



## 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](mailto:mgeller@town.verona.wi.us) or [twithee@town.verona.wi.us](mailto: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 January 4<sup>th</sup>, 2022
- 5) **6:45PM Public Hearing – Draft Land Division and Development Ordinance**
- 6) Committee Reports
  - A. Plan Commission
    - i) Discussion and Possible Action: Draft Land Division and Development Ordinance
    - ii) Discussion and Possible Action: Land Use Application 2021-10 submitted by Norbert Repka for a CSM and rezone of parcel number 062/0608-284-8440-2 located at 2014 Manhattan Drive, Verona WI from RR-4 to SFR-1
    - iii) Discussion and Possible Action: Land Use Application 2021-11 submitted by Ron Klaas on behalf of Olsen Trust for a 4-Unit Concept Plan Approval (parcel numbers 062/0608-361-9190-9, 062/0608-362-9500-2, 062/0608-361-9100-7 (21 acres in total)).
    - iv) Discussion: Review of Recommendations from the Ad Hoc Committee to Study the Impact of Growth in the Town of Verona *Final Report - The Impact of Growth in the Town of Verona*
  - B. Public Works
    - i) Discussion and Possible Action: 2022 Road Improvement Program (Grandview Road, Sunset Road, and Rolling Oak Lane) approval for bidding
  - C. Ordinance Committee
    - i) Discussion and Possible Action: Ordinance 2022-01 to Establish the Speed Limit on Valley Road
  - D. Financial Sustainability Committee
  - E. Natural and Recreational Areas Committee
  - F. EMS Commission

G. Senior Services Committee

H. Town Chair's Business

i) Recognition of Supervisor Doug Maxwell – 2021 WI APA Citizen of the Year

I. Supervisor Announcements

7) Staff Reports

- A. Administrator/Planner Report
- B. Public Works Project Manager Report
- C. Clerk/Treasurer Report

8) Old Business

9) New Business

- A. Discussion and Possible Action: Collaboration with the City of Verona regarding City of Verona Comprehensive Plan Amendments
- B. Discussion: Check Register Review

10) 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](http://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](mailto: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: 01/21/2022  
Posted: 01/21/2022  
Amended: 01/25/2022



## Town of Verona Strategic Planning Summary

Two strategic planning sessions held by the Town Board, committees, and commissions on November 11, 2017 and February 17<sup>th</sup>, 2018. The purpose of these sessions was to develop an updated vision statement and outline guiding principles for work going forward.

### Town of Verona Vision Statement

To maintain the Town as an independent, financially sustainable, safe,  
and healthy rural community

### Guiding principles

- Create a welcoming and inclusive community
- Provide efficient services
- Be fiscally responsible
- Anticipate and plan for growth
- Protect and enhance cultural and natural resources
- Maintain open and transparent government
- Coordinate and collaborate with neighboring jurisdictions/key partners

**Town of Verona**  
**Town Board Meeting**  
**Tuesday, January 04, 2022**

Town Board Members Present: Geller, Mathies, Lonsdorf, Wiederhoeft and Maxwell

Staff Present: Administrator/Planner Gaskell, Clerk/Treasurer Withee, Public Works Director Chris Barnes and Road Patrolman Mark Judd

Applicants Present: Bret Saalsaa, Adam Carrico

- 1) Call to Order/Approval of the Agenda – Chair Geller called the meeting to order at 6:30 pm. Geller announced that the public hearing will be postponed until the February board meeting due to oversight by the Verona Press. Amend agenda to remove item 5; Motion by Geller to approve the agenda, second by Mathies. 5 ayes, 0 nays, motion carried by voice vote.
- 2) Pledge of Allegiance
- 3) Public Comment – none
- 4) Approval of minutes from December 7, 2021, December 9, 2021, and December 29, 2021, Town Board Meetings.  
Motion by Mathies to approve minutes from December 7, 2021, Wiederhoeft provided corrections, second by Lonsdorf, 5 ayes, 0 nays, motion carried.  
Motion by Lonsdorf to approve minutes from December 9, 2021 as amended, second by Maxwell, 5 ayes, 0 nays, motion carried.  
Motion by Maxwell to approve minutes from December 29, 2021 as amended, second by Lonsdorf, 5 ayes, 0 nays, motion carried by voice vote.
- 5) Public Hearing: Draft Land Division and Development Ordinance - postponed until February.
- 6) Committee Reports
  - A. Plan Commission:
    1. Discussion and Possible Action: Draft Land Division and Development Ordinance. Postponed until February meeting.
    2. Discussion and Possible Action: Land Use Application 2020-12 submitted by Twin Rock LLC for 2528 Spring Rose Road (062/0608-183-8680-4) for Development Agreement and Declaration of Covenants Approval for Dairy Ridge Heights. These items were tabled until the final drafts are ready for review.
  - B. Public Works: Wiederhoeft stated they discussed the Goose Lake drainage study and reviewed the road improvement program for 2022.
  - C. Ordinance Committee: no meeting
  - D. Financial Sustainability Committee: no meeting

- E. Natural and Recreational Areas Committee: Lonsdorf stated they discussed PDR programs and how to implement PDR for the town. Next meeting, they will have staff of Dane County Towns Association speak.
  - F. EMS Commission: no meeting
  - G. Senior Services Committee: Wiederhoeft met with City of Verona committee. Geller reached out to Belleville to make sure there would be a good transfer of case management.
  - H. Town Chair's Business: no report
  - I. Supervisor Announcements: none
- 7) Staff Reports
- a. Administrator/Planner Report – in packet
  - b. Public Work Director Report – in packet
  - c. Clerk/Treasurer Report – Clerk Withee reported that there are two people running for Seat 3 – Phyllis Wiederhoeft and Mike Duerst and two people running for seat 4 -Deb Paul and Kirsten Witte. December tax collections were \$2,752,657 and January to date is \$1,143,237. All reports were uploaded to the county yesterday.
- 8) Old Business: none
- 9) New Business:
- A. Resolution – Resolution 2022-01 to transfer \$26,600 from the 2022 Adopted Budget Fund 21 ARPA Expenses and add \$15,100 to General Government and \$11,500 to Public Works for the purposes of COVID -19 Premium Pay for staff; Motion by Lonsdorf, second by Wiederhoeft. 5 ayes, 0 nays, motion carried.
  - B. Discussion: Check Register Review
- 10) Motion by Mathis to adjourn, second by Maxwell, meeting adjourned with no objection at 7:56 pm.

Prepared by Teresa Withee, Town Clerk

Approved:

# TOWN OF VERONA

---

---

**TO:** Town Board of Supervisors

**FROM:** Sarah Gaskell, Planner/Administrator

**DATE:** February 1<sup>st</sup>, 2022

**RE:** Administrator's Memo – February Town Board Meeting

## **Plan Commission**

1. Discussion and Possible Action: Discussion and Possible Action: Draft Land Division and Development Ordinance  
The Plan Commission recommended adoption of the Ordinance at their November meeting
  - a. Required Public Hearing February 1<sup>st</sup>, 2022
  - b. Plan Commission discussed the Ordinance at 26 meetings over the course of 3 years
  - c. Input from Public Works Committee, NRAC, Financial Sustainability Committee and Ad Hoc Committee to Study the Impact of Growth on the Town of Verona
  - d. Consultant input – Jason Valerius, MSA; Al Reuter – Town Attorney; Dane County Planning and Development and Land and Water Resources staff
  
2. Discussion and Possible Action: Land Use Application 2021-10 submitted by Norbert Repka for a CSM and rezone of parcel number 062/0608-284-8440-2 located at 2014 Manhattan Drive, Verona WI from RR-4 to SFR-1  
The Plan Commission reviewed this application at their January meeting and recommended denial of the application 5-0 of the CSM and rezone. Discussion items included:
  - a. Similarity with previously rejected proposal
  - b. Complicated driveway access easement agreement – easement provided to four lots, placed over two lots
  - c. CSM incomplete – lacks legal language depicting driveway access easement, ROW dedication, utility corridors
  
3. Discussion and Possible Action: Land Use Application 2021-11 submitted by Ron Klaas on behalf of Olsen Trust for a 4-Unit Concept Plan Approval (parcel numbers 062/0608-361-9190-9, 062/0608-362-9500-2, 062/0608-361-9100-7 (21 acres in total)).  
The Plan Commission and the Board previously approved the rezone and concept plan for this Land Use Application. This agenda item is for approval of the proposed building setbacks for Units 1-4 as depicted on the concept plan. The Plan Commission recommended approval of the proposed building setbacks

at their January meeting by a 4-1 vote. Discussion items included setback distance from Sunset and tree management.

4. Discussion: Review of Recommendations from the Ad Hoc Committee to Study the Impact of Growth in the Town of Verona Final Report - The Impact of Growth in the Town of Verona

The Plan Commission discussed each recommendation at their January meeting. A summary is provided in the packet. Most recommendations were determined to require “No action” for one or more of following reasons:

- a. The report did not provide data to support that the recommendation addressed a documented problem or known issue
- b. The report did not provide data that the recommendation would provide a benefit to the Town
- c. The recommendation had already been addressed elsewhere, for instance in the Comprehensive Plan or the Draft Land Division and Development Plan
- d. The recommendation was beyond the scope of the Town’s regulatory authority
- e. The recommendation was beyond the scope of the Plan Commission oversight

### **Public Works Committee**

1. Discussion and Possible Action: 2022 Road Improvement Program (Grandview Road, Sunset Road, and Rolling Oak Lane) approval for bidding

The Public Works Committee discussed this item at their January meeting and recommended approval of the 2022 RIP bid process.

### **Ordinance Committee**

1. Discussion and Possible Action: Ordinance 2022-01 to Establish the Speed Limit on Valley Road

### **New Business**

1. Discussion and Possible Action: Collaboration with the City of Verona regarding City of Verona Comprehensive Plan Amendments

The City of Verona recently amended its Comprehensive Plan without input from the Town. The boundary agreement between the Town and the City expressly calls for collaboration and input when Comp Plan changes are made.

# Planning Report

Town of Verona

July 22<sup>nd</sup>, 2021

## ***2014 Manhattan Drive***

---

**Summary:** The applicant seeks a CSM and rezone for parcel 062/0608-284-8440-2. Currently the site is a 6.21-acre lot zoned RR 4. The updated CSM would create four SFR-1 lots of 1.50, 1.50, 1.50 and 1.70 acres each.

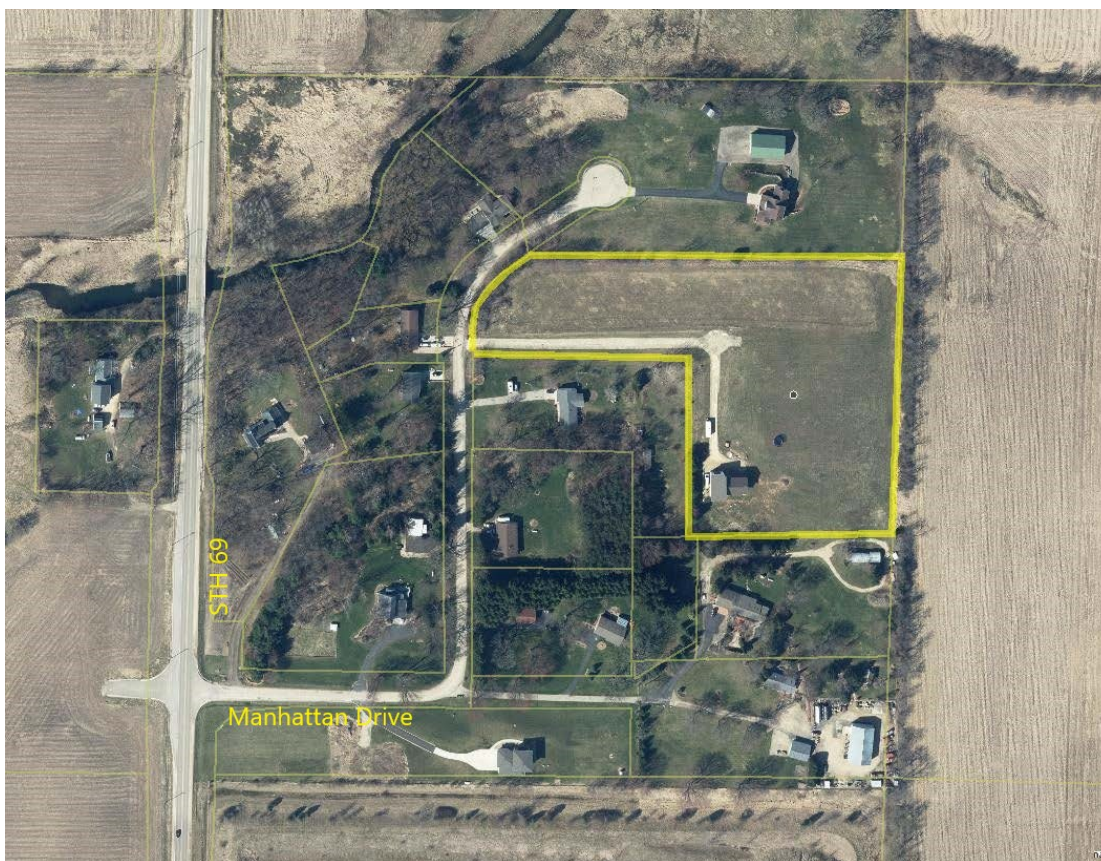
**Property Owner:** Norbert Repka

**Property Addresses:** 2014 Manhattan Drive, Verona WI 53593

**Applicant:** same

---

### Location Map





At the October 5<sup>th</sup> 2021 meeting, the Town Board discussed 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. Motion by Maxwell, second by Lonsdorf, to deny 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 for the following reasons:

- Proposal will create 3 landlocked lots on a shared driveway
- Proposed Lots 1 and 2 are too small
- Proposed Lots 1 and 2 do not have the proper width to depth ratio. Friendly amendment by Mathies to add the reason that the land use division proposal is not consistent with TOV comp plan.

Roll call: Lonsdorf aye, Wiederhoeft aye, Mathies aye, Maxwell aye, Geller aye, motion carried.

The applicant has submitted a new CSM for consideration.

**Comprehensive Plan Guidance:**

The density of this area is Urban Residential - SFR, or 1 house per 1-2 acres. The smallest residential property in this town neighborhood is 0.80 acres in size, created in 1984. The existing neighborhood lots sizes are listed in the table below. The parcel is currently zoned RR 4 and the rezone would be consistent with the Future Land Use Map that defines this neighborhood as SFR with Private Septic.

<b>Address</b>	<b>Lot size (acres)</b>	<b>Zoning Classification</b>
1980 Manhattan Drive	2.47	SFR-2
1982 Manhattan Drive	2.4	SFR-2/LC
1986 Manhattan Drive	1.936	SFR-2
2014 Manhattan Drive	6.21	RR-4
1996 Manhattan Drive	1.515	SFR-1
1984 Manhattan Drive	1.997	SFR-2
2008 Manhattan Drive	2.0	SFR-1
2020 Manhattan Drive	5.0	RR-4
2021 Manhattan Drive	1.33	SFR-1
2015 Manhattan Drive	1.158	SFR-08
2009 Manhattan Drive	0.82	SFR-08
1979 Manhattan Drive	2.83	SFR-2

**Current and Proposed Zoning:** The current zoning for the parcel is RR 4. The proposed zoning would be SFR-1 for all lots.

---

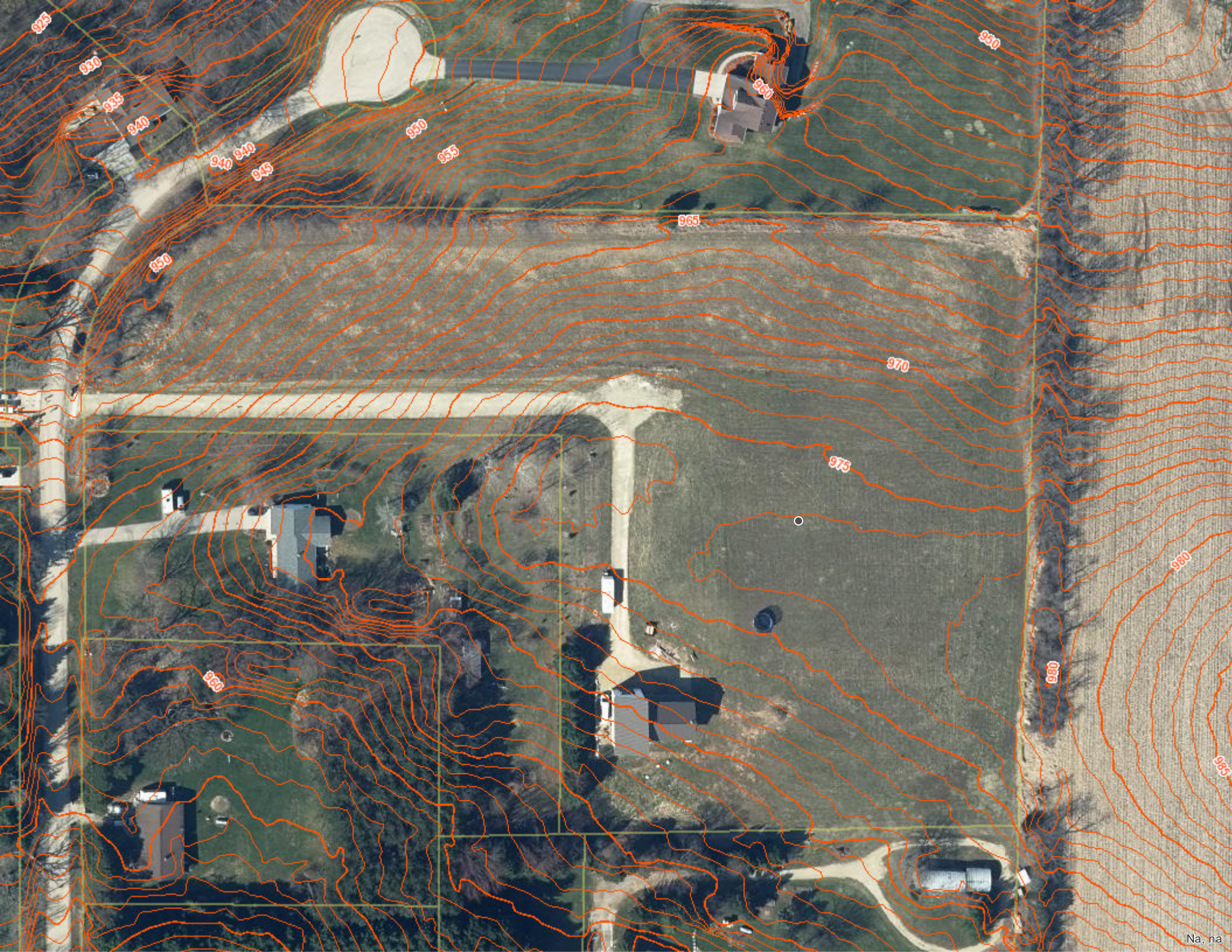
**Extra-territorial Review/Boundary Agreement Authority:** This parcel is in Area D (section 8.05) of the boundary agreement with the City of Verona so further approvals are required. The CSM and rezone will need to be discussed at a meeting of the City/Town Joint Planning Committee.

**Surrounding Land Use and Zoning:** This parcel is part of a “town neighborhood” that consists of a mix of RR and SFR zoning parcels. The land use directly east of this parcel is AT-35.

**Site Features:** None of significance. Land slopes significantly to the northwest towards Badger Mill Creek.

**Driveway Access:** The current driveway that serves the existing residence will be incorporated into Lots 1 and 2. Lot 1 is the only lot with Manhattan Drive frontage. The easement will be over Lots 1 and 2 and access to lots 2, 3 and 4 will be provided via a shared driveway easement agreement.







**Norbert Repka**

2014 Manhattan Dr

Verona, WI 53593

**1/10/2022**

## **Petition for Land Division / Lot Split**

### Description:

The current lot at 2014 Manhattan Dr. as recorded on the CSM 5947, Volume 28, p. 163 has 6.21 acres. The owner wants to split the land for future residential development. The current zoning of the lot is RR-4 (Rural Residential District). Based on Town of Verona Comprehensive Plan (TVCP 2018-2038) this neighborhood is a "Town Neighborhood" and is designated as Urban Residential Area (as per Map 9.4 of the TVCP). Based on data in Access Dane, most of the neighboring lots are zoned SFR-08, SFR-1 or SFR-2 (Residential District) with lot sizes from 0.8 acres to 2.0 acres. The applicable policy for this neighborhood is specified under Urban Residences as shown below (as per TVCP 2018-2038, p. 112):

*1. The Town will limit new development to a density of one (1) residential dwelling unit per one and a half (1.5) acres for single-family dwellings.*

Based on the attached drawing (see Appendix and CSM), the lot split would consist of 4 residential lots:

- Lot-1: with a proposed area of 1.5 acres (proposed zoning SFR-1)
- Lot-2: with a proposed area of 1.5 acres (proposed zoning SFR-1)
- Lot-3: with a proposed area of 1.5 acres (proposed zoning SFR-1)
- Lot-4: with a proposed area of 1.7 acres (proposed zoning SFR-2)

Access to each lot will be provided via common shared driveway easement as shown in the CSM and drawing attached in the appendix. The attached drawing also shows the buildable area (delineated by SFR-1 setback requirements) for each undeveloped lot.

The proposed lot split complies with all requirements of the TVCP 2018-2038, Chapter 75 Dane County of Ordinances and Wisconsin State Statute 236.

As mentioned above this lot is located in the "Town Neighborhood" and is subject of the extra-territorial jurisdiction (ETJ). In 2016, the City of Verona and the Town of Verona approved a ten-year boundary agreement. Based on this agreement, any lot splits, land divisions, or rezoning of land is subject to the Joint Planning Committee (see Section 8, bullet 8.05 Area D: Town Neighborhoods) approval. As per this requirement, the owner would like to submit this petition for land division / lot split.

Thank you,



Norbert Repka, PhD.

**SURVEYED BY:**  
 MOORE SURVEYING, LLC  
 N3131 ROBIN ROAD  
 POYNETTE, WI 53955  
 (608) 288-1860

**DATE OF SURVEY:**  
 JUNE 11, 2020

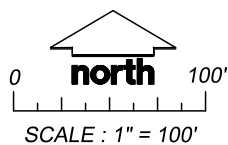
**PROPERTY SURVEYED:**  
 2014 MANHATTAN DR.  
 VERONA, WI 53593

**SURVEYED FOR:**  
 NORBERT REPKA  
 2014 MANHATTAN DR.  
 VERONA, WI 53593

**PROJECT:** 2612

**LEGEND**

- 1" IRON PIPE FOUND
- 3/4" X 24" REBAR SET WEIGHING 1.50 LBS/L.F.
- ◆ SECTION CORNER MON.
- (40') RECORDED DATA
- - - - LOT LINE
- - - - CENTER LINE ROAD
- - - - RIGHT-OF-WAY LINE
- - - - SECTION LINE
- - - - UGE UNDERGROUND ELECTRIC
- - - - EASEMENT LINE
- PROPERTY LINE



**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

PART OF THE NE 1/4 OF THE SE 1/4, SECTION 28, TOWNSHIP 06 NORTH,  
 RANGE 08 EAST, TOWN OF VERONA, DANE COUNTY, WISCONSIN

1-1/4" BAR  
 E 1/4 CORNER  
 SECT. 28-6-10

**NOTES**

1. BEARINGS ARE REFERENCED TO THE EAST LINE OF THE SE 1/4 OF SECTION 28, TOWNSHIP 06 NORTH, RANGE 08 EAST, TOWN OF VERONA, DANE COUNTY, WISCONSIN, RECORDED AS BEARING N 00°27'26" E.
2. ALL PLSS MONUMENTS AND TIES WERE FOUND AND VERIFIED.
3. REFER TO BUILDING SITE INFORMATION CONTAINED IN THE DANE COUNTY SOIL SURVEY.

**LEGAL DESCRIPTION**

A DIVISION OF LOT 2, CERTIFIED SURVEY MAP NUMBER 5947, LOCATED IN THE NE 1/4 OF THE SE 1/4, SECTION 28, TOWNSHIP 06 NORTH, RANGE 08 EAST, TOWN OF VERONA, DANE COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

LOT 2, DANE COUNTY CERTIFIED SURVEY MAP NUMBER 5947.

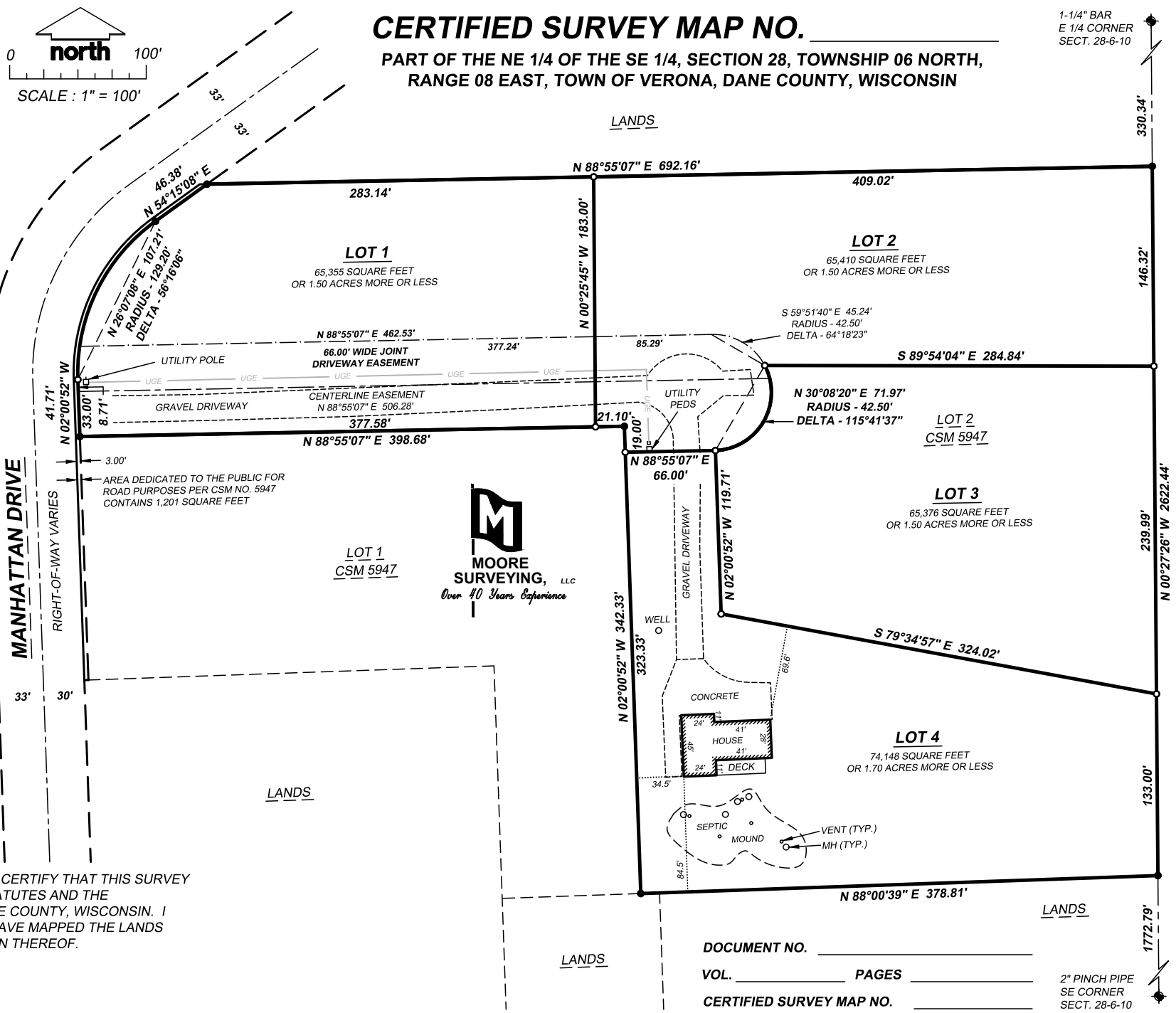
SAID PARCEL CONTAINS 270,289 SQUARE FEET OR 6.20 ACRES MORE OR LESS.

SUBJECT TO RECORDED AND UNRECORDED RESTRICTIONS, RESERVATIONS, RIGHTS-OF-WAY AND EASEMENTS.

**SURVEYORS CERTIFICATE**

I, ANDREW R. MOORE, PROFESSIONAL LAND SURVEYOR HEREBY CERTIFY THAT THIS SURVEY IS IN COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE TOWN OF VERONA AND DANE COUNTY, WISCONSIN. I ALSO CERTIFY THAT BY THE DIRECTION OF NORBERT REPKA, I HAVE MAPPED THE LANDS DESCRIBED AND THAT THIS MAP IS A CORRECT REPRESENTATION THEREOF.

ANDREW R. MOORE, PROFESSIONAL LAND SURVEYOR, S-3028



SHEET 1 OF 2

**DOCUMENT NO.** \_\_\_\_\_  
**VOL.** \_\_\_\_\_ **PAGES** \_\_\_\_\_  
**CERTIFIED SURVEY MAP NO.** \_\_\_\_\_

2" PINCH PIPE  
 SE CORNER  
 SECT. 28-6-10

**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

**PART OF THE NE 1/4 OF THE SE 1/4, SECTION 28, TOWNSHIP 06 NORTH, RANGE 08 EAST,  
TOWN OF VERONA, DANE COUNTY, WISCONSIN**

**TOWN OF VERONA CERTIFICATE**

THIS CERTIFIED SURVEY MAP IS HEREBY ACKNOWLEDGED, ACCEPTED AND APPROVED FOR RECORDING BY THE TOWN OF  
VERONA, DANE COUNTY, WISCONSIN

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
TERESA WITHEE, TOWN CLERK DATE  
TOWN OF VERONA

**REGISTER OF DEEDS CERTIFICATE**

RECEIVED FOR RECORDING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ AT \_\_\_\_\_  
AND RECORDED IN VOLUME \_\_\_\_\_ OF CERTIFIED SURVEYS, PAGES \_\_\_\_\_

\_\_\_\_\_  
KRISTI CHLEBOWSKI, DANE COUNTY REGISTER OF DEEDS DATE

**DANE COUNTY CERTIFICATE**

APPROVED FOR RECORDING PER DANE COUNTY ZONING AND LAND REGULATION COMMITTEE ACTION OF  
\_\_\_\_\_, BY \_\_\_\_\_, AUTHORIZED REPRESENTATIVE.

**OWNER'S CERTIFICATE**

AS OWNER(S) WE CERTIFY THAT WE CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED  
AND MAPPED AS REPRESENTED ON THIS CERTIFIED SURVEY MAP. WE ALSO CERTIFY THAT THIS CERTIFIED SURVEY MAP IS  
REQUIRED BY SEC. 75.17(1)(a), DANE COUNTY CODE OF ORDINANCES, TO BE SUBMITTED TO THE DANE COUNTY ZONING AND  
LAND REGULATION COMMITTEE FOR APPROVAL. IT ALSO CERTIFIES THAT THIS CERTIFIED SURVEY MAP IS REQUIRED TO BE  
SUBMITTED TO THE TOWN OF VERONA FOR APPROVAL.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NORBERT REPKA

STATE OF WISCONSIN )  
COUNTY OF DANE ) SS

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, THE ABOVE-  
NAMED PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: \_\_\_\_\_

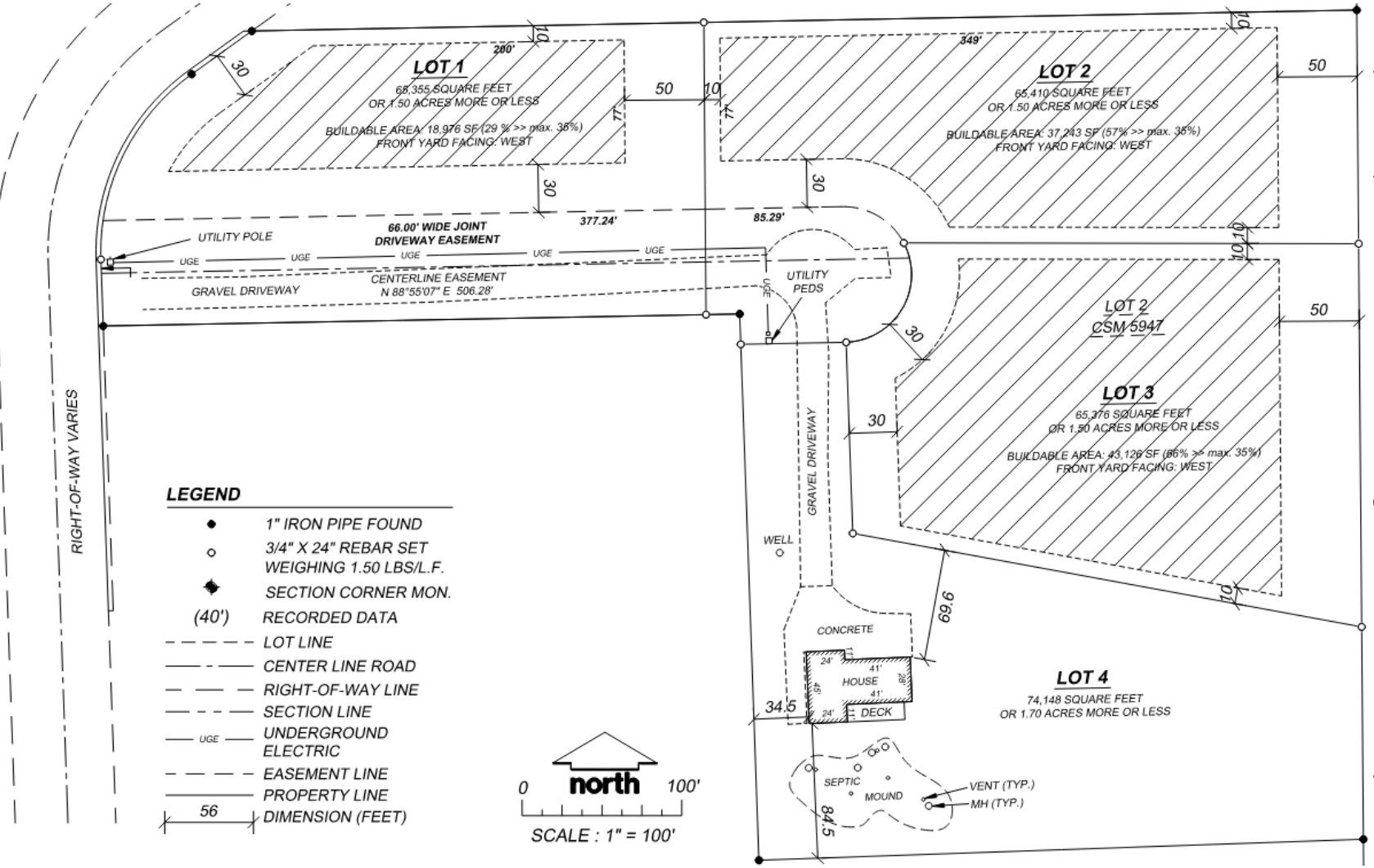
**CONSENT OF MORTGAGEE**

UW CREDIT UNION, MORTGAGEE OF THE ABOVE DESCRIBED PARCEL, DOES HEREBY CONSENT TO THE SURVEYING, DEDICATION,  
DIVIDING AND MAPPING OF THE LAND DESCRIBED ABOVE, AND DOES HEREBY CONSENT TO THE ABOVE CERTIFICATE OF  
NORBERT REPKA, OWNER.

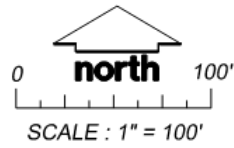
\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE, UW CREDIT UNION DATE



DOCUMENT NO. \_\_\_\_\_  
VOL. \_\_\_\_\_ PAGES \_\_\_\_\_  
CERTIFIED SURVEY MAP NO. \_\_\_\_\_



- LEGEND**
- 1" IRON PIPE FOUND
  - 3/4" X 24" REBAR SET WEIGHING 1.50 LBS/L.F.
  - ◆ SECTION CORNER MON.
  - (40') RECORDED DATA
  - - - - LOT LINE
  - - - - CENTER LINE ROAD
  - - - - RIGHT-OF-WAY LINE
  - - - - SECTION LINE
  - - - - UNDERGROUND ELECTRIC
  - - - - EASEMENT LINE
  - - - - PROPERTY LINE
  - 56 DIMENSION (FEET)



**SURVEYED BY:**  
MOORE SURVEYING, LLC  
N3131 ROBIN ROAD  
POYNETTE, WI 53955  
(608) 288-1860

**DATE OF SURVEY:**  
JUNE 11, 2020

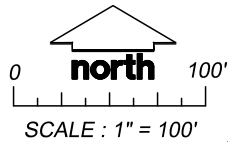
**PROPERTY SURVEYED:**  
2014 MANHATTAN DR.  
VERONA, WI 53593

**SURVEYED FOR:**  
NORBERT REPKA  
2014 MANHATTAN DR.  
VERONA, WI 53593

**PROJECT:** 2612

**LEGEND**

- 1" IRON PIPE FOUND
- 3/4" X 24" REBAR SET WEIGHING 1.50 LBS/L.F.
- ◆ SECTION CORNER MON.
- (40') RECORDED DATA
- - - - - LOT LINE
- - - - - CENTER LINE ROAD
- - - - - RIGHT-OF-WAY LINE
- - - - - SECTION LINE
- - - - - UGE UNDERGROUND ELECTRIC
- ~~~~~ RESTRICTED ACCESS
- PROPERTY LINE



**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

PART OF THE NE 1/4 OF THE SE 1/4, SECTION 28, TOWNSHIP 06 NORTH,  
RANGE 08 EAST, TOWN OF VERONA, DANE COUNTY, WISCONSIN

1-1/4" BAR  
E 1/4 CORNER  
SECT. 28-6-10

SHEET 1 OF 2

**NOTES**

1. BEARINGS ARE REFERENCED TO THE EAST LINE OF THE SE 1/4 OF SECTION 28, TOWNSHIP 06 NORTH, RANGE 08 EAST, TOWN OF VERONA, DANE COUNTY, WISCONSIN, RECORDED AS BEARING N 00°27'26" E.
2. ALL PLSS MONUMENTS AND TIES WERE FOUND AND VERIFIED.
3. REFER TO BUILDING SITE INFORMATION CONTAINED IN THE DANE COUNTY SOIL SURVEY.

**LEGAL DESCRIPTION**

A DIVISION OF LOT 2, CERTIFIED SURVEY MAP NUMBER 5947, LOCATED IN THE NE 1/4 OF THE SE 1/4, SECTION 28, TOWNSHIP 06 NORTH, RANGE 08 EAST, TOWN OF VERONA, DANE COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

LOT 2, DANE COUNTY CERTIFIED SURVEY MAP NUMBER 5947.

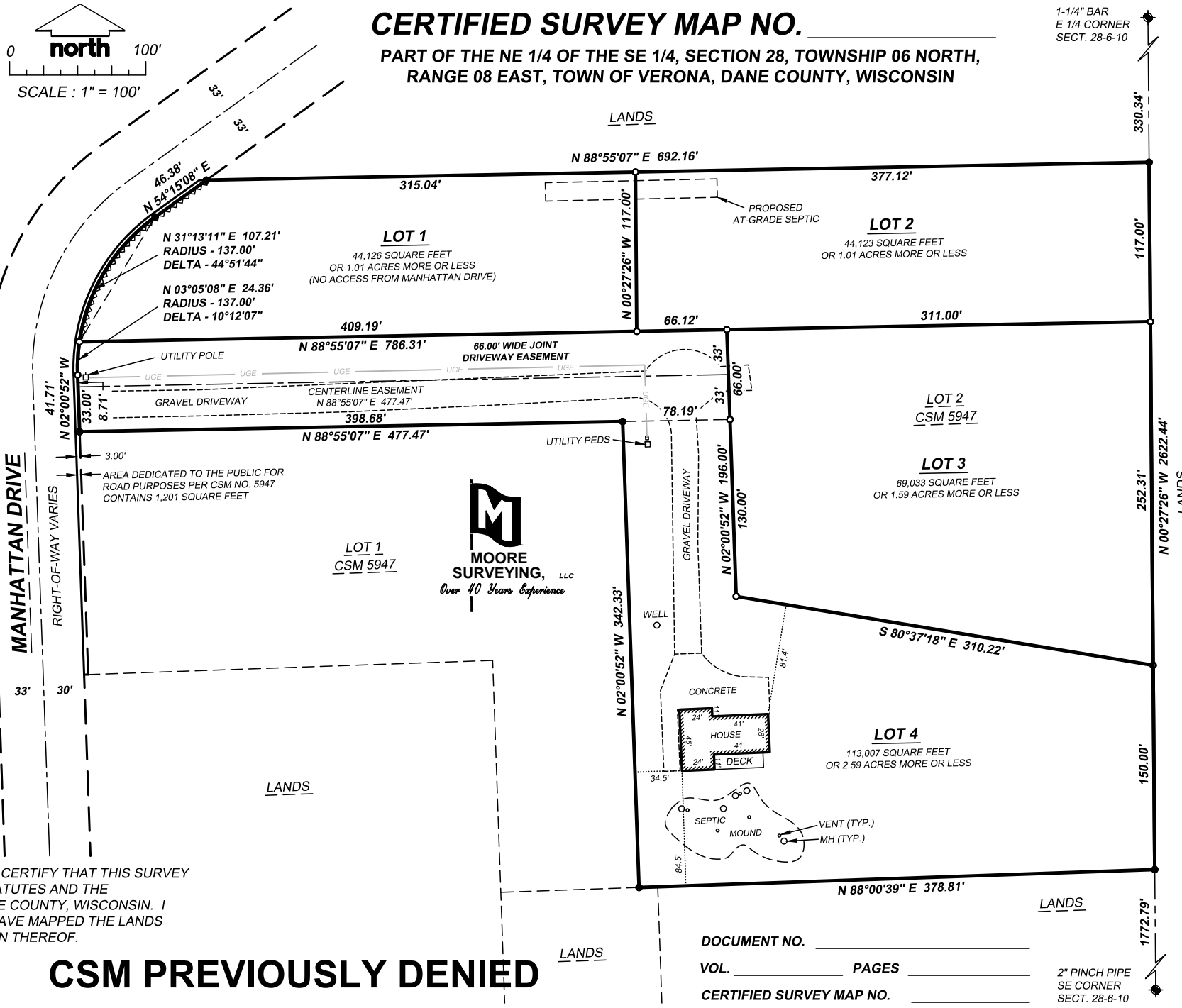
SAID PARCEL CONTAINS 270,289 SQUARE FEET OR 6.20 ACRES MORE OR LESS.

SUBJECT TO RECORDED AND UNRECORDED RESTRICTIONS, RESERVATIONS, RIGHTS-OF-WAY AND EASEMENTS.

**SURVEYORS CERTIFICATE**

I, ANDREW R. MOORE, PROFESSIONAL LAND SURVEYOR HEREBY CERTIFY THAT THIS SURVEY IS IN COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE TOWN OF VERONA AND DANE COUNTY, WISCONSIN. I ALSO CERTIFY THAT BY THE DIRECTION OF NORBERT REPKA, I HAVE MAPPED THE LANDS DESCRIBED AND THAT THIS MAP IS A CORRECT REPRESENTATION THEREOF.

ANDREW R. MOORE, PROFESSIONAL LAND SURVEYOR, S-3028



**CSM PREVIOUSLY DENIED**

DOCUMENT NO. \_\_\_\_\_

VOL. \_\_\_\_\_ PAGES \_\_\_\_\_

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

2" PINCH PIPE  
SE CORNER  
SECT. 28-6-10



**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

**PART OF THE NE 1/4 OF THE SE 1/4, SECTION 28, TOWNSHIP 06 NORTH, RANGE 08 EAST,  
TOWN OF VERONA, DANE COUNTY, WISCONSIN**

**TOWN OF VERONA CERTIFICATE**

THIS CERTIFIED SURVEY MAP IS HEREBY ACKNOWLEDGED, ACCEPTED AND APPROVED FOR RECORDING BY THE TOWN OF  
VERONA, DANE COUNTY, WISCONSIN

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
TERESA WITHEE, TOWN CLERK DATE  
TOWN OF VERONA

**REGISTER OF DEEDS CERTIFICATE**

RECEIVED FOR RECORDING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ AT \_\_\_\_\_  
AND RECORDED IN VOLUME \_\_\_\_\_ OF CERTIFIED SURVEYS, PAGES \_\_\_\_\_

\_\_\_\_\_  
KRISTI CHLEBOWSKI, DANE COUNTY REGISTER OF DEEDS DATE

**DANE COUNTY CERTIFICATE**

APPROVED FOR RECORDING PER DANE COUNTY ZONING AND LAND REGULATION COMMITTEE ACTION OF  
\_\_\_\_\_, BY \_\_\_\_\_, AUTHORIZED REPRESENTATIVE.

**OWNER'S CERTIFICATE**

AS OWNER(S) WE CERTIFY THAT WE CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED  
AND MAPPED AS REPRESENTED ON THIS CERTIFIED SURVEY MAP. WE ALSO CERTIFY THAT THIS CERTIFIED SURVEY MAP IS  
REQUIRED BY SEC. 75.17(1)(a), DANE COUNTY CODE OF ORDINANCES, TO BE SUBMITTED TO THE DANE COUNTY ZONING AND  
LAND REGULATION COMMITTEE FOR APPROVAL. IT ALSO CERTIFIES THAT THIS CERTIFIED SURVEY MAP IS REQUIRED TO BE  
SUBMITTED TO THE TOWN OF VERONA FOR APPROVAL.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NORBERT REPKA

STATE OF WISCONSIN )  
COUNTY OF DANE ) SS

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, THE ABOVE-  
NAMED PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: \_\_\_\_\_

**CONSENT OF MORTGAGEE**

UW CREDIT UNION, MORTGAGEE OF THE ABOVE DESCRIBED PARCEL, DOES HEREBY CONSENT TO THE SURVEYING, DEDICATION,  
DIVIDING AND MAPPING OF THE LAND DESCRIBED ABOVE, AND DOES HEREBY CONSENT TO THE ABOVE CERTIFICATE OF  
NORBERT REPKA, OWNER.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE, UW CREDIT UNION DATE



DOCUMENT NO. \_\_\_\_\_  
VOL. \_\_\_\_\_ PAGES \_\_\_\_\_  
CERTIFIED SURVEY MAP NO. \_\_\_\_\_

**6466 Sunset Drive**

---

**Summary:** The applicant is seeking approval for a Condo Plat for parcel numbers 062/0608-361-9190-9, 062/0608-362-9500-2 and 062/0608-361-9100-7. The plat would create four units of approximately 5.4, 5.4, 3.6 and 3.6 acres in size, all zoned MFR-08.

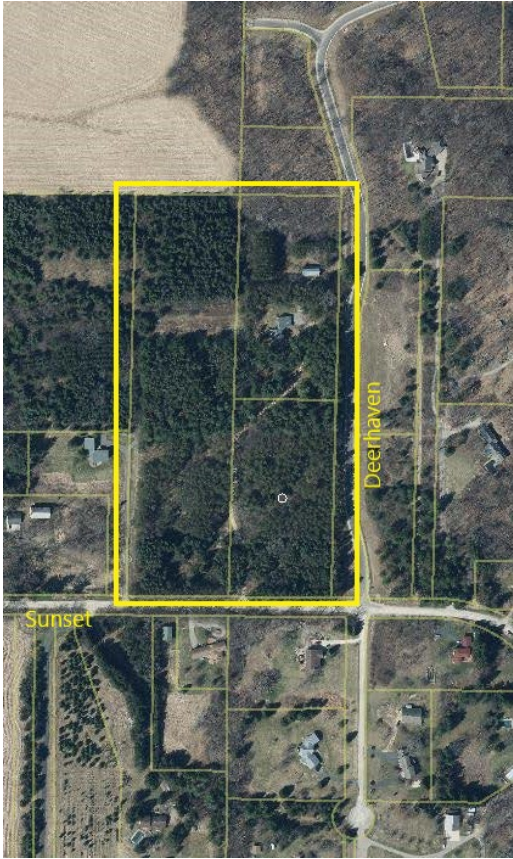
**Property Owner:** Olsen Trust

**Property Addresses:** 6466 Sunset Drive

**Applicant:** Ron Klass,  
D’Onfrio Kottke and Associates

---

**Location Map**



---

**Comprehensive Plan Guidance:**

The density of this area is Residential RR 2-4 acres, so 1 house per 2-4 acres. The parcel is currently in Metes and Bounds so a rezone is required.

**Current and Proposed Zoning:** The current zoning is RR 2. The new zoning would be MFR-08 for each unit because the parcel is a proposed condominium. Currently 21 acres, the total parcel would consist of 4 units of similar sized acreages.

**Extra-territorial Review/Boundary Agreement Authority:** This parcel is in Area C of the boundary agreement with the City of Verona and in the ETJ area of the City of Fitchburg. No further action is required with the City of Verona. The City of Fitchburg has indicated they will not approve any subdivisions for land in the ETJ area for parcels less than 35 acres and have no interest in rezone applications.

**Surrounding Land Use and Zoning:** The surrounding land uses are AT-35, RR 2 and MFR-08. The parcel is adjacent to the Deer Haven subdivision.

**Site Features:** The site features woodlands and a residence and numerous sheds. The topography is slightly varied. There is a driveway that provides access from Sunset Road to the residence located in the northeast part of the parcel.

**Driveway Access:** It is anticipated that driveway access for all of the units will remain unchanged. Units 1, 2, 3 and 4 will share the existing driveway via a shared common element.

**Other:** Due to the proposed size of the units, it is anticipated that stormwater concerns can be handled individually on each unit instead of via an outlot/common element. All of the lands proposed for the rezone are currently in Managed Forest Land, until December 31, 2022. The rezone will result in the early withdrawal of this parcel from the and the applicant is aware of this.

**Staff Comments:** Staff recommends approval of the Concept Condo Plan and rezone with the following considerations:

- Access to Sunset Drive be accomplished by designating the shared driveway as a common element.
- Development Agreement approval
- Declaration of Covenants approval
- Final Plat approval





**D'ONOFRI KOTTKE AND ASSOCIATES, INC.**  
 7530 Westward Way, Madison, WI 53717  
 Phone: 608.833.7530 • Fax: 608.833.1089  
 YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

EXISTING CONDITIONS  
**OLSEN CONDOMINIUM**  
 LOCATED IN THE SE1/4 OF THE NW1/4 AND THE SW1/4 OF THE NE1/4  
 OF SECTION 36, T6N, R8E,  
 TOWN OF VERONA, DANE COUNTY, WISCONSIN



GRID NORTH  
 WISCONSIN COUNTY  
 COORDINATE SYSTEM  
 (DANE ZONE)

SCALE: 1" = 100'

DATE: 09-03-13  
 REVISED:


FN: 18-02-151  
 Sheet Number:  
 1 of 1

There are no objections to this condominium with respect to Sec. 703 Wis. Stats and is hereby approved for recording.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

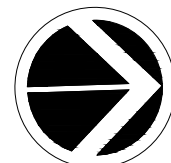
Dane County Planning and Development

# OLSEN CONDOMINIUM, A CONDOMINIUM PLAT

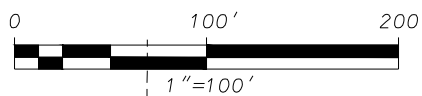
LOCATED IN THE SE1/4 OF THE NW1/4 AND THE SW1/4 OF THE NE1/4 OF SECTION 36, T6N, R8E, TOWN OF VERONA, DANE COUNTY, WISCONSIN

Building Setbacks (in feet)

Unit Number	NORTH	SOUTH	EAST	WEST
1	50	100	50	50
2	50	100	50	50
3	50	50	50	50
4	50	50	50	50



GRID NORTH  
WISCONSIN COUNTY  
COORDINATE SYSTEM  
(DANE ZONE)  
THE SOUTH LINE OF THE NE  
1/4 OF SECTION 36, T6N,  
R8E BEARS N89°29'52"W



- LEGEND**
- PLACED 3/4"X18" IRON REBAR (WT=1.5 LBS/FT)
  - FOUND 3/4" IRON REBAR
  - ⊙ FOUND 1" IRON PIPE
  - ⊙ FOUND 1/2" IRON PIPE
  - ( ) "RECORDED AS" INFORMATION

**LEGAL DESCRIPTION**

A parcel of land located in the SE1/4 of the NW1/4 and the SW1/4 of the NE1/4 of Section 36, T6N, R8E, Town of Verona, Dane County, Wisconsin to-wit: Commencing at the East 1/4 corner of said Section 36; thence N89°29'52"W, 2292.80 feet along the South line of said NE1/4; thence N00°47'27"E, 33.00 feet to a point on the North right-of-way line of Sunset Drive, also being the point of beginning; thence N89°29'52"W, 322.64 feet along said North right-of-way line; thence N89°30'09"W, 326.28 feet along said North right-of-way line to a point on the East line of Lot 2, Certified Survey Map No. 12066; thence N01°09'44"E, 1275.28 feet along the East line of Lot 2, Certified Survey Map No. 12066 and the Northerly extension thereof to point on the North line of said SE 1/4 of the NW 1/4; thence S89°31'27"E, 321.14 feet to the Southeast corner of said Unit 3, Deer Haven Estates Condominium; thence S89°43'03"E, 319.52 feet to the Southeast corner of said Unit 3; thence S00°47'27"W, 1276.56 feet along the West line of Deer Haven Trail and the Southerly extension thereof to the point of beginning. Containing 822,482 square feet (18.882 acres).

**SURVEYOR'S CERTIFICATE**

I, Brett T. Stoffregan, Professional Land Surveyor, S-2742, hereby certify that the plat hereon is prepared in accordance with Wisconsin Statutes, Section 703.11 and is a correct representation of the condominium described. I further certify that such map correctly represents all exterior boundaries and that the locations of each unit and the common elements can be determined from the plat.

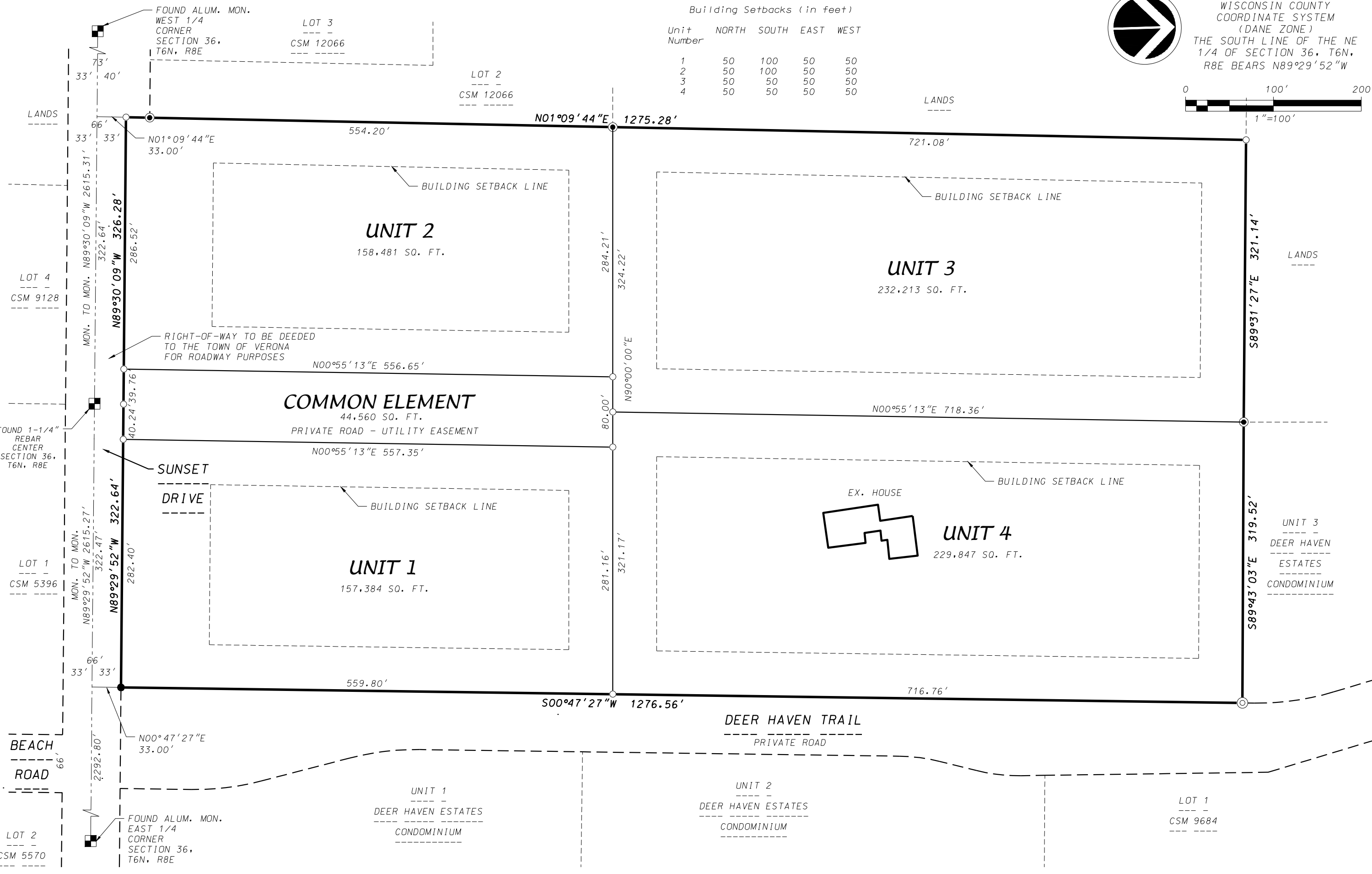
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021

Brett T. Stoffregan,  
Professional Land Surveyor, S-2742

**REGISTER OF DEEDS CERTIFICATE**

Received for recording this \_\_\_\_\_ day of \_\_\_\_\_, 2021 at \_\_\_\_\_ o'clock \_\_\_\_\_ M. and recorded in Volume \_\_\_\_\_ of Condominium Plats on Pages \_\_\_\_\_ as Document Number \_\_\_\_\_.

Kristi Chiebowski, Dane County Register of Deeds



BEACH ROAD

LOT 2  
CSM 5570

LOT 1  
CSM 5396

LOT 4  
CSM 9128

LANDS

UNIT 1  
DEER HAVEN ESTATES  
CONDOMINIUM

UNIT 2  
DEER HAVEN ESTATES  
CONDOMINIUM

LOT 1  
CSM 9684

UNIT 3  
DEER HAVEN  
ESTATES  
CONDOMINIUM

**D'ONOFRIO KOTTKE AND ASSOCIATES, INC.**

7530 Westward Way, Madison, WI 53717  
Phone: 608.833.7530 • Fax: 608.833.1089

## LEGAL DESCRIPTION

A parcel of land located in the SE1/4 of the NW1/4 and the SW1/4 of the NE1/4 of Section 36, T6N, R8E, Town of Verona, Dane County, Wisconsin to-wit: Commencing at the East 1/4 corner of said Section 36; thence N89°29'52"W, 2292.80 feet along the South line of said NE1/4 to the point of beginning; thence N89°29'52"W, 322.47 feet along said South line to the Center of said Section 36; thence N89°30'09"W, 326.67 feet along the South line of said NW1/4; thence N01°09'44"E, 33.00 feet to a point on the North right-of-way line of Sunset Drive; thence S89°30'09"E, 326.28 feet along said North right-of-way line; thence S89°29'52"E, 322.64 feet along said North right-of-way line; thence S00°47'27"W, 33.00 feet to the point of beginning.





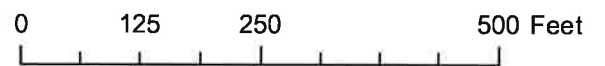
# Olsen Condo Plat--aerial photo circa 1976



November 11, 2021

## Dane County Mask

-  Dane County Mask
-  Road Names
-  Parcels



**Plan Commission Responses to Ad Hoc Committee Final Report Recommendations**

Group/Topic	Recommendation	Action	Reason
Group 1 - short term Stormwater	<p>To ensure that stormwater management systems operate as designed, the systems must be inspected annually by professionals in the field who have submitted professional qualifications and been pre-approved by the Town of Verona. An inspection form template can be designed by the Town or required from each developer’s SWMP preparer. The inspection reports should be submitted to the Town by April 15 each year. The developer or condo association should provide funding for the Town’s administrative costs to oversee this process and review the annual inspections.</p> <ul style="list-style-type: none"> <li>○ These inspection and reporting requirements, and the associated fees, should be spelled out in the subdivision ordinance, and should also be part of the Condominium of HOA Declaration and Development Agreement, so that the responsibility carries on past the developer stage.</li> </ul>	No action taken	Not within the scope of Town's regulatory authority; Report does not provide supporting data that indicates a need or resulting benefit;
	<p>To help mediate potentially damaging stormwater, the Town should state that it will look favorably on the use of rain retention gardens by homeowners in new developments and throughout the Township. This can be a general statement that the Town encourages such features, or a requirement that all, or a certain percentage, of the homes have such features.</p> <ul style="list-style-type: none"> <li>○ The NRAC committee could help to promote rain retention gardens and provide educational materials.</li> <li>○ This should be in the <b>subdivision ordinance</b>.</li> </ul>		
	<p>To protect clean, safe water for drinking and for stream and waterway habitats, the Town should continue to participate in the Wisconsin Saltwise Program for the training and practices of the Public Works staff. And, the Town should encourage residents to participate through an outreach education program in order to minimize salt usage on residential driveways and walkways as well as in home water softeners.</p>	No action taken	Town currently participates in the Salt wise program
	<p>The Town should make it policy to not allow developers to reduce lot sizes because they are addressing stormwater issues. These costs are inherent with every development.</p>	No action taken	Addressed in Draft Land Division and Development Ordinance
Design Specs	<p>Require sight line preservation/viewshed analysis for new construction in the Town. For example, use GIS to view development internally and from adjacent areas and elevations to determine how it will look and its aesthetic impact on the community. For example, homes on lots overlooking a glacial valley are great for homeowners but have an aesthetic impact on the community and a potential cost to the rural landscape. Include this requirement in the new subdivision ordinance.</p> <ul style="list-style-type: none"> <li>○ The Nelson Institute for Environment Studies at UW-Madison will be a likely resource for GIS.</li> <li>○ This should be in the <b>subdivision ordinance</b>.</li> </ul>	No action taken	Addressed in Draft Land Division and Development Ordinance
	<p>Developers should be required to put a Town representative other than the Plan Commission Chair and Town Administrator on the committee that reviews its developments and architecture during subdivision buildout, especially for landscape plans, natural resources review, preservation of natural areas, set-backs from the street, placement of housing, and tree planting.</p> <ul style="list-style-type: none"> <li>○ An interim committee could be assigned to establish guidance for this process.</li> </ul>		



When an owner applies for a subdivision, require a plan for current and future development at the same time, declaring development land with its higher tax base for the whole property. The Town wishes to avoid piecemeal development on any one owner's parcel.

No action taken

Town currently does this

- This should be in the **subdivision ordinance**.

In areas where density is greatly increasing, such as the Midtown Rd/northwest area of Town, require engineer reports to plan for future conversion to municipal water and sewer (easements).

No action taken

Report does not provide supporting data that indicates benefit

- Developers' articles of incorporation must grant rights for future conversion to municipal water and sewer without additional charges to the Township.
- This should be in the **subdivision ordinance**.

Tighten the rules in the Dark Sky Ordinance. Non-compliant owners should resolve issues in 60 days, not 6 months as currently stated. (e.g., turn off non-compliant light fixture until replaced)

No action taken

Report does not provide supporting data that indicates a need or resulting benefit; not within the scope of the Plan Commission

Work with neighboring communities and highway department to improve Dark sky conditions at the Town of Verona borders.

No action taken

Not within the scope of Town's regulatory authority

Per the Dane County Water Quality Plan, CARPC 2013 (Appendix I, *Private On-Site Wastewater Treatment Systems Management*, pg. 4), rural subdivisions or developments that include clusters (20 or more) of on-site systems with an average density of one house per 1-1.5 acres, based on the gross acreage of the development, should include an evaluation to ensure that drinking water supplies are protected. If the evaluation indicates a risk for nitrate levels above 10 mg/L, alternatives such as protected water supplies (well location and depth), utilizing nitrogen-reducing wastewater treatment systems, or community scale water supply and wastewater treatment systems should be utilized. This evaluation should be paid for by the developer.

No action taken

Not within the scope of Town's regulatory authority

- This should be in the **subdivision ordinance**.

Per the Dane County Water Quality Plan, CARPC 2013 (Appendix I, *Private On-Site Wastewater Treatment Systems Management*, pg. 4), private on-site wastewater treatment systems sited in drinking water aquifers or near sensitive aquatic areas should incorporate additional nitrogen removal technologies prior to final soil discharge. There are innovative methods and technologies for improving the nitrogen removal of on-site wastewater treatment systems and thus improving the groundwater quality, as recommended by the US EPA. This evaluation and subsequent engineering plans to be paid for by the developer.

No action taken

Not within the scope of Town's regulatory authority

- This should be in the **subdivision ordinance**.

Open Space

All subdivisions (condo plat, conventional, or conservation) should be required to set aside parkland/playground/open space as required by Dane County subdivision ordinance (1750 sq. ft. per each proposed residential dwelling unit). In keeping with the Town's encouragement of new subdivisions and residents' commitment to open spaces and parks, the Town must plan for delivering and funding the associated services: park maintenance, upkeep, etc.

No action taken

Addressed in Draft Land Division and Development Ordinance

- Include this requirement in the new **subdivision ordinance**.

	<p>1. Define when unbuildable lands can be considered by developers as “park” or open space. Prohibit development plans from including roads and stormwater systems as open space set-aside.</p> <ul style="list-style-type: none"> <li>○ Include this requirement in the new <b>subdivision ordinance</b>.</li> <li>○ Uphold the <b>Town of Verona Natural and Recreational Areas Plan 2018-2023</b>, which offers priorities, guidelines, and recommendations for dealing with the challenges of growth and preserving natural resources and open space.</li> </ul>	No action taken	Addressed in Draft Land Division and Development Ordinance
Traffic/Safety	<p>Prior to beginning construction on homes, developer must install all required traffic signage and have written compliance approval by Town’s Public Works representative. These may include stop signs at intersections, speed limit, dangerous curves, and street names.</p> <p>Require traffic studies conducted according to guidelines that the Town defines - paid for by the developer, that meet a higher standard than current practice (which has been at the sole discretion of the developer). Based on unbiased traffic study, developer to consider Dane County bicycle routes and subdivision’s impact on designated bike routes. Encourage connection to established routes. If possible, set aside easement to established bike paths. Could do the same to hiking/walking routes, e.g., Ice Age Trail.</p> <p>Incorporate Dane County bike route map in the developer review.</p> <p>Assessment of impact on bike/hike routes must include bicycle traffic and hiking during peak recreational hours/days/dates.</p> <p>Developers to provide a traffic study by a Town-approved professional to determine the impact a development will have on municipality costs for road repair and other services. Cost projections for resulting road repair should be incorporated into Public Works line- item budget.</p> <p>Clear maps should be submitted prior to approval of new developments outlining common areas and public access and Ice Age Trail.</p> <p>Developers should submit provisions to protect healthy trees, geography/topography, and endangered species.</p> <ul style="list-style-type: none"> <li>○ Adherence to these provisions will be monitored by Town staff. Staff time will be charged back to developers at hourly rates.</li> <li>○ Work with <b>NRAC or a consultant</b> to understand the conventional methodology for tree protection ordinances.</li> </ul>	No action taken	Report does not provide supporting data that indicates a need or resulting benefit;
		No action taken	Addressed in Draft Land Division and Development Ordinance; Report does not provide supporting data that indicates a need or resulting benefit
		No action taken	Addressed in Draft Land Division and Development Ordinance
		No action taken	Addressed in Draft Land Division and Development Ordinance; Report does not provide supporting data that indicates a need or resulting benefit
		No action taken	Addressed in Draft Land Division and Development Ordinance; report does not provide supporting data that indicates a need or resulting benefit
		No action taken	Addressed in Draft Land Division and Development Ordinance
		No action taken	Addressed in Draft Land Division and Development Ordinance
Financial Impacts	<p>Review all language potentially transferring legal and financial burdens, such as those regarding petitions to “terminate restrictions” or to dedicate road to government jurisdictions. These have the potential for unplanned liability and cost for the Town.</p> <ul style="list-style-type: none"> <li>○ No development agreement should put the Town at risk for accepting roads/road repair. This should be a Town initiative.</li> </ul>	No action taken	Report does not provide supporting data that indicates a need or resulting benefit

Governance

- **Developer agreements** should state that the Town will not accept private roads unless, by a public meeting/town vote, it is shown that the Town will benefit by the acceptance of such roads and will not be responsible unduly for the costs of repair.

No action taken

Already included in Development Agreements and standard for road acceptance

Escrow Deposit. Require cash or an irrevocable line of credit. Double the escrow limit if it's an irrevocable line of credit.

No action taken

Addressed in Draft Land Division and Development Ordinance; all development agreements are reviewed by Town Attorney and approved by Town Board

For condos: Developer agree to provide contract snow plowing services, conduct a cost analysis to confirm the Town has accounted for all costs in the fee it charges (staff, fuel, equipment, depreciation). Also, confirm whether the Town incurs any legal liabilities providing these services, and whether there are any insurance constraints/issues.

No action taken

All contracts reviewed and approved by Town Attorney

For condos: **Developer agreements** should not allow a landowner or condo association the option to remove the restrictions that define the development.

No action taken

Already included in Development agreements

Town should conduct financial analysis of Town staff/resources. Compare 5 years ago with today. Compare how much different developers paid in total for staff time. Require staff to record their time working on development issues starting January 1, to aid in future analysis and accurate reimbursements to the Town for expending staff resources on developer projects.

No action taken

Staff time is billed against escrow accounts currently

Town should define whether and where growth is beneficial based on things such as a strategy to protect the Town's borders; maximizing the use of existing infrastructure like water/waste treatment systems; minimizing the loss of productive farmland and valuable natural resources.

No action taken

Addressed in Comprehensive Plan

Create a clear conflict-of-interest policy that Town supervisors and employees cannot engage in business or in consulting roles with developers or their agents who have been involved in developments in the Town in the previous 5 years.

No action taken

Addressed in Ordinances; report does not provide supporting data that indicates a need or resulting benefit

- Create an ordinance for same or revising the existing Chapter 1.

Create a revised development submittal check list, incorporating new recommendations.

Update checklist as needed

Prepare and publish the map of steep slopes in the Town. Page 63 of the comprehensive plan refers to such a map, (*"The Town has mapped sensitive environmental features that require special consideration for protection including steep slopes, wetlands and floodplains (Map 9.6)"*), but map 9.6 is "Future Land Use" and map 9.5 is "Floodplain and Wetlands."

recommend adding Steep Slopes Map from 2013 Comp Plan to TOV website

Require the developer of a subdivision to hold a meeting with the neighbors, a "fully informed neighborhood" that broadly includes all neighbors affected by potential future traffic and/or ramifications from new development. Present a written report of the feedback to the Town.

No action taken

Current practice: Neighborhood meeting invites go out to all property owners within 500-1000' of proposed development project and summary report provided

- Add this requirement to the **developer checklist**.

Group 2 - medium term	The Town should support and work with partner organizations and should collaborate with and work to implement the goals of Regional Planning groups, such as <a href="#">CARPC</a> , <a href="#">Dane County Land &amp; Water Resources Department</a> , <a href="#">Planning Division of Dane County Dept. of Planning &amp; Development</a> , <a href="#">Wisconsin Salt Wise Partnership</a> , <a href="#">Public Health Madison Dane County</a>	No action taken	Report does not provide supporting data that indicates a need or resulting benefit
Stormwater	The Town should designate personnel to monitor landowners, assuring that they take all reasonable steps to limit damage and change to topographical features, geographical formations, and vegetation, including native species planted in bioretention basins, in new developments, including performing maintenance repair of stormwater facilities.	No action taken	Report does not provide supporting data that indicates a need or resulting benefit
	The Town should develop educational materials promoting the establishment of rain gardens on individual properties or in common spaces of subdivisions – new and old.	No action taken	Report does not provide supporting data that indicates a need or resulting benefit
Design Specs	Encourage the Plan Commission and Town Board to identify and attract development that will implement infill strategies that increase density where development is already established, such as along Nesbitt Road.	No action taken	Addressed in Comprehensive Plan; further action would have to be initiated by the Town Board as a priority item
Open Space	Use subdivision land control to require and promote trails, hiking and biking paths, and dedicated park space. Town should take a twenty-year view of developments: How will future residents be rewarded by the Town board's good judgement and planning? Include the requirement in the new subdivision ordinance. o Include the requirement in the new subdivision ordinance.	No action taken	Addressed in Comprehensive Plan
	Develop a Farm Land Preservation Program: TOV is not designated as an Agriculture Enterprise Area. If a municipality petitions to be one (it requires at least 5 farmers, the municipality, and the county) and is accepted, farmland owners are eligible for tax credits - <a href="https://datcp.wi.gov/Documents/FPPBrochure.pdf">https://datcp.wi.gov/Documents/FPPBrochure.pdf</a> .  o Have a subcommittee of the Town Board or NRAC form to work on the process.	No action taken	NRAC currently researching the program
	Consider asking residents to fund, through a tax, purchase of development rights or transfer of development rights, to preserve agricultural land use and open space in perpetuity. We note that resident responses strongly encouraged using tax dollars or zoning regulations for such purposes (Comp Plan Survey and Natural and Recreational Areas Plan 2018-2023).	No action taken	Report does not provide supporting data that indicates a need or resulting benefit; Comp plan contains Farm Land Preservation category which was requested by the landowners in that category
Natural Resources	Create a set of mandatory or suggested best-practices toward more comprehensive natural resource preservation/management practices. These principles are applicable to a development's approach to sustainability, working with natural resources, preserving/conserving the rural scenery and character, and should not be ambiguous and/or subjective. o The NRAC Committee would be ideal for this; to both create the policy and monitor it.	No action taken	Report does not provide supporting data that indicates a need or resulting benefit

	Implement recommendations to increase specificity in development guidelines and plan requirements. A method should be devised to monitor and enforce guidelines to deal with endangered species, invasive species, parks/open space, habitat <u>restoration, etc.</u>	No action taken	Report does not provide supporting data that indicates a need or resulting benefit
	Require a calculation of loss of timber and a plan for mitigation, and monitor lots in approved developments during building permit review process.	No action taken	Report does not provide supporting data that indicates a need or resulting benefit
	Increase developer escrow accounts to cover additional items such as the first year or two of stormwater system inspections, road repairs for damage due to construction traffic, etc.	No action taken	Not within the scope of Town's regulatory authority; report does not provide supporting data that indicates a need or resulting benefit
Group 3 - Long term			
Stormwater	The Town should consider implementation of a stormwater ordinance that reflects newer science than the state regulations, since the new development will affect the Town for a long time to come.	No action taken	Not within the scope of Town's regulatory authority; County uses 200yr storm event
	Create a definable strategy of staged, intentional development with specified verifiable policy end goals to preserve what is best for the future of the Town and for generations to come, and not just taxable units.	No action taken	Addressed in Comprehensive Plan
	Create an overlay district that shows environmental corridors which the Town seeks to preserve and restore. After creation, work with Dane County to have it mapped.	No action taken	Addressed in Comprehensive Plan; report does not provide supporting data that indicates a need or resulting benefit

# TOWN OF VERONA

---

---

**TO:** Town Board of Supervisors

**DATE:** January 26, 2022

**FROM:** W. Christopher Barnes, Public Works Director

**SUBJECT:** Valley 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. Chapter 5 is silent to the adopted speed on Valley Road. Applicable sections of the state statute in part read:

*REASONABLE AND PRUDENT LIMIT. No person shall drive a vehicle at a speed greater than is reasonable and prudent under the conditions and having regard for the actual and potential hazards then existing. The speed of a vehicle shall be so controlled as may be necessary to avoid colliding with any object, person, vehicle, or other conveyance on or entering the highway in compliance with legal requirements and using due care.*

*And*

*In the absence of any other fixed limits or the posting of limits as required or authorized by law, 55 miles per hour.*

The design of the Valley Road bridge replacement has brought into question the posted speed limit on Valley Road and the additional guardrail lengths and shoulder requirements necessary for a posted 55 mile per hour speed limit. A 55 mile per hour design speed requires longer guardrail lengths and much wider shoulder and slope grading limits which could negatively impact the adjacent properties. Currently, Valley Road is posted as 45 miles per hour speed limit westbound and is not posted eastbound. Adopting a 45 mile per hour speed limit on Valley Road will be in conformance with the existing westbound signage. Based upon the existing road conditions, bridge restrictions, and vertical curve, a 45 mile per hour speed limit is reasonable and prudent for Valley Road. Specifically, the Chapter 5 ordinance addition and change would be:

**To 45 Miles per Hour: Valley Road from its intersection of Wisconsin State Highway 69 to its intersection with Sugar River Road.**

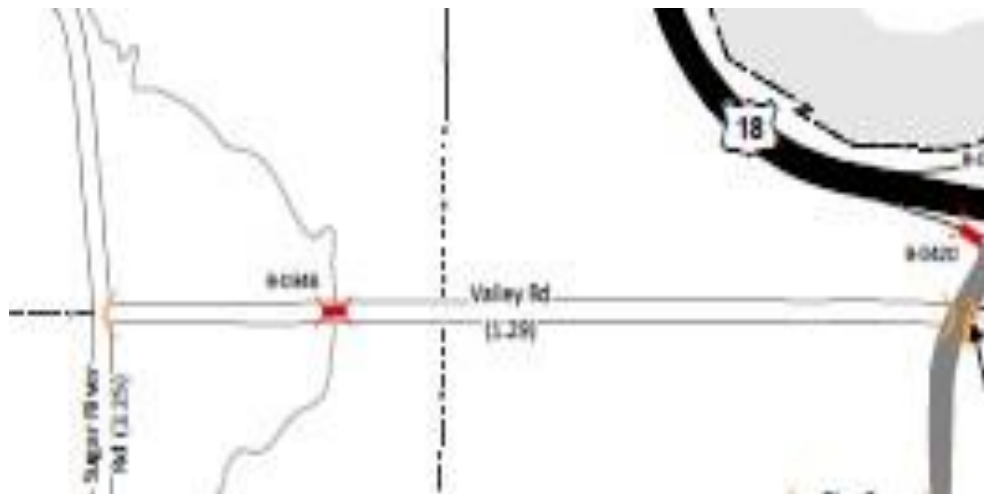
Wisconsin Statutes allow for towns to adopt speed limits and to lower speed limits from 55 miles per hour to 45 miles per hour based upon engineering judgment. The aforementioned conditions are adequate conditions to warrant a speed limit adoption. This speed limit adoption

was reviewed by the Public Works Committee on January 18, 2022 and the committee action was to recommend this adoption for consideration by the Town Board.

It is recommended that the Town of Verona adopt a fixed and adopted speed limit on Valley Road from Wisconsin State Route 69 to the intersection of Sugar River Road as 45 mile per hour in accordance with Wisconsin Statute provisions. Should you have any questions regarding this matter, please let me know.

## Speed Limit Adoption Location

North



Valley Road

ORDINANCE NO. 2022-01

Town of Verona  
Dane County, Wisconsin

ORDINANCE TO ESTABLISH THE SPEED LIMIT ON VALLEY ROAD

WHEREAS, the Town Board of the Town of Verona, Dane County, Wisconsin, finds that, based on investigation, the statutory speed limit on Valley Road is greater than is reasonable or safe under the conditions found to exist; and

WHEREAS, the Town Board declares the necessity to establish a reasonable and safe speed on said road different from that established by Wisconsin Statute;

NOW, THEREFORE, the Town Board, in order to promote public safety and welfare, does ordain as follows:

Section 5.03(2) of the Town of Verona Code of Ordinances shall be amended as provided below by adding the underlined language:

(e) To 45 Miles per Hour

16. Valley Road, from its intersection with State Highway 69 westerly to its intersection with Sugar River Road.

This ordinance shall take effect upon publication or posting as required by law.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mark Geller, Chairperson

Attest:

\_\_\_\_\_  
Teresa Withee, Clerk/Treasurer



# TOWN OF VERONA

---

---

**TO:** Town Board of Supervisors

**FROM:** Sarah Gaskell, Planner/Administrator

**SUBJECT:** Administrator Report for February 2022

## **Upcoming Meetings**

- Plan Commission - February 17th; Virtual meeting
- NRAC – February 8th, 6:30pm Town Hall
- Public Works – February 15<sup>th</sup>, 6:30pm Town Hall

## **General**

- Remote hours continue for the following staff:
  - Teresa Withee - Wednesdays
  - Sarah Gaskell – Thursdays
- Town Hall mask guidance – masks required indoors via Public Health Order (expires February 1, 2022); probable extension

## **Work Plan**

- Finalize Subdivision Ordinance – Public hearing February 1st, 2022
- Audit
- Blanket Rezone process for Cross Country Circle Neighborhood – submitted to County; working its way through approvals, likely late February for approved change
- Communications Plan
- Emergency Plan
- Impact Fee Analysis
- ARPA project determination; April 2022 reporting deadline
- Town Board Supervisor Handbook
- Town Board Annual Workshop

# TOWN OF VERONA

---

---

**TO:** Town Board of Supervisors

**FROM:** Teresa Withee, Clerk/Treasurer

**SUBJECT:** Clerk/Treasurer Report

## Clerk

- Attended January town board meeting and recorded minutes
- Received, recorded and verified all election paperwork for four town board candidates for the spring election
- Updated election page on website
- Submitted DHS Tobacco License Report
- Completed DSPS Self Certification Report for 2% Fire Dues

## Treasurer

- Reviewed invoices and prepared checks.
- Completed and returned an audit request for deposit scanning for Capitol Bank
- January settlements were made to Dane County, Verona Area School and MATC for a total of \$2,229,542
- Collected \$2,129,840 through January 25, 2022 in property tax payments, the second settlement is due February 20<sup>th</sup>
- Received payment from DNR for PILT and distributed to MATC, Verona Schools and Dane County.
- Began audit prep work

# TOWN OF VERONA

---

---

**TO:** Town Board of Supervisors  
Public Works Committee

**DATE:** January 28, 2022

**FROM:** W. Christopher Barnes, Public Works Director

**SUBJECT:** Monthly Report – January 2022

The monthly Public Works Department Activity report is submitted for the information and review of the Board and the Committee. January has been a busy month with winter snow and ice events, right of way clearing and brush cutting. 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**

- Responded to snow/ice events on 1/22,1/23, 1/24, /1/25
- Cut roadside brush on Country view, White crossing and Sugar River roads
- Continued to monitor Paulson Road culvert for beaver dams
- Picked up approximately 1 cubic yards of fly dumping items on various roads
- Sent out requests for proposal information for a seasonal brush program. Interested parties must respond by February 11, 2022
- Interviewed one candidate for on-call snow plowing

## **Equipment and Facility Activities**

- Replaced back lights on the 2014 Peterbilt for improved night visibility
- Received quotes to add capacity to the public works garage water softening system.
- Contacted MG&E and General Heating to request cost conversation quotes to gas.
- Repaired 6 outside parking lot light bulbs from wind damage

### **Sanitary Sewer Utility Activities**

- Sent out requests for quotation for 2022 sewer cleaning and televising bids. Quotes are due February 11, 2022
- Updated sewer GIS system to include the Nesbitt roundabout sewer data and history
- Responded to 1 Digger Hotline utility relocate request

### **Engineering Activities**

- Reviewed for comments the Valley Road bridge plans. Waiting for WISDOT notice to proceed to acquire several temporary grading easements
- Prepared a draft summary of the Fitchrona Road/Goose Lake drainage study
- Prepared cost estimate several uses of the ARPA funds, specifically repaving Fitchrona Road, Whalen Rod to Tonto Trail.
- Issued 1 driveway permit after approval by the Public Works Committee (Red Stone Lane)
- Prepared the 2022 road improvement program for bidding after approval of the roads, (Grandview, Sunset, Rolling Oaks) by the Public Works Committee. Bids schedule to be received March 7, 2022

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

## Collaboration on City of Verona Comprehensive Plan Amendments

Town of Verona Board Meeting

February 1, 2022

From Tom Mathies

### Background

On December 13, 2021, the City of Verona Common Council approved an amendment to the City's comprehensive plan for the area southeast of the intersection of CTH PD and CTH M.

The intergovernmental agreement between the Town and City requires collaboration on comprehensive plan amendments. There was no collaboration on this amendment.

### Question

How should the Town Board respond?

### Possible Response

Below is a draft letter, directed towards cooperation on this issue and on future issues.

---



7669 County Highway PD, Verona, WI 53593  
(608) 845-7187  
[www.town.verona.wi.us](http://www.town.verona.wi.us)

---

January 26, 2022

Dear Mayor Diaz and City of Verona Alderpersons,

The Town of Verona Board of Supervisors is concerned that the City's recent process for adopting a comprehensive plan amendment for the West Madison Bible Church area did not include collaboration as provided in our intergovernmental agreement:

*12.01 The City and the Town agree to amend their respective Comprehensive Plans to be consistent with the terms of this Agreement. The Town and City each agree to share and collaborate with staff from each respective community when amending a comprehensive plan. Involvement may include providing feedback on elements of the comprehensive plan relating to this Agreement to ensure City and Town plans are consistent with this Agreement.*

We request that the City take action to correct this situation.

We are requesting a meeting between a few Common Council and Town Board members to discuss this as well as improving cooperation on future projects.

Thank you,

Mark Geller, Town Chair, on behalf the TOV Board of Supervisors

[Signed by Mark Geller, Town Chair]

**Town of Verona**  
**Check Detail**  
January 2022

Num	Date	Name	Memo	Original Amount
ACH	01/03/2022	Delta Dental	Employee Dental	64.72
ACH	01/14/2022	Alliant Energy	Town Hall Utilities	472.91
			Shop Utilities	144.97
ACH	01/14/2022	WI Dept of Revenue	Business Tax Registration Renewal	10.00
5336	01/14/2022	Affiliated Com-Net, Inc.	Service from 02/01/22 - 02/28/22	117.93
5337	01/14/2022	Aldo Partners	Escrow Refund	1,000.00
5338	01/14/2022	Associated Appraisal Consultants, Inc.	Professional Services - Jan 2022	728.00
5339	01/14/2022	Blue Line Designs	Escrow Refund	1,000.00
5340	01/14/2022	City of Verona	2022 1st Half Fire Operating	93,881.00
5341	01/14/2022	Coons Construction, LLC	Escrow Refund	2,000.00
5342	01/14/2022	Disch Auto	Tow Plow Truck	400.00
5343	01/14/2022	Dorn True Value Hardware #2	Inv 14768 Street Lights	24.97
			Inv 14810 Mailbox (2)	41.98
			Inv 14650 Shop Supplies	141.94
5344	01/14/2022	Fitch-Rona EMS	Operating Fund Jan-Jun 2022	44,180.00
5345	01/14/2022	General Communications Inc	2021 Plow Truck Equipment	644.39
5346	01/14/2022	Hart DeNoble Builders	Escrow Refund	1,000.00
5347	01/14/2022	Insight FS-Arlington LP Service	Town Hall Utilities	670.48
			Shop Utilities	330.23
5348	01/14/2022	Jason Thomas Homes	Escrow Refund	1,000.00
			Escrow Refund	1,000.00
5349	01/14/2022	Keuler Construction	Escrow Refund	1,000.00
5350	01/14/2022	Kwik Kill Pest Control	Annual Pest Control Services	756.60
5351	01/14/2022	Magic Hands Cleaning Services, LLC	12/9/21 - 12/23/21 Cleaning Service	130.00
5352	01/14/2022	Marten Building Designs	Escrow Refund	1,000.00
5353	01/14/2022	Midwest Homes	Escrow Refund	1,000.00
5354	01/14/2022	Municipal Treasurers Association of WI	Annual Membership MTAW	60.00
5355	01/14/2022	NAPA Auto Parts	End Loader Battery	269.78
5356	01/14/2022	Pellitteri Waste System	Trash / Recycling Services	9,974.23
5357	01/14/2022	Platinum Builders Custom Homes.	Escrow Refund	1,000.00
5358	01/14/2022	Poulsen Enterprises Inc	Escrow Refund	1,000.00
5359	01/14/2022	Prairie Circle Development	Escrow Refund	1,000.00
5360	01/14/2022	Premier Builders.	Escrow Refund	1,000.00

## Town of Verona Check Detail January 2022

Num	Date	Name	Memo	Original Amount
5361	01/14/2022	PSD Building Design	Escrow Refund	1,000.00
5362	01/14/2022	Quality First Custom Homes	Escrow Refund	1,000.00
5363	01/14/2022	R T Thomas Design & Construction LLC	Escrow Refund	1,000.00
5364	01/14/2022	Securian Financial Group, Inc.	Employee Life Insurance	87.54
5365	01/14/2022	Siemens Industry, Inc.	Fire Service Agreement	395.00
5366	01/14/2022	Tim O'Brien Homes	Escrow Refund	1,000.00
5367	01/14/2022	Town of Verona Property Tax Fund	Private Septic Maint	9.54
5368	01/14/2022	Vieth Consulting	Wifi Issue at Town Hall	330.75
			QuickBooks Update and Software on Laptop	148.50
			Monthly Service Fee	287.00
			Monthly Service Fee	287.00
5369	01/14/2022	Waterstone LLC.	Escrow Refund	1,000.00
5370	01/14/2022	Wisconsin Media Group	Type A Notice - Spring Election	272.03
			Public Hearing Notice	68.26
			Town Board Agenda	72.81
5371	01/14/2022	Zurbuchen Oil Co	Fuel	1,432.04
5372	01/14/2022	City of Verona	2022 Jan Senior Center	4,000.00
5373	01/24/2022	City of Verona	2022 Feb Senior Center	4,000.00
5374	01/24/2022	Dane County Treasurer	Dec 2021 Police Services	3,382.87
5375	01/24/2022	Hooper Corporation	Shop Furnace Repair	738.50
5376	01/24/2022	MSA Professional Services	2022 Roadway Maintenance	605.00
5377	01/24/2022	Premier Cooperative	2007 Air Brakes	255.32
5378	01/24/2022	TDS Telecom	Monthly Phone Services	276.27
5379	01/24/2022	WI Dept of Revenue	2021 Assessment of Manufacturing Property	51.21
5380	01/24/2022	Dane County Treasurer	PILT due to Dane Co for tax year 2021	4,608.57
5381	01/24/2022	Madison Area Technical College	PILT due to MATC for tax year 2021	1,113.14
5382	01/24/2022	Verona Area School District	PILT due to Verona School for tax year 2021	17,440.59
			<b>TOTAL</b>	<b>211,906.07</b>
<b>Tax Account</b>				
3082	01/10/2022	Dane County Treasurer1	2021 January Settlement	443,605.64
3083	01/10/2022	Madison Area Technical College	2021 January Settlement	107,149.57
3084	01/10/2022	Verona Area School District	2021 January Settlement	1,678,787.07
			<b>TOTAL</b>	<b>2,229,542.28</b>