



## 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 may be read.
- 4) Approval of minutes from September 6 and 27, 2022
- 5) Public Hearing: CUP Application 2022-02 by Michael Thompson and Katie Kwas for a Limited Family Business to be located at 6537 Shady Bend Road, Verona WI
- 6) Motion to go into Closed Session per Wis. Stats. 19.85 (1) (g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Consideration of: Dane County Case Number 2022CV001046 Norbert Repka vs. Dane County a Wisconsin body corporate, et al
- 7) Move to reconvene in open session
- 8) Committee Reports
  - A. Plan Commission
  - B. Public Works
  - C. Ordinance Committee
  - D. Financial Sustainability Committee
  - E. Natural and Recreational Areas Committee
  - F. EMS Commission
  - G. Senior Services Committee
  - H. Town Chair's Business
  - I. Supervisor Announcements
- 9) Staff Reports
  - A. Administrator/Planner Report
  - B. Public Works Director Report

C. Clerk/Treasurer Report

10) Old Business

A. Discussion: Review of 2022 Budget to Actuals and Preliminary 2023 Budget

11) New Business

A. Discussion: Check Register Review

12) 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: 09/23/2022

Revised: 09/29/2022



## 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 Minutes**  
**Tuesday, September 06, 2022 – 6:30 pm**

Town Board Members Present: Chair Geller, Mathies, Lonsdorf, Duerst, and Paul

Staff Present: Administrator/Planner Gaskell, Clerk/Treasurer Withee and Public Works Director Barnes

Applicants Present:

- 1) Call to Order/Approval of the Agenda – Chair Geller called the meeting to order at 6:30 pm. Motion by Duerst to approve the agenda, second by Paul. Motion carried by voice vote.
- 2) Pledge of Allegiance
- 3) Public Comment - none
- 4) Approval of minutes from August 2, 2022 – Motion by Lonsdorf to approve the minutes from August 2, 2022, with corrections, second by Duerst. Motion carried by voice vote.
- 5) Committee Reports
  - A. Plan Commission
    1. Discussion and Possible Action: Dane County Zoning Opt-Out Process – Letter of Intent. Geller provided background regarding this process. Discussion by board. Motion by Mathies to proceed with the letter of intent, second by Duerst. Motion carried by voice vote.
  - B. Public Works Committee
    1. Discussion and Possible Action: Recommendation for acceptance as a public town road for Twin Rock Subdivision (Twin Rock Road, Prairie Vista Drive, Dragonfly Court). Motion by Duerst to accept as public town roads for Twin Rock Subdivision (Twin Rock Road, Prairie Vista Drive and Dragonfly Court), second by Mathies. Motion carried by voice vote.
    2. Discussion and Possible Action: Recommendation for acceptance as a public town road for Prairie Circle Extension. Motion by Duerst to accept as public town roads the Prairie Circle Extension, second by Mathies. Motion carried by voice vote.
  - C. Ordinance Committee – no meeting
  - D. Financial Sustainability Committee
    1. Discussion and Possible Action: 2023 Town of Verona Fees. Mathies introduced the proposed changes. Motion by Mathies to accept the fees as presented including the changes to the building inspector fees to be effective January 1, 2023, second by Paul. Motion carried by voice vote.

- E. Natural and Recreational Areas Committee – no meeting
- F. EMS Commission – no meeting
- G. Senior Services Committee – no meeting
- H. Town Chair’s Business – Land Use Planning Presentation 10:00 am this Saturday at Town Hall with a brat cookout afterwards. He has resigned from the Regional Plan Commission.

6) Supervisor Announcements

- A. Lonsdorf thanked Geller for serving on the Regional Planning Commission. He would be interested in information regarding HOA’s in the Town and their status. He would also like budget to actual updates provided monthly.
- B. Duerst provided an update on the Highway 69 project.

7) Staff Reports

- A. Administrator/Planner Report – Gaskell stated that the first brush collection is scheduled for Saturday, September 10th. No vouchers have been sold to date, but someone will be available to sell them on Saturday.
- B. Public Works Director Report was included in the packet.
- C. Clerk/Treasurer Report was included in the packet.

8) Old Business

- A. Discussion and Possible Action: Resolution 2022-04 to Adopt the Dane County Natural Hazard Mitigation Plan: 2022 Update. Motion by Duerst to adopt Resolution 2022-04 to Adopt the Dane County Natural Hazard Mitigation Plan: 2022 Update, second by Lonsdorf. Motion carried by voice vote.
- B. Discussion and Possible Action: Continuation of the Municipal Court. Gaskell provided an update on the discussions regarding municipal court. Discussion by board. Special meeting date to be determined.

9) New Business

- A. Discussion and Possible Action: Amend the Minutes from the September 2021 Town Board Meeting. Motion by Lonsdorf to amend the minutes from the September 2021 board meeting to include list of NRAC goals be included, second by Geller. Discussion by board. Mathies stated since this was only a discussion item and no motions were taken it should not be included, he feels the board did not specifically approve these items. Lonsdorf stated it is confusing whether the board approved the goals. Geller stated the board discussed PDR’s several times and those discussions have been documented but he does not support

changing the minutes. Paul read this as this is what they would like to work on but that it isn't clear that the board approved these as goals or if this is only proposed priorities. Duerst is not in favor of changing the minutes that were approved over a year ago. All votes were nay. Motion failed by voice vote.

- B. Discussion: Review of 2022 Budget to Actuals and Preliminary 2023 Budget. Discussion by board.
- C. Discussion: Check Register Review – discussion by board.

10) Motion by Duerst to adjourn, second by Paul, meeting adjourned with no objection at 8:21 pm.

Prepared by Teresa Withee, Town Clerk  
Approved:

DRAFT

**Town of Verona**  
**Special Town Board Meeting Minutes**  
**Tuesday, September 27, 2022 – 3:00 pm**

Town Board Members Present: Chair Geller, Mathies, Lonsdorf, Duerst, and Paul  
Staff Present: Administrator/Planner Gaskell and Clerk/Treasurer Withee

- 1) Call to Order/Approval of the Agenda – Chair Geller called the meeting to order at 3:00 pm. Motion by Duerst to approve the agenda, second by Lonsdorf. Motion carried by voice vote.
- 2) Pledge of Allegiance
- 3) Public Comment - none
- 4) Public Safety
  1. Discussion and Possible Action: Adoption of Ordinance 2022-02 – An Ordinance Discontinuing the Joint Municipal Court among the Town of Madison, Town of Middleton and the Town of Verona, Dane County. Gaskell provided an explanation of the requirements regarding a municipal court. Motion by Lonsdorf to approve the Adoption of Ordinance 2022-02 – An Ordinance Discontinuing the Joint Municipal Court among the Town of Madison, Town of Middleton and the Town of Verona, Dane County, second by Duerst. Discussion by board. Motion carried by voice vote.
  2. Discussion and Possible Action: Adoption of Ordinance 2022-03 – An Ordinance Creating a Joint Municipal Court for the Town of Middleton and the Town of Verona, Dane County. Gaskell updated the board. Motion by Duerst to approve Adoption of Ordinance 2022-03 – An Ordinance Creating a Joint Municipal Court for the Town of Middleton and the Town of Verona, Dane County, second by Mathias. Discussion by board. Motion carried by voice vote.
  3. Discussion and Possible Action: Approval of an Intergovernmental Agreement: Creation of the Western Dane County Joint Municipal Court in partnership with the Town of Middleton. Gaskell updated the board regarding the terms of the agreement. Motion by Duerst to approve Intergovernmental Agreement: Creation of the Western Dane County Joint Municipal Court in partnership with the Town of Middleton, second by Geller. Discussion by board. Motion carried by voice vote.
- 5) New Business
  1. Discussion: Scheduling the 2023 Draft Budget Workshop date. Workshop date set for October 25, 2022, 5:00 pm to 7:00 pm. Finance committee will be invited to attend as well.
- 6) Motion by Geller to adjourn, second by Mathies, meeting adjourned with no objection at 3:35 pm.

Prepared by Teresa Withee, Town Clerk  
Approved:

**TOWN OF VERONA**  
**APPLICATION FOR LAND USE CHANGE**

Please review the Town of Verona Comprehensive Land Use Plan and Subdivision and Development Ordinance 05-04 (found on the Town website: ([www.town.verona.wi.us](http://www.town.verona.wi.us)) and Dane County Ordinances Chapter 10 – Zoning, Chapter 11 – Shoreland, Shoreland-Wetland and Inland-Wetland Regulations, and Chapter 75 – Land Division and Subdivision Regulations prior to application. A pre-application meeting or initial review should be scheduled with Town Staff and/or Plan Commission Chair if you have any questions or concerns and to determine the fees associated with the application.

Proposed land use change for (property address/legal description): 6537 Shady Bend Rd.  
Verona, WI 53593

Please check all that apply:

- comprehensive plan amendment – please see specific submittal requirement
- rezone petition
  - current zoning category \_\_\_\_\_
  - new zoning category \_\_\_\_\_
- conditional use permit
  - conditional use requested Limited Family Business
- certified survey map
- preliminary plat
- final certified survey map
- concept plan
- site plan
- request for Town road access

Property Owner Phone 813-956-9067

Address 6537 Shady Bend Rd, Verona WI 53593 E-Mail michaelgthompson33@gmail.com

Applicant, if different from the property owner \_\_\_\_\_

Applicant's Phone \_\_\_\_\_ E-mail \_\_\_\_\_

If the applicant is different from property owner, please sign below to allow the agent to act on behalf of property owner.

I hereby authorize \_\_\_\_\_  
to act as my agent in the application process for the above indicated land use change.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Description of Land Use Change requested: (use reverse side if additional space is needed)

CUP for small dog sitting business.

I certify that all information is true and correct. I understand that failure to provide all required information and any related fees will be grounds for denial of my request.

Applicant Signature Michael Thompson Date 7-27-22

Print Name Michael Thompson

PAID  
JUL 27 2022  
TOWN OF VERONA

**RETURN COMPLETED APPLICATION TO MAP/PLAN AND ANY OTHER INFORMATION VIA EMAIL TO:**

Sarah Gaskell, Administrator, Town of Verona  
7669 County Highway PD, Verona, WI 53593  
[sgaskell@town.verona.wi.us](mailto:sgaskell@town.verona.wi.us)  
(608) 845-7187

**OFFICE USE ONLY**

Application # 2022-02  
Fee \$400  
Paid by M. Thompson  
Date 7-27-22 Check # 226  
Receipt # \_\_\_\_\_



# Planning Report

Town of Verona

August 18<sup>th</sup>, 2022

## ***6537 Shady Bend Road, Verona WI***

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**Summary:** The applicant is seeking approval for a Conditional Use Permit for a limited family business to be located at the address above. The parcel number is 062/0608-252-8500-7 and is 2.5 acres in size and zoned RR-2.

**Property Owner:** Michael Thompson and Katie Kwas

**Property Addresses:** 6537 Shady Bend Road, Verona WI

**Applicant:** same

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### Location Map







### **Project overview**

The applicant recently purchased the home on the property. There is a 1.5 garage space outbuilding on the property as well. They are seeking a CUP for a limited family business that would allow them to host a 10-dog boarding facility. A limited family business is allowed in RR-2 zoning district, if approved by a conditional use permit.

The property is approximately 2.5 acres, containing a single-family home, outbuilding and screening vegetation. The proposed Limited Family Business will not affect the finished appearance of the residence.

### **Conditional Use Permit Criteria Review**

**Criteria 1** The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

*Application guideline: Explain how the proposed land use will fit into the neighborhood. If there is going to be lighting, noise, outdoor storage, traffic, or other outside activities, explain how the activities will be limited to a reasonable level.*

The Limited Family Business will not have an impact on the neighborhood. There is one other home located approximately 450' away from the nearest residence on Shady Bend. This property also abuts the City of Verona Business Park. No

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additional lighting will be required. Traffic will be minimal – just owners dropping off/picking up their dogs. Dogs will be outside on an individual basis and the business owners will be onsite to monitor any barking. There will be no outdoor storage required.

**Criteria 2** The uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance or operation of the conditional use.

*Application guideline: Explain how the proposed land use will fit into the neighborhood and what will be done to minimize and mitigate potential nuisances, such as limiting the hours of operation, noise control measures, paving the parking area, or the screening of outdoor storage.*

The Limited Family Business is not anticipated to have any impact on neighborhood properties or activities on these properties. Hours of Operation for Drop-off and Pick up are proposed to be between 8am and 6pm daily. Client parking needs can be accommodated via the existing driveway; clients will only be stopping by for a short time in order to drop off or pick up their dog. Dogs will be in the outdoor enclosure on an individual basis or with another dog from the same household, and the business owners are on-site to monitor any potential barking issues. The property is currently heaving screened to the east from the closest residential neighbor.

**Criteria 3** That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

*Application guideline: Explain how the proposed land use will not interfere with the development of the surrounding property.*

The Limited Family Business is not anticipated to have any impact on future development or improvement of neighboring properties. The property abuts Highway M to the south and Shady Bend Road to the west and North. The land south of Highway M is located in the City of Verona in the Business park and will be developed commercially. Similarly, the land north of Shady Bend adjacent to this parcel is also in the City of Verona and will likely be developed at City of Verona densities in the future. The COV Land Use plan for this parcel shows it as a transition zone between Non-residential and Residential.

**Criteria 4** That adequate utilities, access roads, drainage and other necessary site improvements have been or are being made.

*Application guideline: Explain what impact the proposed use has on such things as water, septic, storm water, utilities, and traffic. Provide information on improvements that may be needed or if additional buildings are needed.*

The Limited Family Business will have no impact on stormwater, utilities or traffic. Access to water will be added to the accessory building for the purposes of cleaning, as well as the addition of a drain. The drain will be hooked into the existing system, which is expected to be able to accommodate this use. The addition of sanitary features in Accessory Buildings is allowed under the conditions of a Limited Family Business CUP.

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**Criteria 5** Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

*Application guideline: Provide information on vehicle traffic that the proposed use will generate. Include frequency and types of vehicles. Propose a plan for ingress and egress for the property.*

The ingress/egress for the Limited Family Business will utilize an existing driveway. Traffic is expected to be minimal.

**Criteria 6** That the conditional use shall conform to all applicable regulations of the district in which it is located.

*Application guideline: Review the Dane County zoning code to ensure your project is compliant and in line with land use guidelines.*

The Limited Family Business is in compliance with the current zoning conditions of RR-2.

**Criteria 7** That the conditional use is consistent with the adopted town and county comprehensive plans.

*Application guideline: Review the TOV Comprehensive Land Use Plan to ensure your project is in compliance*

The Limited Family Business is in compliance with the TOV Comprehensive Plan.

**Criteria 8** If the conditional use is located in a Farmland Preservation Zoning district, the town and zoning committee must also address the findings described in Dane County zoning ordinance 10.220(1).

N/A

# Dane County Conditional Use Permit Application

<b>Application Date</b>	<b>C.U.P Number</b>
07/18/2022	DCPCUP-2022-02572
<b>Public Hearing Date</b>	
09/20/2022	

<b>OWNER INFORMATION</b>	<b>AGENT INFORMATION</b>
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OWNER NAME KATIE KWAS & MICHAEL THOMPSON	Phone with Area Code (813) 956-9067	AGENT NAME <input type="checkbox"/>	Phone with Area Code
BILLING ADDRESS (Number, Street) 6537 SHADY BEND RD		ADDRESS (Number, Street) <input type="checkbox"/>	
(City, State, Zip) VERONA, WI 53593		(City, State, Zip)	
E-MAIL ADDRESS michaelgthompson33@gmail.com		E-MAIL ADDRESS	

ADDRESS/LOCATION 1		ADDRESS/LOCATION 2		ADDRESS/LOCATION 3	
ADDRESS OR LOCATION OF CUP		ADDRESS OR LOCATION OF CUP		ADDRESS OR LOCATION OF CUP	
6537 Shady Bend Rd					
TOWNSHIP VERONA	SECTION 25	TOWNSHIP	SECTION	TOWNSHIP	SECTION
PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED	
0608-252-8500-7		---		---	

**CUP DESCRIPTION**

Limited Family Business - small dog kennel

<b>DANE COUNTY CODE OF ORDINANCE SECTION</b>	<b>ACRES</b>
10.242(3) RR-2 Zoning District Limited Family Business	2.5

<b>DEED RESTRICTION REQUIRED?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No  Applicant Initials _____	<b>Inspectors Initials</b>  RUH1	<b>SIGNATURE:(Owner or Agent)</b>  <b>PRINT NAME:</b>  <b>DATE:</b>
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**Dane County**  
**Department of Planning and Development**  
 Zoning Division  
 Room 116, City-County Building  
 210 Martin Luther King Jr. Blvd.  
 Madison, Wisconsin 53703  
 (608) 266-4266

Application Fees	
General:	\$495
Mineral Extraction:	\$1145
Communication Tower:	\$1145 (+\$3000 RF eng review fee)
PERMIT FEES DOUBLE FOR VIOLATIONS OR WHEN WORK HAS STARTED PRIOR TO ISSUANCE OF PERMIT	

## CONDITIONAL USE PERMIT APPLICATION

### APPLICANT INFORMATION

Property Owner Name:	Katie Kwas, Michael Thompson	Agent Name:	
Address (Number & Street):	6537 Shady Bend Rd	Address (Number & Street):	
Address (City, State, Zip):	Verona, WI 53593	Address (City, State, Zip):	
Email Address:	michaelgthompson33@gmail.com	Email Address:	
Phone#:	813-956-9067	Phone#:	

### SITE INFORMATION

Township: 06N	Parcel Number(s): 0608-252-8500-7
Section: 25	Property Address or Location: 6537 Shady Bend Rd
Existing Zoning: RR-2	Proposed Zoning:
	CUP Code Section(s):

### DESCRIPTION OF PROPOSED CONDITIONAL USE

Type of conditional use permit (for example: limited family business, animal boarding, mineral extraction, or any other listed conditional use): Limited Family Business	Is this application being submitted to correct a violation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Provide a short but detailed description of the proposed conditional use: See attached document.	

### GENERAL APPLICATION REQUIREMENTS

Applications will not be accepted until the applicant has met with department staff to review the application and determined that all necessary information has been provided. Only complete applications will be accepted. All information from the checklist below must be included. Note that additional application submittal requirements apply for particular uses or as may be required by the Zoning Administrator. Applicants for significant and/or potentially controversial conditional uses are strongly encouraged to meet with staff prior to submittal.

<input checked="" type="checkbox"/> Complete attached information sheet for standards	<input checked="" type="checkbox"/> Site Plan drawn to scale	<input checked="" type="checkbox"/> Detailed operational plan	<input checked="" type="checkbox"/> Written legal description of boundaries	<input checked="" type="checkbox"/> Detailed written statement of intent	<input checked="" type="checkbox"/> Application fee ( <b>non-refundable</b> ), payable to Dane County Treasurer
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I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I hereby give permission for staff of the Dane County Department of Planning and Development to enter my property for the purpose of collecting information to be used as part of the review of this application. I acknowledge that submittal of false or incorrect information may be grounds for denial of this application.

Owner/Agent Signature: \_\_\_\_\_ Date: 7/14/2022

**STANDARDS FOR CONDITIONAL USE PERMITS**

Applicants must provide adequate evidence demonstrating to the Town and Dane County Zoning & Land Regulation Committee that the proposed conditional use satisfies the following 8 standards for approval, along with any additional standards specific to the applicable zoning district or particular use found in sections 10.220(1) and 10.103 of the code.

Please explain how the proposed land use will meet the following standards (attach additional pages, if necessary):

1. The establishment maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

Pet sitting will be done primarily indoors in individual enclosed areas within the existing residential accessory building. While outdoors, dogs will be secured within the fenced property and be monitored by resident owners. Dogs will not commingle with one another unless from the same household to limit noise and ensure pet safety. Animal waste will be removed by a waste management company.

2. The uses, values, and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance or operation of the conditional use.

Our services will be provided solely within the property by the homeowners and will not be impair the use, values, and enjoyment of other property in the neighborhood for purposes already permitted. Dogs will not commingle with one another unless from the same household to limit noise and ensure pet safety. Customer traffic to the property will be minimal and will not impact neighboring properties.

3. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

The conditional use will operate solely within the property. Its operation will not encroach on any surrounding land.

4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made to accommodate the conditional use.

There are no necessary site improvements to utilities, access roads or drainage needed to accommodate the conditional use.

5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

See attached document.

6. That the conditional use shall conform to all applicable regulations of the district in which it is located.

The property will be maintained as a primary residence and will conform to all applicable regulations of the district in which it is located.

7. The conditional use is consistent with the adopted town and county comprehensive plans.

The conditional use for a limited family business is consistent with the Comprehensive Plan.

8. If the conditional use is located in a Farmland Preservation (FP) Zoning district, the conditional use is subject to the following additional standards found in section 10.220(1). Attach additional pages, if necessary.

- Explain how the use and its location in the Farmland Preservation Zoning District are consistent with the purposes of the district:

N/A

- Explain how the use and its location in the Farmland Preservation Zoning district are reasonable and appropriate, considering alternative locations:

N/A

- Explain how the use is reasonably designed to minimize the conversion of land from agricultural use or open space use:

N/A

- Explain how the use does not substantially impair or limit the current or future agricultural use of surrounding parcels zoned for agricultural use:

N/A

- Explain how construction damage to land remaining in agricultural use is minimized and repaired, to the extent feasible:

N/A



## WRITTEN STATEMENT OF INTENT AND OPERATIONS PLAN

Applicants must provide a detailed written statement of intent describing the proposed conditional use along with an operational plan that explains how the conditional use will be operated. Please use the form below and provide responses, as applicable, to your proposed conditional use. Attach additional pages, if necessary.

Describe in detail the proposed conditional use. Provide the specific location of the use(s), type of equipment used, planned property improvements, including description / size of existing or proposed new buildings to be used, and any other relevant information. For existing or proposed commercial operations, provide the name of the business and describe the nature and type of business activity.

The pet sitting services will be provided on the residential property located at 6537 Shady Bend Rd Verona, WI 53593. The property is on 2.5 acres off of County Road M. Specifically, the additional 1.5 car existing residential accessory building will be used for pet sitting services for dogs for short periods of time along with an enclosed fenced area outside. While inside, dogs will be fed, sleep, and leisure in individual suites. When outside, dogs will individually enjoy leisure, exercise and play time periodically throughout the daytime hours. Dogs will consistently be monitored by resident owners, Katie and Michael Thompson.

List the proposed days and hours of operation.

8:00AM - 6:00PM Monday-Sunday for pickup and drop off. Dogs will be onsite 24 hours, 7 days per week.

List the number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time.

Resident homeowners, Katie and Michael Thompson.

List any anticipated noise, odors, dust, soot, runoff or pollution associated with the conditional use, along with any proposed measures that will be taken to mitigate impacts to neighboring properties.

No impact to odors, dust, soot, runoff or pollution. Dogs will be monitored continuously outdoors and will not commingle with one another unless from the same household to limit noise and ensure pet safety. Animal waste will promptly be removed from the indoor and outdoor areas and placed in proper waste containers until further removed from the property by a waste management company.

Describe any materials proposed to be stored outside and any activities, processing or other operations taking place outside an enclosed building.

No materials proposed to be stored outside.

Activities include monitored leisure, exercise and play time in secured fenced in yard for dogs.

For proposals involving construction of new facilities and/or infrastructure, describe, as applicable, any measures being taken to ensure compliance with county stormwater and erosion control standards under Chapter 11 of Chapter 14, Dane County Code.

N/A

List and describe existing or proposed sanitary facilities, including adequate private onsite wastewater treatment systems, associated with the proposed conditional use. For uses involving domestic pets or livestock, list and describe measures taken to address manure storage or management.

N/A for sanitary facilities. Animal waste will promptly be removed from the indoor and outdoor areas and placed in proper waste containers

List and describe any existing or proposed facilities for managing and removal of trash, solid waste and recyclable materials.

Removal of trash will be managed under existing City of Verona guidelines for solid waste pickup. Animal waste will promptly be removed

Describe anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.

Minimal increase to traffic from customers to property for drop off/pickup of dogs. No improvements necessary.

Provide a listing of any hazardous, toxic or explosive materials to be stored on site, and any spill containment, safety or pollution prevention measures.

N/A

Describe any existing or proposed outdoor lighting along with any measures that will be taken to mitigate light-pollution impacts to neighboring properties. The Zoning Administrator may require submittal of a photometric plan for outdoor lighting if deemed necessary to determine potential impacts to neighbors

None; residential outdoor lighting existing on property will be used.

Describe any existing or proposed signage, including size, location, and materials, consistent with the county's sign ordinance found in s. 10.800.

Proposed small wood business sign will be located at the front of the property and is expected to be approximately 4'x6' on the ground.

Briefly describe the current use(s) of the property on which the conditional use is proposed.

Residential

Briefly describe the current uses of surrounding properties in the neighborhood.

Residential, farmland and commercial (See comments on attached Scaled Site Plan and Neighborhood Characteristics).



## APPLICATION CHECKLIST FOR A CONDITIONAL USE PERMIT

A scaled site plan and detailed operations plan must be submitted with your Conditional Use Permit application. Please use the checklist below to ensure you are submitting all required information applicable to your request. Please attach to your application form the required maps and plans listed below, along with any additional pages.

### **SCALED SITE PLAN. Show sufficient detail on 11" x 17" paper. Include the following information, as applicable:**

- Scale and north arrow.
- Date the site plan was created.
- Existing subject property lot lines and dimensions.
- Existing and proposed wastewater treatment systems and wells.
- All buildings and all outdoor use and/or storage areas, existing and proposed, including provisions for water and sewer.
- All dimension and required setbacks, side yards and rear yards.
- Location and width of all existing and proposed driveway entrances onto public and private roadways, and of all interior roads or driveways.
- Location and dimensions of any existing utilities, easements or rights-of-way.
- Parking lot layout in compliance with s. 10.102(8).
- Proposed loading/unloading areas.
- Zoning district boundaries in the immediate area. All districts on the property and on all neighboring properties must be clearly labeled.
- All relevant natural features, including navigable and non-navigable waters, floodplain boundaries, delineated wetland areas, natural drainage patterns, archeological features, and slopes over 12% grade.
- Location and type of proposed screening, landscaping, berms or buffer areas if adjacent to a residential area.
- Any lighting, signs, refuse dumpsters, and possible future expansion areas.

### **NEIGHBORHOOD CHARACTERISTICS. Describe existing land uses on the subject and surrounding properties:**

- Provide a brief written statement describing the current use(s) of the property on which the conditional use is proposed.
- Provide a brief written statement documenting the current uses of surrounding properties in the neighborhood.

### **OPERATIONS PLAN AND NARRATIVE. Describe in detail the following characteristics of the operation, as applicable:**

- Hours of operation.
- Number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time.
- Anticipated noise, odors, dust, soot, runoff or pollution and measures taken to mitigate impacts to neighboring properties.
- Descriptions of any materials stored outside and any activities, processing or other operations taking place outside an enclosed building.
- Compliance with county stormwater and erosion control standards under Chapter 11 of Chapter 14, Dane County Code.
- Sanitary facilities, including adequate private onsite wastewater treatment systems and any manure storage or management plans approved by the Madison and Dane County Public Health Agency and/or the Dane County Land and Water Resources Department.
- Facilities for managing and removal of trash, solid waste and recyclable materials.
- Anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.
- A listing of hazardous, toxic or explosive materials stored on site, and any spill containment, safety or pollution prevention measures taken.
- Outdoor lighting and measures taken to mitigate light-pollution impacts to neighboring properties.
- Signage, consistent with section 10.800.

### **ADDITIONAL MATERIALS. Additional information is required for certain conditional uses listed in s. 10.103:**

- Agricultural entertainment, special events, or outdoor assembly activities anticipating over 200 attendees must file an event plan.
- Domestic pet or large animal boarding must provide additional information in site and operations plans.
- Communication towers must submit additional information as required in s. 10.103(9).
- Farm residences proposed in the FP-35 district must submit additional information as required in s. 10.103(11).
- Mineral extraction proposals must submit additional information as required in s. 10.103(15).

Conditional Use Permit Application – Limited Family Business

Katie and Michael Thompson

6537 Shady Bend Rd

Verona, WI 53593

Email: [Michaelgthompson33@gmail.com](mailto:Michaelgthompson33@gmail.com)

Phone: 813-956-9067

Additional Page

**Type of Conditional Use Permit**

Limited Family Business, Pet Sitting Services

**Summary**

The property will be used to provide pet sitting services for domestic dogs during the day and overnight. An existing residential accessory building located on-site will be used to house dogs indoors in individual suites. Two employees will be family members residing on the premises. Dogs will be monitored while outdoors in a secured fenced area. Dogs will not commingle with one another unless from the same household to limit noise and ensure pet safety. Animal waste will be promptly removed from the indoor and outdoor areas and placed in proper waste containers until further removed from the property by a waste management company. The property is located off the highway on 2.5 acres and is the first property off of County Road M. Due to the small size of operation, traffic to the property will be minimal and is not expected to have any impact on the roads or neighboring areas. Our pet sitting services will be unique from the larger boarding kennels in that it is a small boutique operation that provides individualized care for dogs.

**Standards for Conditional Use Permits**

- *Standard #5 Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.*

There are no measures necessary to provide ingress and egress so designed as to minimize traffic congestions in public streets. Traffic to and from the property driveway will be take place during normal business hours by standard passenger vehicles.

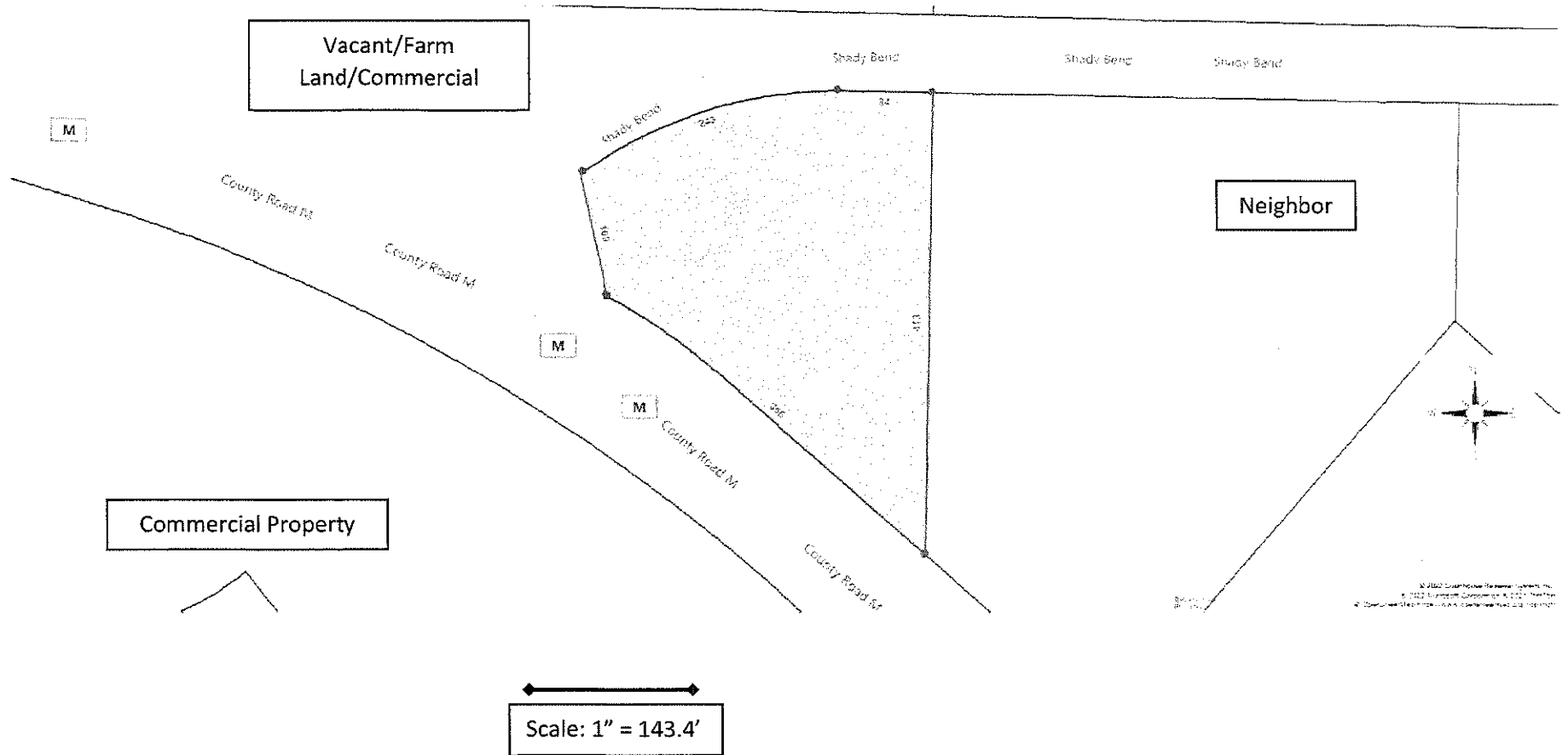
**Legal Description of Boundaries**

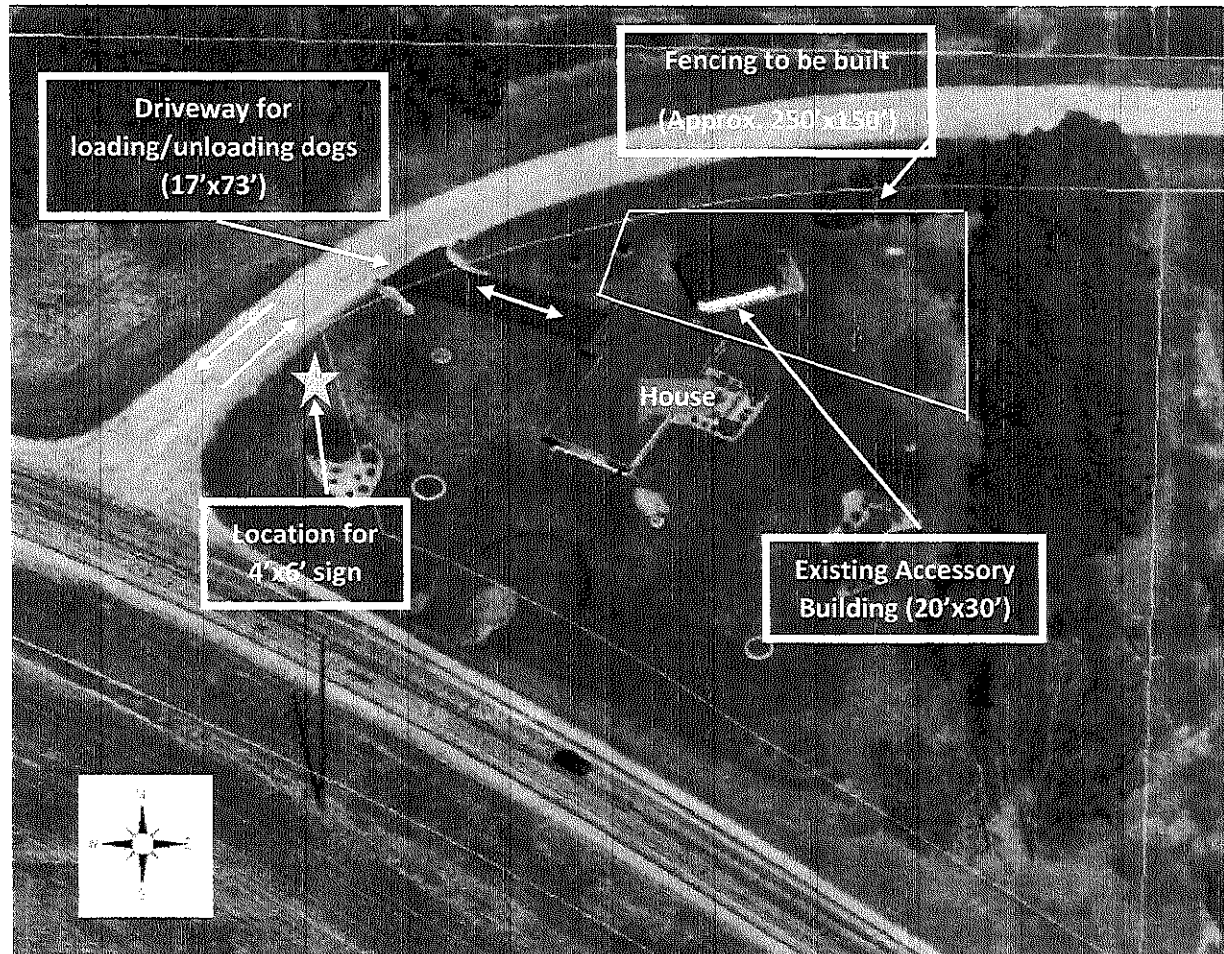
That part of the Northwest 1/4 of the Northwest 1/4 of Section 25, Town 6 North, Range 8 East, (Town of Verona), Dane County, Wisconsin, lying Northeast of the center line of County Trunk Highway M, and Southeasterly of the center line of Shady Bend Lane, subject to public highways.

**Scaled Site Plan: 6537 Shady Bend Rd Verona, WI 53593**



Map for Parcel Address: 6537 Shady Bend Rd Verona, WI 53593-9374 Parcel ID: 0608-252-8500-7





### Neighborhood Characteristics

N, W: Current use is vacant field being used for farmland and Commercial

E: Residential Property

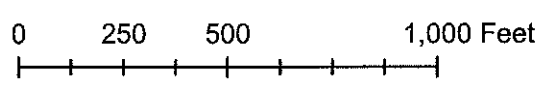
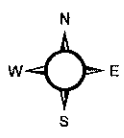
S: All property south of County Road M is Commercial Property

Due to the surrounding properties current uses and traffic conditions, there is expected to be no disruption or impairment to the current neighborhood. The property is within 1-2 blocks of shops, Costco, restaurants, hair salons, gyms, and a new commercial expansion is being built across County Road M. There are no visible residences from the property.

Interior of existing accessory building

- 20'x30' Building
- 10 – 4'x6' Suites





CUP 2572 Neighborhood Map



September 13, 2022

TO: Roger Lane, Dane County Zoning Administrator  
Mark Geller, Town of Verona Chair

FROM: Dale Beske  
6422 Shady Bend Road  
Verona WI 53593

RE: Zoning and CUP Application 02572 for a Limited Family Business Dog Kennel  
at 6537 Shady Bend Rd, Town of Verona

Greetings,

I am a resident of the Shady Bend Road neighborhood.

I attended the Town of Verona Planning Commission meeting on this topic August 18, 2022. At that meeting, the applicants stated their business would be operated within an existing shed/two-plus car garage on the property. Their intended customer base is persons whose dogs are not well socialized with other dogs. Each dog (with an exception for dogs from the same family) would have its own 4x6 kennel space in the shed, and each dog would be allowed outside individually four times a day (8 am, noon, 4 pm and 8 pm). Dogs would then remain inside overnight. Dogs could be boarded for multiple days and nights at a time, as needed by the customers.

I have read through the application for a Limited Family Business at 6537 Shady Bend Road and have many concerns.

**Zoning/CUP Concerns:**

The description states the application is for a dog sitting small business, but, reading the details, it is really just a typical kennel business, with 24x7 care available, albeit limited to 10 dogs.

I looked into the requirements for a kennel (Chapter 10), which is called “animal boarding, domestic pet” in the ordinance. See definition 81 on page 10-12, which refers back to definition 18 on page 10-6.

A kennel/animal boarding (domestic pets) operation is a conditional use in RM-8 (page 10-64), RM-16 (page 10-65) and a permitted use in AT-5 (page 10-67), GC (page 10-84), HC (page 10-85) and MI (page 10-87). Note that the RR series is not mentioned in the lists of either permitted or conditional use zoning areas. So, Chapter 10 does not allow a kennel/animal boarding on an RR-2 lot such as 6537 Shady Bend Rd, either as a permitted use or as a conditional use.

Applicant is instead applying for a Limited Family Business (LFB) Conditional Use Permit (CUP).



Since the Ordinance allows Limited Family Businesses but not animal boarding in some districts, but then allows both uses in other districts, it is clear that Limited Family Business is not intended to include animal boarding. The ordinance treats them as distinctly different. As such, animal boarding is not allowed in RR-2.

Even if that is ignored, the definition of a Limited Family Business (Definition 84 on page 10-12) says the business must take place “entirely within an accessory building”. The application states that an approximately 150x250 foot outside exercise area will be created. This alone should disqualify the application, as the business is obviously not contained entirely within an accessory building as required by the ordinance.

**Noise Concerns:**

The applicants stated the dogs would be quiet. I do not see how this is possible. The dogs would be stressed, as a result of being away from their owners and their normal environments. They would then be placed in a two-plus car garage where they can see, hear and smell other unfamiliar dogs nearby. When outside, they would again be in a strange environment and still stressed out. There are a number of local residents who walk daily on Shady Bend Rd, adjacent to the proposed outside exercise area, which would further add to the dogs’ stress levels. Barking would be the expected result of all this stress, both inside and outside the garage. My property is not adjacent to the applicants’ property but is in the same neighborhood.

**The Variance:**

At a very minimum, a variance should be required for a permit such as this to be issued. But this is not a typical hardship case, just a case where the proposed use is not allowed on the property in question.

**Environmental Health:**

The application further states that the wastewater from cleaning the kennel would be directed to the existing residential septic system. Will Dane County Environmental Health do an evaluation to ensure the system can handle the additional load?

**Comprehensive Plan Issues:**

There are also Comprehensive Plan issues.

Looking though the maps contained within the Town’s Comprehensive Plan, the Shady Bend Neighborhood is shown on several maps.

Map 9.1 Existing Land Use, shows it as Single Family Residential

Map 9.3 Boundary Agreement, shows it as a Town Neighborhood

Map 9.6 Future Land Use, shows it as remaining Rural Residential 2, 2-4 Acres

Looking at Chapter 8 of the Comp Plan, page 56 notes criteria for attracting businesses. It includes the statement “Attract only those businesses that would be willing to locate in the areas designated for commercial use on the Town’s Land Use Plan”. This is not in an area designated for commercial use.

Page 57, Goal 2, includes language to “maintain standards for home-based businesses”. This business does not meet the standard for home-based (nor limited family) businesses.

**Sign Issues:**

Should this ever be approved, the signs, as described, are nonconforming for a limited family business. See page 10-105, where one wall sign and one ground sign are defined as the only signs for a limited family (word business was not included for some reason?). The wall sign (12 sq ft) goes on the accessory building while the ground sign (16 sq ft) identifies the driveway. The tables 1 through 4 at the end of Chapter 10 have additional information regarding signs, which might be interpreted to allow two signs on the accessory building, since there is road frontage on two roads.

**Conclusion:**

In my opinion, the stretching of the definition of a Limited Family Business to allow this outdoor activity sets a new precedent for Limited Family Businesses. I think this significantly loosens the meaning of “limited” in this regard. I respectfully request that this permit be denied for the above reasons.

Please include this letter in the packets for the 9/20/22 ZLR Public Hearing and 10/4/22 Town Board Public Hearing on this issue.

We are writing this letter to state our objections to the request for Conditional Use Permit 2572 for the property at 6537 Shady Bend Road

\*We built our home 26 years ago knowing this was a "Rural Residential" neighborhood. We do not think it is a good idea to start allowing this type of business to operate in a residential area. We live very close to an Industrial Park. This kennel business is better suited for an established business area.

\*It is being presented as a "small limited family business" but in reality it is a 10+ dog kennel. (Owners currently house 3 dogs of their own) CUP 2572 Staff Report states no more than 10 dogs shall be on the premises at one time.

\*The proposed kennel building was constructed as a shed not a dog kennel so noise will be a factor. This impacts all of us in the neighborhood. It is unrealistic to state that there will not be much noise when you are housing 10 dogs in one building, even if they are in different kennels. Barking will be a noise factor in our residential neighborhood.

\*The application mentions that the proposed area is not visible to neighbors but sound does travel so noise/barking is our concern.

\*Shady Bend is only accessible from Highway "M" so is used by many as a neighborhood leisure walking route. Walking by this kennel and fenced area will undoubtedly cause barking. To say this kennel will not diminish the current enjoyment in the neighborhood is unrealistic.

\*Shady Bend has been a great area to enjoy wildlife. Having a kennel of dogs in one area will certainly affect the wildlife in our neighborhood.

\*With a kennel and increased traffic on Shady Bend Road it will affect our property values.

\*There appears to be some discrepancies in the information provided. On the application narrative it states the "proposed ground entrance sign at the driveway" will be 4'X4' but on the map it says 4'X6'. The CUP 2572 Staff Report states under Observations/Factual Information that 1-2 dogs can be out for outdoor runs and then under Conditions of Approval #6 it states no more than 3 dogs will be outdoors at one time but neither spot states "only if from the same household" as stated by the homeowner.

Because of our above concerns we are not in favor of granting this Conditional Use Permit.

Bill & Julie Pailing  
6429 Shady Bend Rd  
Verona  
[jpailing3@gmail.com](mailto:jpailing3@gmail.com)

# TOWN OF VERONA

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**TO:** Town Board of Supervisors

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

**SUBJECT:** Administrator Report for October 2022

## **Upcoming Meetings**

- Financial Sustainability – October 6<sup>th</sup>, 2:30pm Town Hall
- Joint City/Town Planning Committee – October 12<sup>th</sup>, 7pm Town Hall
- NRAC – October 18<sup>th</sup>, 6:30pm Town Hall
- Public Works – October 18<sup>th</sup>, 7:00am Town Hall
- Plan Commission – October 20<sup>th</sup>, 6:30pm Town Hall

## **General**

- Staff vacation: Gaskell out October 14th
- Brush Drop-Off – October 8<sup>th</sup> and October 12<sup>th</sup>, 10:00am to 1pm Town Hall;

## **Work Plan**

- 2023 Budget
- ARPA project determination
- Communications Plan
- Succession Plan
- Emergency Plan
- Impact Fee Analysis

# TOWN OF VERONA

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

**DATE:** September 28, 2022

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

**SUBJECT:** Monthly Report – September 2022

The monthly Public Works Department Activity report is submitted for the information and review of the Board and the Committee. September was an active month with the completion of the roadside mowing season, sign repair and installation, pothole patching and Goose Lake survey work. 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**

- Picked up roadside fly dumping debris from Range Trail and Mid-Town Road.
- Completed roadside mowing Town-wide and Goose Lake area.
- Removed signs for the WI-69 project. Reinstalled 3 roadside signs.
- Requested bus stop location data from the Verona School District

## **Equipment and Facility Activities**

- Began equipment preparation for winter snow and ice operations.
- Held first brush drop off event on September 10<sup>th</sup>.
- Placed order for early fill road salt delivery
- Continuing to obtain quotes for conversion from propane to natural gas for the facility

## **Sanitary Sewer Utility Activities**

- Continued collaboration with Madison Metro Sewerage District staff about the upcoming force main relief project.
- Responded to 2 Digger Hotline utility locate requests
- Was informed that MMSD selected R.A. Smith Engineering for the design of the Lower Badger Mill Creek Interceptor from County Highway PD to Mid-Town Road.

- **Engineering Activities**

- Continued working with the City of Fitchburg on the successful WISDOT grant application for Fitchrona Road reconstruction. Met with Fitchburg staff to review funding options. The plan is to reduce the project limits to Nesbitt Road to Lacy Road to stay within the Town budgeted local match.
- Completed ground survey of elevations from Fitchrona Road to Badger Mill Creek a collaborated with Dane County on the routing for a Goose Lake discharge.
- Completed traffic counts and speeds on Country View Road and Mid Town road in response to speeding concerns.
- Obtaining quotes for Schmid Lane paving from surplus cold patching funds.
- Valley Road Bridge design is complete and submitted for final review by WISDOT for a fall 2022 bid letting. Recent construction cost increases may impact the project budget.
- Continued research for the Public Works Committee regarding a resident request of sidewalk installation. (Attached)

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

# TOWN OF VERONA

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**TO:** Public Works Committee

**DATE:** September 27, 2022

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

**SUBJECT:** Procedures and criteria for the installation of sidewalks and multi-use trail in the Town

Recently the Town office was contacted regarding possibility to install a sidewalk along a portion of a Town road. Specifically, the request was made to install a sidewalk on Cross County Road from the Ice Age Trail crossing to the Redden Soccer field complex. The resident that contacted the office, had recently been walking on Cross County Road and had a near miss experience with a vehicle. The resident mentioned the number of pedestrians that use the shoulder/curb area to walk between the soccer complex and the trail and the adjacent sidewalk to East Pass. She inquired as to the process to request a sidewalk be installed.

A review of the town ordinances indicated that there is not an ordinance which sets forth the procedures, process, funding or criteria for the installation of sidewalk. Additionally, the current comprehensive plan contains the following section:

### **Pedestrian and Bicycle Transportation**

Walkers and bikers currently use the Town's existing trails, roadways, and sidewalks, although sidewalks are not available in most portions of the Town. WisDOT maintains a map of bicycling conditions for Dane County

(<http://wisconsin.gov/Documents/travel/bike/bike-maps/county/danew.pdf>).

MATPB also maintains a map that shows route types (i.e., on street, multi-use path, etc.) and suitability of roadways

([http://madisonareampo.org/maps/documents/DaneCo\\_Bicycle\\_Map\\_FULLL.pdf](http://madisonareampo.org/maps/documents/DaneCo_Bicycle_Map_FULLL.pdf)).

One major bicycle trail, the Military Ridge State Trail, is located in the Town. The Badger State Trail is located just southeast of the Town. New multi-use paths will be constructed along CTH M, north of Cross Country Road, and CTH PD, west of CTH M. **At the present time, the Town has no plans to construct any multi-use paths.**

Considering the continued development in the Town, it maybe timely to consider the process and requirements by which non-motorized facilities such as sidewalk, trails and paths be considered.

Attachment



Requested Sidewalk





## TOWN OF VERONA

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**TO:** Town Board of Supervisors

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

**SUBJECT:** September 2022 Clerk/Treasurer Report

### Clerk

- Attended Town Board Meeting and recorded minutes
- Dog license report was reconciled and delivered to Dane County Clerk along with remaining dog license tags
- Prepared for November General Election
- 247 absentee ballots have been mailed
- 238 letters sent to electors that received the initial absentee ballots due to an error on the ballot. Letters are now included with all ballots being sent out.
- Election tabulator was serviced per warranty
- Attended election training

### Treasurer

- Reviewed invoices, printed checks, prepared unpaid invoice reports and check detail reports
- Check for dog licenses was prepared and delivered to Dane County Treasurer
- Monthly bank reconciliations
- 2023 budget preparations
- DNR Recycling Grant application filed with the state