



MEETING CANCELLED

PUBLIC SPEAKING INSTRUCTIONS

WRITTEN COMMENTS: You can send comments to the Town Board on any matter, either on or not on the agenda, by emailing mgeller@town.verona.wi.us or twithee@town.verona.wi.us or in writing to Town Board Chair, 7669 County Highway PD, Verona, WI, 53593.

- 1) Call to Order/Approval of the agenda
- 2) Pledge of Allegiance
- 3) Public Comment – Comments on matters not listed on this agenda could be placed on a future meeting agenda. If the Chair or staff has received written comments for items not on the agenda, these will be read.
- 4) Approval of minutes from July 5th, 2021
- 5) Staff Reports
 - A. Administrator/Planner Report
 - B. Public Works Project Manager Report
 - C. Clerk/Treasurer Report
- 6) Committee Reports
 - a) Plan Commission
 - i) Discussion and Possible Action: Site Plan Approval for Final Phase of Construction for the Madison-Verona Self Storage facility located at 4201 Maple Grove Road, submitted by Jamie and Cameron Lindau
 - b) Public Works
 - i) Discussion and Possible Action: Town Road Speed Limit Recommendation for Paulson Road and Woods Road to be changed from 55 miles per hour to 45 mile per hour
 - c) Ordinance Committee
 - d) Financial Sustainability Committee
 - e) Natural and Recreational Areas Committee
 - i) Discussion and Possible Action: Finalization of Committee Goals
 - f) EMS Commission
 - g) Senior Services Committee
 - h) Town Chair's Business
 - i) Supervisor Announcements
- 7) Old Business
- 8) New Business

- A. Discussion and Possible Action: Town of Verona Financial Support Contribution to the 2022 MPO Budget
- B. Discussion and Possible Action: Dane County Ordinance Amendment 2021-OA-002 to revise the text of various sign regulation provisions in Chapter 10 of the Dane County Code of Ordinances
- C. Discussion and Possible Action: Payment of the Bills

9) Adjournment

Regular board agendas are published in the Town's official newspaper, The Verona Press. Per Resolution 2016-2 agendas are posted at the Town Hall and online at www.town.verona.wi.us. Use the 'subscribe' feature on the Town's website to receive agendas and other announcements via email. 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.

If anyone having a qualifying disability as defined by the American with Disabilities Act needs an interpreter, materials in alternate formats, or other accommodations to access these meetings, please contact the Town of Verona @ 608-845-7187 or twithee@town.verona.wi.us. Please do so at least 48 hours prior to the meeting so that proper arrangements can be made.

Mark Geller, Town Chair, Town of Verona
Sent to VP: 7/26/2021

Town of Verona
Town Board Meeting
Tuesday, July 6, 2021 6:30 p.m.

Town Board Members Present: Geller, Mathies, Lonsdorf, Wiederhoeft and Maxwell
Staff Present: Administrator/Planner Gaskell, Public Works Director Barnes and Clerk/Treasurer Withee
Others Present: Rosemary Bodolay, Susan Pigorsch, Kirk Feller, Mike Duerst, John Sensemann

- 1) Call to Order/Approval of the Agenda – Chair Geller called the meeting to order at 6:30 pm. Motion by Wiederhoeft to approve the agenda, second by Lonsdorf. Motion carried by voice vote.
- 2) Pledge of Allegiance
- 3) Public Comment – Kirk Feller asked about the ad hoc committee report. Geller stated that the agenda item will be regarding only the next steps in the review process.
- 4) Approval of minutes from June 1, 2021 Town Board Meeting; Geller stated that Jo Tucker’s comments will be included. Mathies noted under pg 3 new business, alcohol renewal of license that the 15 day public comment was not discussed during the motions – strike wording regarding the 15 days for public comment. Motion by Mathies to approve minutes from June 1, 2021, second by Lonsdorf. Discussion by board. Motion carried by voice vote.
- 5) Staff Reports
 - a. Administrator/Planner Report – Gaskell report was included in packet.
 - b. Public Works Director Report – Barnes report was included in packet.
 - c. Clerk/Treasurer Report – Withee report was included in packet.
- 6) Committee Reports
 - A. Plan Commission:
 - a. Discussion: Procedure for Amendment of the Comprehensive Plan. Gaskell reviewed information regarding draft procedure. Lonsdorf asked if this is regarding only changing the land use sections. Gaskell stated this would be for landowners to request a change and the deadline will be September 30th every two years. Mathies stated that board supervisors can request changes to the comprehensive plan. Wiederhoeft asked if this is a new procedure. Gaskell stated that this is a new procedure. Geller stated that the previous comp plan was adopted in 2019 and is reviewed every two years.
 - b. Discussion: Procedure for Approval of Conditional Use Permit. Gaskell reviewed CUP procedure and application process. Wiederhoeft asked about the provision to notify residents within 500 feet. This is listed on page 3 under notifications.
 - c. Discussion and Possible Action: Fee for a Comprehensive Plan Amendment Application. Gaskell reviewed current process and fees. Mathies asked if there is an estimate on staff time required. Gaskell reviewed what is required for staff time. Motion by Geller to change fee to \$1,000 for a Comprehensive Plan Amendment

Application, second by Wiederhoeft. Lonsdorf amends motion to \$750, second by Maxwell. Motion carried by voice vote.

- B. Public Works: Wiederhoeft stated that time was spent on speed limit inventory and there will be changes. Traffic study of Fitchrona Road and will present everything at once. PW Committee will generate a list of Marty Farm Proposal concerns for Geller. Brush and yard waste disposal was also discussed.
 - C. Ordinance Committee: no meeting.
 - D. Financial Sustainability Committee: Mathies stated they worked on refining budget categories and splitting them out to be more descriptive. Geller stated that he would like to see committee work on ARPA guidance.
 - E. Natural and Recreational Areas Committee: Lonsdorf reported discussion on solar panels, finding new members and setting priorities. Duane Hoffman resigned, and he would like to see at least 5 members and they will be recruiting for new members. There is an application for new members.
 - F. EMS Commission: Lonsdorf stated Town of Verona assessment will go up by 18.55% - a \$14,000 increase. Reserve fund for EMS has declined below acceptable level due to three negative budget years in a row. EMS underestimated no transport runs by 10% so they will increase the budgets for the next 3 years to compensate for this error. Maxwell asked if the reserve was discussed. Lonsdorf stated town pays 5% of total EMS budget.
 - G. Senior Services Committee: Geller and Wiederhoeft serve on the Board. The board of directors voted to terminate Amanda Mead as director and effective July 2nd, 2021. The board will be working on hiring a nutrition manager and revising job description for executive director.
 - H. Town Chair's Business: Geller stated he met with Fitchburg mayor. They will begin to meet quarterly. Has met with several town residents regarding concerns. Working on response to Marty farm proposal. Geller stated for the minutes he would like to thank the people responsible for the pollinator garden, Sherry Combs and would like to publicly thank Supervisor Lonsdorf for his Ice Age Trail reward. The town has received the new plow truck and supports having an open house.
 - I. Supervisor Announcements: Lonsdorf stated he would like to go on record he is not in favor of the Marty Farm proposal. Mathies stated Dane County Towns Association Board met, discussed yard waste, and influence on Dane county budget. Concerns regarding watershed areas and asking DC treasurer to reduce number of abandoned parcels.
- 7) Old Business
- A. Discussion and Possible Action: Ordinance 2021-05 Alternative Claims Procedure. Mathies reviewed the ordinance. Motion by Mathies to adopt Ordinance 2021-05 Alternative Claims Procedure, second by Maxwell. Motion approved by voice vote.

- B. Discussion: Increased Citizen Participation Goal. Wiederhoeft presented proposal and expects that this will be reviewed until process is decided. Would like the board to review her proposal and make suggestions. Geller recommends emailing Gaskell comments for revisions / suggestion. Mathies stated that goal was citizen input not participation. Suggestions include more listening sessions and a newsletter. Reforming committee system was not one of the goals he would like to stay with the goals. Wiederhoeft stated that she suggested that goal and did state participation was part of her suggestion.

8) New Business

- A. Discussion and Possible Action: Intergovernmental Agreement between the Town of Verona, the City of Verona and the City of Fitchburg for Fitch-Rona EMS. Gaskell reviewed agreement. Motion by Geller to approve Intergovernmental Agreement between the Town of Verona, the City of Verona, and the City of Fitchburg for Fitch-Rona EMS, second by Wiederhoeft. Discussion by board. Mathies stated he sent several other typos to be corrected before signing and sending back. He would prefer a corrected copy before signing. Motion approved by voice vote. Mathies and Wiederhoeft opposed
- B. Discussion and Possible Action: Intergovernmental Agreement between the Town of Verona and the City of Verona for Senior Services. Gaskell stated that over the past 3 years the town's portion of their budget has increased significantly. The contract is a Five-year agreement with a 2.5% increase and contains a termination clause. The town will not have a have an advisory member on the committee. Motion by Wiederhoeft to approve Intergovernmental Agreement between the Town of Verona and the City of Verona for Senior Services, second by Lonsdorf. Discussion by board. Mathies stated that he would like to review the actual cost of services and would like to see more research prior to approval. Geller stated that Belleville used an age demographic to determine cost. Maxwell asked if this is a time sensitive issue and needs to be decided tonight. Lonsdorf agrees with location of City of Verona but cost was decided based only on what we were paying Belleville, would like to negotiate with the city regarding price and services offered. Geller said we do not have many options. Gaskell stated that seniors will get transport services, Belleville Center is a nonprofit, the Verona center is a city department that reports to a city committee and the budget is reviewed by the city, with monthly reports. Mathies asked how Dane County funding will be affected. Mathies moved to table the previous motion, failed for lack of second. Motion approved by voice vote. Mathies opposed.
- C. Discussion and Possible Action: Ad Hoc Committee to Study the Impact of Growth in the Town of Verona Final Report Review Process. Motion by Geller to have the Ad Hoc Committee Study the Impact of Growth in the Town of Verona Final Report Review Process, second by Maxwell. Geller thanked ad hoc committee for all of work on report. Mathies would like to know the process going forward. Geller stated that the Plan Commission will consider the ad hoc committee report and any revisions. Wiederhoeft asked how this will fit in that the recommendations are to go to the town board, feels this should not be delegated to the plan commission and the board should decide. Geller stated that if anyone would like to see the report, they can request it from town hall. Maxwell stated that the recommendations are regarding land use and this is something that Plan Commission is best prepared to review those recommendations. Geller stated the agenda item is only next steps of the report. Roll call vote Mathies – yes, Lonsdorf – yes, Wiederhoeft – no, maxwell – yes, Geller - yes. Lonsdorf motion to make ad hoc committee be available to the public and

announced on the Friday email ad community news from administrator, second by Wiederhoeft. Maxwell amends motion that misconceptions in the report be corrected before the report is made public and corrected by staff, second by Mathies. Substitute motion by Lonsdorf that the town chair call a special town board meeting, date to be determined, to have a board discussion regarding the ad hoc committee report and to have clarifications made to the report before it is made public, second by Mathies. Motion approved by voice vote.

D. Discussion and Possible Action: Resolution 2021-05 Establishing an American Rescue Plan Act Grant Fund. Motion by Geller to approve Resolution 2021-05 Establishing an American Rescue Plan Act Grant Fund, second by Lonsdorf. Motion approved by voice vote. Mathies opposed.

E. Motion to go into Closed Session per Wis. Stats. §19.85 (1) (c) Considering Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over which the Governmental Body has Jurisdiction or Exercises Responsibility; the purpose of the Closed Session is to Consider Reappointment of Town Clerk/Treasurer Terms and Employee Performance Evaluation.

9:46 pm Motion by Wiederhoeft to enter closed session, second by Maxwell. Roll call: + 5 ayes, 0 nays.

F. 9:55 pm Motion by Mathies to return to open session, second by Lonsdorf. Motion approved by voice vote.

G. Action on Issues Discussed in Closed Session Including Resolution 2021-06 Appointment of Town Clerk/Treasurer. Motion by Mathies to approve Resolution 2021-06 Appointment of Town Clerk/Treasurer with an end date change to July 19, 2024 and the annual salary of 60,030 which is 3.5% and will be reviewed annually, second by Wiederhoeft. Motion approved by voice vote.

H. Discussion and Possible Action: Payment of the Bills. Motion by Geller to approve payment of June bills, second by Mathies. May bills Motion approved by voice vote.

9) Motion by Lonsdorf to adjourn, second by Wiederhoeft, meeting adjourned with no objections at 9:58 pm.

Prepared by Teresa Withee, Town Clerk

Approved:

TOWN OF VERONA

TO: Town Board of Supervisors

FROM: Sarah Gaskell, Planner/Administrator

SUBJECT: Administrator Report for August 2021

Upcoming Meetings

- Financial Sustainability August 26th, 2:30pm Town Hall
- Plan Commission August 19th, 6:30pm Zoom
- NRAC - no meeting this month
- Public Works - no meeting this month

General

- Staff vacation: Judd: August 2-10; Withee: August 16 – 20; 27th
- Remote hours continue for the following staff:
 - Teresa Withee - Wednesdays
 - Sarah Gaskell – Thursdays
- Website
 - Updates in process – change to weekly update/listserve
 - Staff works on the website as time permits
- Senior Services Contract approved by the COV Common Council; TOV Senior Services will begin at the COV Verona Senior Center January 1, 2022
- Plan for Sept/Oct Town Hall Open House to follow STB meeting - Saturday; plow truck; ice cream social; shredding event etc.
- First allocation of Recovery Act Funds received – \$100,691 set aside until federal guidance is finalized and Board decisions have been made
- Town Hall mask guidance - everyone inside Town Hall is strongly encouraged to wear a mask

Work Plan

- Finalize Subdivision Ordinance
- Blanket Rezone process for Cross Country Circle Neighborhood
- Comprehensive Plan Amendments, if applicable
- Electronic file organization
- Communications Plan
- Emergency Plan
- Impact Fee Analysis

TOWN OF VRONA

TO: Town Board of Supervisors
Public Works Committee

DATE: July 30, 2021

FROM: W. Christopher Barnes, Public Works Director

RE: Monthly Report - July 2021

The monthly Public Works Department Activity report is submitted for the information and review of the Board and the Committee. July has been a busy month with the cleanup of the July 29th storm, sign maintenance, tree and brush trimming and seasonal road repairs. Numerous citizen and resident concerns and action requests were received and addressed on a daily basis. If you should have any questions, please let me know.

Road Maintenance Activities

- Replaced/repaired six road signs.
- Added gravel shouldering on Tonto Trail, Grandview Road and Sunset Drive.
- Cut brush on various roads for sign visibility (Sunset, Range Trail, Demarco Trail, Sugar River)
- Continued pothole repairs with cold patching material.
- Storm Damage Clean up (see below)

Maintenance and Facility Activities

- Mowed town prairie trails and pond area.
- Prepared for several town community room rentals.
- Sent traffic counter in for battery replacement

Sanitary Sewer Utility Activities

- Submitted the 2020 Compliance Maintenance Annual Report to the State of Wisconsin.

Engineering Activities

- Survey work was completed for the Valley Road Bridge. Soil boring will also take place this summer.
- Completed inspection for substantial completion for the Twin Rock Subdivision
- Prepared for the final paving and shouldering of prairie Circle Subdivision during the first week of August.
- Prepared name change request for a portion of Stony Ridge Circle which was cut off from Pleasant View Road in 2018. The resolution to rename a portion of Stony Ridge Circle to Stony Ridge Court will be presented to the board after review by Dane County.

July 29th Storm Maintenance

- Most damage was concentrated in the Cross Country Circle area with isolated trees down around the town. Other areas of tree removal were Shady Bend, Dairy Ridge, Range Trail, Woods Road, and Country View Road. Approximately 20 trees or portions thereof were cut and removed from the right of way. In some instances, storm damaged trees outside the right of way were left for clean up by the property owner. Wolfe Tree Service performed some emergency aerial limb removal for hanging limbs over the road. (See attached photos) the town crew worked from 2:30 am to 3:00 pm on the 29th and follow up on the 30th during regular hours.

cc: Sarah Gaskell, Town Planner/Administrator
Mark Judd, Road Patrolman



Cross Country Circle entrance



Cross Country Circle Loop



Range Trail

TOWN O V RONA

TO: Town Board of Supervisors

ROM: Teresa Withee, Clerk/Treasurer

BJ CT: June 2021 Clerk/Treasurer Report

Clerk

- Attended Town Board meeting and recorded minutes
- Attended Local Redistricting Webinar
- Open records request for liquor license information
- Completed election postcard information in WisVote

Treasurer

- Reviewed invoices, printed checks, prepared unpaid invoice reports and check detail reports
- Monthly bank reconciliations
- Prepared information for Financial Sustainability Committee meeting
- Completed a request for tax payment information
- Set up online bill pay and consolidated three invoices for the town credit cards
- Attended WI Municipal Treasurer Association Virtual Training and Meeting

TOWN OF VERONA

TO: Town Board of Supervisors

FROM: Sarah Gaskell, Planner/Administrator

DATE: August 3rd, 2021

RE: Administrator's Memo – August Town Board Meeting

Plan Commission

- 1) Discussion and Possible Action: Site Plan Approval for Final Phase of Construction for the Madison-Verona Self Storage facility located at 4201 Maple Grove Road, submitted by Jamie and Cameron Lindau

The proposal is for the final construction of all phases of the Madison-Verona Self Storage site. The site plan includes the future building footprints and the lighting and landscape plans.

- The current and future lighting plan adheres to the TOV Dark Sky ordinance.
- Landscaping will be extended further to the northeast and be similar in appearance to that of the berm. Dead and dying plants/trees will be replaced this fall.
- One row of outside storage parking has been eliminated and will be replaced with a building.
- The entire site will be graded this year.
- The foundation for Building 5a will be poured in 2021.
- All remaining foundations will be poured in 2022 and 2023.
- The stormwater facility was designed to accommodate full buildout and is complete.
- Emergency only access will be accommodated via a driveway access north of the retention pond area.

Public Works

- 1) Discussion and Possible Action: Town Road Speed Limit Recommendation for Paulson Road and Woods Road to be changed from 55 miles per hour to 45 mile per hour

New Business

1. Discussion and Possible Action: Town of Verona Financial Support Contribution to the 2022 MPO Budget

The MPO is requesting the town's participation in financially supporting the MPO's budget in 2022 in the amount of \$494.

The MPO leads collaborative planning and funding of the regional transportation system, providing an important forum for decision making on regional transportation issues. Maintaining an MPO to lead regional transportation planning and programming of projects is a condition of receiving federal transportation funding. This includes the direct allocation to the MPO of \$7 million per year in STBG-Urban funding and \$600,000 in Transportation Alternatives Program funding for local projects within the Madison area. In 2021, a total of \$60 million in federal funding is programmed for transportation projects in the MPO Planning Area. These transportation projects foster economic development and improve the quality of life for all of the region's residents. MPO staff are also available to provide data and planning assistance to local communities, such as providing traffic forecasts for roadway projects and neighborhood development plans and assisting with planning for potential transit service.

2. Discussion and Possible Action: Dane County Ordinance Amendment 2021-OA-002 to revise the text of various sign regulation provisions in Chapter 10 of the Dane County Code of Ordinances

The DCTA has prepared a memo detailing their concerns/questions regarding the 2021 Ordinance Amendment and these will be discussed at a meeting between DCTA and the County on August 12th at 7pm. This meeting will be conducted via zoom and meeting details are to follow. Renee Lauber will be working to get the deadline for Town voting extended into September.

May 13, 2021 Dane County Staff memo on 2021 OA-2

<https://dane.legistar.com/View.ashx?M=F&ID=9629501&GUID=73B26388-F6A2-4768-9BF9-E8F9ADA2AF40>

Text of 2021 OA-2

<https://dane.legistar.com/View.ashx?M=F&ID=9336281&GUID=E74D6A67-1F66-4D2C-8CE4-CC4BF1E3A056>

Link to current Dane County Zoning Code

<https://www.countyofdane.com/documents/pdf/ordinances/ch010-01-31-20.pdf>

DCTA Attorney Eric Larson comments on 2018 rewrite of sign ordinance

<http://danecotowns.net/wp-content/uploads/2021/07/Memo-Larson-Dane-Co-Sign-updates-4.2.18-2-1.pdf>

REVISION	by
5/10/21	MGU
6/22/21	KM
7/27/21	JSB

PHASE #1

UNIT MIX

LABEL	UNIT SIZE	# UNITS	%	SQ. FEET	INSULATED	
AC	5 x 5	6	2.4	150	Y	
B	5 x 10	18	7.3	900	N	
BC	5 x 10	4	1.6	200	Y	
CC	5 x 15	2	0.8	150	Y	
PC	7 x 7	1	0.4	49	N	
IC	10 x 5	6	2.4	300	Y	
D	10 x 10	28	11.3	2800	N	
DC	10 x 10	24	9.7	2400	Y	
F	10 x 15	28	11.3	4200	N	
EC	10 x 15	32	12.9	4800	Y	
F	10 x 20	20	8.1	4000	N	
FC	10 x 20	32	12.9	6400	Y	
GC	10 x 25	2	0.8	500	Y	
H	10 x 30	4	1.6	1200	N	
HC	10 x 30	12	4.8	3600	Y	
OC	10 x 7	5	2.0	350	N	
W	12 x 15	2	0.8	360	N	
Y	12 x 25	2	0.8	600	N	
L	12 x 30	10	4.0	3600	N	
LC	12 x 30	5	2.0	1800	Y	
P	12 x 40	5	2.0	2400	N	
SQ.FT. NON-INSULATED				20459		
SQ.FT. INSULATED				20300		
TOTAL				248	100	40759

PHASE #2

UNIT MIX

LABEL	UNIT SIZE	# UNITS	%	SQ. FEET	INSULATED	
AC	5 x 5	2	1.0	50	Y	
B	5 x 10	12	6.3	600	N	
BC	5 x 10	3	1.6	150	Y	
IC	10 x 5	2	1.0	100	Y	
D	10 x 10	31	16.2	3100	N	
DC	10 x 10	10	5.2	1000	Y	
E	10 x 15	40	20.9	6000	N	
EC	10 x 15	12	6.3	1800	Y	
F	10 x 20	32	16.8	6400	N	
FC	10 x 20	22	11.5	4400	Y	
GC	10 x 25	3	1.6	750	Y	
HC	10 x 30	1	0.5	300	Y	
L	12 x 30	10	5.2	3600	N	
P	12 x 40	10	5.2	4800	N	
PC	14 x 50	1	0.5	700	Y	
SQ.FT. NON-INSULATED				24500		
SQ.FT. INSULATED				9250		
TOTAL				191	100	33750

PHASE #3

UNIT MIX

LABEL	UNIT SIZE	# UNITS	%	SQ. FEET		
B	5 x 10	68	26.2	3400		
D	10 x 10	23	8.8	2300		
E	10 x 15	68	26.2	10200		
F	10 x 20	82	31.5	16400		
K	10 x 40	1	0.4	400		
V	12 x 10	4	1.5	480		
Q	12 x 20	5	1.9	1200		
L	12 x 30	4	1.5	1440		
P	12 x 40	5	1.9	2400		
TOTAL				260	100	38220

PARKING - UNIT MIX

LABEL	UNIT SIZE	# UNITS	SQ. FEET
P-1	12 x 30.0	6	2160.0
P-2	12 x 40.0	37	17760.0
TOTAL		43	19,920.0

☼ LIGHTS ALL ON MOTION SENSORS

* NO ADDITIONAL SIGNAGE ON PHASE #2 & PHASE #3

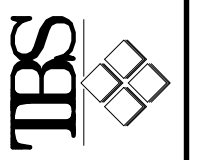
TOTAL SITE

UNIT MIX

LABEL	UNIT SIZE	# UNITS	%	SQ. FEET	INSULATED	
AC	5 x 5	8	1.1	200	Y	
B	5 x 10	98	14.0	4900	N	
BC	5 x 10	7	1.0	350	Y	
CC	5 x 15	2	0.3	150	Y	
IC	10 x 5	8	1.1	400	Y	
D	10 x 10	82	11.7	8200	N	
DC	10 x 10	34	4.9	3400	Y	
E	10 x 15	136	19.5	20400	N	
EC	10 x 15	44	6.3	6600	Y	
F	10 x 20	134	19.2	26800	N	
FC	10 x 20	54	7.7	10800	Y	
GC	10 x 25	5	0.7	1250	Y	
H	10 x 30	4	0.6	1200	N	
HC	10 x 30	13	1.9	3900	Y	
K	10 x 40	1	0.1	400	N	
OC	10 x 7	5	0.7	350	N	
V	12 x 10	4	0.6	480	N	
W	12 x 15	2	0.3	360	N	
Q	12 x 20	5	0.7	1200	N	
Y	12 x 25	2	0.3	600	N	
L	12 x 30	24	3.4	8640	N	
LC	12 x 30	5	0.7	1800	Y	
P	12 x 40	20	2.9	9600	N	
PC	14 x 50	2	0.3	1400	Y	
SQ.FT. NON-INSULATED				83130		
SQ.FT. INSULATED				30250		
TOTAL				699	100	113380



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PROPOSED MINI-STORAGE SYSTEM for:
CAMERON LINDAU
TOWN OF VERONA, WI

Date	10/23/19
Drawn by	KM
Checked by	
Scale	1" = 60'-0"
Plan No.	P-52104
Sheet No.	

SITE PLAN

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 changes were made to make the Town's ordinance to be consistent with Wisconsin's Electrical Code. 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. Mathies referenced the recent Town Board approval of the Temkin lot for their house. 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. 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 from concept plan to final plat approval stage. Maxwell state that the Town Plan Commission unanimously approved the presented Plat on February 3, 2020. The next step in the approval process will be the approval by Dane County Zoning and Land Regulation Committee. 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 state 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 stated 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 form the Dane County planning staff. Maxwell made a motion 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 Resolution 01-08 7 Aug 2001 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 of 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 Prairie 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 covenants for the Prairie 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 would be required to have a landscape plan, which would 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 and asked if this applies 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 shovel. Judd stated no. Maxwell introduced the Prairie Circle Storm Water management Plan, and stated that it would go to the 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 Cameron and Meg Lindau would be the owner of the self-storage facility and Trachte Building Systems (TBS) of Sun Prairie, Wisconsin would be manufacturer. Jamie Lindau has worked for TBS for many years and owns the self-storage unit off Park Street and one in Sun Prairie and De Forest. Lindau stated that he had a market analysis performed by Chiswell Associates to determine the demand for additional storage units in the area. This unit would supply about 1/5th of the estimated demand. Duerst asked "are you buying the land" Lindau replied –yes. Lindau discussed the existing wetlands and the design to accommodate the existing wetlands 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 on 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 fill area if there is a wet area. Lindau reviewed the site plan with details of the build style and design. Lindau explained the security and lighting systems to be used and how the project would meet the Dark Sky Ordinance by the use of motion sensitive lighting and fixtures. Mathies had questions about the landscaping and if the trees were to be planted in a pattern. Duerst asked if the trees were all conifers. Lindau responded that 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 questions 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 commented that Roger Lane of Dane County had reviewed the materials and found them satisfactory. Lane also sent Maxwell a list of proposed conditions that should be placed on the zoning change request.

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 stormwater management. The stormwater 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. The 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 self-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 provided a summary sheet, which shared the details of the program. The PoH would run for 10 to 12 days and averages 3000 to 8000 total attendees. Traffic is estimates at 5 to 50 vehicles/day. 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 state 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 delaying work on roads, such as Locust Drive, that served mostly pass through traffic. Enburg explained that future development along Locust Drive, included 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 to the 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 home on Black Cherry Court and 28 on Cross Country Circle. Maxwell asked when Black Cherry Court was built; Duerst replied that he thought in 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 assistance 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 addition streets in the capital improvement plan to be repaired? 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.

TOWN OF VERONA

TO: Town Board of Supervisors

DATE: July 30, 2021

FROM: W. Christopher Barnes, Public Works Director

SUBJECT: Paulson Road and Woods Road Speed Limit Revision

The Town of Verona adopts speed limits for town roads in accordance with Wisconsin Statute 346.57 which establishes limits and restrictions for specific road conditions. Chapter 5 of the town ordinances contains specific speed zones for a number of town roads. Currently, Chapter 5 is silent to the adopted speed on both Paulson Road and Woods Road. Currently, Woods Road is posted as 45 miles per hour speed limit as is the City of Madison section of Woods Road north of the town boundary. Adopting a 45 mile per hour speed limit on Woods Road will be in conformance with the existing signage. On Paulson Road, the Town of Springdale does not have a posted speed limit on their section of Paulson Road. Based on the existing road conditions, vertical curve, and number of driveways, a 45 mile per hour speed limit is reasonable and prudent for Paulson Road. Specifically, the chapter 5 ordinance change would be:

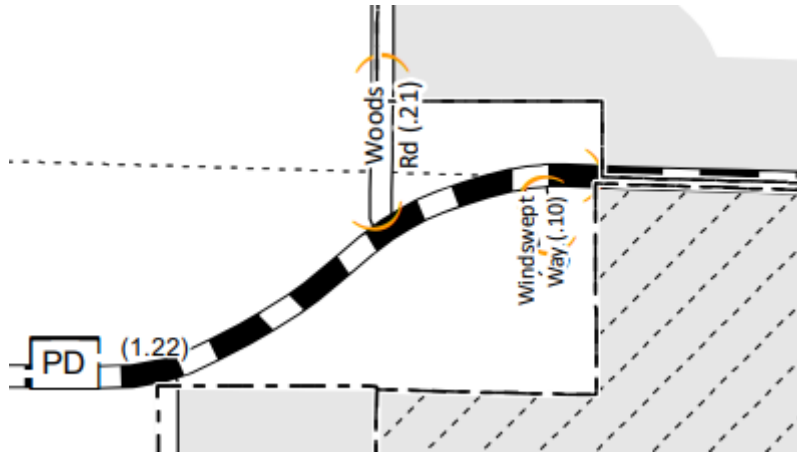
To 45 Miles per Hour: Woods Road from its intersection of County Trunk Highway PD to the southerly corporate limits of the City of Madison.

To 45 Miles per Hour: Paulson Road from the easterly corporate limits of the Town of Springdale to its intersection with Timber Lane.

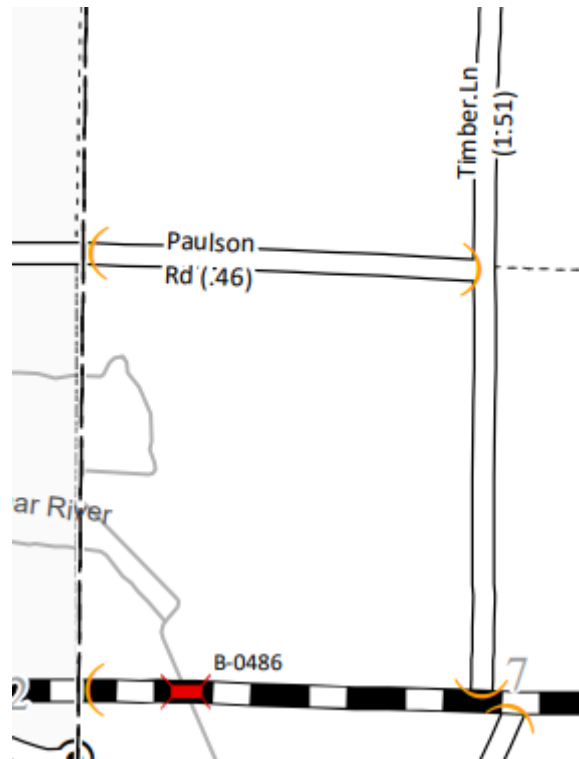
Wisconsin Statutes allow for towns to adopt speed limits and to lower speed limits from 55 miles per hour to 45 miles per hour based upon engineering judgement.

On June 27, 2021 the Public Works Committee reviewed this proposed change and passed a motion to recommend the speed limit change to the Board. It is recommended that the Town of Verona adopt a fixed and adopted speed limit on Paulson Road and on Woods Road as 45 mile per hour Wisconsin Statute provisions. Should you have any questions regarding this matter, please let me know.

Speed Limit Adoption Locations



Woods Road



Paulson Road

Natural and Recreational Areas Committee Proposed Priorities for 2021-22

Town of Verona Board report - 7/29/21

- 1) Improve connections on Town recreational trails, including bike trails, hiking trails (especially Ice Age National Scenic Trail), and water trails along the Sugar River and Badger Mill Creek.
- 2) Develop a Town program to help larger landowners preserve their lands from development to include Purchase or Transfer of Development Rights (PDR/TDR) and Conservation Easements, and others. This will aid in helping the Town to preserve its “rural character”.
- 3) Identify significant natural features and public lands on maps and website to help with landowner recognition and protection, and to help promote and guide recreational activities.
- 4) Watershed management – identify and support activities of the Upper Sugar River Watershed Association, and Badger Mill Creek restoration efforts particularly in the Goose Lake Area.
- 5) Develop an annual Town Prairie management plan and recruit Town citizens to help with it.

Justification for this proposal

Two Town documents used in guiding the development of this list:

- Town of Verona Comprehensive Plan 2018-2038
- Town of Verona Natural and Recreational Areas Plan 2018-2023

NRA Plan page 5, Chapter 3 lists 6 broad goals to “guide the direction of NRAC in carrying out its mission”.

1. Provide sufficient open space, park land, and recreational opportunities to meet the growing demand of Verona Area residents without adversely affecting existing natural areas.
2. Preserve for posterity the characteristics and diversity of the cultural, historical resources and natural areas of the Town of Verona.
3. Protect lakes, rivers and streams, including shorelines, wetlands, high infiltration areas and associated vegetative buffers to maintain high water quality, manage water quantity, and sustain water-related recreation throughout the Township.
4. Leverage the efforts of other entities to maximize the benefits for Town residents, Including Dane County, the City of Verona, and other neighboring communities, and private or non-profit organizations.

5. Recognize and respect the landowners who have been stewards of the land, in many cases for generations.
6. Identify shared concerns and work toward mutual goals.

NRA Plan, page 6, Chapter 4.1 Priorities:

1. Establish a Verona-wide bicycle-pedestrian trail system that connects neighboring communities and subdivisions with other public parks and regional trail systems. This supports a Dane County priority on off-road regional bicycle-pedestrian trail projects, especially trails close to major population centers or through areas targeted for development that are adjacent to urban areas, which can serve both commuter and recreation needs.
2. Complete the Ice Age National Scenic Trail through Verona in collaboration with Dane County Parks, the City of Verona, the National Park Service, the WDNR, and the Ice Age Trail Alliance.
3. Consider expansion of public land and public-access conservation easements to meet growing demands for trails and recreation.

NRA Plan, pages 7-14 Chapters 4.2 and 4.3 – numerous priorities and policies to deal with existing Natural and Recreational resources and Concerns about protecting them.

NRA Plan, page 15, Chapter 5 CONCLUSION

Nine items are listed as ways for the town to work with partner organizations to maintain and develop various Natural and Recreational areas. These include:

- Expand Prairie Moraine County Park and Madison School Forest
- Promote bicycle and pedestrian trails throughout the Town
- Promote the Ice Age Trail and work to complete it
- Help organize a “Friends of Scheidegger Forest” volunteer group
- Enroll property owners to protect and manage the Town’s private forests and woodlands
- Raise awareness of the importance of Badger Mill Creek and the Upper Sugar River as critical natural resources

Town of Verona Comprehensive Plan, pgs 48-50, chapter 7 Natural and Cultural Resources:

- Goal 1: Encourage the maintenance of the natural and cultural resources of the Town
- Goal 2: Provide for sufficient outdoor recreation areas to meet the needs of the Town
- Goal 3: Complete the Gaps in the Ice Age National Scenic Trail

July 14, 2021

Mark Geller, Town Chair
Town of Verona
7669 County Highway PD
Verona, WI 53593

Dear Mr. Geller:

I am writing to respectfully request the town of Verona's participation in financially supporting the work of the Greater Madison MPO in 2022.

The agreement designating the current MPO as the regional transportation planning agency for the Madison metro area – approved in 2007 by municipalities making up over 75% of the population within the MPO planning area – maintains the same structure for staffing and funding the MPO as that outlined in the original 1999 redesignation agreement, which separated the MPO from the Regional Planning Commission. The MPO agreement calls for the City of Madison to be responsible for staffing the MPO and also for providing the local match funding generating the Federal and state funding the MPO receives, which covers around 84% of its budget. However, while the City of Madison is ultimately made responsible for the local share funding, the agreement states that “other local units of government are strongly encouraged to make proportionate contributions [based on their population] to cover a share of the local costs in support of the MPO.”

Over the years, three communities (Fitchburg, McFarland, Monona) have consistently contributed to support the MPO, and that support is greatly appreciated. The City of Sun Prairie has made a partial contribution the past three years, and the City of Middleton has contributed in the past, but does not do so currently. The MPO has not sent out a request for support for quite some time, but is renewing this request again. Your municipality's requested contribution is based on population. For example, a community with 10,000 population is asked to contribute around \$3,800 per year.

Please consider the positive impact the MPO has on the region and the services the MPO does and can provide as you weigh whether to make a contribution in support of the MPO:

- The work of the MPO benefits all communities within the MPO planning area. The MPO leads the collaborative planning and funding of the regional transportation system, providing an important forum for decision making on regional transportation issues. Maintaining an MPO to lead regional transportation planning and programming of projects is a condition of receiving federal transportation funding. This includes the direct allocation to the MPO of \$7 million per year in STBG-Urban funding and \$600,000 in Transportation Alternatives Program funding for local projects within the Madison area. In 2021, a total of \$60 million in federal funding is programmed for transportation projects in the MPO Planning Area. These transportation projects foster economic development and improve the quality of life for all of the region's residents. MPO staff are also available to provide data and planning assistance to local communities, such as providing traffic forecasts for roadway projects and neighborhood development plans and assisting with planning for potential transit service. See this [link](#) to presentation on the MPO and the data and services the MPO can provide. The slides on the MPO start on page 41.



ph: 608.266.4336
madisonareampo.org

GREATER MADISON
METROPOLITAN
PLANNING ORGANIZATION

100 State St #400
Madison, WI 53703


- The 2007 MPO redesignation agreement modified the composition of the MPO Policy Board to increase the representation of smaller cities and villages to reflect the expansion of the MPO planning area following the 2000 Census. Excluding the county, WisDOT, and transit agency appointments, communities within the MPO planning area are represented on the policy board in proportion to population. The board includes five (5) city of Madison representatives, three (3) from other cities and villages, and one representative from towns. Almost all of the cities and villages also have staff representatives on the MPO's Technical Coordinating Committee (TCC), and staff from all communities are welcome to attend and participate in TCC meetings.

As part of preparation of the 2022 budget, **the MPO Policy Board respectfully requests each local unit of government within the metropolitan planning area to contribute a portion of the local share financing based on the community's proportionate share of the population within the Planning Area.** The proportionate share is based on the estimated 2020 population, but will be updated following the release of the 2020 Census population numbers. The estimated local share of the 2022 MPO budget is \$179,665, not counting \$5,000 the MPO receives from the county each year to support specialization transportation coordination activities. This is a high level estimate based on the MPO's anticipated 2022 federal Planning funding. The MPO may not utilize all of the available funding. Attached is a table, which shows the population of each unit of government within the planning area and the proportionate share of the local match funding which would be attributed to the municipality. It also shows the anticipated contribution being made this year.

The MPO Policy Board would very much appreciate your including funding in your 2022 operating budget to support the MPO. **Even if not the full proportionate share, any partial funding would be helpful as it will leverage additional federal funding.** Just as important as the funding is the commitment that it signifies to working collaboratively with the MPO, other communities, and WisDOT in addressing regional transportation challenges. Thank you in advance for your consideration of this request. **It would be helpful to know by August 16 if you will support its inclusion in your budget so that the MPO can indicate by that time its intent to WisDOT with regards to accepting all of its allocated funding.** For those municipalities that indicate their support for making a contribution an invoice will be submitted next summer.

If you have any questions, please contact Bill Schaefer, the MPO's Director/Planning Manager (PH: 266-9115; Email: wschaefer@cityofmadison.com).

Sincerely,



Mark Opitz, Chair
Greater Madison MPO

Enclosure

Cc: Teresa Withee, Town Clerk

**Estimated Share of Estimated 2022 MPO Budget Based On
2020 Population¹ of Municipalities in the Greater Madison MPO Planning Area**

Municipality	Est. 2020 Population Within MPO Planning Area	% of 2020 Pop. Within MPO Planning Area	Est. 2022 Budget ² Estimated Share Local Participation	Anticipated Amount to be Contributed in 2021
C. Madison	257,197	53.0%	\$95,186	\$152,360
C. Fitchburg	30,391	6.3%	\$11,247	\$8,156
C. Middleton	21,050	4.3%	\$7,790	\$0
C. Monona	7,920	1.6%	\$2,931	\$2,545
C. Stoughton	12,954	2.7%	\$4,794	\$0
C. Sun Prairie	35,895	7.4%	\$13,284	\$3,000
C. Verona	12,737	2.6%	\$4,714	\$0
Small Cities Total	120,947	24.9%	\$44,761	\$13,701
V. Cottage Grove	6,716	1.4%	\$2,486	\$0
V. Cross Plains	4,010	0.8%	\$1,484	\$0
V. DeForest	10,624	2.2%	\$3,932	\$0
V. Maple Bluff	1,285	0.3%	\$476	\$0
V. McFarland	8,952	1.8%	\$3,313	\$2,544
V. Oregon	10,270	2.1%	\$3,801	\$0
V. Shorewood Hills	2,363	0.5%	\$875	\$0
V. Waunakee	12,097	2.5%	\$4,477	\$0
V. Windsor (part) (76.5%)	6,304	1.3%	\$2,333	\$0
Villages Total	62,621	12.9%	\$23,175	\$2,544
T. Berry (part) (24.9%)	290	0.1%	\$107	\$0
T. Blooming Grove	1,616	0.3%	\$598	\$0
T. Bristol (part) (72.4%)	3,147	0.6%	\$1,165	\$0
T. Burke	3,303	0.7%	\$1,222	\$0
T. Cottage Grove (part) (81.9%)	3,185	0.7%	\$1,179	\$0
T. Cross Plains (part) (30.9%)	1,239	0.3%	\$459	\$0
T. Dunkirk (part) (65.1%)	1,243	0.3%	\$460	\$0
T. Dunn (part) (89.8%)	4,357	0.9%	\$1,612	\$0
T. Madison	6,228	1.3%	\$2,305	\$0
T. Middleton	6,614	1.4%	\$2,448	\$0
T. Oregon (part) (45.2%)	1,464	0.3%	\$542	\$0
T. Pleasant Springs (part) (65.1%)	2,085	0.4%	\$772	\$0
T. Rutland (part) (36.2%)	728	0.1%	\$269	\$0
T. Springfield (part) (50.5%)	1,482	0.3%	\$548	\$0
T. Sun Prairie (part) (66.9%)	1,594	0.3%	\$590	\$0
T. Verona (part) (80.8%)	1,334	0.3%	\$494	\$0
T. Vienna (part) (67.7%)	1,042	0.2%	\$386	\$0
T. Westport	4,038	0.8%	\$1,494	\$0
Towns Total	44,699	9.2%	\$16,543	\$0
Total for MPO Planning Area	485,464		\$179,665	\$168,605

¹ January 1, 2020 Estimate by WisDOA, Demographic Services Center

² Estimated based on anticipated federal funding and required local matching funding. Represents max. amount. Assumes Dane County continues to provide \$5,000 per annual agreement with city to support specialized transportation coordination services.



DANE COUNTY PLANNING & DEVELOPMENT

Room 116, City-County Building, Madison, Wisconsin 53703
Fax (608) 267-1540

Planning
(608)266-4251, Rm. 116

Records & Support
(608)266-4251, Rm. 116

Zoning
(608)266-4266, Rm. 116

MEMORANDUM

TO: Dane County Board of Supervisors
Town Supervisors and Planning Commissioners
County Executive Joe Parisi
Town Boards and Planning Commissions

FROM: Pamela Andros, AICP, Senior Planner

SUBJECT: 2021-OA-002 Amending Chapter 10 of the Dane County Code of Ordinances, Revising Various Sign Regulation Provisions.

DATE: May 13, 2021

CC: Todd Violante, Director of Planning and Development
Roger Lane, Zoning Administrator
Karin Thurlow-Peterson, County Board Office

I. Summary

2021-OA-002 would make a number of corrections and revisions to signs portion of the Dane County Zoning Ordinance (Chapter 10, Dane County Code), which was comprehensively revised in January of 2019. Amendments include corrections and changes recommended by Planning and Development staff after some experience working with the new zoning code.

II. Background

A. Ordinance Amended

If adopted, 2021-OA-002 would amend the text of the Dane County Zoning Ordinance (Chapter 10, Dane County Code).

B. Action Required

Under s. 59.69(5) of the Wisconsin Statutes, town boards in towns that have adopted the county zoning ordinance will have 30 days from the ZLR public hearing to vote on 2021-OA-002. By the 7/27/2021 public hearing, 26 towns are expected to have adopted the county zoning ordinance. If, by 8/28/2021, fourteen (14) town boards vote to disapprove, the county board cannot adopt the ordinance amendment, and must either deny or adopt with modifications. If the county board adopts with modifications, town boards will have an additional 45 days for final approval.

The Zoning & Land Regulation Committee Public Hearing on OA #002 will be July 27, 2021. Town action on OA #002 is due to the zoning office by August 28, 2021.

III. Discussion

2021-OA-002 would make the following changes to Chapter 10.

A. Policy changes.

- ARTICLE 4. Change the display period allowed for temporary signs from 60 days to 30 days.
- ARTICLE 5. Make a number of changes to the dimension and location standards for wall signs. Changes made within the rural mixed-use and transitional rural mixed-use zoning districts were changed to be more consistent with one another, and the maximum area allowed in the residential and hamlet districts were reduced to a much more reasonable size. Clarify design standards for wall signs.

B. Changes to restore standards that existed in previous versions of Chapter 10.

- ARTICLE 2. Adding definitions for home occupation signs, limited family business signs, mobile signs, subdivision signs; and removing outdated references to a road classification system.

C. Clarifications, corrections and technical amendments with minimal policy impact.

- ARTICLES 2 & 3. Renumbering definitions as needed, improve definition of “vision clearance triangle”, and adding a reference to illustrations.
- ARTICLE 5. Move design standards for projecting signs to Article 6, and add reference to Appendix.
- ARTICLE 6. Add design standards for projecting signs that were moved from Article 5.
- ARTICLE 7. Add requirement that all existing and proposed signs need to be shown on the site plan submitted as part of the materials required in an application for a sign permit.

2021 OA-002

AMENDING CHAPTER 10 THE DANE COUNTY CODE OF ORDINANCES,
REVISING VARIOUS SIGN REGULATION PROVISIONS

The County Board of Supervisors of the County of Dane does ordain as follows:

ARTICLE 1. Unless otherwise expressly stated herein, all references to section and chapter numbers are to those of the Dane County Code of Ordinances.

ARTICLE 2. Section 10.801 is amended and renumbered to read as follows:

10.801 DEFINITIONS.

As used in this section, the following words shall have the definitions indicated:

(16m) Home occupation sign. A sign which advertises a permitted home occupation.

(17m) Limited family business sign. A sign which advertises a permitted limited family business.

(20) Mobile sign. Signs attached to or painted on vehicles/trailers and parked in a position and location with the primary purpose of displaying the sign.

~~**(28)** Road classification.~~ The system of classifying roads, according to the following:

~~**(a)** Class A — All federal and state highways and designated county highways.~~

~~**(b)** Class B — All county highways except those designated as class A.~~

~~**(c)** Class C — All town roads.~~

(32) Subdivision sign. A permanently installed sign located on the subdivision property which identifies the subdivision name.

(332) Temporary signs. Signs which are installed for a limited time period for any purpose. A permanently mounted sign shall not be considered as temporary even though the message displayed is subject to periodic changes.

(343) Trim. A separate border or framing around the copy area of a sign.

(354) V-shaped frame. A sign support structure which will accommodate two signs in a back-to-back position with one end of each sign mounted on a common support with the other sign. The other ends of the signs are mounted on separate, individual supports.

(365) Vehicle sign. Vehicles with signs mounted or painted on them parked off-premise for the purpose of advertising rather than transportation.

(376) Vision clearance triangle. An unoccupied triangular space at an intersection. The triangle is formed by connecting the point where each right-of-way line intersects and two points located at a distance equal to the building right-of-way setback distance along each right-of-way line. See Sign Illustrations in Appendix.

(387) Wall sign. A sign mounted on and parallel to a building wall or other vertical building surface. Signs on the sides of a service station pump island roof structure shall be considered wall signs.

ARTICLE 3. Sections 10.802(4) – (6) are renumbered to read as follows:

(3)(4) Location standards for all signs.

- 47 **(a)** View blockage. No sign shall be placed in a way that blocks any part of a
48 driver's or pedestrian's vision of the road, road intersection, crosswalk, vision
49 clearance triangle, authorized traffic sign or device, or any other public
50 transportation mechanism.
- 51 **(b)** Driveway blockage. No sign may block or interfere with the visibility for
52 ingress or egress of a driveway. All signs, except auxiliary signs, if within 20 feet
53 of driveway ingress or egress, shall provide a minimum of 6 feet of clearance
54 between ground level and the bottom edge of the sign.
- 55 **(c)** Vision triangle. No sign shall be located within a vision clearance triangle.
- 56 **(d)** Road right-of-way setback requirements.
- 57 **1.** No sign shall be located within a road right-of-way.
- 58 **2.** All signs shall be setback not less than 5 feet from the right-of-way line, the
59 property line, or permanent highway easement, whichever is greater.
- 60 **(e)** Side and rear yard setback requirements. All signs shall be setback not less
61 than 5 feet from any side or rear yard, the right-of-way line, property line, or
62 permanent highway easement, whichever is greater.
- 63 **(f)** Billboards may not be located within 300 feet of an existing on-premise sign
64 or within 1,000 feet of other billboard signs.
- 65 **(g)** Off-premise sign may not be installed within the limits of a curve.
- 66 **(h)** Projecting signs may not be located directly over a public or private street,
67 drive or parking area.
- 68 **(i)** Off-Premise signs may not be located within 300 feet of on-premise
69 advertising signs.
- 70 **(j)** On-Premise Advertising Wall Signs shall be mounted flush against the
71 dwelling or building in which the business is located.
- 72 **(k)** Buildings which contain multiple businesses shall share the maximum wall
73 sign allowance by dividing the maximum area by the number of proposed
74 businesses. All business may be afforded a maximum wall sign of 20 square feet,
75 if greater than the maximum wall sign limit for the building.
- 76 **(l)** No sign shall be installed on a roof.
- 77 **(m)** No sign may be located within a permanently protected green space area or
78 mapped wetland area.
- 79 **~~(4)(5)~~** Design standards.
- 80 **(a)** No sign shall use any word, phrase, symbol, shape, form or character in such
81 manner as to interfere with moving traffic, including signs which incorporate typical
82 street-type or traffic control-type sign designs and colors. No sign may be installed
83 at any location where by reason of its position, wording, illumination, size, shape
84 or color it may obstruct, impair, obscure, interfere with the view of, or be confused
85 with, any official traffic control sign, signal or device.
- 86 **(b)** Signs, as permitted, shall be professionally designed, constructed and
87 installed.
- 88 **(c)** Graphics. The lettering on a sign shall be clearly legible and in scale with the
89 sign surface upon which it is placed.
- 90 **(d)** Materials. Signs shall be constructed of materials which are of appropriate
91 quality and durability.

92 (e) Smooth sign face. No nails, tacks or wires shall be permitted to protrude from
93 the front of the sign.

94 (f) Illumination. All externally illuminated signs shall comply with the following
95 standards.

96 1. Light, number and direction. Signs that are illuminated from an external
97 source shall have ~~a maximum of 4~~ external lights directed at only the copy area
98 from a downward angle attached to the top of the sign or sign structure. No
99 externally illuminated sign shall be up-lit or utilize light directed from the ground
100 towards the copy area.

101 2. Glare. Light sources shall be effectively shielded to prevent beams or rays
102 of light from being directed at any portion of a road or right-of-way that are of such
103 intensity or brilliance as to cause glare or impair the vision of the driver of a motor
104 vehicle, or that otherwise interfere with any driver's operation of a motor vehicle.

105 3. All light sources to illuminate signs, internal or external, shall be shielded
106 from all adjacent buildings and rights-of-way. Light sources shall not be of such
107 brightness so as to cause glare hazardous to the motoring public or adjacent
108 buildings.

109 4. No sign shall use flashing, moving, reflecting, or changing light sources.
110 Illuminated signs or lighting devices shall employ only a light of constant intensity.

111 (g) Electronic message sign design. Changing copy and electronic message
112 signs must meet the following requirements.

113 1. On-premises ground and pylon signs shall be the only type of sign that may
114 incorporate electronic message components to the sign's copy area.

115 2. Electronic message boards are prohibited on the exterior walls of buildings.

116 3. The electronic message shall not be changed more than once every 6
117 seconds.

118 4. Malfunction. In the event of a malfunction in any portion of the electronic
119 message sign, the sign shall be turned off upon malfunction until the malfunction
120 is corrected.

121 5. Nits. Electronic message sign copy areas shall not exceed a maximum
122 illumination of 5000 nits during daylight hours and 500 nits between dusk to dawn
123 as measured from the sign's face at maximum brightness.

124 6. Dimming. All electronic message signs shall be equipped with and shall use
125 photosensitive mechanisms to automatically adjust sign brightness and contrast
126 based on ambient light conditions.

127 ~~(5)(6)~~ Maintenance.

128 (a) All signs within the jurisdiction of this ordinance shall remain in a state of
129 proper maintenance. Proper maintenance shall be the absence of loose materials
130 including peeling paint, paper or other material, prevention of excessive rust, the
131 prevention of excessive vibration or shaking and the maintenance of the original
132 structural integrity of the sign, frame and other supports, its mounting and all
133 components thereof.

134 (b) Signs found to be in violation of the provisions of this section shall be
135 repaired or removed.

136

137

138 ARTICLE 4. Section 10.803(3)(f) is amended to read as follows:

139 **10.803 SIGNS ALLOWED WITHOUT A PERMIT.**

140 (3) Temporary signs.

141 (f) Display period. Signs are limited to a period of ~~6~~30 days two times per year.

142 The ~~6~~30-day periods shall not run concurrently.

143

144 ARTICLE 5. Section 10.804(6) is amended to read as follows:

145 **10.804 SIGNS ALLOWED WITH A PERMIT.** The following signs may be
 146 permitted in certain zoning districts as shown in the following Table 1 subject to
 147 the approval of a zoning permit and the sign design limitations applicable to each
 148 type of sign.

149 (6) On-premise wall signs. Wall signs are subject to the design standards of
 150 the following Table 4.

151 (a) Table 4: Dimension and Location Standards for Wall Signs.

152

153

TABLE 4

Use	Zoning District	Maximum Area (sq. ft.)		Maximum Height (sq. ft.)		Number of Signs Permitted per Building		
						Number of road frontages on zoning lot		
		0-45 mph	46+ mph	0-45 mph	46+ mph*	1	2**	3**
Recreational	RE	100	300	20	50	2	3	4
Farmland Preservation	FP-B	100	300	20	50	2	3	4
Rural Mixed Use & Transitional	AT-35	100	300	20	50	2	3	4
	AT-5	100	3 <u>100</u>	20	5 <u>20</u>	2	3 <u>2</u>	4 <u>2</u>
	AT-B	100	300	20	50	2	3	4
	RM-8	100	100	20	20	2	3 <u>2</u>	4 <u>2</u>
Rural Mixed Use & Transitional	RM-16	100	3 <u>100</u>	20	5 <u>20</u>	2	3 <u>2</u>	4 <u>2</u>
	RR-1	3 <u>2</u> 100	3 <u>2</u> 100	20	20	1 <u>2</u>	3 <u>2</u>	4 <u>2</u>
Rural Residential	RR-2	3 <u>2</u> 100	3 <u>2</u> 100	20	20	1 <u>2</u>	3 <u>2</u>	4 <u>2</u>
	RR-4	3 <u>2</u> 100	3 <u>2</u> 100	20	20	1 <u>2</u>	3 <u>2</u>	4 <u>2</u>
	RR-8	3 <u>2</u> 100	3 <u>2</u> 100	20	20	1 <u>2</u>	3 <u>2</u>	4 <u>2</u>
	Residential	SFR-08	3 <u>2</u> 100	3 <u>2</u> 100	20	20	1 <u>2</u>	3 <u>2</u>
Residential	SFR-1	3 <u>2</u> 100	3 <u>2</u> 100	20	20	1 <u>2</u>	3 <u>2</u>	4 <u>2</u>
	TFR-08	3 <u>2</u> 100	3 <u>2</u> 100	20	20	2	3	4
	MFR-08	3 <u>2</u> 100	3 <u>2</u> 100	20	20	2	3	4
	Hamlet	HAM-R	3 <u>2</u> 100	3 <u>2</u> 300	20	5 <u>20</u>	2	3
HAM-M		100	3 <u>100</u>	20	5 <u>20</u>	2	3	4

Commercial	LC, GC, HC	100	300	20	50	2	3	4
Processing, Manufacturing & Industrial	RI, MI	100	300	20	50	2	3	4
Special Use	PUD	Determined as part of site plan review by Z.A.						
	*	For buildings 6 stories or more in height, a wall sign may also be located within 20 feet of the top of the building.						
	**	The maximum size and height of signs on zoning lots with 2 or more road frontages shall be determined by reference to the nearest adjacent road.						
In no event shall there be more than two walls signs on any one side of the building. Wall signs shall be located only on the building containing the business advertised on the sign.								

154

155

(b) Design standards.

156

1. Wall Signs. Wall signs shall not project more than 1 foot from the building wall to which it is attached ~~and shall be set back from the end of the building, or party wall line for a distance of at least 3 feet~~ and shall not project above the building wall. Wall signs may be internally or externally illuminated only in the GC, HC and MI zoning districts.

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2. ~~Projecting signs shall have a maximum size of 21 square feet and be installed to a height not to exceed 15 feet. Such signs shall be located on the building containing the business advertised on the sign. Projecting signs shall not extend more than 3 feet from the face of a building and the lowest portion of such signs shall not be less than 8 feet above the finished grade of a sidewalk or other pedestrian way.~~

162

163

164

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166

167

3. Sign Regulations.

168

See Appendix – Table 4.

169

170

ARTICLE 6. Sections 10.804(9) – (12) are created to read as follows:

171

(9) Subdivision signs.

172

(a) Shall comply with the location standards of this ordinance.

173

(b) Shall have a maximum size of 32 square feet and be erected to a height not to exceed 6 feet.

174

175

(c) Shall be limited to one subdivision sign per subdivision.

176

(10) Projecting signs shall have a maximum size of 21 square feet and be installed to a height not to exceed 15 feet. Such signs shall be located on the building containing the business advertised on the sign. Projecting signs shall not extend more than 3 feet from the face of a building and the lowest portion of such signs shall not be less than 8 feet above the finished grade of a sidewalk or other pedestrian way.

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(11) Home occupation signs shall have a maximum size of 2 square feet and shall be located on the premises of the business advertised on the sign.

183

184

(12) Limited family signs. A maximum of two on-premise signs are permitted.

185 (a) One wall sign shall be limited to a maximum size of 12 square feet erected to
186 a height not to exceed 8 feet. Such sign shall be located on the building in which
187 the business advertised on the sign is located.

188 (b) One ground sign shall be a driveway entrance sign limited to a maximum size
189 of 16 square feet and a maximum height of 8 feet.

190

191 ARTICLE 7. Section 10.806(2)(a)2. is amended to read as follows:

192 **10.806 ADMINISTRATION.**

193 **(2)** Applications and Permits.

194 **(a)** Required materials to be submitted for sign permit applications:

195 **1.** Completed application form.

196 **2.** Site Plan. The location of all buildings on the lot shall be provided. The
197 locations of all existing and proposed signs shall be provided. Distance of the
198 proposed sign to property lines shall be provided. Dimensions of the property
199 lines shall be provided. Site plan shall be drawn to scale using an architect's
200 scale (i.e. 1/8" = 1'0") or engineers scale (i.e. 1" = 10').

201

202 *[EXPLANATION: On January 17, 2019 Dane County adopted a Comprehensive*
203 *Revision of its Zoning Code. This amendment adopts multiple revisions to the*
204 *Sign Regulations subchapter of the Zoning Code.]*

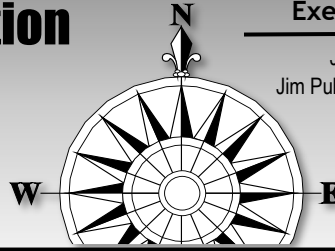
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Dane County Towns Association

Advocate for Town Government

Established 1972

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Executive Board

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Steve Anders
Martha Gibson
Tom Mathies
Ted Olson
Tom Wilson

To: Pam Andros, Senior Planner, Dane County
From: Dane County Towns Association (DCTA) Executive Board
Date: 7/26/2021
Re: Comments Regarding 2021-OA-002 Amending Chapter 10 of the Dane County Code of Ordinances, Revising Sign Regulation Provisions

The DCTA Executive Board has reviewed the proposed changes to the Sign Ordinance and has the following comments/questions:

- 1) Can you share the rationale behind the addition of content-based definitions for subdivision, home occupation, and limited family signs? In an April 4, 2018 review of this Sign Ordinance that was shared with Dane County staff, DCTA Attorney Eric Larson recommended against content-based definitions because of issues related to compliance with current law. It appeared that these and other content-based definitions were removed from the proposed ordinance at that time.
- 2) The new definition of a mobile sign is very similar to the existing definition of vehicle sign. Can you explain the need for both definitions?
- 3) Table 4 (line 153 of the OA) shows what some may consider significant reductions in maximum sign areas.

AT-5 and RM-16 are reduced from **300 to 100 sq ft** and height is reduced from 50 ft to 20 ft and the number of signs allowed per building are reduced.

All Rural Residential and Residential (RR-1, RR-2, RR-4, RR-8, SFR-08, SFR-1, TFR-08, MFR-08) are reduced from **100 sq feet to 32 sq ft** and the number of signs allowed per building are reduced.

The May 13, 2021 memo from Pamela Andros, Senior Planner explaining the proposed changes states "the maximum area allowed in the residential and hamlet districts were reduced to a much more reasonable size." Can you explain the determination of "more reasonable size" and the reason for this reduction? Were complaints or issues reported to Dane County?

- 4) Can you describe the process for existing signs that will be considered nonconforming if the proposed reductions are approved? Specifically, what will be the process for a nonconforming sign that needs to be replaced or repaired?
- 5) Proposed changes include a reduction in the time allowed for temporary signs from 60 days to 30 days. Why is this change needed? How will this impact signs for temporary farm stands that

sell produce for the entire summer (more than the 30 days two times per year proposed restriction)?

Additionally, line 141 of the proposed OA states that “periods shall not run concurrently”. Please review the intent of this restriction and the definition of “concurrent”. “Consecutively” may be a more appropriate term.

- 6) It is not clear which zoning districts will allow subdivision signs. Table 1 allows residential zoning districts to have only signs associated with a conditional use – probably not applicable to a subdivision. Subdivisions may have outlots zoned as NR-C but Table 1 does not allow signs in the NR-C district.
- 7) Chapter 10 Appendix: the SFR-2 and RR-16 districts probably should be added to these tables for signs: Table 1, Table 2, and Table 4.