6. **Discussion and Possible Action to Adopt a Policy to Allow Exceptions to the Dane County Public Road Frontage Requirements for Lots by Resolution 2020-02**-Mathies explained that the Dane County Code, chapter 75 requires that all lots must have road frontage, unless a Town adopts an ordinance, which may allow exceptions to the road frontage requirement. Mathies stated that it is common for Towns in Dane County to adopt such an ordinance. Enburg stated that he believed that it was acceptable for Dane County to approve no more than six lots on a single access. Motion by Maxwell to adopt resolution 2020-02; 2nd by Enburg. No further discussion. Motion carried by voice vote.
7. **Reports and Recommendations**
 - **Plan Commission**
 - i. **Discussion and action on Final Plat – Land use application 2019-3 submitted by Tim and Linda Sweeney and Dave DiMaggio for review of a Final Plat and associated documents for Prairie Circle (parcel numbers 0608-074-8533-0 and 0608-074-8093-0) for Fourteen residential lots and one outlot**-Geller introduced the Prairie Circle development and Maxwell explained the process of the development to from concept plan to final plat approval stage. Maxwell state that the Town Plan Commission unamoiusly approved he the presented Plat on February 3, 2020. The next step in the approval process will be the Dane County Zoning and Land Regulation Committee for approval. Geller introduced the property owners, Tim and Linda Sweeny and David DiMaggio and asked if the Board members had any questions of the owner, of if the owners had any questions of the board. The property owners had no comments. Mathies stated that he believed that no action could be taken on the final plat since the plat drawing did not show the existing prairie circle cul-de-sac right of way configuration (which includes the cul-de-sac bulb right of way). The current drawing sheet 2 of 6 dated February 3, 2020 shows the bulb of the cul-de-sac to be partially vacated to represent a consistent 66-foot right of way width. Duerst stated that the cul-de-sac vacation omission was not a problem for him since it is in the works and is next on the board agenda for action. Mathies stat that he would be OK with the conditional approval of the final plat as presented once the cul-de-sac vacation is completed. Tim Sweeney stated that the surveyor (Noa Prieve) did not include the existing cul- de sac bulb right of way per direction from the Dane County planning staff. Maxwell made a motion that the to accept the Prairie Circle Final Plat dated February 3, 2020 as prepared by Williamson Surveying & Associates (Noa Prieve) with the condition that the vacation of the excess right of way at the cul-de-sac be finalized by the Board; 2nd by Mathies. Motion carried by voice vote.
 - ii. **Discussion and action for the partial vacation of the Prairie Circle right-of-way by Resolution 2020-03, schedule Public Hearing, and authorize filing the lis pendens with the Dane County Register of Deeds**-Maxwell introduced the vacation documents relative to the vacation of right of way at the bulb of the existing Prairie Circle cul-de-sac. Staff (Wright and Barnes) have been working on the documents necessary for the vacation of excess right of way at the existing Prairie Circle cul-de-sac. If approved then the process could move forward with a public hearing on possible action on April 14, 2020 Board Meeting. Barnes explained that when the extension Prairie Circle was completed, that the road at the cul-de-sac would be reconstructed to a typical 22 foot wide roadway and that the existing cul-de-sac pavement would be removed and the earthwork regraded to match the Prairie Circle typical section. Once complete, the

excess right of way as shown on the Exhibit "A" of the Lis Pendens would be discontinued. Barnes stated that the "vacated Prairie Circle "B" was shown in the documents since the records indicate that the area was "dedicated to the Public" per the Town of Verona action of February 4, 2000 as shown on Certified Survey Map 9599. Barnes stated that the area in question was apparently reserved for a future eastern road extension and that Town records indicate that on July 17, 2007, the Town executed a quit claim deed to deed the area to David DiMaggio, Beverly DiMaggio and Salvatore DiMaggio. Barnes stated that discussions with the Dane County planning staff implied that the County recognizes that document and the parcel has been reincorporated into Lot 1. of the Praire Circle Final plat. Maxwell stated that there would be no harm in delaying the vacation in order to coordinate with the Dane County process. No action was taken on Resolution 2020-3.

- iii. **Discussion – Neighborhood Covenants and Developer’s Agreement-** Maxwell introduced the draft Development Agreement and the Draft Covenants for the Praire Circle development. Maxwell is working with the Town Attorney on the final version of the development agreement. Geller asked why the design review committee only consisted of the developer/owners and not the homeowners association? Tim Sweeney stated that they planned to sell lots and they wished to hold the design review until all of the lots were sold. Duerst asked about what species of trees would be allowed? Linda Sweeney replied that there was not a list of acceptable trees species, but rather each house built required a landscape plan to be submitted to the design review committee. Duerst added that it might be a good idea to select specific tree species. Maxwell pointed out that section 4.16 of the covenants stated no tents or campers-does this apply to kids camping out in the back yard or wedding tents? Maxwell also noted that section 9.03 required that the mailbox area be shoveled. Duerst asked Mark Judd if he had any problems with mailboxes being cleared or shoveled. Judd stated no. Maxwell introduced the Praire Circle Storm Water management Plan, and stated that it would go to Dane County for review and approval.
- iv. **Discussion and action - Land use application 2019-11 submitted by Cameron and Jamie Lindau on behalf of Swan You See LCC for a rezoning from RM-8 (Rural Residential) to HC (Heavy Commercial) and a site plan review for a self-storage facility proposed for parcel number 0608-132-8790-0 on Maple Grove Drive-**Maxwell introduced the land use application and site plan for the proposed Madison/Verona Self Storage facility on Maple Grove Drive. The site is located north of the existing Dane County maintenance facility. Maxwell explained that the current zoning is RM8 (rural mixed use) and the request from the applicant is to rezone to HC (heavy commercial). Maxwell summarized the Town Staff Report and introduced Mr. Jamie Landau who offered a power point presentation of the project. Mr. Lindau stated that he was the owner of Trachte Building Systems, (TBS), of Sun Prairie, Wisconsin and that the proposed self-storage builds would be manufactured by TBS. Mr. Lindau explained that the company owned several other self storage units in the Dane County area on the Beltline, Sun Prairie, and DeForest. Lindau stated that he had a market analysis performed by Chiswell Associates to determine the demand for additional storage units in the area. Duesrt asked "are you buying the land" Lindau replied –yes. Lindau discussed the existing wetlands and the design to accommodate the existing wetland areas and required setbacks. Lindau stated that he had applied to the U.S. Army Corp of Engineers (USACE) for a "Letter of Map Revision" to eliminate five small wetland areas shown of the current Floodplain mapping. Lindau explained that since the USACE process takes so long, that he intends to begin construction on the initial phase which does not impact the wetland areas. Duerst asked why the wetlands were present if the site was filled several years ago? Lindau replied that the wetlands naturally developed into wetlands just recently. Lindau reviewed the site plan with details of the building style and design. Lindau explained the security and lighting systems to be used and how the project would meet the Dark Sky Ordinance using motion sensitive lighting and fixtures. Mathies questioned the landscaping and if the trees were to be planted in a pattern. Duerst asked if the trees were all conifers. Lindau responded that the he was open to a scattered style of tree planting and that the tree species were a variety of conifer and deciduous trees. Lindau explained that the build would have a septic and well for the office area. Maxwell asked Barnes for a brief report on the traffic impacts. Barnes stated that the impact of the facility would be minimal and would not affect peak hour traffic patterns. Barnes stated that the gate offset was important for vehicle stacking and Lindau replied that the gate was situated approximately 70 feet from the edge of Maple Grove Drive and would provide adequate vehicle stacking. Lindau explained that the site had room for eight more buildings and an outdoor storage area. Mathies questioned how the outside storage area would be screened, Lindau replied it would be screened by the proposed trees, but that since Maple Grove Drive to the south of the site is 30 feet higher than the subject property, that there would be some visibility from Maple Grove Drive.

Maxwell made a motion to approve land use application 2019-11 for a change from RM8 to HC zoning for parcel number 0608-132-8790-0 with the following conditions:

1. The land uses shall be limited exclusively to a personal storage facility; outdoor storage of vehicles and recreational vehicles; and offices in conjunction with the personal storage facility. Auctions associated with contents of storage spaces are permitted on an intermittent basis.
2. The physical development of the property shall be constructed per the concept plan P-52104 dated 3/2/2020 (attached). All phases of the project shall obtain site plan approval by the Town of Verona prior to construction.

3. The property has identified wetland areas. Development is prohibited in these areas unless the landowner obtains approval from the US Army Corp of Engineers and the area is rezoned out of the wetland classification by Dane County.
4. Landscaping shall be installed in accordance with the approved landscaping plan. The landscaping shall be installed within 1 year after a building permit is issued for the construction of the personal storage facility. All landscaping shall be maintained. Any landscaping that becomes diseased or dies shall be replaced within 30 days of notification. Landscaping plans shall be approved by the Town Board for subsequent phases of the project prior to construction.
5. Illumination of the property shall be installed in accordance with the approved lighting plan. The lighting shall be installed in a manner to not cause glare from viewed by US 151. Lighting plans shall be approved by the Town Board for subsequent phases of the project prior to construction.
6. The landowner shall obtain all necessary permits for erosion control and storm water management. The storm water management features shall be installed and maintained in accordance with permit approvals.
7. Signs on the property shall be limited to the signs identified as part of the approval. Internally illuminated signs shall be prohibited.
8. The installation of billboard signs (off-premise advertising) shall be prohibited.

2nd by Durest. Motion carried by voice vote

Maxwell made a motion to approve the concept plan dated 3/2/2020 for a personal storage facility for parcel number 0608-132-8790-0. 2nd by Duerst. Motion carried by voice vote.

- v. **Discussion – Parade of Homes at Twin Rock Development**-Geller introduced Haley Saalsaa, 7891 Riverside Drive, and she stated that she was one of the owners/developers of the Twin Rocks subdivision located on Spring Rose Road. Saalsaa explained that the owners/developers are interested in pursuing the development for the 2021 Madison Area Homebuilders Association Parade of Home (PoH). The PoH proposal will be submitted to the Madison Area Homebuilders association in May of 2020 for the 2021 show. Saalsaa shared a summary sheet which shared the details of the program. The PoH would run for 10 to 12 days and average 3000 to 8000 total attendees. Traffic is usually estimated at 5 to 50 vehicles. Saalsaa stated that parking would be provided either on the road or on a vacant lot. Maxwell asked if the homes built would need to comply with the subdivisions covenants. Saalsaa replied –yes. Geller stated that the town had not had a PoH and he was in favor. Duerst stated that he was also in favor and asked if future PoH events could be held in the Town and that the PoH was a good opportunity to promote the Town. No action was taken.
- **Public Works**
 - i. **Review of 2020 maintenance program**-Enburg asked Barnes to present the 2020 Road Maintenance program. Barnes referenced the memo in the agenda and summarized the road projects slated to be bid: Locust Drive, Timber lane, Cross Country Road, and Mid-Town Road. Barnes stated that at the February 24th Public Works Committee meeting, there was much discussion regarding the selected roads and that some other roads should be included as alternates. Barnes stated that he and Judd surveyed three additional roads Black Cherry Court, Paulson Road and Cross Country Circle. The three roads were added to the 2020 bidding documents prepared by MSA Professional Services. Enburg stated that while he understood the condition of the roads, he had been moving the Town towards doing more roads used by town residents and not delaying work on roads, such as Locust Drive, that served other pass through traffic. Enburg explained that future development along Locust Drive, including a possible school, would likely result in portions of Locust Drive being annexed into the City of Verona. Enburg stated that similarly, other such “shared use” roads, as Whalen Road, Grandview Road, and Fitchrona Road should have a shared cost with the respective cities of Verona or Fitchburg. Enburg encouraged the other board members to look at the prepared Capital improvement Plan and decide what roads were priorities. Duerst stated that he had traveled Locust Drive and that in his opinion it needed to be repaired. Duerst noted that there are only eight homes on Black Cherry Court and 28 on Cross Country Circle. Maxwell asked when Black Cherry Court was built; Duerst replied that he thought on the mid 1980’s.
 - ii. Brian Miller, 1815 Locust Drive, spoke from the audience and mentioned that the Wisconsin Department of Transportation was planning to relocate about 500 feet of Locust Drive in front of his property in the future and the town did not need to repair that section. Miller stated that due to the relocation, he would be left with a “spite strip” in front of his property and he wanted some assistance in resolving this matter with the state. Barnes offered to assist Mr. Miller in this regard. Enburg stated that it was issues like these that make Locust Drive less desirable to repair. Geller asked when were the additional streets in the capital improvement plan? Barnes replied that they were generally 2 to 3 years out. Enburg stated that the town should engage the adjacent cities to help with the cost. Geller replied that these are town roads and we have to keep them up. We all use city streets too and all parties need to be responsible for their own roads.
 - iii. **Update on truck purchase**-Geller asked for an update on the truck replacement purchase. Barnes stated that a \$1000 down payment had been made to JX Peterbilt to reserve the vehicle and begin the manufacture. Judd stated that he thought that the truck would be

delivered in June. Barnes stated that he and Judd had met with the representative of Madison Equipment to finalize the truck equipment procurement authorized by the Board at the February meeting. Barnes state that the Universal plow distributor was expecting a price increase, and he had locked in the original bid price for the equipment. Barnes stated that no payment will be due to Madison Equipment until the truck is complete.

iv. **Public Works Report**-Enburg referred to Barnes for any updates. Barnes referred the board to the monthly report and asked for questions. There were no questions.

- **Financial Sustainability Committee**-Geller stated no report
- **Natural and Recreational Areas Committee**-Geller state that the equipment grant had been submitted and the information pertaining to the application was in the agenda packet. A total of \$1130 was requested of the Dane County Environmental Council for equipment necessary to conduct controlled burning of the native prairie plantings at the Town Hall.
- **EMS Commission**-Duerst reported that emergency runs were up 14% in the month of February and there were a number of drug related calls. Mathies asked if a third ambulance was going to be purchased, Duerst replied that there were already three vehicles. Duerst also stated that there was a need to supplement the full time employees with part time responders.
- **Town Staff:**
 - i. **Clerk/Treasurer report**-Geller noted that Clerk Wright was not present and asked for any questions on the report. No questions
 - ii. **Public Works Project Manager Report** Barnes stated that the monthly report was in the agenda packet and if there were any questions. No questions
- **Town Chair**-Geller stated that Sarah Gaskell had accepted the Town Administator position and signed the contact. Her first day of work is scheduled for March 15, 2020. Geller stated that he has been available at the Town hall on Saturdays form 9:00 am to 12:00 noon. Geller stated that he might continue office hours through April and then resume in the fall. Geller stated that he had attended the annual meeting of the Senior Center in Belleville this evening. Geller also stated that after the April election that he would be making appointments to the Public Works Committee, Plan Commission, Natural Resources Committee and Finance Committee. Geller also mentioned that Judd would be on vacation from March 11 to the 17th.
- **Supervisors**-Duerst stated that the case tractor had been damaged during brush operations and questioned if the John Deere loader could be used instead of the tractor for this type of work.

8. **Approval of the Payment of Bills**-invoices and bill presented to the board were reviewed and approved.

9. **Adjourn**-Maxwell moved to adjourn the meeting 2nd by Mathies. Motion carried by voice vote. Meeting adjourned at 9:35 pm.

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Notice is also given that a possible quorum of the Plan Commission and/or Public Works, Ordinance, Natural and Recreational Areas, and Financial Sustainability Committees and could occur at this meeting for the purposes of information gathering only.

Approved: _____ Prepared By: W. Christopher Barnes