

Town of Verona Plan Commission Meeting Minutes

Thursday, September 16, 2021

6:30pm Zoom meeting

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

Staff: Sarah Gaskell, Administrator

Other: Adam Carrico, Norbert Repka, Bill Keen, Guy Ambler

1. Call to Order/Approval of Meeting Agenda – Maxwell called the meeting to order at 6:30 pm. Motion to approve the agenda by Mathies, second by Paul. Motion carried by voice vote.
2. Public Comment – none
3. Approval of Minutes from August 19th, 2021 Plan Commission Meeting by Slack, Second by Mathies. Motion carried by voice vote.
4. Discussion and Possible Action: Land Use Application 2021-07 submitted by Norbert Repka for a CSM and rezone of parcel number 062/0608-284-8440-2 located at 2014 Manhattan Drive, Verona WI
 - a. Discussion included updates to the CSM from the last iteration; number of lots; lot dimensions; size of lots; shared septic scenarios; items missing from CSM; neighborhood input; driveway access; frontage; stormwater issues; consistency with Comprehensive Plan
 - b. Motion to approve Land Use Application 2021-07 for a CSM with four lots with either SFR-1 or SFR-2 zoning by Maxwell, second by Miller with the following conditions:
 - i. The CSM meet the standards from the checklist including the addition of utility easements, shared driveways easement, and the addition of a note stating there is no access to Manhattan Drive from Lot 1
 - ii. A shared septic agreement be created which includes the following:
 - If the system is in-ground, both a primary and replacement area is required
 - Requirement of off lot easements for any homes served by the shared septic system
 - Covenant stating property owners are aware they have a shared septic system and that their homes must be built and remain as the number of bedrooms the system is initially sized for
 - Agreement regarding how the system will be maintained and an escrow fund established for said maintenance

Motion to recommend approval fails on roll call vote: Paul – no, Mathies – no; Slack – no, Miller – yes; Maxwell – no

Concerns expressed by Commissioners included:

- i. Creation of three land locked lots (no frontage) on a shared driveway easement
- ii. Proposed acreage of Lots 1 and 2 is too small. Lots of 1.5 acres minimum are preferred
- iii. Lots 1 and 2 do not have the preferred width to depth ratio of 1:2; excessive depth in relation to width should be avoided

- iv. Utilization of shared septic is not preferred
- 5. Discussion and Possible Action: Land Use Application 2020-10 submitted by Twin Rock LLC for Neighborhood Association Declaration Approval for property near 2528 Spring Rose Road (062/0608-183-8681-0 and 0-608-183-31809)
 - a. Discussion included trail maintenance, partition fences definition, submission of lighting plans, rental restriction clause, and lawns
 - b. Motion to approve Land Use Application 2020-10 Neighborhood Association Declaration by Slack, second by Paul subject to the following condition:
 - i. Discussed revisions are incorporated into the document prior to the Town Board approvalMotion passes 4-0-1 (Miller abstained).
- 6. Discussion: Comprehensive Land Use Plan Amendment Process Update
 - a. Commissioners were asked to prepare suggestions for the October PC meeting
- 7. Next Meetings: Thursday October 21st, 2021
- 8. Adjourn – 8:37 pm

Submitted by Sarah Gaskell, Town Planner/Administrator

Approved:

