

Present: Manfred Enburg, John Senseman, Kirk Trainor, Phil Meinel, and Mike Duerst

Absent: Russ Swiggum

Also Present: Mark Geller: Town of Verona Board Chair, John Wright: Clerk-Treasurer, Amanda Arnold: Planner-Administrator, Tammy Dresser: Deputy Clerk-Treasurer, and Mark Judd: Road Patrolman

Public Present: Robert Kohlenberg

1. **Call to Order/Approve Agenda** – Chair Enburg called the meeting to order at 7:04 AM. Duerst moved to approve the agenda; 2nd by Trainor. Motion carried.
2. **Approval of October Minutes** – Senseman moved to approve the minutes from October 30, 2018; 2nd Trainor. Motion carried.
3. **Review Driveway/Access Application(s) with Possible Action**
 - a. Planner-Administrator Arnold introduced the request for real estate developer Jason Geiger who could not be present this morning. He would like to have a access to Lot 2 of his proposed two-lot subdivision by Certified Survey Map of parcel 0608-142-8600-9 which is currently defined by a single lot CSM 2074. Geiger has received conditional approval from the Town Plan Commission contingent upon approval of access by the Public Works Committee. He has yet to receive approval from the Joint Town/City of Verona Planning Committee, Dane County, and the Town Board. This proposed access would be adjacent to an existing driveway serving parcel 0608-142-8531-3. Arnold noted that when neighbors William and Kim McGilvray constructed their driveway, shared access with this neighboring parcel to the west was overlooked. Consequently, the driveway that serves 6847 is not located on the property line with the parcel in question to the west, but a short distance to the east of that line. Duerst wondered whether speaking with the McGilvray family would result in their agreement to share access with the proposed Geiger flag lot. Chair Enburg reported that he spoke with Mr. McGilvray; he prefers to not share access with the neighboring parcel.

There followed a brief discussion as to whether the access constructed of bituminous grindings could be relocated closer to the property line to serve both parcels. Another option would be to allow two access points approximately 30' apart. Enburg further noted that there is damage to the existing asphaltic curb that should be repaired. There is a utility pedestal and a row of trees at the property line to the west of the existing access that may require relocation/removal/trimming. It was noted that no culvert is needed for any of the options available. Members Duerst and Meinel wondered why the access to the proposed Lot 2 could not utilize the existing access for the farm residence on proposed Lot 1. It was noted that developer Geiger finds this option undesirable. If the McGilvray family is amenable to a shared access, Chair Enburg favors developer Geiger to cover the costs associated with any tree removal and shared access construction. It was further noted that the existing residence on proposed Lot 1 is a duplex which is a legal non-conforming use for the current zoning classification. However, if that farm residence duplex is ever to be replaced, a duplex use would not be approved by the Town of Verona. Arnold agreed to discuss the options with developer Geiger to use the existing access serving the farm residence on proposed Lot 1 or to pay for the costs for a shared access with the McGilvray family if they would agree to the arrangement; without objection.

- b. On Prairie Circle, the owners of parcel 0608-074-8910-0 and parcel 0608-074-8925-0 (Steve and Sandy Andres) are seeking to have a separate access for a home under construction at 2787 Prairie Circle which they have indicated on a Plat of Survey prepared by Williamson Surveying that was last revised on October 22, 2018. Previously, the Plan Commission had required a joint access when approving the rezoning and subdivision of their property that led to the two existing lots (Lots 1 and 2 of CSM 14394; see Plan Commission minutes from September 24, 2015). Likewise, when the Town Board accepted the Certified Survey Map, the same condition was part of the approval (see Town Board minutes from October 6, 2015). An image was shared with the group showing the proposed location of a separate access that was marked with stakes. Patrolman

Judd stated there were no problems with the proposed location other than the separation between the existing and proposed driveway. Deputy Clerk-Treasurer Dresser noted that the stakes had been relocated yesterday. It was noted that a similar shared access was required for lots across the street, yet they were constructed as separate access points instead. Chair Enburg noted that travelling to the south and east on Prairie Circle, the grade of the road and the lot to the north more nearly match. Member Meinel opined that to grant a separate access would only compound the error made by allowing the construction of separate access points for the parcels located across the street from the ones in question. Dresser noted that the property owner currently has a construction access to Lot 2; the owners are willing to postpone a recommendation by the Public Works Committee to the Board until the PWC meeting in December. Chair Enburg wants to visit the property prior to any appreciable snowfall.

Town Board Chair Mark Geller, who was in attendance, asked about the reasoning behind the shared access decision made in 2015. Chair Enburg noted that multiple access points in close proximity create conflict points as well as difficulties for snow storage, drainage, and the like. Enburg noted that most access points in the Town are separated by 250 to 300'. Geller wondered if there are any concerns about emergency vehicle access when shared access is required and is the Town Board generally in favor of shared access. In addition to the disadvantages of multiple, closely-spaced access points Enburg cited above, he also noted that stormwater is easier to manage with combined access and that it is often required when sight lines are restricted on roads. Member Senseman noted that a general policy is that if 300' of separation is available and sight lines don't contraindicate it, separate driveways are permitted; when less distance is available or sight lines demand it, joint access is encouraged. Dresser agreed to coordinate with the contractor for the home under construction and owner so that the issue can come back before this Committee in December; without objection.

4. **Discuss Observations from Touring Town Roads as Individuals or in Pairs** – none of the members present were prepared to discuss this topic; it will be added to the December agenda; without objection.
5. **Discuss Possible Stormwater Management Projects** – Chair Enburg reported on a Hazard Mitigation Grant Program application he submitted for options to make the Valley Road Bridge passable during flooding. He distributed a spreadsheet of his cost estimates to those members in attendance for this project and other possible future long-term projects if/when money becomes available. Enburg also distributed the FEMA Flood Insurance Rate Map information for the Town derived from a layer available on AccessDane; he noted that the Town and City of Middleton had substantial flood damage this year and yet the affected areas are not included in the current FIRM. He noted that the areas that have a parallel hatching pattern represents where modeling has been conducted for a hundred year event. A contour map of the Kohlenberg property on Fitchrona Road was distributed, but the discussion was not specific to this parcel. Lastly, Enburg circulated an article from the November 22, 2018 edition of the Verona Press about Dane County's levy including money for County flood relief. There was a brief discussion about possibly creating a stormwater utility/drainage district in the Town of Verona for the purposes of special assessment, grants, etc. Member Meinel was not concerned about the structural integrity of the Valley Road Bridge as long as it is weight-restricted until the rusted piles are repaired and the scouring below the waterline is addressed. He felt that the Valley Bridge need not be replaced; if repaired, it has plenty of useful life still left.

Planner-Administrator Arnold noted that member of the Town staff are approached with localized needs and concerns. Therefore, a policy is needed to determine when Town involvement is needed/appropriate/required to address something larger than what can be handled by installing culverts or clearing ditching. Enburg noted that small problems are manifestations of larger issues. Regarding a recent request by a resident to deliver clean fill to his parcel, it was agreed that the Town should not encourage filling without a plan approved by Dane County Land and Water resources. It was noted that a new Public Works Project Manager may have experience with these issues and be able to offer valuable insight. Arnold noted that the Town has received approximately 20 applications to date.

6. **Schedule December 2018 Meeting** –The next meeting was scheduled for Tuesday, December 20, 2018 at 7:00 AM. The following agenda items should be included:
Call to Order/Approve Agenda

Approve Minutes from 11/27/2018

Updates on Shared Access Issue on Cross Country Road with Possible Action to Make a Recommendation to the Town Board

Review Driveway/Access Application for 2787 Prairie Circle with Possible Action

Review Areas of Stormwater Concern Including Hula Drive, White Crossing, Timber Lane, Mid Town Road, Sugar River Road, Valley Road, Fitchrona Road, DeMarco Trail

Update Concerning Hazard Mitigation Program Grant Application for Valley Road Bridge

Discuss Observations from Touring Town Roads as Individuals or Pairs

Schedule January 2019 Meeting and Set Agenda

Adjourn

7. **Adjourn** – Senseman moved to adjourn; 2nd Duerst. Motion carried at 8:36 AM.

Approved: December 20, 2018

Prepared by: John Wright with Amanda Arnold Review