

## **Town of Verona Plan Commission Meeting Minutes**

Thursday, June 17, 2021, 6:30 pm

Zoom meeting

Members Present: Doug Maxwell, Tom Mathies, Sarah Slack, Deb Paul, Haley Saalsaa Miller

Staff: Sarah Gaskell, Administrator

Other: Lee Stilwell, David Walford, Randy Christianson, Brent Hoeft

1. Call to Order/Approval of Meeting Agenda – Maxwell called the meeting to order at 6:30 pm. Motion to approve the agenda by Saalsaa Miller, second by Mathias. Motion carried by voice vote.
2. Public Comment – none.
3. Approval of minutes from 5/20/2021 – Mathies sent corrections sent via email. Motion to approve minutes by Mathies, second by Paul. Motion carried by voice vote.
4. Staff report: Commission provided updates on the status of the Draft Subdivision Ordinance, the blanket rezone application for the Cross-Country neighborhood and other related land use issues
5. Discussion and Possible Action: Procedure for Amendment of the Comprehensive Plan
  - a. Topics of discussion included due date of application submissions, timeline for completion, consistency of language
  - b. Motion to recommend approval of Procedure for Amendment of the Comprehensive Plan, consistent with changes discussed and agreed upon by Slack, second by Saalsaa-Miller; motion carries by voice vote.
  - c. Plan commission members will be sent the final version prior to the Town Board meeting at which the agenda item will be discussed.
6. Discussion and Action: Procedure for Approval of a Conditional Use Permit
  - a. Topics of discussion included consistency with Dane County process, and language changes for clarity and accuracy
  - b. Motion to recommend approval of the Procedure for Approval of a Conditional Use Permit with the recommended changes by Mathies, second by Saalsaa Miller; motion carries by voice vote.
  - c. Plan commission members will be sent the final version prior to the Town Board meeting at which the agenda item will be discussed.
7. Discussion and Action: Checklist for CSM approval Process
  - a. No action taken; Staff directed to make changes as appropriate
8. Discussion: Resuming In-person meetings for Plan Commission
  - a. In person Plan Commission meetings will resume in August 2021; the July 22<sup>nd</sup> meeting will be conducted via Zoom

9. Next Regular meeting – July 22<sup>nd</sup>, 2021

10. Adjournment – Meeting adjourned at 8:35 pm

Submitted by Sarah Gaskell, Town Planner/Administrator

Approved:

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