



PUBLIC SPEAKING INSTRUCTIONS

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

- 1) Call to Order/Approval of the Agenda
- 2) Pledge of Allegiance
- 3) Public Comment – Comments on matters not listed on this agenda could be placed on a future meeting agenda. If the Chair or staff has received written comments for items not on the agenda, these may be read.
- 4) Approval of minutes from October 4, 2022
- 5) Committee Reports
 - A. Plan Commission
 1. Discussion and Possible Action: 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
 2. Discussion and Possible Action: Land Use Application 2022-05 submitted by Douglas Sommerfeld for a rezone of the 1.16-acre parcel 062/0608-161-9351-0 from LC to GC
 3. Discussion and Possible Action: Land Division and Development Ordinance
 - 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
- 6) Staff Reports
 - A. Administrator/Planner Report
 - B. Public Works Director Report

C. Clerk/Treasurer Report

7) Old Business

A. Discussion: Draft 2023 Budget

8) New Business

A. Discussion and Possible Action: Resolution 2022-06 Approving Exceeding the Levy Limit for Joint EMS Districts

B. Discussion and Possible Action: Town of Verona Engagement Letter from Johnson Block CPA for the 2022 Audit

C. Discussion and Possible Action: Contract Award for Conversion of Town Hall to Gas Utilities

D. Discussion: Check Register Review

9) Adjournment

Regular board agendas are published in the Town's official newspaper, The Verona Press. Per Resolution 2016-2 agendas are posted at the Town Hall and online at www.town.verona.wi.us. Use the 'subscribe' feature on the Town's website to receive agendas and other announcements via email. Notice is also given that a possible quorum of the Plan Commission and/or Public Works, Ordinance, Natural and Recreational Areas, and Financial Sustainability Committees and could occur at this meeting for the purposes of information gathering only.

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

Mark Geller, Town Chair, Town of Verona

Sent to VP: 10/21/2022

Amended: 10/28/2022



Town of Verona Strategic Planning Summary

Two strategic planning sessions held by the Town Board, committees, and commissions on November 11, 2017 and February 17th, 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, October 04, 2022 – 6:30 pm

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

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

Applicants Present: Attorney Rick Manthe from Stafford and Rosenbaum, Michael and Katie Thompson

- 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 Mathies. Motion carried by voice vote.
- 2) Pledge of Allegiance
- 3) Public Comment – Janet Nodorft repairs to road on Shady Bend? Is road maintenance schedule listed on the website? Hanging limbs Geller stated that the town is responsible from 33 feet from center of road to property.
- 4) Approval of minutes from September 6 and September 27, 2022 – Motion by Duerst to approve the minutes from September 6, 2022, and September 27, 2022, second by Lonsdorf. Motion carried by voice vote.
- 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.

Chair Geller opened the public hearing

Bill Pailing 6429 Shady Bend – opposed to CUP, he is concerned about noise and increased traffic and feels this type of business belongs in a commercial area.

Dale Beske – 5422 Shady Bend Road – He feels this does not fit with Dane Co Zoning ordinance and is not a conditional use in residential areas. Definition of a limited family business says it must be contained entirely within an accessory building.

Janet Nodorft – 6415 Shady Bend – She is concerned with traffic and noise. She feels it will impact feel of neighborhood and resale value of homes. Dogs barking made her feel uneasy. 4 x 6 sign may draw more traffic to the road. Wants owners to have proper training and is concerned about that. May be open 24/7 and both are employed full time and have a baby – how can they manage a kennel?

Mark Cain – 6460 Shady Bend – Resident of the area for close to 30 years. Would like to echo the concerns of the other neighbors such as noise, increased traffic, and changes to neighborhood.

Michael Thompson, owner – recently moved to Wisconsin. Valid neighbor concerns due to perception of dog kennels. This will not be like other kennels. The client dogs will not be outside without supervision. The Fence installed recently on the property perimeter is for personal use and not related to the application. Heavy vegetation around property and he doesn't feel that 5 dogs will be heard while inside the facility. They are the first property at

end of the street. Clients would be directed to access the property on CTH M closest to their house. Duerst – asked if there is insulation in the building to cut down on noise. Owner said that it will be insulated. Lonsdorf asked if they both work full time and have a baby. They both work full time from home and child will be in daycare. Passion for this will drive them to be successful. Katie used to work at a dog boarding facility and has a lot of experience. Paul asked if they would limit size of dogs. There will not be a limit on physical size of dogs. They want to help dogs with special needs and give them a safe environment. Plan is to only have one dog out at a time unless they are from the same family. Duerst – asked where other dog kennel is, owner stated it is behind the new Costco near gas pumps. Can be up to 60 or 70 dogs outside at a time. Mathies – if a dog is in distress during the night how will they know if they have a problem in an insulated building. They will check on them periodically during the night via video monitoring.

Email was submitted by Cora Hageman with her concerns regarding the CUP and it was distributed to the board.

Public hearing was closed by Chair Geller.

- 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. Motion by Geller to convene into closed session, second by Duerst, this is a roll call vote; Mathies – yes, Lonsdorf – yes, Paul – yes, Duerst – yes, Geller - yes. Motion carried by voice vote.
- 7) Move to reconvene in open session. Motion by Duerst to reconvene in open session, second by Mathies. Mathies – yes, Lonsdorf – yes, Paul – yes, Duerst – yes, Geller - yes. Motion carried by voice vote.
- 8) Committee Reports
 - A. Plan Commission – no meeting
 - B. Public Works – Duerst stated now that Wesner Rd is fixed would like to turn over to the county. Discussion on sidewalk on Cross Country near Reddan. Madison Metro sewer line through Marty Farm will get provide access points for the town. Valley Road Bridge is moving along nicely. Geller stated that two residents reached out to say they appreciated Mid Town Road cleanup before the ironman race.
 - C. Ordinance Committee – no meeting
 - D. Financial Sustainability Committee – meeting Thursday, October 6th
 - E. Natural and Recreational Areas Committee – Lonsdorf stated they discussed the town prairie. He issued a report to the committee. Half of the prairie has taken well (the front of town hall) but the area by the salt shed and the back of town hall needs to be redone. He would like to get bids and contract with a company to restore the prairie. Paul stated

she had a meeting and received an estimate for monthly cleanup and weeding of the Town Hall landscaping.

- F. EMS Commission – Lonsdorf stated there was a meeting about the personnel handbook. Contract is still being negotiated. Runs were down over the summer but still up from last year. Annual meeting is 7 pm on Thursday, October 20th at the Verona Fire Station.
 - G. Senior Services Committee – Paul stated Committee met on Sept 22. Installation of new doors with key fobs. Dementia committee is doing a few walks. Case management – home visits have increased. 13 town residents using case management services and only 4 are using Meals on Wheels.
 - H. Town Chair’s Business – Geller stated DNR approved urban service area for Marty Farm on CARPC website. Mathies and Geller attended Dane Co Town Association meeting regarding solar farm proposals. Epic intends to add lanes to PD up to Country View Road, which may be rebuilt.
 - I. Supervisor Announcements – Mathies stated the City of Madison Plan Commission had a meeting regarding Shady Oak Lane. Duerst stated Payne and Dolan stopped work at Highway 69 to go to Epic for roughly a week. They are now back working on highway 69. Should be done blacktopping next week. Paul asked is a process about the speed limit on PB by Wisner Road – move the 55-speed sign from the top of the hill to the area near the church. Barnes has contacted the county traffic engineer regarding this issue. This is the County jurisdiction, and they will decide based on data; 14 crashes in the area in the last 10 years.
- 9) Staff Reports
- A. Administrator/Planner Report – Gaskell stated there has been no interest in the brush drop off.
 - B. Public Works Director Report – Reserved boom mower for October 24th. First brush drop off was the 8th with no one using the service. The next drop off is this Saturday. Flyers have been placed around town. Geller asked about the Diggers Hotline payments. Barnes stated if there is a request in the town sewer boundary, he marks the towns utilities. Paul asked if the town has investigated grants for fiber optic. Barnes stated the town would have to own the line and become a vendor for internet services.
 - C. Clerk/Treasurer Report – Duerst asked if the CUP residents have dog licenses, Withee stated that she would have to check. Mathies asked if we have heard from any towns on zoning opt out. Geller asked about the letter sent regarding error on absentee ballot. Withee explained WEC had an error that electors needed to be notified of.

10) Old Business

- A. Discussion: Review of 2022 Budget to Actuals and Preliminary 2023 Budget. Gaskell would like to have a determination for utilization of ARPA funding. Continue with the goal of pay as we go and planning ahead. Paul asked if the town is considering getting

away from LP and moving to gas. Conversion would be about \$15,000. Mathies asked about publishing the budget notice. Gaskell and Withee will check on the timeline from the budget workshop.

11) New Business

A. Discussion: Check Register Review

12) Motion by Duerst to adjourn, second by Paul, meeting adjourned without objection at 8:22 pm.

Prepared by Teresa Withee, Town Clerk

Approved:

DRAFT

TOWN OF VERONA

TO: Town Board of Supervisors

FROM: Sarah Gaskell, Planner/Administrator

DATE: November 1st, 2022

RE: Administrator's Memo – November Town Board Meeting

Plan Commission

1) Discussion and Possible Action: CUP Application 2022-02 for a Limited Family Business to be located at 6538 Shady Bend Road, Verona WI 53593

The Plan Commission discussed this item at their monthly meeting on October 27th, 2022. Discussion items included noise and traffic concerns, consideration of comments received from the neighbors and the allowance of ancillary uses under the definition of Limited Family Business. The Plan Commission recommended approval of this application with the following conditions:

- a. The conditional use permit shall expire upon the sale of the property.
- b. The use shall employ no more than one or one full-time equivalent, employee who is not a member of the family residing on the premises.
- c. No more than 5 domestic pets being boarded shall be on the premises at one time.
- d. Each animal shall be provided with adequate exercise space.
- e. Each animal shall be provided with an indoor containment area.
- f. No more than one (1) dog shall be outdoors at any one time, unless the dogs are from the same household. Dogs shall be monitored while outdoors.
- g. Outdoor areas must be secured and maintained with fencing that effectively contains the dogs on the premises.
- h. Animal waste shall be removed daily from the premises indoor and outdoor areas and placed in proper waste containers until further removed from the property by a waste management company.
- i. The physical development and operation of the conditional use must conform, in all respects, to the approved site plan, operational plan and phasing plan.
- j. New and existing buildings proposed to house a conditional use must be constructed and maintained to meet the current requirements of the applicable sections of the Wisconsin Uniform Dwelling Code.
- k. The applicant shall apply for, receive and maintain all other legally required and applicable local, county, state and federal permits. Copies of approved permits or other evidence of compliance will be provided to the zoning administrator upon request.

- l. Any ongoing business operation must obtain and continue to meet all legally required and applicable local, county, state and federal licensing requirements. Copies of approved licenses or other evidence of compliance will be provided to the zoning administrator upon request.
- m. All vehicles and equipment must access the site only at approved locations identified in the site plan and operations plan.
- n. Off-street parking space for at least four vehicles must be provided, consistent with s. 10.102(8).
- o. If the Dane County Highway, Transportation and Public Works Department or the town engineer determine that road intersection improvements are necessary to safely accommodate the conditional use, the cost of such improvements shall be borne by the landowner. Costs borne by the landowner shall be proportional to the incremental increase in traffic associated with the proposed conditional use.
- p. The Zoning Administrator or designee may enter the premises of the operation in order to inspect those premises and to ascertain compliance with these conditions or to investigate an alleged violation. Zoning staff conducting inspections or investigations will comply with any applicable workplace safety rules or standards for the site.
- q. The owner must post, in a prominent public place and in a form approved by the zoning administrator, a placard with the approved Conditional Use Permit number, the nature of the operation, name and contact information for the operator, and contact information for the Dane County Zoning Division.
- r. The owner or operator must keep a copy of the conditional use permit, including the list of all conditions, on the site, available for inspection to the public during business hours.
- s. Failure to comply with any imposed conditions, or to pay reasonable county costs of investigation or enforcement of sustained violations, may be grounds for revocation of the conditional use permit. The holder of a conditional use permit shall be given a reasonable opportunity to correct any violations prior to revocation. If any use allowed by an approved conditional use permit is abandoned for one year or more, the associated conditional use permit shall be terminated. Future re-establishment of an abandoned conditional use shall require approval of a new conditional use permit.

The motion carried by a 3-1 vote with Mathies voting no.

2) Discussion and Possible Action: Land Use Application 2022-05 submitted by Doug Sommerfeld for a rezone for the 1.16-acre parcel 062/0608-161-9351-0 from LC to GC

The Plan Commission discussed this item at their monthly meeting on October 27th, 2022. Discussion items included notification to the neighboring properties and clarification around use. The Plan Commission recommended approval of this application with the following conditions:

- a. Uses are deed restricted to include only the following:
 - Contractor, landscaping or building trade operations
 - Undeveloped natural resource and open space areas
 - Office uses

- Indoor sales
- Indoor storage and repair
- Personal or professional service
- A Transportation, utility, communication or other use required by law
- Utility services associated with a permitted use

Motion carried by voice vote.

- 3) Discussion and Possible Action: Land Division and Development Ordinance
 The Plan Commission discussed this item at their monthly meeting on October 27th, 2022. Discussion items included intent of the ordinance and the preference for eliminating traditional subdivision design as an option. This would require amending the ordinance but not repealing it. *Before adoption of a subdivision ordinance or any amendments thereto the governing body shall receive the recommendation of its planning agency and shall hold a public hearing thereon. Notice of the hearing shall be given by publication of a class 2 notice, under Ch. 985. Any ordinance adopted shall be published in form suitable for public distribution.*

New Business

- 1) Discussion and Possible Action: Resolution 2022-06 Approving Exceeding the Levy Limit for Joint EMS Districts
 This resolution would allow the municipalities of the Cities of Fitchburg and Verona and the Town of Verona to exceed the levy limit if approved by all municipalities. Statute 66.06021 (2)(h) outlines the criteria and states that an “increase in charges assessed to a municipality for a joint fire department or a joint emergency medical service district may be added to the levy limit if the following three criteria are met:
- a) The total charges assessed by the joint EMS district cannot increase more than CPI + 2%. The CPI used for this calculation has been certified as 7.7% making the allowed increase 9.7%. This percentage is much higher than normal due to the significant inflation currently experienced. The original budget submitted increases the total charges to all three municipalities by 6.92%.
- b) The increase in the specific amount levied to pay for such charges would cause the municipality to exceed the limit that is otherwise applicable. The City of Verona’s increase in the original budget submitted increased \$50,930 or 6.92%. The City of Fitchburg’s increase was \$68,944 (7.36%) and the Town of Verona’s was \$1717, or 1.94%.
- c) All municipalities served by the joint district adopt a resolution in favor of exceeding the limit. A levy limit adjustment that will provide current and future funding flexibility. For the City of Fitchburg and Verona to exceed the limit, the Town also has to pass a resolution. Passing the resolution does not require the Town to take the levy adjustment on the worksheet and indeed, the Town will not be doing so.

Because the levy limit adjustment is base building, there is incentive to increase the District budget to utilize the full amount possible under the adjustment. One strategy is to increase the budget and rebuild the low fund balance quicker than currently included in the original budget. The amount currently included is \$10,000 to rebuild the fund balance. The updated budget reflecting this increase was presented at the EMS Annual Meeting on October 20th, 2022. The Town's portion of this increase is \$4,020 and is reflected in the 2023 Draft Budget

- 2) Discussion and Possible Action: Town of Verona Engagement Letter from Johnson Block CPA for the 2022 Audit
- 3) Discussion and Possible Action: Contract Award for Conversion of Town Hall to Gas Utilities



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) 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
(608) 845-7187

OFFICE USE ONLY

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

Dane County Conditional Use Permit Application

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

| | |
|--------------------------|--------------------------|
| OWNER INFORMATION | AGENT INFORMATION |
|--------------------------|--------------------------|

| | | | |
|--|--|--|----------------------|
| 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 | |

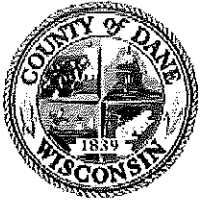
| ADDRESS/LOCATION 1 | | ADDRESS/LOCATION 2 | | ADDRESS/LOCATION 3 | |
|----------------------------|---------------|----------------------------|---------|----------------------------|---------|
| ADDRESS OR LOCATION OF CUP | | ADDRESS OR LOCATION OF CUP | | ADDRESS OR LOCATION OF CUP | |
| 6537 Shady 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

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

| | | |
|---|--|---|
| DEED RESTRICTION REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No Applicant Initials _____ | Inspectors Initials RUH1 | SIGNATURE:(Owner or Agent) PRINT NAME: DATE: |
|---|--|---|



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 (non-refundable), payable to Dane County Treasurer |
|---|--|---|---|--|---|

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

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.

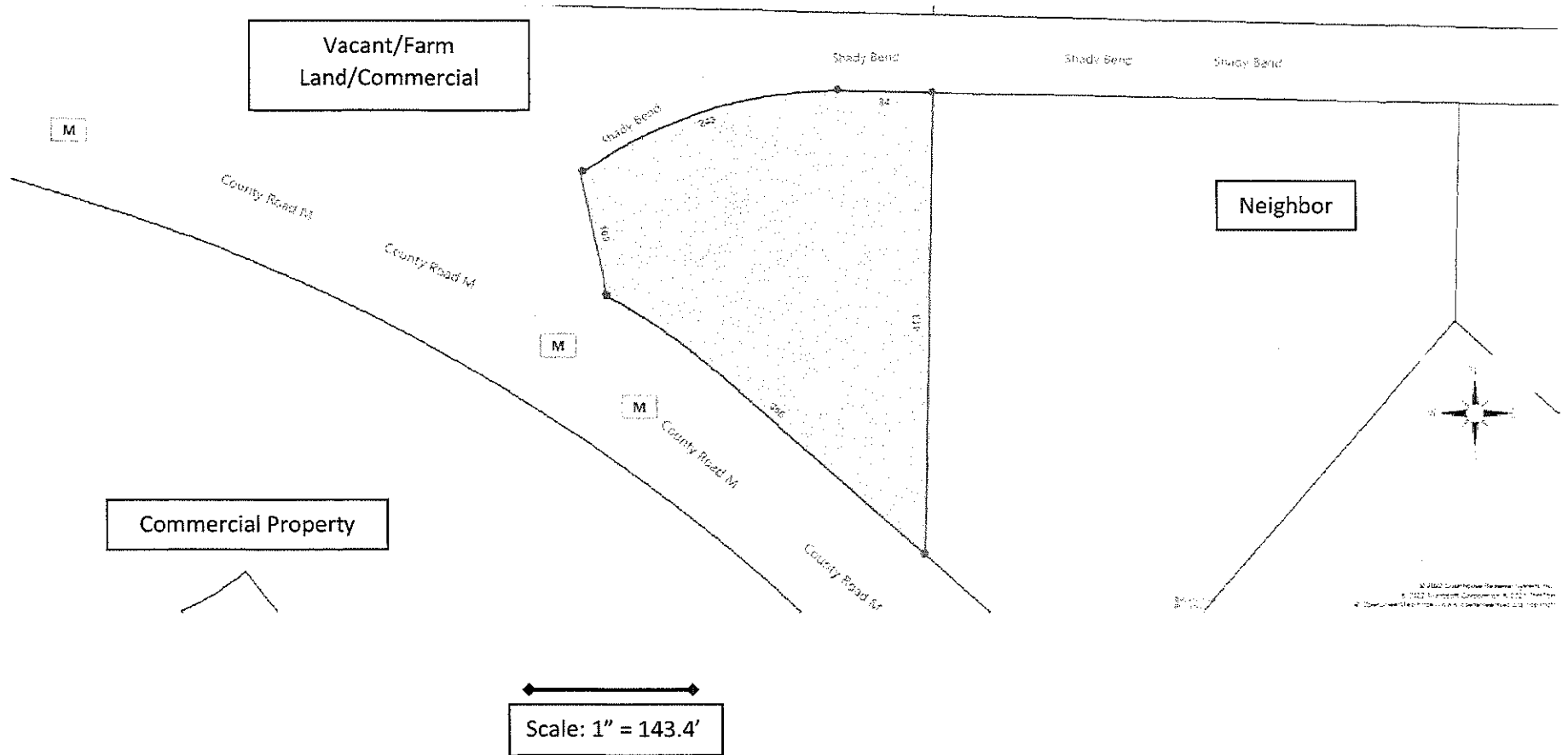
Legal Description of Boundaries

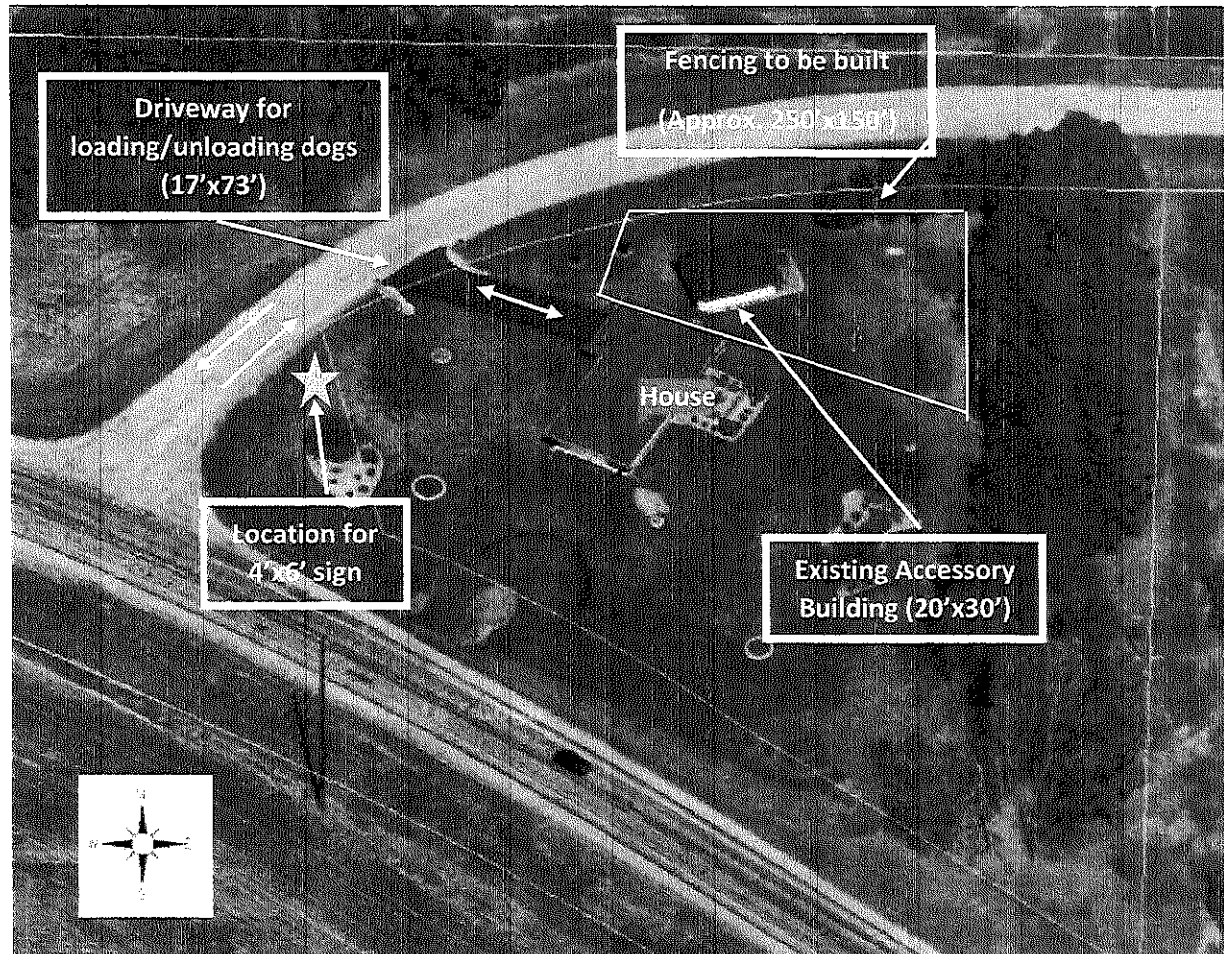
That part of the Northwest 1/4 of the Northwest 1/4 of Section 25, Town 6 North, Range 8 East, (Town of Verona), Dane County, Wisconsin, lying Northeast of the center line of County Trunk Highway M, and Southeasterly of the center line of Shady Bend Lane, subject to public highways.

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

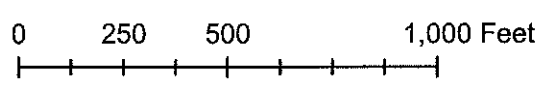
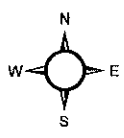
S: All property south of County Road M is Commercial Property

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

Planning Report

Town of Verona

October 21st, 2022

6537 Shady Bend Road, Verona WI

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 and Katie Thompson

Property Addresses: 6537 Shady Bend Road, Verona WI

Applicant: same

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 5-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 be not be detrimental to or endanger public health, safety, comfort or general welfare of the neighborhood. There nearest town residence is located 450' away from the applicant property. The property

also abuts the City of Verona Business Park which includes several businesses, Costco, TailWaggers Doggy Daycare and the Wisconsin Brewing Company. The neighborhood is approximately one mile from Highway 18/151. No additional lighting will be required. Traffic impact will be minimal – just owners dropping off/picking up their dogs via access from the intersection of CTH M, adjacent to the property. Client dogs will utilize the outdoor, adjacent fenced area on an individual basis and the applicants 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 applicants are on-site to monitor any potential barking issues. The property is currently heaving screened to the east from the closest residential neighbor. Town of Verona residents are permitted to have up to five dogs as pets. There are no ordinances or standards for outdoor care of pets.

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.

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

Other The purpose of the Limited Family Business zoning classification is to provide some flexibility for businesses to be accommodated in RR zoned areas without requiring a rezone of the property. The definition of a limited family business from the Dane County fact sheet is “A small family-run commercial operation, accessory to a permitted principle use, that takes place entirely within an accessory building. All employees, except up to one or one full-time equivalent, must be a member of the family residing on the premises.” The question has been raised as to whether the outdoor, fenced area to be directly adjacent/attached to the accessory building meets this definition. This outdoor space is an ancillary use, like for instance a parked car of an employee. Ancillary uses can meet the above definition.

Possible conditions for approval of CUP 2022-02: See the attached Dane County Staff report.

| | | | |
|---|---|-------------------------|--|
| Staff Report  Zoning and Land Regulation Committee | <i>Public Hearing:</i> September 20, 2022 | | CUP 02572 |
| | <i>Zoning Amendment Requested:</i> TO CUP: Limited Family Business - small dog kennel | | <i>Town/Section:</i> VERONA, Section 25 |
| | <i>Size:</i> 2.5 Acres | <i>Survey Required.</i> | <i>Applicant</i> KATIE KWAS & MICHAEL THOMPSON |
| | <i>Reason for the request:</i> Limited Family Business - small dog kennel | | <i>Address:</i> 6537 SHADY BEND RD |



DESCRIPTION: Landowner seeks a conditional use permit to allow for a limited family business for a “pet sitting service” on an existing 2.5-acre lot in the RR-2 (Rural Residential) zoning district.

OBSERVATIONS/ FACTUAL INFORMATION: The property is immediately west of an adjacent residential parcel zoned RR-4, with a row of evergreen vegetation between the two lots. The property is located on County Trunk Highway M to the west and south, which is a heavily travelled road. It also abuts a commercial business park within the City of Verona across CTH M and Shady Bend Road. Applicant proposes caring for no more than 10 dogs at a time, with the majority of the activity occurring indoors. Outdoor runs for dogs are proposed be used for 1 – 2 dogs at a time, with animals from different households to be kept separated and all dogs to be monitored by the resident owners.

DANE COUNTY HIGHWAY: No access will be permitted on CTH M due to conditional use permit; no change is proposed.

TOWN PLAN: The property is within a Rural Residential (2-4 Acres) planning area in the *Town of Verona / Dane County Comprehensive Plan*. The plan supports all permitted and conditional uses in the RR-2 zoning district. (For questions on the town plan, contact Senior Planner Brian Standing at standing@countyofdane.com.)

RESOURCE PROTECTION: There are no mapped resource protection corridors on the site.

CUP STANDARDS: In order for an applicant to obtain a Conditional Use Permit, the Zoning and Land Regulation Committee must find that all of the following standards are met for the proposed land use:

1. The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or welfare.
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.
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.
4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made; and
5. That adequate measures have been or will be being taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets; and
6. That the conditional use shall conform to all applicable regulations of the district in which it is located.
7. That the conditional use is consistent with the adopted town and county comprehensive plans;
8. If the conditional use permit is located in the FP Farmland Preservation Zoning District the land use shall meet the requirements found under 10.220(1)(b).

TOWN ACTION: The Town has discussed with the applicants but has not yet taken action. The Town will revisit the petition at its October 4th Plan Commission meeting and will hold a public hearing with the Town Board on October 20th.

STAFF RECOMMENDATION: Staff recommends postponement at this time, to allow for town action. See next page for possible conditions of approval, pending public comments at the public hearing.

SEPTEMBER 20th ZLR MEETING: This petition was postponed at the September 20, 2022 meeting due to public opposition and no town action. Multiple neighbors in the area spoke and submitted written comments in opposition, and expressed concerns about the potential for noise, traffic, impacts to the area's rural character, impacts to wildlife, property values, the wellbeing of dogs boarded on site, and concerns about the proposed operation being a commercial kennel / animal boarding operation which is not allowed in residential zoning districts.

Applicant Michael Thompson responded by describing the proposed operation and why he and his wife believe it is appropriate for this location, being a residential property located on a high-traffic road adjacent to both residences and urban commercial development. He explained the dogs will be supervised outdoors and will have a fenced enclosure, that they will insulate the accessory building housing the dogs for better noise mitigation, and said they propose this as a small-scale boarding operation in contrast to the large-scale operations like the one nearby in the City of Verona near the Costco that boards 70 dogs. He offered to reduce the number of dogs boarded to 5 or less.

Staff explained that the initial proposal appeared to fit the intent of Limited Family Businesses in the zoning code, due to the size and considering the primary use of the property would still be residential. And if the applicants were to board fewer than 6 dogs it would not be defined as a kennel or "animal boarding". Staff also consider the surrounding context of heavy traffic, adjacent commercial land uses, and associated noise, in addition to public comments received as part of the public hearing process.

Since the public hearing, Staff also visited the site and surrounding area. The conditions on the ground were found to be as described above, with a rural area abutting a busy urban commercial area with sites under construction.

STAFF UPDATE: The applicant has agreed to limit the number of dogs boarded to 5, and to allow one outside at a time (or multiple dogs only if they are within the same family). In summary, Staff feel that the conditions noted below effectively mitigate the concerns raised at the public hearing by limiting the number of animals boarded and limiting the number of animals outdoors. As of September 27th, we have not yet received a Town Action Report. Pending town action, staff recommends approval subject to the possible conditions of approval on the next page.

Possible conditions of approval for CUP 2572:

1. The conditional use permit shall expire upon the sale of the property.
2. The use shall employ no more than one or one full-time equivalent, employee who is not a member of the family residing on the premises.
3. No more than 5 domestic pets being boarded shall be on the premises at one time.
4. Each animal shall be provided with adequate exercise space.
5. Each animal shall be provided with an indoor containment area.
6. No more than one (1) dog shall be outdoors at any one time, unless the dogs are from the same household. Dogs shall be monitored while outdoors.
7. Outdoor areas must be secured and maintained with fencing that effectively contains the dogs on the premises.
8. Animal waste shall be promptly removed from the premises indoor and outdoor areas and placed in proper waste containers until further removed from the property by a waste management company.
9. The physical development and operation of the conditional use must conform, in all respects, to the approved site plan, operational plan and phasing plan.
10. New and existing buildings proposed to house a conditional use must be constructed and maintained to meet the current requirements of the applicable sections of the Wisconsin Uniform Dwelling Code.
11. The applicant shall apply for, receive and maintain all other legally required and applicable local, county, state and federal permits. Copies of approved permits or other evidence of compliance will be provided to the zoning administrator upon request.
12. Any ongoing business operation must obtain and continue to meet all legally required and applicable local, county, state and federal licensing requirements. Copies of approved licenses or other evidence of compliance will be provided to the zoning administrator upon request.
13. All vehicles and equipment must access the site only at approved locations identified in the site plan and operations plan.
14. Off-street parking space for at least four vehicles must be provided, consistent with s. 10.102(8).
15. If the Dane County Highway, Transportation and Public Works Department or the town engineer determine that road intersection improvements are necessary to safely accommodate the conditional use, the cost of such improvements shall be borne by the landowner. Costs borne by the landowner shall be proportional to the incremental increase in traffic associated with the proposed conditional use.
16. The Zoning Administrator or designee may enter the premises of the operation in order to inspect those premises and to ascertain compliance with these conditions or to investigate an alleged violation. Zoning staff conducting inspections or investigations will comply with any applicable workplace safety rules or standards for the site.
17. The owner must post, in a prominent public place and in a form approved by the zoning administrator, a placard with the approved Conditional Use Permit number, the nature of the operation, name and contact information for the operator, and contact information for the Dane County Zoning Division.
18. The owner or operator must keep a copy of the conditional use permit, including the list of all conditions, on the site, available for inspection to the public during business hours.
19. Failure to comply with any imposed conditions, or to pay reasonable county costs of investigation or enforcement of sustained violations, may be grounds for revocation of the conditional use permit. The holder of a conditional use permit shall be given a reasonable opportunity to correct any violations prior to revocation. If any use allowed by an approved conditional use permit is abandoned for one year or more, the associated conditional use permit shall be terminated. Future re-establishment of an abandoned conditional use shall require approval of a new conditional use permit.

Town of Verona
Town Board Meeting Minutes - DRAFT
Tuesday, October 04, 2022 – 6:30 pm

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

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

Applicants Present: Attorney Rick Manthe from Stafford and Rosenbaum, Michael and Katie Thompson

- 1) 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.

Bill Pailing 6429 Shady Bend – opposed to CUP, he is concerned about noise and increased traffic and feels this type of business belongs in a commercial area.

Dale Beske – 5422 Shady Bend Road – he feels this does not fit with Dane Co Zoning ordinance and is not a conditional use in residential areas. Definition of a limited family business says it must be contained entirely within an accessory building.

Janet Nodorft – 6415 Shady Bend – She is concerned with traffic and noise. She feels it will impact feel of neighborhood and resale value of homes. Dogs barking made her feel uneasy. 4 x 6 sign may draw more traffic. Having a kennel want owners to have proper training and is concerned about that. May be open 24/7 and both are employed full time and have a baby – how can they manage a kennel?

Mark Cain – 6460 Shady Bend – resident of the area for close to 30 years. Would like to echo the concerns of the other neighbors such as noise, increased traffic, and changes to neighborhood.

Michael Thompson, owner – recently moved to Wisconsin. Valid neighbor concerns have a perception of dog kennels. This will not be like other kennels. The client dogs will not be outside without supervision. The Fence installed recently on the property perimeter is for personal use and not related to the application. Heavy vegetation around property and doesn't feel that 5 dogs will be heard at all. They are the first property at end of the street. He feels clients would come to property and go back out on CTH M. Duerst – asked if there is insulation in the building to cut down on noise. Owner said that it will be insulated. Lonsdorf asked if they both work full time and have a baby. They both work full time from home and child will be in daycare. Passion for this will drive them to be successful. Katie used to work at a dog boarding facility and has a lot of experience. Paul asked if they would limit size of dogs. There will not be a limit on physical size of dogs. They want to help dogs with special needs and give them a safe environment. Plan is to only have one dog out at a time unless they are from the same family. Duerst – asked where other dog kennel is, owner stated it is behind the new Costco near gas pumps. Can be up to 60 or 70 dogs outside at a time. Mathies – if a dog is in distress during the night how will they know if they have a problem in an insulated building. They will check on them periodically during the night via video monitoring.

Email was submitted by Cora Hageman with her concerns regarding the CUP and it was distributed to the board.

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.

Dog Kennel Opposition
CUP 2022-02 from Katie Kwas and Michael Thompson at 6537 Shady Bend Rd, Verona, WI
Town of Verona Meeting – October 4, 2022

We live on Shady Bend Road and my husband Randy Nodorft and myself purchased an empty lot back in the late 1980's. We built a home with the hopes of living in the neighborhood for most, if not all, of our lives. We chose this road due to the rural setting; neighbors are close but not too close, it was quiet, there is abundant wildlife, and the Town of Verona has a great reputation for living a good life in rural USA while being near Madison, WI.

Things have changed in the 30 plus years that we've lived here. There is more traffic on Hwy M and new residential and commercial development has happened including Costco and several strip malls. We appreciate the somewhat rural setting and Shady Bend Road with limited traffic, and not much other noise. Unfortunately, we cannot control traffic on M and the new development. But we want to preserve Shady Bend Road as much as possible and don't want any more growth particularly small businesses that will negatively impact neighbors.

We oppose moving forward with the small dog kennel because it will significantly impact the quiet, rural residential setting in many ways. There will potentially be dogs barking 24/7 and more daily traffic noise from clients. The look and feel of Shady Bend Road will change negatively. In talking with other neighbors, some expressed significant concern about the short- and long-term impact of a dog kennel including zoning, safety, noise, barking, preserving wildlife and maintaining the rural residential setting on and around Shady Bend Road. We want to keep the neighborhood as a quiet haven and home to all residents in the same rural setting that they moved into.

Safety is also a huge issue since I walk on Shady Bend Road and enjoy the quiet setting. The owner's two big dogs that are in the fenced area barked ferociously when I walked by the residence this past weekend. Another time one of their dogs ran into the road and barked at me prior to the fence being installed. Another neighbor said two of the dogs met her in the road and she was scared since they were big and barking while the dogs were unprovoked. No collar or leash were on the dogs during these encounters which indicates a lack of understanding that loose dogs cannot run in the neighborhood. I choose to walk on Shady Bend Road because I appreciate the outdoors, seeing wildlife, it's a low traveled road, and I enjoy chatting with neighbors. I think the kennel will make a negative impact and I don't want to see that happen. We are concerned that dogs will bark, may get loose and be in the road, and perhaps bite people or dogs walking on the road. We also have other neighbors on Shady Bend who are walking daily and have small children riding bikes near the site of the proposed kennel. This will not be a pleasant experience with up to 10 dogs near the roadway.

Another concern is that having a kennel may impact the future value of homes in the neighborhood and the ability to keep neighbors who appreciate the beauty and quietness that we now have. We are also concerned that future zoning may be changed, and we don't want

that. This impacts not only Shady Bend Road but Davis Hills Drive, County Hwy M and surrounding neighbors. With future development already in the works, we don't want any commercial business on Shady Bend Road. Let's keep it residential housing only.

Another concern is the dogs getting the proper care and attention from the owners. My understanding is they both work full time at other jobs and had a newborn baby in July. How can a kennel business be successful when they are splitting their time between full time work, their family and taking care of up to 10 dogs? It is not possible to be effective in managing all the demands and one or more of them will likely suffer. Furthermore, they said they will focus on dog sitting hard to handle dogs which requires even more time and attention compared to well trained, calm dogs. What professional training with dogs do the owners have and how much experiences do they have with hard to handle dogs? And what about the safety of a small child?

There are several inconsistencies in the permit application such as a small dog sitting business versus a kennel business, is it up to 5 or 10 dogs? The permit application also states the fencing is 250' x 150' surrounding only the outbuilding. As of October 1, the completed fenced in area surrounds about 2.0 acres which is an indicator of a larger business and not in compliance with what is in the permit that is being reviewed. It appears that the owners intend to grow the business resulting in more dogs, noise, traffic and pet waste. We do not want a large sign which will draw more traffic on Shady Bend Road. The permit state the dogs are in a 4' x 6' suite which is a very small area especially for large dogs to be in for most of the day and night. A suite is indicative of a much larger space and more amenities with ample time for exercise, play and attention from the owners. The entire permit application and intended use needs to be 100% accurate, consistent and include details that are more comprehensive, so an accurate decision is made based upon what is actual versus what is now in the application.

We don't want to have a kennel on Shady Bend Road for reasons listed above and ask that you please reject the permit.

Respectfully,
Janet and Randy Nodorft
6415 Shady Bend Road
jnodorft@msn.com

From: Cora Hageman <kchageman@gmail.com>

Sent: Monday, October 03, 2022 2:24 PM

To: Teresa Withee <TWithee@town.verona.wi.us>

Subject: Concerns over a small dog kennel business on 6537 Shady Bend Rd

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Hello, I am not able to attend the meeting Oct 4th, but do have some concerns and an incident I would like to share.

I had an incident happen 9/14/22 about 2:20pm at 6537 Shady Bend Rd.

I was walking my dog before my kids got off the bus on Shady Bend Rd as we got around the bend toward 6537 the owner and 2 of her dogs were sitting on her back deck and as soon as her dogs seen me and my dog they bolted over to us! They didn't appear to have collars or leashes on and the owner has a newborn baby in her arms. She was struggling to get control of them!

My dog was scared and crouched down in the ditch I got in between her 2 big dogs and mine which probably wasn't the smartest idea but I wasn't going to let them get to her! Thankfully no one got bit but we don't know these dogs and they should of been on a leash or in an enclosed area. I know they are putting up a fence but it is not fully up yet.

This couple are wanting to put up a small dog kennel and I am very nervous about safety! I have 3 young kids and a dog. We walk Shady Bend quite a bit and there are quite a few people on Shady Bend Rd and even on Davis Hills Dr that walk on Shady Bend Rd if they are struggling at keeping control of their own dogs how are they going to handle 10 or more dogs?

The other concern is noise. We are on the other end of Shady Bend and we can hear some of the construction from over by the Costco area so I am sure we will hear the dogs barking. The construction is eventually going to end but the dogs will always be there. And as much space as they have fenced in it really makes me wonder if they are planning on taking in more dogs than they claim they are going to house?

Cora Hageman
6418 Shady Bend Rd

Hello

I just wanted to add one further comment to our previous letter in opposition to the CUP2572 application for the small business dog kennel at 6537 Shady Bend Rd.

When looking through the Town of Verona website I read through the following statement:

The Town of Verona has a population of just under 2000 people who chose to live here because of its rural beauty and close proximity to jobs and commerce. Over 70 percent of the lands in the Town are actively farmed. The Town of Verona is working hard to keep its unique identity. There is a great sense of pride in being a Verona resident. Residents enjoy a high quality of life away from the stresses that can come with city living. The Town strives to be an important part of the region while retaining its own small community character.

I feel that introducing this small family business would open the door to more such businesses. This would change our Rural Residential neighborhood in the Town of Verona into a small family business neighborhood. We moved to this area 26 years ago to get that rural feel.

Thank You

Julie Pailing

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

From: [Mark Geller](#)
To: [William Pailing](#)
Cc: [Sarah Gaskell](#)
Subject: Re: CUP2572 comments
Date: Wednesday, September 14, 2022 10:06:20 AM

Hi Bill

I have received your comments and they will be included in the board packet for the public hearing on October 4th.


Thank you
Mark Geller

Sent from my iPhone

On Sep 14, 2022, at 9:30 AM, William Pailing (via Google Docs) <wfpailing@gmail.com> wrote:

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know
the content is safe.**

William Pailing attached a document

 William Pailing (wfpailing@gmail.com) has attached the following document:

Hi Mark
Please see our concerns below. Thank You.
Bill & Julie Pailing

 Dog Kennel

Snapshot of the item below:

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

Google LLC, 1600 Amphitheatre Parkway, Mountain View,
CA 94043, USA
You have received this email because
wfpailing@gmail.com shared a document with you from
Google Docs.



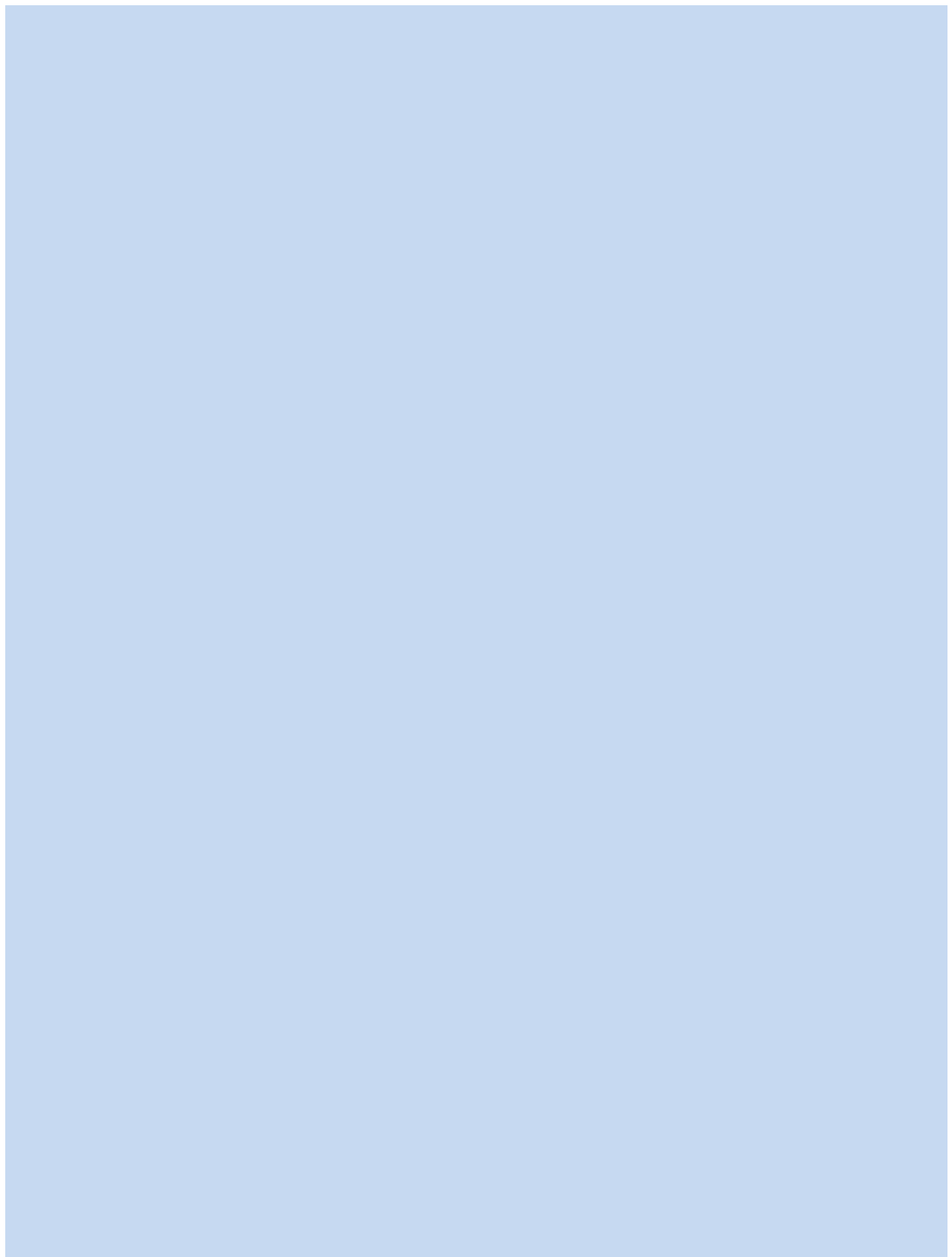
From: David Scidmore <davidscidmore@tds.net>
Date: October 11, 2022 at 2:32:58 PM CDT
To: Mark Geller <MGeller@town.verona.wi.us>
Subject: **Opposition to Boarding Kennel on Shady Bend**

CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Town of Verona,

We are writing today as residents, for the last sixteen years, of 6485 Shady Bend Rd. to register our strong objection to the proposed conditional use permit DCPCUP-2022-02572. From the details of this proposal, it is clear it would grant permission to operate and advertise a commercial boarding kennel business within the residential Shady Bend neighborhood. Town of Verona ordinance #07-02 Section 10 makes it unlawful for residents keep more than a specified number of dogs in a residential area, and the reason given recognizes that “the keeping of a large number of dogs or cats poses health, safety, and public welfare risks and is deemed a public nuisance.” While we appreciate the applicant’s good intentions, the aforementioned conditional use permit would grant permission to maintain precisely such a public nuisance in the quiet Shady Bend community. As prior owners and operators of Dogs Welcome Training and Daycare Inc., we are well acquainted with the demands of this kind of business and the impact it is bound to have on the area, even if limited to a handful of dogs. Therefore, in the strongest possible terms, we urge the committee to deny the proposed conditional use permit, as it would forever alter the essential character of the peaceful Shady Bend neighborhood.

Thank you for considering our concerns—Dave and Brenda Scidmore



**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) 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): _____

335 North Vine mound Road Verona WI 53593

Please check all that apply:

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

Property Owner Phone 608-845-8110

Address 335 N Vine mound Road Verona WI 53593 E-Mail Douglas Sommerfeld@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)

From LC commercial to GC general Commercial

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.

Douglas Sommerfeld
Applicant Signature

8-22-22 **PAID**
Date

Print Name Douglas Sommerfeld

SEP 16 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
(608) 845-7187

OFFICE USE ONLY
Application # 2022-05
Fee \$300
Paid by D. Sommerfeld
Date 9-16-22 Check # 1238
Receipt # _____

Sjg

Dane County Rezone Petition

| | |
|----------------------------|------------------------|
| Application Date | Petition Number |
| 09/15/2022 | DCPREZ-2022-11908 |
| Public Hearing Date | |
| 11/15/2022 | |

| | |
|--------------------------|--------------------------|
| OWNER INFORMATION | AGENT INFORMATION |
|--------------------------|--------------------------|

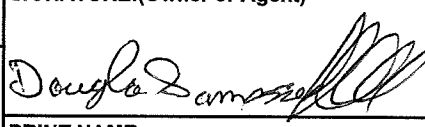
| | | | |
|--|--|--|--|
| OWNER NAME D SOMMERFELD PROPERTY LLC | PHONE (with Area Code) (608) 845-8110 | AGENT NAME DOUG SOMMERFELD | PHONE (with Area Code) (608) 845-8110 |
| BILLING ADDRESS (Number & Street) 335 N NINE MOUND RD | | ADDRESS (Number & Street) 335 N NINE MOUND RD | |
| (City, State, Zip) VERONA, WI 53593 | | (City, State, Zip) VERONA, WI 53593 | |
| E-MAIL ADDRESS dougshandymanseviceinc@gmail.com | | E-MAIL ADDRESS douglassommerfeld1@gmail.com | |

| ADDRESS/LOCATION 1 | | ADDRESS/LOCATION 2 | | ADDRESS/LOCATION 3 | |
|-------------------------------|---------------|-------------------------------|---------|-------------------------------|---------|
| ADDRESS OR LOCATION OF REZONE | | ADDRESS OR LOCATION OF REZONE | | ADDRESS OR LOCATION OF REZONE | |
| 331-335 N. Nine Mound Rd | | | | | |
| TOWNSHIP VERONA | SECTION 16 | TOWNSHIP | SECTION | TOWNSHIP | SECTION |
| PARCEL NUMBERS INVOLVED | | PARCEL NUMBERS INVOLVED | | PARCEL NUMBERS INVOLVED | |
| 0608-161-9351-0 | | | | | |

REASON FOR REZONE

REZONE TO GC TO ALLOW A HAIR SALON BUSINESS TENANT

| FROM DISTRICT: | TO DISTRICT: | ACRES |
|--------------------------------|--------------------------------|-------|
| LC Limited Commercial District | GC General Commercial District | |

| | | | | |
|---|--|--|---|---|
| C.S.M REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Applicant Initials _____ | PLAT REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Applicant Initials _____ | DEED RESTRICTION REQUIRED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Applicant Initials _____ | INSPECTOR'S INITIALS RUH1 | SIGNATURE:(Owner or Agent)  PRINT NAME: Douglas Sommerfeld DATE: 9-15-2022 |
|---|--|--|---|---|



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: | \$395 |
| Farmland Preservation Area: | \$495 |
| Commercial: | \$545 |

• PERMIT FEES DOUBLE FOR VIOLATIONS.
 • ADDITIONAL FEES MAY APPLY. CONTACT DANE COUNTY ZONING AT 608-266-4266 FOR MORE INFORMATION.

REZONE APPLICATION

| APPLICANT INFORMATION | |
|---|---------------------------------------|
| Property Owner Name: <i>D Sommerfeld properties</i> | Agent Name: <i>Douglas Sommerfeld</i> |
| Mailing Address: <i>335 N. Vine mound Road Verona WI 53593</i> | Mailing Address: <i>SAME</i> |
| Email Address: <i>Douglas Sommerfeld@egmail.com</i> | Email Address: <i>SAME</i> |
| Phone#: <i>608-845-8110</i> | Phone#: |

PROPERTY INFORMATION

| | |
|-------------------------|---|
| Township: <i>Verona</i> | Parcel Number(s): <i>060816193510</i> |
| Section: <i>16</i> | Property Address or Location: <i>335 N. Vine mound Road Verona WI 53593</i> |

REZONE DESCRIPTION

| | |
|---|--|
| Reason for the request. In the space below, please provide a brief but detailed explanation of the rezoning request. Include both current and proposed land uses, number of parcels or lots to be created, and any other relevant information. For more significant development proposals, attach additional pages as needed. | Is this application being submitted to correct a violation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| <p><i>to change from LC to LC</i> <i>for new tenants of Hair Salon</i></p> | |

| Existing Zoning District(s) | Proposed Zoning District(s) | Acres |
|-----------------------------|-----------------------------|------------|
| <i>LC</i> | <i>LC</i> | <i>1.1</i> |
| | | |
| | | |

Applications will not be accepted until the applicant has met with department staff to review the application and determine 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 commercial development proposals, or as may be required by the Zoning Administrator.

| | | | |
|--|--|---|---|
| <input checked="" type="checkbox"/> Scaled drawing of proposed property boundaries | <input checked="" type="checkbox"/> Legal description of zoning boundaries | <input type="checkbox"/> Information for commercial development (if applicable) | <input checked="" type="checkbox"/> Application fee (non-refundable), payable to the Dane County Treasurer |
|--|--|---|---|

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: *Douglas Sommerfeld* Date: *8.24.22*

SUPPLEMENTAL INFORMATION FOR COMMERCIAL DEVELOPMENT

A scaled site plan and detailed operations plan must be submitted for commercial rezone applications. Please use the checklist below to ensure you are submitting all required information applicable to your request. Please attach the relevant maps and plans listed below to your application form.

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

OPERATIONAL 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 PROPERTY OWNERS. Provide contact information for additional property owners, if applicable.

| | |
|-------------------------|----------|
| Property owner name(s): | Phone #: |
| Mailing address: | |
| Email address: | |

Doug's Handyman Service Inc

335 North Nine Mound Road

Verona, WI 53593

(608) 845-8110

Detail of business

Handyman business that does home repair for customers at their homes. Some of the jobs that we do are screen door install and repair, light plumbing such as faucet replacement, toilet replacement and repair, install wall and floor tiles and bathroom remodeling. Electrical repairs such as ceiling fan replacement, light switch and outlet replacement. Clean gutters and install a gutter cover system to keep them clean and working well. Many more jobs that the customers can't do for themselves.

Business hour of service

Monday thru Thursday 8:00 a.m. to 4:00 p.m.

Friday 8:00 a.m. to 12:00 p.m.

Saturday and Sunday Closed

Company profile

This a father and son company, just the 2 of us that service the Dane County area. I have been in business since May 1999. The shop area is for storage of equipment and materials for the handyman business. Work that is done for the business is done inside the building and that would not make any extra noise or cause odor problems. The traffic will be the company vehicles during business hours.

Signage

I have a sign 48" by 48" front of lot by drive way that has been there since 2018.

Thank you for your consideration for rezoning this property.

Douglas sommerfeld

Salon Space (Name TBD)
331 N. North Nine Mound Rd.
Verona, WI 53574

Jessica Ann Mimetz - N9670 Argue Rd. New Glarus, WI 53574 – (608)212-6695 – mimetz@tds.net

Summary

The prospective hair salon business will be dedicated to providing customer satisfaction by rendering excellent service and quality hair care products in a relaxing atmosphere at a reasonable price.

Mission

To supply services and products in an inviting and family friendly setting, with strong beliefs in support and betterment of the community.

I (Jessica A. Mimetz) believe the time is perfect for starting this new venture. I have held my Wisconsin Cosmetology license for just over 20 years (in good standing). I have worked in the salon industry that entire time with a strong client base of approximately 700+ returning clients from Verona and the surrounding communities. Many of my clients live, work and attend school within close proximity to this desired location.

To achieve this mission with great success, I have secured the funds (investments and savings) to finance the business start-up, and well in to the future.

Competitive advantage lies in its:

- Location: Easily accessible, near schools, businesses and neighborhoods.
- Ambience: The salon location provides a neighborhood feel and sense of community.
- Convenience: One-stop shop for hair care for the entire family.
- Reputation: The owner already has a great reputation for providing superior service.

Company Profile

The salon will, upon commencement of operations provide quality hair (cut, color, style), facial waxing (Brows, lip, chin), hair care products (shampoo, conditioner, etc). What will set us apart from our competitors is the commitment to providing all of these services in a convenient location at a reasonable price. The location's strategic location is on a highly visible road and again buffered by many large businesses, schools and residential areas.

The salon will have a reception area to check in/check out clients. ADA access throughout (Including automatic door openers.), office space (accounting, day to day operations), two ADA compliant restrooms and a small break room. The main salon space will have one chair for active services (Hair cuts, etc), There will be a second chair to stage any clients that are processing (hair color). One sink/hair wash station and a small seating area (2-3 chairs) as a waiting area. (Continued on next page)

(Continued from page 1)

We do not foresee ever having more than three to four vehicles present at one time, my personal vehicle, a current client, and a client that will be arriving for the next appointment.

Employees (1 – Self)

I (Jessica Mimetz) will be the sole cosmetologist providing services.

This will be a family business with my daughter helping with appointment setting and receptionist duties on occasion (possibly after school, summer, weekends). My husband will help as needed with janitorial duties as well as the accounting/financial responsibilities from time to time.

Hours will be by appointment. Typical hours will be:

M-F 8-6

Saturday 8-6

Sunday (typically closed) There may be certain times 1-2 hours for emergency hair appointments

Thank you for your consideration!

With great hope,

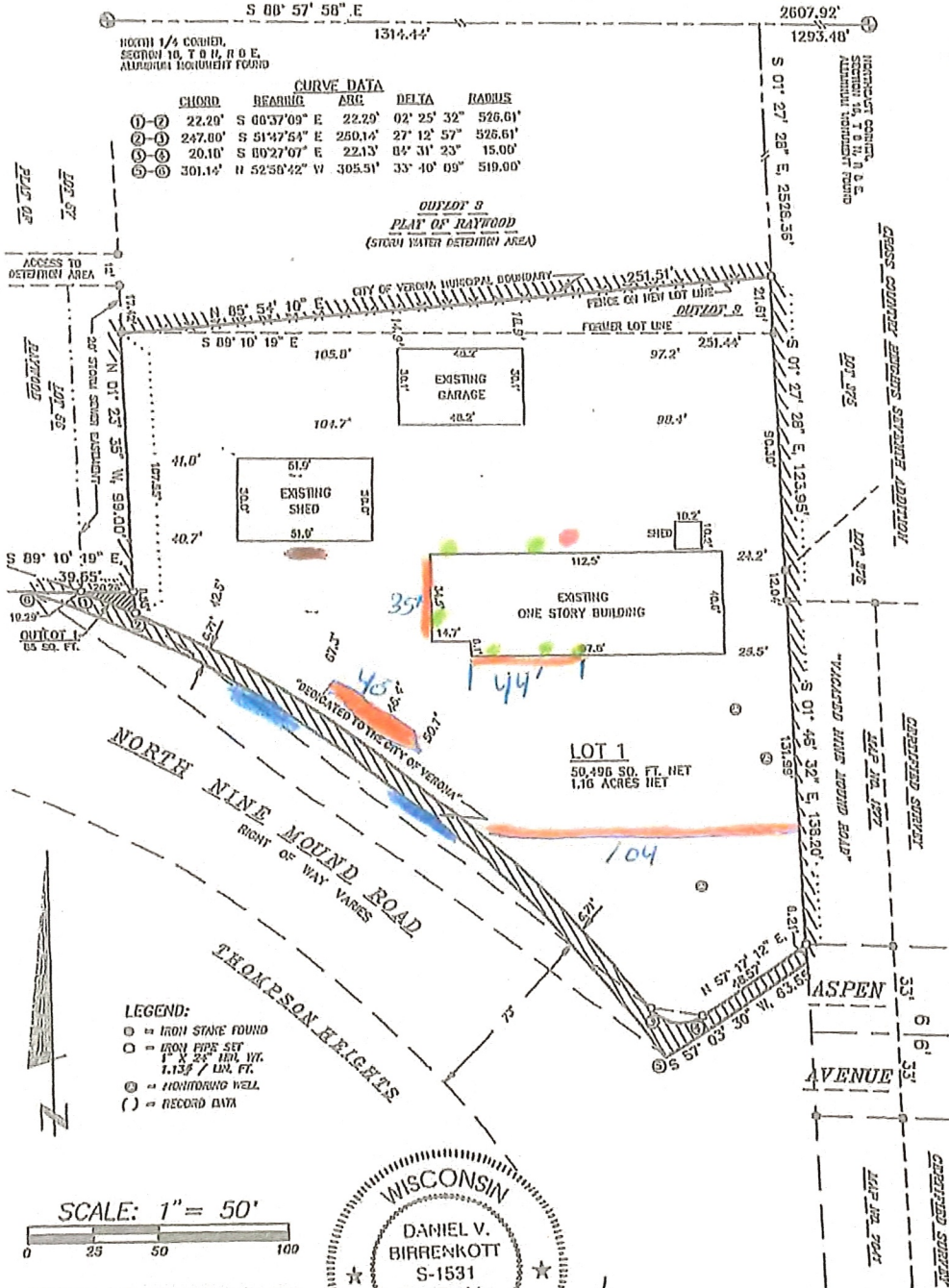
Jessica A. Mimetz

000348

CERTIFIED SURVEY MAP

PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 AND PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 16, T 6 N, R 8 E, TOWN OF VERONA, DANE COUNTY, WISCONSIN.

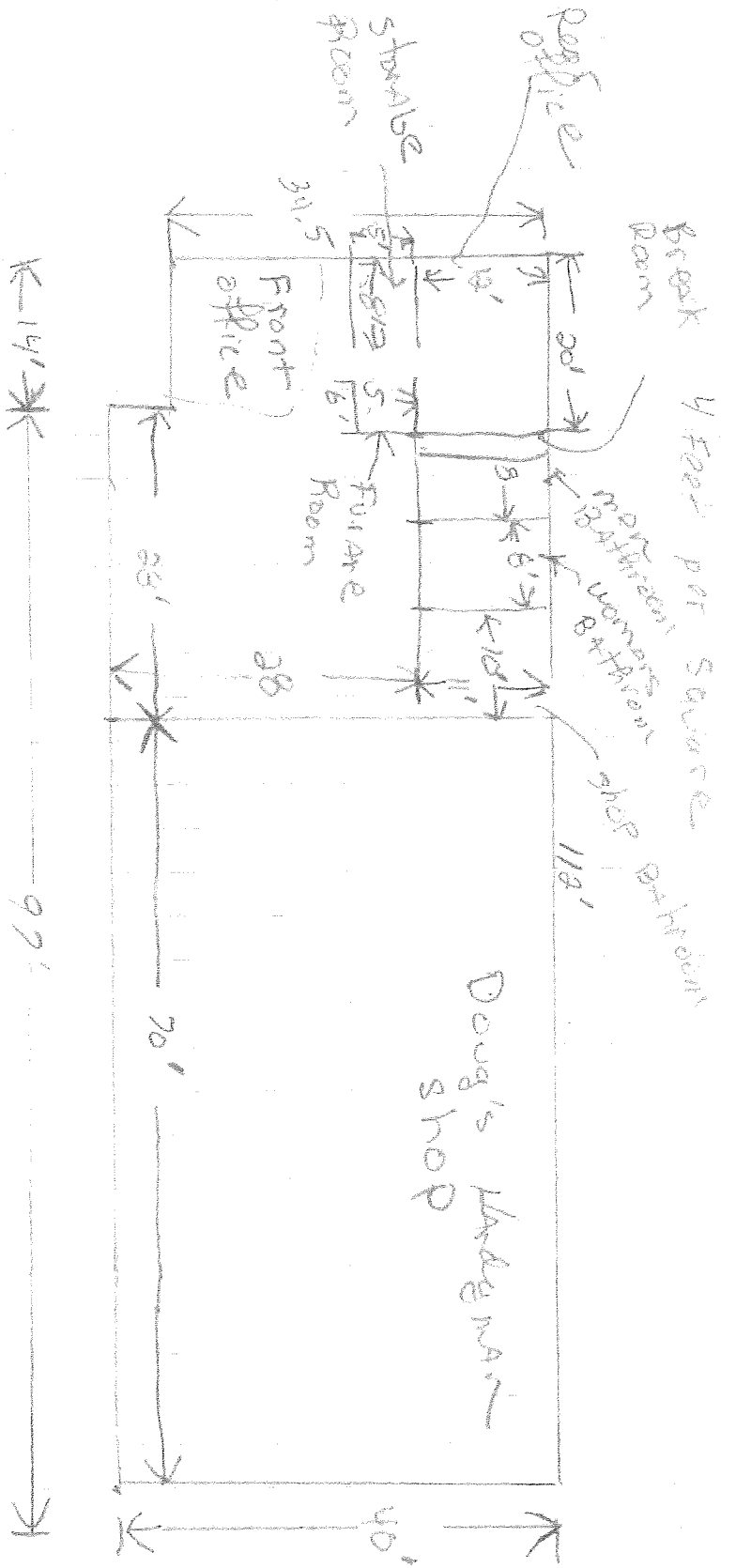
- Parking 203'
- Lighting
Dusk to Dawn
- Dumpster
- Well
- Drive way
total 88'



WISCONSIN
DANIEL V. BIRRENKOTT
S-1531
Sun Prairie
WI
LAND SURVEYOR
1.12.2000

DOCUMENT NO. 3187723
CERTIFIED SURVEY MAP NO. 9587
VOLUME 55 PAGE 12

8/12



Rental unit
 Approximately
 1500 square feet

Approximately
 3000 square feet



4'x4' sign
(right half of existing sign board)



Property overview (Access Dane)

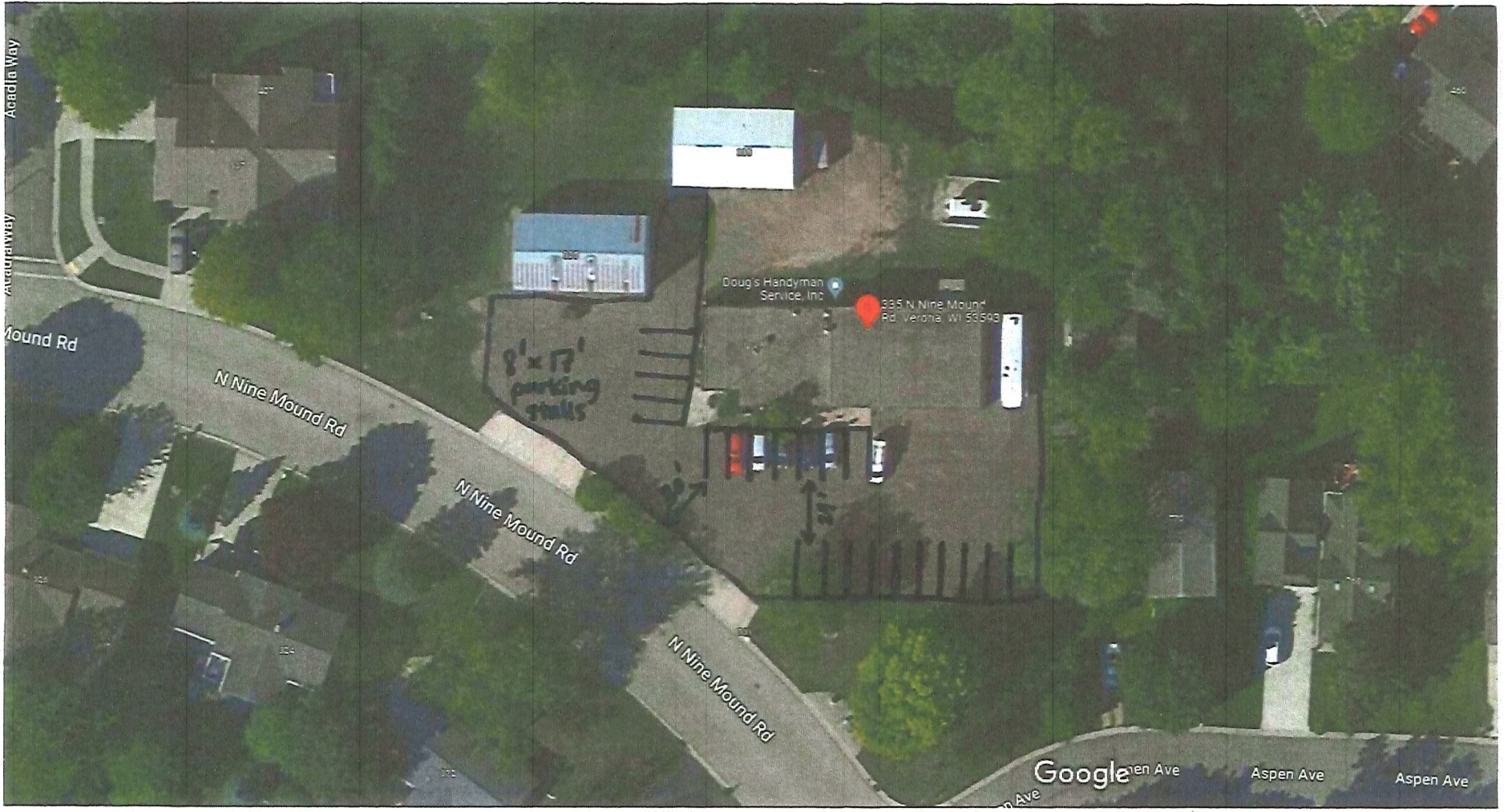
Front view of building



Salon space overview



BLACKTOP AREA









LC to GC

Lot 1 of CSM 9587

Planning Report

Town of Verona

October 27th, 2022

335 North Nine Mound Road

062/0608-161-9351-0

Summary: The property owner is applying for a rezone from LC to GC to be able to offer rental space for the provision of a professional service. Currently zoned as LC at 1.16 acres, the rezone will result in a GC parcel of the same size.

Property Owner: Doug Sommerfeld Property LLC

Property Address: 335 North Nine Mound Road
Verona WI 53593

Applicant: Doug Sommerfeld
335 North Nine Mound Road
Verona WI 53593

Location Map



Comprehensive Plan Guidance:

Land is currently zoned LC and is a Town Island in the Comprehensive Plan. A rezone from LC to GC would not significantly change the use of the parcel. There will be no external changes to the existing buildings on site nor changes to the parking lot. The rezone would allow the applicant to accommodate different tenant uses than those currently allowed. The applicant is specifically looking to allow for a two-chair salon facility.

Current and Proposed Zoning: The current zoning is LC. The new zoning would be GC.

Extra-territorial Review/Boundary Agreement Authority: Joint Committee provisions for review apply to only “land remaining in the Town and located in Areas A, B, and D.” This parcel, per the boundary agreement and the map, is not governed by the boundary agreement and is therefore, not subject to review/approval of the JPC.

Surrounding Land Use and Zoning: The property is adjacent to City of Verona residential uses on the east and west side. The parcel immediately north of the site is an outlot owned by the City of Verona. The site is screened on three sides from these uses by heavy vegetation.

Site Features: None of significance.

Driveway Access: Access to the site is via Nine Mound Road and will not change.

Staff Comments: Staff recommends approval of the rezone subject to the following conditions:

1. Permitted Uses are limited to:
 - Contractor, landscaping or building trade operations (currently allowed under LC)
 - Undeveloped natural resource and open space areas (currently allowed under LC)
 - Office uses (currently allowed under LC)
 - Indoor sales
 - Indoor storage and repair (currently allowed under LC)
 - Personal or professional service
 - A Transportation, utility, communication or other use required by law
 - Utility services associated with a permitted use (currently allowed under LC)

LC Limited Commercial Zoning District

Zoning district intended for small scale businesses

CH. 10-Zoning, [Section 10.271](#)

Purpose of the Limited Commercial District 10.271(1)

- The Limited Commercial Zoning district is intended for small commercial uses that may need to locate in predominantly rural areas due to their often large service areas, and their need for larger lot sizes. In appearance and operation, such uses are often similar to agricultural uses and therefore are more suited to a rural area.
- Such uses include, but are not limited to: Contractor businesses; transportation businesses; building trade businesses; and landscaping operations.
- Limited Commercial uses are typically characterized by: Outdoor stockpiles of materials; storage and maintenance of large construction or transportation equipment; early morning activity; and large utilitarian buildings often with metal siding.
- Limited Commercial uses do not create high traffic volume, have no retail sales, and have limited outdoor lighting and signage.

Permitted Uses 10.271(2)

- Office uses (limited to 6 on-site employees)
- Contractor, landscaping or building trade operations
- Incidental parking for employees
- Indoor storage and repair
- Incidental indoor maintenance
- Outdoor storage of up to 12 total vehicles and pieces of construction equipment
- Utility services associated with a permitted use
- Undeveloped natural resource and open space areas
- Agricultural and agricultural accessory uses (livestock not permitted)
- Transportation, utility or communication use required by law.

Conditional Uses 10.273(3)

- Outdoor storage
- Caretaker's residence
- Light industrial (see definition below)
- Storage of more than 12 total vehicles and pieces of construction equipment
- Communication towers
- Governmental, institutional, religious, or nonprofit community uses
- Cemeteries
- Transportation, utility or communication use required by law.

Setbacks, Height , and Size requirements 10.273 (4) & (6)

Front setback for all structures from highway centerline / right-of-way line (whichever is greater)

State or Federal Highway: 100/42 feet minimum

County Highway: 75/42 feet minimum

Town Road: 63/30 feet minimum

Subdivision streets platted prior to ordinance: 20 feet minimum

All other streets: 30 feet minimum

Height: 2 ½ stories or 35 feet maximum

Side Yards:

10 feet minimum each side

Rear Yards:

Commercial buildings: 10 feet minimum

single-family residences: 25 feet minimum

residential accessory buildings: 10 feet minimum

Maximum Size of Commercial Buildings:

10,000 square feet

Lot Width & Area: 10.273(5)

Area: 20,000 square feet minimum,
5 acres maximum

Lot Width: 100 feet minimum

LC-1 Limited Commercial District

Zoning district intended for small scale businesses
CH. 10-Zoning, Section 10.111

Lot Coverage 10.273(7)

Maximum 35% of all buildings on property

Commercial buildings shall not exceed 10,000 sq. ft. in total floor area

Definitions and General Notes for LC-1 Limited Commercial District 10.01, 10.111

DEFINITIONS:

- **Incidental indoor maintenance** 10.01(27g): Maintenance and repair of equipment and vehicles owned and operated by a principal business on the premises, and not as a service to others. All maintenance activities must take place within an enclosed building.
- **Indoor storage** 10.01(27h): Uses that are primarily oriented to the receiving, holding and shipping of materials for a single business. Such uses are not for retail sales, storage of personal belongings of others, or warehousing of materials for others. With the exception of loading facilities, such uses are contained entirely within an enclosed building.
- **Light industrial** 10.01(30f): The processing, manufacturing, compounding, assembly, packaging, treatment or fabrication of materials and products, from previously processed or previously manufactured materials. All operations (with the exception of loading operations): **(a)** are conducted entirely within an enclosed building; **(b)** are not potentially associated with nuisances such as odor, noise, heat, vibration, and radiation which are detectable at the property line; **(c)** do not pose a significant safety hazard (such as danger of explosion); **(d)** include no retail sales.
- **Limited rural business** 10.01(30g): May include any use permitted in the A-B, B-1, C-1 or C-2 zoning districts if it is located exclusively in building(s) in existence prior to April 30, 2005, maintains, restores or enhances the existing exterior character of the building(s), employs no more than 4 non-family employees, and does not conflict with the overall purposes of the LC-1 district. "Family" has the meaning set forth in section 10.01(23)
- **Office** 10.01(40m): An exclusive indoor land use whose primary function is the handling of information or administrative services. Such uses do not typically provide services directly to customers on a walk-in or on-appointment basis.
- **Outdoor storage** 10.01(40t): Uses primarily oriented to the receiving, holding and shipping of materials for a single business. Such a use, in which any activity beyond loading and parking is located outdoors, is considered an outdoor storage use. Such uses do not include junk or other materials typically associated with a junkyard, salvage recycling center or solid waste recycling center, as defined in this ordinance. Outdoor storage of materials is not permitted within the building setback area described in s. 10.17.

NOTES:

- The total number of vehicles and pieces of construction equipment shall not exceed 12, unless authorized by a Conditional Use Permit.
- Construction equipment, vehicles, or materials shall not be stored between the building setback line and the front lot line.
- Off-street parking shall be provided as required in Section 10.18 of the Dane County Code of Ordinances (DCCO).
- Screening must be provided and maintained on lots adjacent to an R- Residential district, RH- Rural Homes district, or A-2 Agriculture district. Screening typically requires landscaping consisting of either a planted evergreen screen at least 6 feet wide and initially planted with 4-foot tall evergreen shrubs to ultimately form a continuous hedge at least 5 feet in height and maintained with healthy shrubs; or a solid 6-8 feet tall decorative wall or fence without any signs and consistent with Section 10.16(7) DCCO.
- **LC-1 Contractor Businesses:** Typical contractor businesses permitted in the LC-1 district include, but are not limited to, landscaping, electrical contractors, plumbing contractors, and heating/ventilating/air conditioning (HVAC) contractors.
- **Alternative Commercial Zoning:** Contractor businesses other than general, mechanical and landscaping contractor businesses may need C-1 Commercial or, more commonly, C-2 Commercial zoning. Both C-1 and C-2 zoning do not limit the number of items of construction equipment. C-2 accommodates outside parking or storing of motor vehicles (Section 10.14(1)(q) DCCO), while C-1 does not.

Livestock 10.271(2)

Not Permitted

GC General Commercial Zoning District

Zoning district for commercial uses – CH. 10-Zoning [Section 10.272](#)

Permitted Uses 10.272(2)

- Contractor, landscaping or building trade operations
- Undeveloped natural resource and open space areas
- Day care centers
- Governmental, institutional, religious, or nonprofit community uses
- Light industrial
- Office uses
- Indoor entertainment or assembly
- Indoor sales
- Indoor storage and repair
- Personal or professional service
- A transportation, utility, communication, or other use required by law.
- Transient or tourist lodging
- Utility services associated with a permitted use
- Veterinary clinics
- Agriculture and accessory uses (livestock not permitted)

Conditional Uses: 10.272(3)

- Airport, landing strip or heliport
- Animal boarding, domestic pets
- Cemeteries
- Commercial Indoor Lodging
- Contractor, landscaping or building trades operation (outdoor)
- Communication towers
- Drive-in establishment
- Marinas
- Outdoor active recreation
- Outdoor entertainment
- Outdoor storage
- Offsite parking
- Residential and associated accessory uses
- Transportation, communications, pipeline, electric transmission, utility, or drainage uses, not listed as a permitted use above.
- Vehicle repair or maintenance service

Setbacks and Height Requirements 10.272(4),(6)

Front setback for all structures from highway centerline / right-of-way line (whichever is greater)

State or Fed. Hwy: 100/42 feet minimum

County Highway: 75/42 feet minimum

Town Road: 63/30 feet minimum

Subdivision streets platted prior to ordinance: 20 feet minimum

All other streets: 30 feet minimum

Height:

Business, multi-family, mixed-use: 4 stories maximum

Single family residential: 2 stories or 35 feet maximum

Side yard:

10 feet minimum

Rear yard:

Exclusive business use: 10 Feet minimum

Residential or combined use: 25 feet minimum

Lot Width & Area: 10.272(5)

Commercial lots: None

Residential or mixed-use: lot width 60 feet

Private sewer: 5,000 sq. feet per apartment

Public sewer: 2,000 - 2,250 sq. feet per apartment

Lot Coverage 10.11(5)

60% maximum

Residential uses by conditional use permit 10.272(3)

- Caretaker's residence
- Single family residential
- Attached or detached accessory dwelling units
- Two family residential
- Multifamily residential
- Mixed residential and commercial developments
- Institutional residential
- Manufactured housing communities , subject to s. 10.103(14)
- Rooming house

WILLIAM NICHOLAS GUY HITC...
417 ACADIA WAY
VERONA, WI 53593

YANG WANG
JAMES KENNETH KOKALJ
760 ASPEN AVE
VERONA, WI 53593

DENNIS BERES
770 ASPEN AVE
VERONA, WI 53593

WACKER FAMILY TR, CARL S & ...
423 ACADIA WAY
VERONA, WI 53593

STEVEN D PATCH
SCARLETT M TINBERG
337 N NINE MOUND RD
VERONA, WI 53593

JOSEPH R WENN
MEGAN M WENN
768 ASPEN AVE
VERONA, WI 53593

YAUCHER FAMILY TR
431 ARCADIA WAY
MADISON, WI 53593

D SOMMERFELD PROPERTY LL...
335 N NINE MOUND RD
VERONA, WI 53593

EVAN A HENDERSON
KRISTEN M HENDERSON
765 ASPEN AVE
VERONA, WI 53593

EDGERLY FAMILY TR
439 ACADIA WAY
VERONA, WI 53593

STEVEN D PATCH
SCARLETT M TINBERG
337 N NINE MOUND RD
VERONA, WI 53593

EVAN A HENDERSON
KRISTEN M HENDERSON
765 ASPEN AVE
VERONA, WI 53593

VERONA, CITY OF
111 LINCOLN ST
VERONA, WI 53593

D SOMMERFELD PROPERTY LL...
335 N NINE MOUND RD
VERONA, WI 53593

VERONA, CITY OF
D SOMMERFELD PROPERTY LL...
335 NINE MOUND RD
VERONA, WI 53593

WILLIAM R BURNS
LORI BURNS
318 N NINE MOUND RD
VERONA, WI 53593

JOHN F HARRINGTON
MARY K HARRINGTON
496 ASPEN CT
VERONA, WI 53593

NICHOLAS J KIRBY
JILLIAN M CASSEL
322 N NINE MOUND RD
VERONA, WI 53593

SPIELBAUER & WOODS TRUST
478 ASPEN CT
VERONA, WI 53593

FLEENOR LIVING TR, JANICE K
RYAN LIVING TR, ROSEMARY B
326 N NINE MOUND RD
VERONA, WI 53593

RUEDI LIVING TR, THOMAS J & ...
440 ASPEN CT
VERONA, WI 53593

ROBERT W IRWIN
KAREN S IRWIN
320 N NINE MOUND RD
VERONA, WI 53593

DAVID J SINNER
DONNA M SINNER
460 ASPEN CT
VERONA, WI 53593

RONALD E AEBLY
LOARINE M AEBLY
324 N NINE MOUND RD
VERONA, WI 53593

TOWN OF VERONA

TO: Town Board of Supervisors

FROM: Sarah Gaskell, Planner/Administrator

SUBJECT: Administrator Report for November 2022

Upcoming Meetings

- Public Works – November 15th, 7:00am Town Hall
- Special Town Meeting and Budget Hearing – November 15th (meet to adjourn)
- Financial Sustainability – November 17th, 2:30pm Town Hall
- Plan Commission – November 17th, 6:30pm Town Hall
- NRAC – November 22nd, 6:30pm Town Hall
- Special Town Board Meeting and Budget Hearing – November 29th 6:30pm

General

- General Election; November 8th; 7am to 8pm
- Office closure: November 24-25
- Brush Drop-Off – November 12th and 16th, 10:00am to 1pm Town Hall

Work Plan

- 2023 Budget Finalization
- Open Space and Parks Plan 2024 - 2029
- Communications Plan
- Succession Plan
- Emergency Plan
- Impact Fee Analysis

TOWN OF VERONA

TO: Town Board of Supervisors
Public Works Committee

DATE: October 28, 2022

FROM: W. Christopher Barnes, Public Works Director

SUBJECT: Monthly Report – October 2022

The monthly Public Works Department Activity report is submitted for the information and review of the Board and the Committee. October was an active month with the completion of the roadside mowing season, brush cutting and seasonal preparation for winter operations. Numerous citizen and resident concerns and action requests were received and addressed on a daily basis. If you should have any questions, please let me know.

Road Maintenance Activities

- Replaced shoulder materials on Manhattan Drive and Re Stone Lane.
- Completed brush mowing with rented boom mower.
- Reinstalled roadside signs along the Highway 69 corridor.
- Placed 5 ton of cols patch material on various town roads.

Equipment and Facility Activities

- Completed equipment preparation for winter snow and ice operations.
- Held second brush drop off event on October 8th- one resident drop off.
- MSA completed an inspection of the storm water pond- report pending.
- Received quotes for conversion from propane to natural gas for the facility.

Sanitary Sewer Utility Activities

- Continued collaboration with Madison Metro Sewerage District (MMSD) staff about the upcoming force main relief project.
- Responded to 1 Digger Hotline utility locate requests
- Scheduled a meeting with MMSD and R.A. Smith Engineering, the chosen design engineer for the design of the Lower Badger Mill Creek Interceptor, to kick off the design process.

- **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 2022 PASER pavement ratings for updating the annual Town highway map and pavement management system through WISDOT.
- Prepared notification letter for residents with right of way obstructions and broken mailboxes Completed traffic counts and speeds on Country View Road and Mid Town road in response to speeding concerns.
- Scheduled Schmid Lane repaving 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.
- Received traffic and speed data and analysis for the Dane County Highway Department regarding traffic on County Highway PB from Rolling Oak Lane to Sunset Drive (Attached). Investigation and analysis by the Highway Department indicated that no change in the established speed limits is warranted.

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

Chris Barnes

From: Rice, Brian <Rice.Brian@countyofdane.com>
Sent: Thursday, October 6, 2022 11:10 AM
To: Chris Barnes
Subject: FW: Speed limit on CTH PB
Attachments: Re: Speed Limit on County Hwy PB

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good Morning Mr. Barnes,

I would assume the traffic counters are going to show that the 85th percentile is going to be at or above the posted speed. Therefore, we do not think this location would warrant reducing speed based on the 85th percentile. We understand the public's frustration with speed limit compliance and want to improve the safety of the travelling public at all locations. However, we don't feel reducing the speed limit at this location would improve the safety. We feel reducing the speed limit would set an irrational speed limit as defined in the WisDOT TEOpS manual.

<https://wisconsin.gov/dtsdManuals/traffic-ops/manuals-and-standards/teops/13-05.pdf>

Unreasonably low speed limits, also called irrational speed limits, are not effective in changing driver behavior and have several negative effects. Research shows that drivers do not reduce their speed to the posted limit on TEOpS 13-5 Page 3 the basis of signage alone ("The Effectiveness of Transitional Speed Zones," ITE Journal, 2004). While irrational speed limits do not result in desired driver behavior, resulting negative effects include higher financial cost due to need for increased enforcement, higher potential for crashes due to larger variability in vehicle speeds, and encouragement of motorist disregard of other, rational posted speed limits. Irrationally low speed limits also promote a false sense of security among residents and pedestrians who may expect that posting lower limits will change drivers' speed behavior. Research also indicates that crash rates go down when posted speed limits are within 10 mph of the 85th percentile speed.

Based on the crash data you provided (14 crashes in 10 years), the AADT from WisDOT (8400 AADT from 2018), and a 1 mile length (minimum we typically use), I get a crash rate of about 45 accidents per 100 million vehicle miles travelled. That is about half of the statewide average listed in the WisDOT manual for that type of highway (high volume 2 lane).

<https://wisconsin.gov/dtsdManuals/traffic-ops/manuals-and-standards/safety/crashrates/rates20.pdf>

Taking all of these into account, at this time we don't believe lowering the speed limit would improve the safety of this sections. If there is a speed limit compliance issue, working with the sheriff's office might be a better solution. If you have any additional questions please feel free to contact me.

Thanks,

Brian J Rice, P.E.

Highway Engineer

Dane County Highway Department

Phone: 608-266-4037

Cell: 608-513-1526

Email: rice.brian@countyofdane.com

Thanks,

From: Chris Barnes <CBarnes@town.verona.wi.us>
Sent: Tuesday, October 4, 2022 10:49 AM
To: LeBrun, Susan <LeBrun.Susan@countyofdane.com>
Cc: themeinelteam@gmail.com
Subject: FW: Speed limit on CTH PB

This Message Is From an External Sender

This message came from outside your organization.

Susan,

Good morning. I received the attached email correspondence from a town resident and property owner along County Highway PB in the vicinity of Wesner Road. In addition to the concerns raised by Mr. Meinel, the Verona Town Board also established a goal of addressing resident concerns on CTH PB in the Rolling Oak Lane and Horseshoe Bend area. I recognize that the current traffic detour of WI-69 has shifted traffic volumes to PB, but I have received a number of inquiries/concerns about this subject area prior to 2022. Currently the speed limit on SB CTH PB increases from 35 to 55 mph south of Rolling Oak Lane

Could you review the road way and traffic data in this area and see if a change in the current speed limit is warranted. From the WISportal I find 14 non deer related crashes in the last ten years. In 2019 the Town passed a resolution to limit engine braking and the signage on PB (from my observation) has reduced jake braking in this subject area of PB. I can install tube counters to collect current traffic volumes and speeds if that would assist you.

Best Regards,

W. Christopher Barnes, P.E.
Public Works Director
Town of Verona, WI
(8:00 am -noon)
608-807-4471 direct
608-845-7187 office



From: Philip Meinel <themeinelteam@gmail.com>
Sent: Tuesday, October 4, 2022 7:58 AM
To: Chris Barnes <CBarnes@town.verona.wi.us>
Subject: Speed limit on CTH PB

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Chris,

First I should say, Thank you for reconstructing Wesner Lane! It looks great!

In the past year, the aggression displayed by motorists on CTH PB between CTH M and Wesner Lane has increased to the point of concern. My neighbors are being angrily honked at both when they turn into their driveways and when they turn onto PB. I have also witnessed aggression when motorists pull out of Wesner Lane and can't accelerate fast enough up the hill on PB. More and more motorists are not paying attention and/or have unrealistic expectations for roadway/driveway accessibility. There have been at least 5 houses (I lose track) built in the last few years that require additional access to PB from shared driveways and the situation is becoming unsafe. I am asking that the 35 mph zone be extended south of Wesner Lane to accommodate the increased traffic both from driveways along this segment and from the dog park/IAT.

Thank you for your attention to this matter. You can email or call me for more details as needed. 920-728-1406

Kind regards,

Philip Meinel

Sent from my mobile device. Please excuse my brevity.

Chris Barnes

From: Phyllis Wiederhoeft <pwiederhoeft@town.verona.wi.us>
Sent: Friday, February 25, 2022 11:14 AM
To: Rice, Brian
Cc: LeBrun, Susan
Subject: Re: Speed Limit on County Hwy PB

Thanks, Brian, for the update. I am hearing from residents near the intersection of Sunset and PB. Commuter traffic, especially during the afternoon time between 4:00 - 5:30, causes the greatest concern. Perhaps residents grew accustomed to less traffic during the early months of the pandemic in 2020 and that is why speed, engine braking, heavy truck traffic, etc. is catching their attention again.

I think the speed limit near Rolling Oaks is needed and will be even more so once Costco opens. It's too bad enforcement isn't as frequent because south bound traffic especially accelerates well beyond the 35 limit much sooner than the 55 sign comes into sight.

Perhaps the thing to do is to wait to do a speed study until Costco traffic and the other changes that are planned for the intersection at M and PB take effect. That gives another year and puts it into a three year pattern.

Phyllis

Dr. Phyllis C. Wiederhoeft
Town Supervisor Seat 3

From: Rice, Brian <Rice.Brian@countyofdane.com>
Sent: Friday, February 25, 2022 9:13 AM
To: Phyllis Wiederhoeft <pwiederhoeft@town.verona.wi.us>
Cc: LeBrun, Susan <LeBrun.Susan@countyofdane.com>
Subject: RE: Speed Limit on County Hwy PB

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Dr. Phyllis,

I was forwarded this email by Susan Lebrun, to take a look at doing a speed study along this highway. There were speed studies completed near Sunset Drive in March 2020 and September 2017. Both of those studies concluded with the decision to not reduce the speed limit. As I am sure you and the residents are aware, the speeds out there are higher than the posted speed limit. The 85th percentiles were 60 MPH NB and 63 MPH SB in 2020 and 59 MPH NB and 63 MPH SB in 2021. We could do one if you really would like updated info, but I am sure the data would be consistent with previous studies. As you may or may not know, setting a speed limit lower than the 85th percentile is not an effective way to reduce the travelling speeds and have several negative effects (unnecessary passing, unexpected closing distances at intersections, etc).

Speed limits are required to be set based on the attributes of the highway listed in the state statutes, unless a speed study shows it should be changed. Here is a list of the different types of highways from the state statutes. You can find some more information listed in the [WisDOT TEOps Manual Chapter 13-05](#).

| Statutory (Fixed) Limits per Statute 346.57(4) ^(a) | What Local Governments ^(b) Can do Per Statute 349.11(3) and (7) ^(c) |
|---|---|
| 70 mph – Freeway/Expressway | WisDOT ONLY |
| 65 mph – Freeway/Expressway | WisDOT ONLY |
| 55 mph – State Trunk Highway | WisDOT ONLY |
| 55 mph – County Trunk Highway, Town Roads | Lower the statutory speed limit by 10 mph or less. |
| 45 mph – Rustic Roads | Lower the statutory speed limit by 15 mph or less. |
| 35 mph – Town Road (1,000' min) with 150' driveway spacing | Lower the statutory speed limit by 10 mph or less. |
| 25 mph – Inside corporate limits of a city or village (other than outlying districts) | Raise the speed limit to 55 mph or lower. Lower the statutory speed limit by 10 mph or less. |
| 35 mph – Outlying district ^(c) within city or village limits | Raise the speed limit to 55 mph or lower. Lower the statutory speed limit by 10 mph or less. |
| 35 mph – Semiurban district ^(d) outside corporate limits of a city or village | Raise the speed limit to 55 mph or lower. Lower the statutory speed limit by 10 mph or less. |
| 15 mph – School Zone, when conditions are met | Raise the speed limit to that of the roadway. Lower the speed limit by 10 mph or less. |
| 15 mph – School Crossing, when conditions are met | Raise the speed limit to that of the adjacent street. Lower the speed limit by 10 mph or less. |
| 15 mph – Pedestrian Safety Zone, with Public Transit Vehicle Stopped | No changes permitted. |
| 15 mph – Alley | Lower by 10 mph or less. |
| 15 mph – Street or town road adjacent to a Public Park | Lower by 10 mph or less. |
| Construction or maintenance zones – as appropriate | State and Local have authority to establish lower limit. |
| <p>(a) Source: Wisconsin State Statutes</p> <p>(b) All speed limit changes shall be based on a traffic engineering study, including modifications allowed under Statute. Local governments can implement speed limit changes on the local road system without WisDOT approval when proposals are within the constraints identified above.</p> <p>(c) Per Statute 346.57(1)(ar) "outlying district" is an area contiguous to any highway within the corporate limits of a city or village where on each side of the highway within any 1,000 feet, buildings are spaced on average more than 200 feet apart.</p> <p>(d) Per Statute 346.57(1)(b) "semiurban district" is an area contiguous to any highway where on either or both sides of the highway within any 1,000 feet, buildings are spaced on average less than 200 feet apart.</p> | |

We could take a look at doing a speed study up by Rolling Oaks Ln to see if the 35 mph is accurately set, but with the traffic light controlled intersection nearby, it is probably best to try to reduce speeds coming into this intersection.

Let me know if you would like for us to do any traffic counts along this road and we will get it scheduled for spring 2022.

Thanks,

Brian J Rice, P.E.

Highway Engineer

Dane County Highway Department

Phone: 608-266-4037

Cell: 608-513-1526

Email: rice.brian@countyofdane.com

From: LeBrun, Susan <LeBrun.Susan@countyofdane.com>

Sent: Friday, February 25, 2022 8:39 AM

To: Rice, Brian <Rice.Brian@countyofdane.com>

Subject: FW: Speed Limit on County Hwy PB

From: Phyllis Wiederhoeft <pwiederhoeft@town.verona.wi.us>

Sent: Monday, February 21, 2022 8:56 PM

To: LeBrun, Susan <LeBrun.Susan@countyofdane.com>

Cc: jlletter@hotmail.com; Dunphy, Pamela <Dunphy@countyofdane.com>

Subject: Re: Speed Limit on County Hwy PB

Hi there, I am so impressed with your response time. You are to be complimented on your quickness and thoroughness.

What would it take to get a speed study along PB from M to Paoli? I understand about the 85% and drivers feeling safe at XXX speed, but I've heard from more than one resident now along PB who perceive high speeds. I can tell you that the 35 mph zone from M to just before the dog park is NOT observed. Drivers are up to at least 55 well before the limit changes to that.

I appreciate your willingness to continue working on this section of PB so that it doesn't get any more dangerous than it is. Please let me know what more I can do.

Phyllis

Dr. Phyllis C. Wiederhoeft
Town Supervisor Seat 3

From: LeBrun, Susan <LeBrun.Susan@countyofdane.com>

Sent: Monday, February 21, 2022 7:28 AM

To: Phyllis Wiederhoeft <pwiederhoeft@town.verona.wi.us>

Cc: jlletter@hotmail.com <jlletter@hotmail.com>; Dunphy, Pamela <Dunphy@countyofdane.com>

Subject: RE: Speed Limit on County Hwy PB

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Hi Phyllis,

Thank you for your email. A rural highway is by default 55 mph. There is a commonly accepted practice to set speed limits other than the default. We are sometimes asked to do speed studies to evaluate whether lowering the speed limit is warranted. I've attached a flyer from WisDOT to explain how they determine speed limits. Dane Co. uses the same decision making process. We could conduct a speed study there but my estimate is that the 85th percentile is already close to the speed limit.

Feel free to contact me with questions.

Best Regards,
Sue

Susan LeBrun, P.E., PTOE, RSP1
Highway Engineer (Construction)
Dane County Highway Department
2302 Fish Hatchery Road
Madison, WI 53713
Phone: 608-266-9081
Email: lebrun.susan@countyofdane.com

From: Phyllis Wiederhoeft <pwiederhoeft@town.verona.wi.us>
Sent: Saturday, February 19, 2022 5:21 PM
To: LeBrun, Susan <LeBrun.Susan@countyofdane.com>
Cc: jpelletter@hotmail.com
Subject: Speed Limit on County Hwy PB

CAUTION: External Email - Beware of unknown links and attachments. Contact Helpdesk at 266-4440 if unsure

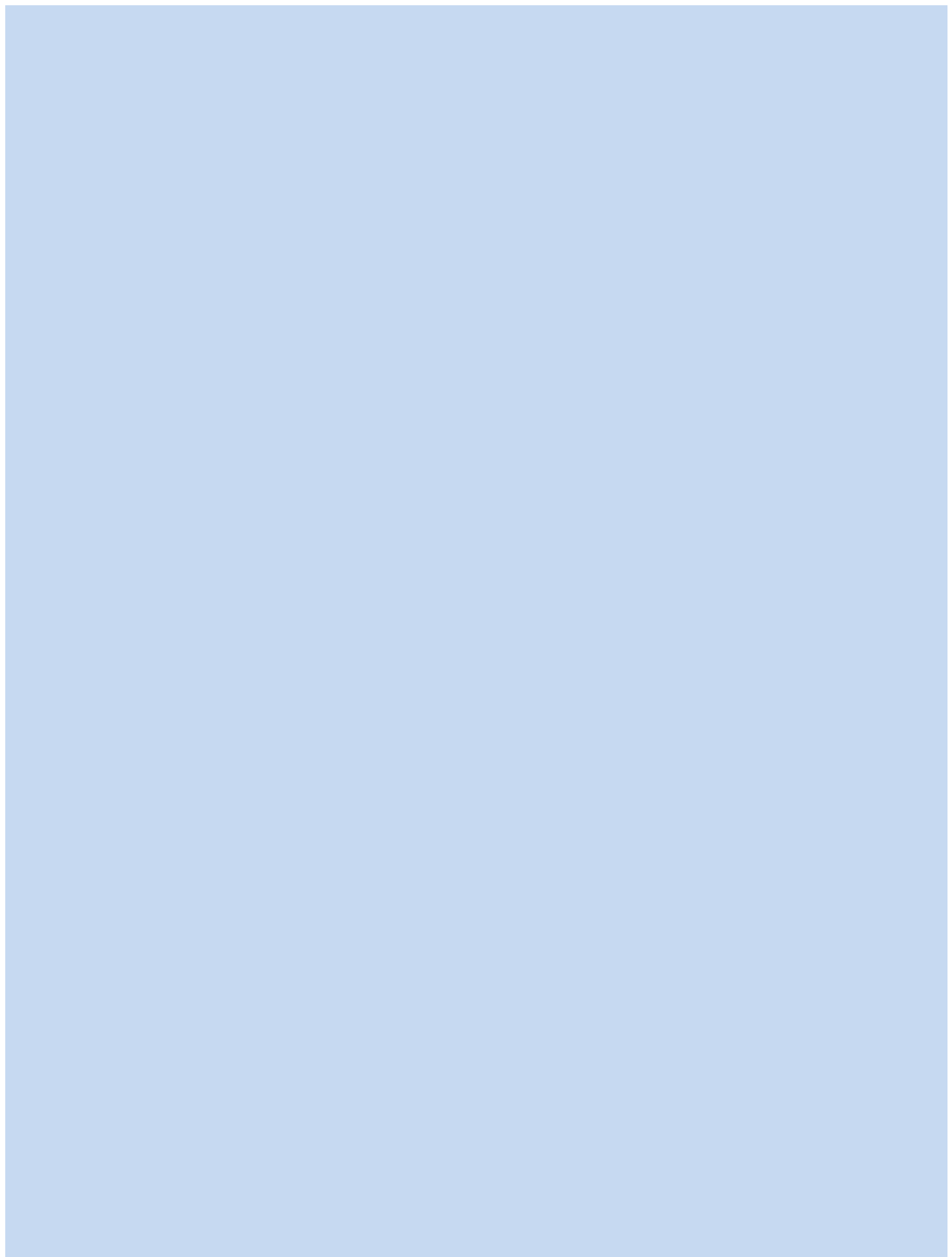
Hi Susan,

What are the regulations on speed limits along PB? A couple of residents would like to get the speed limit dropped to 45 in the hopes that drivers then would maybe drive only 55. Their homes are right on PB and they quite concerned about their safety. One of them asked me why can the speed limit be 35 on PB north of Whalen and do similar criteria exist for their portion of PB? I'm assuming it has to do with density of residences, but their address has quite a few homes within a mile (just south of Sunset).

Thanks in advance for your response.

Phyllis

Dr. Phyllis C. Wiederhoeft
Town Supervisor Seat 3



Capital Improvement Program 2023-2033
Town of Verona

Capital Preventive Maintenance (CPM)

10/8/2022

| Scheduled Year | Road | From | To | Classification | Length | | PASER | Last | Road Maintenance Type (Cost per Foot) | | | | | | Total Cost | |
|----------------|----------------|------------------|-----------------|-------------------------|-------------|-------|-------|------|---------------------------------------|----------------|---------------------|---------------------|-----------|---------------------------------|---------------------|----------------------|
| | | | | | Miles | Feet | Year | Year | Chip Seal | 25% Wedge/Chip | 50% Wedge/Chip | 100% Wedge/Chip | Resurface | Reconstruct | | Chip Seal cul de sac |
| | | | | | | | 2021 | Done | \$6.93 | \$13.15 | \$19.16 | \$31.57 | \$63.00 | \$105.00 | \$11.00 | |
| 2023 | | | | | | | | | | | | | | | | |
| | 2. Maple Grove | North Town Limit | South Limit | Primary travel-shared | 0.63 | 3326 | 3 | | \$23,051.95 | | | | | | | |
| | 3. Range Trail | North Town Limit | South Limit | Rural subdivision | 1.75 | 9240 | 5 | | \$64,033.20 | | | | | | | |
| | 1. Whalen | Fitchrona | West Town Limit | Primary travel-shared | 0.94 | 4963 | 3 | | | | | \$156,688.22 | | | | |
| | 4. Purcell | CTH PB | Borchert | Primary travel-shared | 0.75 | 3960 | 6 | | \$27,442.80 | | | | | | | |
| | 6. Bartlett | Purcell | End | Rural subdivision | 0.12 | 634 | 3 | | | | | | | | \$20,002.75 | |
| | 5. Beach | Sunset | End | Rural subdivision | 0.13 | 686 | 3 | | | | | | | | \$21,669.65 | |
| | 7. Borchert | Purcell | North Limit | Primary travel-shared | 0.29 | 1531 | 4 | | | | \$29,337.79 | | | | | |
| | 8. Red Stone | CTH PB | East End | Rural subdivision | 0.17 | 898 | 5 | | | | | | | | \$28,337.23 | |
| | ☐ Fitchrona | Nesbitt | Lacy | Primary travel-shared | 0.28 | 1478 | 4 | | | | | | | \$25,000 estimated share w/CoF | | |
| | Total | | | | 5.06 | | | | \$114,527.95 | | \$29,337.79 | \$156,688.22 | | \$25,000.00 | \$70,009.63 | \$395,563.60 |
| 2024 | | | | | | | | | | | | | | | | |
| | Riverside | Spring Rose | WI-69 | Primary travel corridor | 2.75 | 14520 | 4/3 | | | | \$278,203.20 | | | | | |
| | Davis Hills | CTH M | South End | Rural subdivision | 0.19 | 1003 | 6 | | \$6,952.18 | | | | | | | |
| | Fitchrona | Nesbitt | Lacy | Primary travel-shared | 0.28 | 1478 | 4 | | | | | | | \$325,000 estimated share w/CoF | | |
| | Shady Bend | CTH M | CTH M | Rural subdivision | 0.59 | 3115 | 4 | | | | \$59,687.23 | | | | | |
| | Total | | | | | | | | \$6,952.18 | | \$337,890.43 | | | \$325,000.00 | \$669,842.61 | |
| 2025 | | | | | | | | | | | | | | | | |
| | Dairy Ridge | Spring Rose | US 18/151 | Primary travel-shared | 1.12 | 5914 | 6 | | \$40,981.25 | | | | | | | |
| | Sunset | WI-69 | Range Trail | Primary travel corridor | 1.51 | 7973 | 5 | | | | \$152,758.85 | | | | | |
| | Nor-del Hill | Shady Oak | End | Rural subdivision | 0.16 | 845 | 4 | | | | \$16,186.37 | | | | | |
| | Rolling Meadow | Shady Oak | End | Rural subdivision | 0.27 | 1426 | 3 | | | | \$27,314.50 | | | | | |
| | Oak Hill | Shady Oak | End | Rural subdivision | 0.16 | 845 | 4 | | | | \$16,186.37 | | | | | |
| | Shady Hill | Shady Oak | End | Rural subdivision | 0.06 | 317 | 4/3 | | | | \$6,069.89 | | | | | |
| | Shady Oak | CTH PD | Mid Town | Primary travel corridor | 1.61 | 8501 | 5 | | | | \$162,875.33 | | | | | |
| | Schmid | CTH G | End | Single Purpose | 0.13 | 686 | 2 | | | | \$13,151.42 | | | | | |
| | Total | | | | | | | | \$40,981.25 | \$0.00 | \$394,542.72 | \$0.00 | | | \$435,523.97 | |

2026

| | | | | | | | | | | | | |
|-----------------|-------------|-----------------|-------------------------|------|------|---|-------------|-------------|-------------|--------------|--------------|--------------|
| Marty | Raymond | Mid Town | Primary travel-shared | 0.28 | 1478 | 7 | | | \$28,326.14 | | | |
| Seven Springs | Dairy Ridge | End | Single Purpose | 0.48 | 2534 | 3 | | | \$48,559.10 | | | |
| Boulder Hill | Stony Ridge | End | Rural subdivision | 0.06 | 317 | 7 | | \$4,165.92 | | | | |
| Stony Ridge | CTH M | CTH M | Rural subdivision | 0.28 | 1478 | 7 | | \$19,440.96 | | | | |
| Rock Ridge | Stony Ridge | End | Rural subdivision | 0.16 | 845 | 7 | | \$11,109.12 | | | | |
| Horse Shoe Bend | CTH PB | CTH PB | Rural subdivision | 0.43 | 2270 | 8 | | \$15,733.87 | | | | |
| Sunset | RangeTrail | CTH PB | Primary travel corridor | 0.59 | 3115 | 7 | \$40,962.25 | | | | | |
| Fitchrona | Lacy | North of Whalen | Primary travel-shared | 1.26 | 6653 | 4 | | | | \$210,028.90 | | |
| Spring Rose | US 18/151 | South Limit | Primary travel-shared | 0.33 | 1742 | 5 | | | \$33,384.38 | | | |
| Cross Country | West | | Primary travel-shared | 0.51 | 2693 | 5 | | | \$51,594.05 | | | |
| Allegheny | Nesbitt | End | Urban subdivision | 0.13 | 686 | 8 | \$13,151.42 | | | | | |
| Andes | Everest | End | Urban subdivision | 0.04 | 211 | 8 | 2017 | \$2,777.28 | | | | |
| Cortina | Nesbitt | End | Urban subdivision | 0.08 | 422 | 8 | 2017 | \$5,554.56 | | | | |
| Everest | Cortina | Allegheny | Urban subdivision | 0.16 | 845 | 8 | 2017 | \$16,186.37 | | | | |
| Total | | | | | | | | \$70,300.04 | \$58,781.71 | \$161,863.68 | \$210,028.90 | \$500,974.33 |

2027

| | | | | | | | | | | | | |
|--------------|-------------|-----------|-----------------------|------|------|-----|------------|------------|-------------|-------------|--------------|--------------|
| Nesbitt | West Limit | Fitchrona | Primary travel-shared | 0.63 | 3326 | 7 | | | | | \$356,257.44 | |
| Forest | Fritz | End | Single Purpose | 0.24 | 1267 | 3 | | | \$24,279.55 | | | |
| Bobcat | Dairy Ridge | End | Single Purpose | 0.46 | 2429 | 6/4 | | | \$31,938.72 | | | |
| Flint | Riverside | End | Single Purpose | 0.25 | 1320 | 2 | | | \$25,291.20 | | | |
| Brandance | CTH G | End | Single Purpose | 0.22 | 1162 | 2 | \$8,049.89 | | | | | |
| Sugar Ridge | Sugar River | End | Single Purpose | 0.07 | 370 | 3 | | \$4,860.24 | | | | |
| Total | | | | | | | | \$8,049.89 | \$4,860.24 | \$81,509.47 | \$356,257.44 | \$450,677.04 |

2028

| | | | | | | | | | | | | |
|---------------|-----------|------------|-----------------------|------|------|------|------|--|--------------|--------------|-------------|---------------|
| Mid Town | Timber Ln | East Limit | Primary travel-shared | 1.49 | 7867 | 7 | 2020 | | \$248,367.50 | | | |
| Prairie Cir | South end | CTH PD | Rural subdivision | 0.21 | 1109 | 5/10 | | | \$35,004.82 | | | |
| Manhattan | WI-69 | End | Rural subdivision | 0.34 | 1795 | 5 | 2019 | | \$56,674.46 | | | |
| Hickory Ridge | Raymond | End | Rural subdivision | 0.23 | 1214 | 5 | | | \$23,267.90 | | | |
| Pine Row | WI-69 | End | Single Purpose | 0.25 | 1320 | 3 | | | \$25,291.20 | | | |
| Shagbark | Hickory | End | Rural subdivision | 0.05 | 264 | 2 | | | | \$27,720.00 | | |
| Total | | | | | | | | | \$48,559.10 | \$340,046.78 | \$27,720.00 | \$ 416,325.89 |

2029

| | | | | | | | | | | | |
|---------------|---------------|------------|-------------------------|------|-------|----|------|--------------|-------------|--------------|--------------|
| Raymond | CTH M | East Limit | Primary travel-shared | 0.4 | 2112 | 10 | | \$27,772.80 | | | |
| Demarco | Tonto Trail | End | Urban subdivision | 0.2 | 1056 | 8 | | | \$33,337.92 | | |
| Hula | Cross Country | End | Rural subdivision | 0.2 | 1056 | 7 | | \$13,886.40 | | \$33,337.92 | |
| Pheasant | Fitchrona | End | Urban subdivision | 0.23 | 1214 | 8 | | | \$38,338.61 | | |
| Goose Lake Dr | Fitchrona | End | Urban subdivision | 0.24 | 1267 | 8 | | | \$40,005.50 | | |
| Jeffy Trail | South limit | Midtown | Rural subdivision | 0.11 | 581 | 3 | | | \$18,335.86 | | |
| Hidden River | Riverside | North End | Single Purpose | 0.42 | 2218 | 3 | | | \$42,489.22 | | |
| Sugar River | Riverside | Marshview | Primary travel corridor | 2.25 | 11880 | 5 | 2019 | \$156,222.00 | | | |
| Total | | | | | | | | \$197,881.20 | \$42,489.22 | \$163,355.81 | \$403,726.22 |

| 2030 | | | | | | | | | | | | |
|-------------------|-------------------|-------------------------|-------------------------|------|------|---|------|-------------|--------------|--------------|--------------|--------------------------------|
| Marshview Valley | CTH G Sugar River | End WI-69 | Primary travel corridor | 0.73 | 3854 | 5 | 2019 | \$26,710.99 | | | \$121,683.41 | |
| | | | Primary travel corridor | 1.29 | 6811 | 5 | 2019 | | | \$130,502.59 | | |
| Spring Rose | South Limit | Riverside | Primary travel-shared | 0.6 | 3168 | 5 | 2019 | | \$41,659.20 | | | |
| Spring Rose Woods | us 18/151 CTH PD | South Limit North Limit | Primary travel-shared | 0.2 | 1056 | 5 | 2019 | | \$13,886.40 | | | |
| Fritz Jaggi Drive | Riverside Fritz | South Limit End | Primary travel corridor | 1.08 | 5702 | 5 | 2019 | | \$74,986.56 | | | |
| | | | Single Purpose | 0.31 | 1637 | 5 | 2019 | \$11,343.02 | | | | |
| Total | | | | | | | | \$45,738.00 | \$130,532.16 | \$130,502.59 | \$121,683.41 | Total Cost \$428,456.16 |

| 2031 | | | | | | | | | | | | |
|----------------------|--------------|--------------------|-------------------------|------|------|---|------|-------------|--|--|--------------|--------------------------------|
| Locust Cross Country | WI-69 Middle | Verona Limit Limit | Primary travel-shared | 1.07 | 5650 | 7 | 2020 | \$39,151.73 | | | | |
| Timber Lane | CTH PD | North Limit | Primary travel-shared | 0.45 | 2376 | 6 | 2020 | \$16,465.68 | | | | |
| Paulson | West Limit | Timber Ln | Primary travel corridor | 1.5 | 7920 | 7 | 2020 | | | | \$250,034.40 | |
| White Crossing | Dairy Ridge | CTH PD | Primary travel-shared | 0.46 | 2429 | 7 | 2020 | | | | \$76,677.22 | |
| Total | | | | 0.78 | 4118 | 5 | 2019 | \$55,617.41 | | | \$130,017.89 | Total Cost \$512,346.91 |

| 2032 | | | | | | | | | | | | |
|------------------|---------------|--------------|-----------------------|-------|------|---|------|--|--|--------------|--------------|---------------------|
| Country View | South Limit | CTH PD | Primary travel-shared | 1.45 | 7656 | 7 | 2021 | | | | \$146,688.96 | |
| Tonto Trl | Fitchrona | End | Urban subdivision | 0.29 | 1531 | 7 | 2021 | | | | \$29,337.79 | |
| Cross Count Circ | Cross Country | North End | Rural subdivision | 0.73 | 3854 | 7 | 2021 | | | | \$73,850.30 | |
| Black Cherry | Sunset | End | Rural subdivision | 0.28 | 1478 | 8 | 2021 | | | | \$28,326.14 | |
| Stardust | Cross Country | South End | Rural subdivision | 0.2 | 1056 | 7 | 2021 | | | | \$20,232.96 | |
| Windswept Way | CTH PD | End | Rural subdivision | 0.1 | 528 | 7 | 2021 | | | | \$10,116.48 | |
| Cross Country | Madison Limit | Verona Limit | Primary travel-shared | 0.31 | 1637 | 7 | 2021 | | | | \$31,361.09 | |
| Cross Country | Middle | Limit | Primary travel-shared | 0.45 | 2376 | 9 | 2021 | | | | \$45,524.16 | |
| Total | | | | 44.72 | | | | | | \$385,437.89 | | \$385,437.89 |

| 2033 | | | | | | | | | | | | |
|------------------|------------------|-----------------|-------------------------|------|------|---|------|--|--|--|--------------|--|
| Sunset Grandview | CTH PB Fitchrona | Borchert CTH PB | Primary travel corridor | 1.53 | 8078 | 3 | 2022 | | | | \$255,035.09 | |
| | | | Primary travel corridor | 1.48 | 7814 | 3 | 2022 | | | | \$246,700.61 | |

Letter to Town of Verona for Financial Assistance

To: Parks & Recreation Department/Town of Verona,

The Verona Soccer Club is a youth club under the Madison Area Youth Soccer Association (MAYSA) serving the Verona Area and Dane county based in the Town of Verona, WI. Our location is shown on “Exhibit A – Subject Property” in more detail. Our fields are called Premier Fields. The club is 1 of approximately 35 clubs within MAYSA which is part of the Wisconsin Youth Soccer Association (WYSA) and the United States Youth Soccer Association (USYSA).

The Club’s mission is to provide opportunities for soccer players of all ages, backgrounds, and skill levels to learn, develop and play the game of soccer in a fun and safe environment here in the Town of Verona, WI.



The club’s purpose is to promote and develop an interest in soccer among young athletes by sponsoring, organizing, and operating competitive and developmental soccer programs for children and young adults under the age of 18. Verona Soccer Club is proud to provide a comprehensive club training program for all youth soccer players, whatever their ability level.

Programs Provide at Subject Property, address of 7612 Marsh View Road, Verona, WI 53593

U7-U14 Recreational Teams:

We offer both an all-girls and coed option for youth players looking to enhance their skill level. Although players may request one friend, teams will be formed by the youth coordinator led by the Director of Coaching. For a detailed description of the program, click [here](#)

U11-U18 Competitive Teams:

This program is for the dedicated player that is willing to travel to local and national tournaments to compete at higher levels of soccer. Players must be offered placement on a team to register.

The club has grown tremendously since its birth in the town of Verona. The Subject Property currently has three fields in use and hope to have a fourth within the next few years. As part of the club growth the needs of athletes and spectators have been apparent. Currently, the facility does not have any running water, which we believe is the next appropriate step for further facility growth. Having running water on hot summer day for athletes is a must. Furthermore, adding a well onsite would benefit those young athletes, spectators, and field maintenance alike. Other future benefits can be considered if the well is installed. Such future benefits include but not limit items like running water for future restrooms, spectator facilities and amenities, storage facilities, irrigation and more.

This letter is to request financial assistance from the Parks and Recreation Department and/or the Town of Verona for the initial costs to install such well on the Subject Property. Total cost for this proposal is approximately _____\$15,000_____, as outlined in Exhibit B – Proposals.

We want to thank you for the time considering our request. The Club Board, Parents and Athletes are thankful for the facility and only wish to make this a more suitable place for all to enjoy in the Town of Verona. We have researched the Town of Verona Comprehensive Plan 2018-2038, as referenced in Exhibit C. We believe our goals are aligned referencing recreational resources, recreational areas, recreational opportunities, recreational use & recreational facilities. We look to grow our club's participation and outreach in the Town of Verona and nearby communities.

If you have any further questions, please do not hesitate to reach out.

Sincerely,



Lars Nielsen
President of Board of Directors
Verona Soccer Club
PO Box 930141 Verona, WI 53593



Exhibit A - Subject Property

Owner: VERONA AREA SOCCER CLUB INC

Address: 7616 MARSHVIEW RD

Municipality: Town of Verona

School District: VERONA SCHOOL DIST

Assessed Acres: 15.6

Approx. Square Feet: 680,678

Parcel Number: 060820286453

Legal Description:

LOT 1 CSM 8836 CS49/100&101-3/5/98 F/K/A LOT 1 CSM 8159 DESC R AS SEC 20-6-8 PRT
NW1/4NW1/4 (15.592 ACRES)



Exhibit A - Subject Property (Continued)

Premier Fields



Exhibit B - Proposals

Please attached proposal from Sam's Well Drilling.

Exhibit C - Town of Verona Comprehensive Plan 2018 - 2038

Link to online: [comp_plan.pdf \(verona.wi.us\)](http://comp_plan.pdf(verona.wi.us))



Town of Verona Comprehensive Plan 2018 - 2038

Adopted by the Town Board of Supervisors: 11/ 13/ 2018

Adopted by the Dane County Board of Supervisors: 3/7/2019

Sections referencing “recreational resources”, “recreational areas”, “recreational opportunities”, “recreational use” & “recreational facilities”.

Chapter 5 – Utility and Community Facilities, page 44 of 206

Parks, Open Spaces and Recreational Resources

Parks, wildlife areas, and *recreational resources* are important components of a community’s public facilities. These resources provide residents with areas to exercise, socialize, enjoy wildlife viewing or provide opportunities for environmental education for adults and children. Increasingly, parks and *recreational resources* can contribute to a community’s local economy through eco-tourism. In addition, these resources are important for wildlife habitat and movement. The Town is fortunate to have several natural areas owned by Dane County. The Town has one small open-space near Goose Lake. Please see chapter 7 on Natural and Cultural Resources for more details.

Chapter 7 – Natural and Cultural Resources, page 63 of 206

GOAL 2

Provide for sufficient outdoor recreation areas to meet the needs of the Town

Objectives:

1. Ensure that the current publicly owned natural areas are maintained for future generations.

Policies:

1. The Town will continue to collaborate with other organizations and governmental agencies to maintain natural areas.
2. The Town will work with developers to provide open space when a new development is proposed.
3. The Town will promote the *recreational areas* provided by others such as Dane County and the Madison Metropolitan School District within the Town of Verona.

Chapter 9 - Land Use, page 77 of 206

9.2 Issues and Opportunities Identified During the Planning Process

By the year 2040, Dane County's population is expected to increase by nearly 25% over the 2010 population, or approximately 118,000 people. This increased population in the County will affect the Town with regard to the need for housing, jobs, services and transportation. Based on 2005 and 2016 resident surveys, the Town has an aging population and many of these residents own larger parcels. Many of these residents indicated that they do not have any children or relatives who would like to continue farming and thus, they have an interest in selling their properties for the highest price.

These demands must be balanced with the desires and needs of Town residents to preserve the rural character, maintain green space, provide *recreational opportunities*, protect and preserve environmentally sensitive areas, and to maintain itself as an economically viable entity.

Chapter 9 - Land Use, page 88 of 206

Natural Resource and Recreational areas

The primary intent of this classification is to identify areas for conservation and/or *recreational use*, either in public ownership (e.g. parks) or private ownership (e.g. a commercial business or fraternal organization). Uses might include hunting, fishing, sports clubs, campgrounds, golf courses, and other *recreational facilities* as well as parks, wooded areas and other natural areas.

Appropriate Zoning Districts

Dane County proposed zoning districts that may be appropriate are NR-C, RE, NR-P depending on the proposed use.

Policies

1. The Town encourages the protection of lands that are vital to the region's ecosystem and/or that are considered an important part of the Town's rural character.
2. It will not be necessary to amend the Town's Future Land Use map to approve creation of a publicly-owned park or *recreational use* on land that is currently mapped for another future land use; however, the creation of new privately-owned *recreational uses* will require an amendment to the Future Land Use Map to this NR designation.

Chapter 12 – Summary of Policies, page 126 of 206

Chapter 7: Natural and Cultural Resources

Goal 2: Provide for sufficient outdoor *recreation areas* to meet the needs of the Town

Objectives:

1. Ensure that the current publicly owned natural areas are maintained for future generations.

Policies:

1. The Town will continue to collaborate with other organizations and governmental agencies to maintain natural areas.
2. The Town will work with developers to provide open space when new development is proposed.
3. The Town will promote the *recreational areas* provided by others such as Dane County and the Madison Metropolitan School District within the Town of Verona.

Chapter 12 – Summary of Policies, page 135 of 206

Natural Resource and Recreational Areas

Policies

1. The Town encourages the protection of lands that are vital to the region's ecosystem and/or that are considered an important part of the Town's rural character.
2. It will not be necessary to amend the Town's Future Land Use map to approve creation of a publicly-owned park or *recreational use* on land that is currently mapped for another future land use; however, the creation of new privately-owned *recreational uses* will require an amendment to the Future Land Use Map to this NR designation.

APPENDIX 1.1, page 143 of 206

Nature and Recreation

Recreation: The Town of Verona abounds in *recreational opportunities* that have come into existence since 1997.

The Town is home to the Reddan Soccer Park, a 60 acre soccer complex leased to MAYSA (Madison Area Youth Soccer Association) from Dane County. It hosts over 1,200 games and 225,000 visitors annually since its construction in 1997.

The Irwin A. and Robert G. Goodman Jewish Community Campus, established 1999, is a recreations facility for everyone. The 154 acres has an aquatic center, and a youth and community center for gatherings. Camp Shalom offers day-time camping opportunities for many youth in the Madison area.

In 2001, Ironman Wisconsin triathlon came to the Town of Verona. The 112 mile biking leg of the annual September event crosses through many miles of our hills and valleys.

The Town and City of Verona became an Ice Age Community in 2017, the seventh in Wisconsin to earn this status. The mission of an Ice Age community is to improve the trail, educate citizens and hold community events to promote the trail.

APPENDIX 2.2, Page 150 of 206

10. Please indicate the importance of various factors related to living in the Town of Verona (with 5 being extremely important and 1 being unimportant)

Page 151 of 206

- Proximity to *recreational resources* – 278 responses
 - i. 5 – 59 responses – 21%
 - ii. 4 – 65 responses – 23%
 - iii. 3 – 98 responses - 35%
 - iv. 2 – 38 responses – 14%
 - v. 1 - 18 responses – 6%

APPENDIX 2.2, Page 153 of 206

12. Which of the following land uses land use would you see more of in the future? (1 for discourage and 5 for strongly encourage)

Page 154 of 206

- *Recreational Facilities* - 1(5 responses), 2 (3 responses), 3 (22 responses), 4 (11 responses), 5 (19 responses)

APPENDIX 2.2, Page 154 of 206

13. To what degree should the Town promote or discourage action in each of the following areas by using property tax dollars or zoning regulations (1 for discourage, 5 for strongly encourage)

- *Recreational facilities* - 1(5 responses), 2 (6 responses), 3 (20 responses), 4 (17 responses), 5 (14 responses)

920.326.5193 Randolph
920.326.5209 Fax
P.O. Box 150
Randolph, WI 53956



800.321.5193 Toll Free
608.251.4318 Madison

Well Drilling
"Well Worth It"

Thursday, October 6, 2022
Proposal#: 57579

Verona Area Soccer Club Inc.
PO Box 930141
Verona , WI 53593

7616 Marshview Rd
Town of Verona
Dane County

C: (608) 218-0617

We propose to furnish materials and perform all labor for the construction of a 6" water well.

| | | |
|--|--------------|--------------------|
| 300 Ft of Drilling | \$26 per ft | \$7,800.00 |
| 140 Ft of 6" Casing* | \$36 per ft | \$5,040.00 |
| 1 Cement Grout Setup | \$635 per | \$635.00 |
| 10 Bags of Bentonite Seal | \$25 per bag | \$250.00 |
| 40 Bags of Cement | \$34 per bag | \$1,360.00 |
| 1 Drive Shoe, Well Cap, Chlorination, Bacteria, & Nitrate Water Samples** | \$435 per | \$435.00 |
| 1 DNR Well Permit Fee | \$125 per | \$125.00 |
| 1 County Permit | \$220 per | \$220.00 |
| Well Estimate Total: | | \$15,865.00 |

Fuel surcharge may apply for travel miles & drilling fuel costs.

An 100ft minimum drilling charge applies

* The per foot rate for casing can be guaranteed only if drilled within 30 days of date of this proposal. A deposit may be made to secure casing pricing for 9 months.

** If a dual rotary shoe is needed add \$125

***If required a 6' well screen is \$1375, each additional foot adds \$160

**** If needed 10" temporary casing \$35 per foot

Submitted By:  Date: 10 / 06 / 2022
Jake Redeker

Signature: _____ Date: ___/___/___

Please review terms and conditions on the following page before signing.

www.samswelldrilling.com

Providing Well Drilling Services For Over 70 Years

RESIDENTIAL, MUNICIPAL, IRRIGATION, AND COMMERCIAL WATER WELL DRILLING WELL INSPECTIONS WELL ABANDONMENTS

Terms and Conditions

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work specified I/we agree to pay Sam's Well Drilling, Inc. within 20 days of completion of the work performed for the actual footage drilled and materials used. If account is not paid 20 days after invoice date, a service charge of 1 1/2% per month will be charged.

Access to be located to allow all-weather access without slope or overhead obstacles. Access issues may result in additional mobilization and site access/egress fees. On arranged drilling day if we are required to stand-by a rate of \$250/hr will be charged.

This proposal for well drilling excludes access, egress, site restoration, and erosion control. The charges for access/egress/site restoration and erosion control, if required, will be billed using time and material rates. Casing will be invoiced at market price at time of well construction. Fuel surcharge may apply.

The above proposal is an estimate; you will be invoiced for the actual work performed. All material is guaranteed to be in accordance with well code. This proposal may be withdrawn by us if not accepted in 90 days.

As required by the Wisconsin Construction lien law, builder hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned builder, are those who contract directly with the owner or those who give the owner notice within 60 days after the first furnish labor for construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to the mortgage lender, if any. Builder agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

Damage Waiver

This is to certify that we, the owner, understand that in order for Sam's Well Drilling, Inc. to drill a well at our property, access and egress must be provided for heavy equipment. We are aware that heavy equipment may cause damage to our trees, shrubs, lawn, curbing, sidewalk, driveway, yard and other property. Additionally, it is understood that cost related to access, egress, site restoration and erosion control is our personal responsibility.

By signing, we certify that we will not hold Sam's Well Drilling, Inc. responsible for any damage to our property beyond that could be caused when accessing the site with the heavy equipment and any events caused during the normal processes of drilling, erosion control and water runoff. We promise to pay in full for the work completed.

_____ **(Initial Here)**



**Resolution 2022-06
Town of Verona**

**A Resolution Approving Exceeding the Levy Limit for Joint EMS
Districts**

WHEREAS under state law (sec. 66.0602(1)(ak), Wis Stats.), “Joint emergency medical services district” means a joint emergency medical services district organized by any combination of two or more cities, villages, or towns under sec. 66.0301(2); and

WHEREAS the Town of Verona is a member of a joint emergency medical services district (Fitchrona EMS); and

WHEREAS the joint emergency medical services district's total charges assessed for the current year compared to the prior year, increased 6.92% which is less than or equal to the percentage change in the Consumer Price Index (CPI) from September 1, 2021 through August 31, 2022 plus 2%; and

WHEREAS all municipalities covered by the joint emergency medical services district must adopt a resolution supporting the increase in order to qualify for the adjustment to levy limits; and

NOW THEREFORE BE IT RESOLVED by the Town of Verona Board that the increase in assessed charges results in the Town of Verona exceeding its levy limit, allowing an adjustment in Section D, Line I on the 2022 levy limit worksheet and the Town of Verona Board supports this increase.

ADOPTED by the Town of Verona Board on November 1, 2022, Dane County, Wisconsin.

Mark Geller, Town Chair

I hereby certify that the foregoing resolution was duly adopted by the Town of Verona Board at a legal meeting on the 1st day of November 2022.

Teresa Withee, Clerk/Treasurer

Dated _____



October 24, 2022

The Town Board
Sarah Gaskell, President/Administrator
Town of Verona
7669 County Highway PD
Verona, Wisconsin 53593

We are pleased to confirm our understanding of the services we are to provide for the Town of Verona general fund for the year ended December 31, 2022.

Audit Scope and Objectives

We will audit the financial statements of the general fund of the Town of Verona as of and for the year ended December 31, 2022, including related notes to the financial statements. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Verona's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Verona's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis (if the town chooses to prepare this)
2. Budgetary Comparison Schedules
3. Wisconsin Retirement System Schedules
4. Local Retiree Life Insurance Fund Schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance of GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements.



Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include test of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws of governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitation of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures - Internal Control

We will obtain and understanding of the government and its environment, including internal control, relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.



Audit Procedures – Internal Control (Continued)

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- The inherent risk of management override of controls.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Verona's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of the Town of Verona in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedures to take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.



Responsibilities of Management for the Financial Statements (Continued)

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the website with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any invoices selected by us for testing.

The audit documentation for this engagement is the property of Johnson Block & Company, Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Johnson Block & Company, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the regulator or its designee. The regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Tara Bast, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

As part of our engagement, we will also perform the following:

- Assist in preparing yearend financial statements,
- Compile and file 2022 DOR report. See Addendum A attached, which is an integral part of this engagement letter.

Engagement Administration, Fees, and Other (Continued)

Our fee for services will be at our standard hourly rate plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$11,100. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Account reconciliations and audit schedules are an integral component of audit cost containment. Our fees assume that all account reconciliations have been performed and all audit schedules have been prepared prior to the start of audit fieldwork. We will provide you with a list of the audit schedules and other documents that can be prepared or provided by you.

Nonattest Services

Prior to or as part of our audit engagement, it may be necessary for us to perform certain nonattest services including, but not limited to, compiling regulatory reports, preparing drafts of your financial statements and proposing general, adjusting, or correcting journal entries to your financial statements. We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide. In connection with our performance of any nonattest services, you agree that you will:

- Continue to make all management decisions and perform all management functions including approving all journal entries and general ledger classifications when they are submitted to you.
- Designate employee(s) with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- Evaluate the adequacy and results of the nonattest services we perform.
- Accept responsibility for the results of our nonattest services.
- Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

Changes in Accounting and Audit Standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in this letter increases due to such changes, our fee may need to be adjusted.

Changes in Accounting and Audit Standards (Continued)

Governmental Accounting Standards Board Statement No. 87: Leases is required to be implemented for the fiscal year ending June 30, 2022. Addendum B outlines the terms of nonattest services to be provided should the Town decide to request assistance with the necessary accounting and reporting of this standard.

Unanticipated Services

We do not anticipate encountering the need to perform additional services beyond those described in this letter. However, below are listings of services considered to be outside the scope of our engagement. If any such service needs to be completed before the audit can proceed in an efficient manner, we will determine whether we can provide the service and maintain our independence. If appropriate, we will notify you and provide a fair and reasonable price for providing the service. We will bill you for the service at periodic dates after the additional service has been performed.

Bookkeeping services

Bookkeeping services are not audit services. Bookkeeping services include but are not limited to the following activities:

- Preparation of a trial balance
- Account or bank statement reconciliations
- Capital asset accounting (e.g., calculating depreciation, identify capital assets for additions and deletions), unless previously agreed to as part of services to be provided
- Significant additional time spent calculating accruals
- Processing immaterial adjustments through the financial statements requested by management
- Adjusting the financial statements for new activities and new disclosures

Additional work resulting from unanticipated changes in your organization or accounting records

If your organization undergoes significant changes in key personnel, accounting systems, and/or internal control, we are required to update our audit documentation and audit plan. The following are examples of situations that will require additional audit work:

- Deterioration in the quality of the entity's accounting records during the current-year engagement in comparison to the prior-year engagement
- Significant new accounting issues, significant changes in your volume of business or new or unusual transactions
- Changes in audit scope or requirements resulting from changes in your activities
- Erroneous or incomplete accounting records
- Implementation or adoption of new or existing accounting, reporting, regulatory, or tax requirements and any applicable financial statement disclosures



Reporting

We will issue a written report upon completion of our audit of the Town of Verona’s financial statements. Our report will be addressed to the Administrator and Town Board of the Town of Verona. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Town of Verona and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the letter and return it to us.

Very truly yours,

Johnson Block & Company, Inc.

Johnson Block & Company, Inc.

RESPONSE: This letter correctly sets forth the understanding of Town of Verona for the Year Ended December 31, 2022.

Management Signature: _____

Title: _____

Date: _____



ADDENDUM A

We will perform the following services:

We will compile, from information you provide, the annual Financial Report Form to the Wisconsin Department of Revenue, for the year ended December 31, 2022. Upon completion of the compilation of the annual Financial Report Form, we will provide the Town with our accountant's compilation report. If, for any reason caused by or relating to affairs or management of the Town, we are unable to complete the compilation or if we determine in our professional judgement the circumstances necessitate, we may withdraw and decline to submit the annual Financial Report Form to you as a result of this engagement.

Our Responsibilities and Limitations

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

Our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

Management's Responsibilities

The Town's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, (ii) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements, (iii) preventing and detecting fraud, (iv) identifying and ensuring that the entity complies with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that the Town complies with the laws and regulation applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making Town personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.



ADDENDUM B

GASB Statement No. 87, Leases

Nonattest services

We will provide the following nonattest services:

- Calculate the lease asset and lease liability (lease schedule) based on the lease information you provide to us.
- Propose journal entries to record the lease asset and lease liability in accordance with GASB Statement No. 87 and the related amortization/depreciation expense and lease/interest expense.
- Assist with drafting the related GASB Statement No. 87 financial statement disclosures.
- Provide to you sufficient information for you to oversee the services, evaluate the adequacy and results of the services; accept responsibility for the results of the services and ensure your data and records are complete.

Client information requirements

The Town agrees it is solely responsible for the accuracy, completeness, and reliability of all of the Town's data and information that it provides us for our engagement. The Town agrees it will provide any requested information on or before the date we commence performance of the services.

Our responsibilities related to the nonattest services and the related limitations

We will not assume management responsibilities, perform management functions, or make management decisions on behalf of the Town. However, we will provide advice and recommendations to assist management in performing its responsibilities.

This engagement is limited to the nonattest services outlined above. We, in our sole professional judgment, reserve the right to refuse to do any procedure or take any action that could be construed as assuming management responsibilities, making management decisions, or performing management functions, including approving journal entries. We will advise the Town with regard to positions taken in the performance of the nonattest services, but management must make all decisions with regard to those matters.

Our engagement cannot be relied upon to disclose errors, fraud, or noncompliance with laws and regulations. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

We have no responsibility to ensure the Town's lease accounting practices, systems, or reports comply with applicable laws or regulations, all of which remain your sole responsibility.

Because the services listed above do not constitute an examination, audit, or review, we will not express an opinion or conclusion or issue a written report on your application of the requirements of GASB Statement No. 87 as it relates to contracts. You agree that our services are not intended to be used by a third party in reaching a decision on the application of the requirements of GASB Statement No. 87 to a specific transaction.



Management’s responsibilities related to nonattest services

For all nonattest services we may provide to you, management agrees to assume all management responsibilities, including determining, reviewing, and approving lease information and schedules and related journal entries; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

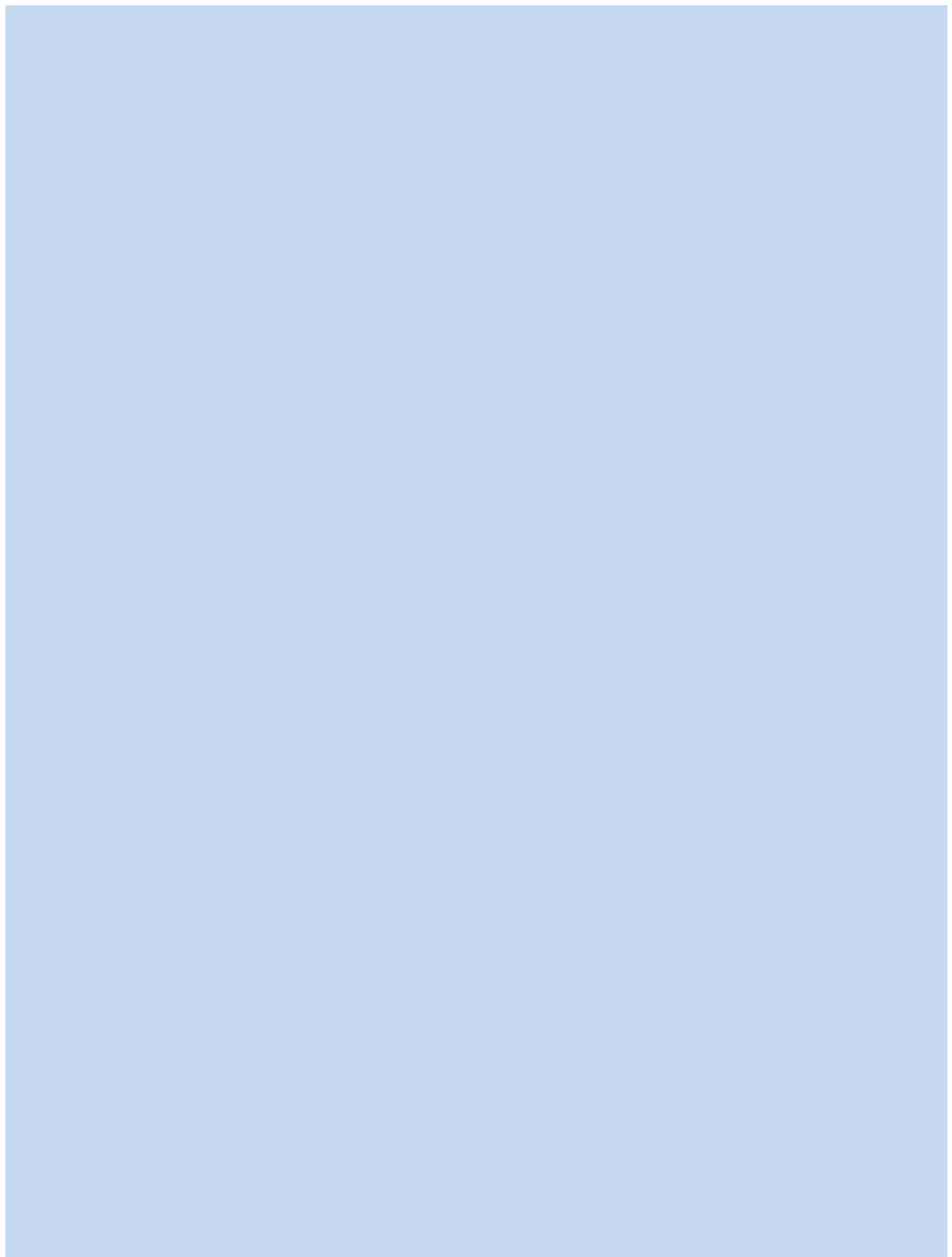
Fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses, including applicable software costs.

Use of Cloud Based Accounting Solution

Johnson Block & Company, Inc. intends to perform said nonattest services described above through the use of a third-party cloud based solution (LeaseCrunch).

As part of its agreement with the Town (“Client”), Johnson Block & Company, Inc. may provide Client access to a cloud-based accounting solution provided by LeaseCrunch, LLC (“LeaseCrunch Services”). As between the Client and Johnson Block & Company, Inc., Johnson Block & Company, Inc. disclaims all liability related in any way to the Client’s use of the LeaseCrunch Services. Johnson Block & Company, Inc. also disclaims any warranties related to the LeaseCrunch Services. Client is solely responsible for the acts and omissions of any third party, including employees or contractors, who Client has designated as a user of the LeaseCrunch Services (each an “End User”). Each End User is required to accept the LeaseCrunch Acceptable Use Policy upon initial login to the LeaseCrunch Services. Client agrees to indemnify and hold Johnson Block & Company, Inc. and its affiliates harmless from any and all liability and expenses, including reasonable attorneys' fees and costs, related to third-party claims arising out of Client’s or its End User’s use of LeaseCrunch Services in violation of LeaseCrunch’s Acceptable Use Policy.



TOWN OF VERONA

TO: Town Board of Supervisors

DATE: October 28, 2022

FROM: W. Christopher Barnes, Public Works Director

SUBJECT: Propane to Natural Gas Conversion Project

ACTION RECOMMENDED: That the Town Board accept the quote from Dave Jones Inc. in the amount of \$14,125 to perform gas piping and furnace conversion for the Town Office and Public Works Garage.

As part of the 2022 budget, funds were established for conversion from propane fuel to natural gas systems in the Town Office and Public Works garage. For 2022, \$15,000 was established in the budget for this work.

For its current facilities, the Town has worked with a single vendor to perform heating, ventilation, and air conditioning services. In this instance, Town staff requested quotes from local companies to complete the work. The summary of quotes received are below:

| <u>Bidder</u> | <u>Quote Amount</u> |
|-------------------------------------|----------------------------|
| Hooper Corporation | \$13,381 |
| Dave Jones, Inc. | \$14,125 |
| Bethke Heating and Air Conditioning | No Bid |

Based on the costs received and past performance, staff recommends the Town accept the quote from Dave Jones, Inc. for this project. The quote supplied by Dave Jones, Inc. contained a more thoughtful understanding of the project and a timeline for completion yet this fall. Dave Jones, Inc. has completed numerous other projects of this type. Additionally, Madison Gas and Electric will be running gas line from the main at County Highway PD to the rear area of the office building. Their cost has been estimated at approximately \$2000. Funds are available in the 2022 budget for this work.