



## MEETING OF TOWN OF VERONA PLAN COMMISSION

**Thursday August 18, 2022, 6:30 p.m.**  
**Town Hall Community Room**  
**7669 County Highway PD, Verona WI**

1. Call to Order/Approval of Meeting Agenda
2. Public Comment - Opportunity for comment from persons in attendance on items not listed below over which this governing body has jurisdiction. Comments on matters not listed on this agenda could be placed on a future Plan Commission meeting agenda. If the Chair or staff have received written comments for items not on the agenda, these may be read.
3. Approval of Minutes from June 16<sup>th</sup>, 2022
4. Discussion and Possible Action: CUP Application 2022-02 for a Limited Family Business to be located at 6538 Shady Bend Road, Verona WI 53593
5. Discussion and Possible Action: Dane County Zoning Opt-Out Process – Letter of Intent
6. Other
7. Next Meeting: September 15<sup>th</sup>, 2022
8. Adjourn

Per Resolution 2016-2 agendas are posted at the Town Hall and online at [www.town.verona.wi.us](http://www.town.verona.wi.us). Go to [www.town.verona.wi.us](http://www.town.verona.wi.us) and sign up for the Town List Serve to receive notices via email. 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 office @ 608-807-4466. Please do so at least 24 hours prior to the meeting so that proper arrangements can be made. Notice is also given that a possible quorum could occur at this meeting for the purposes of information gathering only, of the Town Board, Natural and Recreational Areas Committee, and/or Public Works Committee.

Posted: 08/09/2022, Mark Geller, Chair, Town of Verona Plan Commission

## Town of Verona Plan Commission Meeting Minutes

Thursday, June 16, 2022 6:30pm

Town Hall Community Room

7559 County Highway PD, Verona WI

Members Present: Mark Geller, Lori Lukens, Tom Mathies, Sarah Slack

Members Absent: Haley Saalsaa-Miller

Staff: Sarah Gaskell, Administrator

Applicants: Clint Weninger, Brianna Bucholtz, Bill Buglass, Brian Wallace, Marcia Kasieta, Bob Kasieta, Lisa Steinhauer, Jim Bricker, Chase Zadnik

1. Call to Order/Approval of Meeting Agenda – Geller called the meeting to order at 6:30 pm. Motion to approve the agenda by Mathies, second by Lukens. Motion carried by voice vote.
2. Public Comment – Andy Dalsing of 7513 Riverside Road; Mr. Dalsing spoke about his property on Riverside and his future plans for building
3. Approval of Minutes from May 17th, 2022 – Motion to approve by Slack, second by Lukens. Motion carried by voice vote.
4. Discussion and Possible Action: Amended Lane Use Application 2022-01 submitted by Nathan Lockwood on behalf of Epic Systems for a rezone of a 4.9-acre portion of parcel 062/0608-092-9152-0 from AT-35 to LC
  - a. Staff report
  - b. Plan Commission Discussion
  - c. Motion to recommend approval by Mathies, second by Slack subject to the following conditions
    - a. Any lighting will adhere to standards of the Town of Verona Dark Sky Ordinance
    - b. Approval by the Joint City/Town Planning CommitteeMotion carries by voice vote.
5. Discussion and Possible Action: CUP Application 2022-01 by Payne & Dolan (on behalf of the Herfel Trust) to allow for aggregate crushing at 1977 State Highway 69
  - a. Staff report
  - b. Plan Commission Discussion
    - Commissioners had questions regarding noise mitigation, hours of operations, enforcement, neighbor concerns
  - c. Motion to recommend approval of CUP Application 2022-01 by Mathies, second by Lukens subject to the following conditions:
    - i. The applicant shall not apply for an extension of the termination date of the permit which is December 30<sup>th</sup> 2030.
    - ii. The CUP will expire upon any change of operator.
    - iii. The current CUP will terminate if a new CUP is granted.
    - iv. Engine braking is prohibited for all vehicles either entering, leaving or driving on-site.
    - v. No off-site materials may be brought on site for any reason.
    - vi. The applicant will reduce the noise caused by the back up signal of trucks.
    - vii. The applicant will comply with all applicable Town and County ordinances.

- viii. Noise levels shall not exceed 70 decibels measured at the inside edge of the ROW line on the Phase II parcel. Measurements shall be taken at two sites to be determined and data shall be publicly available in real time.
      - ix. No visual dust generated by on-site operations will be permitted to cross property lines.
      - x. All applicable conditions of the existing CUP shall carry forward along with any applicable standards.
    - d. Motion carried 3-1 on a roll call vote with Slack voting no.
- 6. Discussion and Possible Action: Land Use Application 2022-04 by Frostwood Farms for approval of a concept plan and rezone for parcel 062/0608-134-8100-4 from AT-35 to MFR-08 for Farm 6, a 16-unit Conservation Condominium Development
  - a. Staff report
  - b. Plan Commission Discussion
    - Discussion items included access to Fitchrona, topography of the site, building envelope restriction on sloped sites, trails, restoration plans
  - c. Motion to recommend approval of Land Use Application 2022-04 for a rezone from AT-35 to MRF-08 by Geller, second by Lukens subject to the following conditions:
    - i. Land be deed restricted to Single Family
    - ii. Approval by the Joint City/Town Planning Committee
    - iii. Approval of the Final Plat
    - iv. Approval of the Development Agreement and Declaration of Covenants
- 7. Next Meeting: Thursday July 21<sup>st</sup>, 2022
- 8. Adjourn – 9:40 pm

Submitted by Sarah Gaskell, Town Planner/Administrator

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

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

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

Please check all that apply:

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

Property Owner Phone 813-956-9067

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

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

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

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

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

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

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

CUP for small dog sitting business.

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

Applicant Signature Michael Thompson Date 7-27-22

Print Name Michael Thompson

PAID  
JUL 27 2022  
TOWN OF VERONA

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

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

**OFFICE USE ONLY**

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

# Planning Report

Town of Verona

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

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

---

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

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

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

**Applicant:** same

---

### Location Map





### **Project overview**

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

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

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

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

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

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

---

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

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

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

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

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

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

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

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

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

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

---

**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 AADU 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 AADU is in compliance with the TOV Comprehensive Plan.

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

N/A



# Dane County Conditional Use Permit Application

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

|                          |                          |
|--------------------------|--------------------------|
| <b>OWNER INFORMATION</b> | <b>AGENT INFORMATION</b> |
|--------------------------|--------------------------|

|  |  |  |                      |
|--|--|--|----------------------|
| OWNER NAME<br>KATIE KWAS & MICHAEL THOMPSON            | Phone with Area Code<br>(813) 956-9067 | AGENT NAME<br><input type="checkbox"/>               | Phone with Area Code |
| BILLING ADDRESS (Number, Street)<br>6537 SHADY BEND RD |  | ADDRESS (Number, Street)<br><input type="checkbox"/> |                      |
| (City, State, Zip)<br>VERONA, WI 53593                 |  | (City, State, Zip)                                   |                      |
| E-MAIL ADDRESS<br>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<br>VERONA         | SECTION<br>25 | TOWNSHIP                   | SECTION | TOWNSHIP                   | SECTION |
| PARCEL NUMBERS INVOLVED    |               | PARCEL NUMBERS INVOLVED    |         | PARCEL NUMBERS INVOLVED    |         |
| 0608-252-8500-7            |               | ---                        |         | ---                        |         |

**CUP DESCRIPTION**

Limited Family Business - small dog kennel

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

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



**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<br>(+\$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):<br>Limited Family Business | Is this application being submitted to correct a violation?<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Provide a short but detailed description of the proposed conditional use:<br>See attached document.   |  |

### GENERAL APPLICATION REQUIREMENTS

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

|   |  |   |   |  |   |
|---|--|---|---|--|---|
| <input checked="" type="checkbox"/> Complete attached information sheet for standards | <input checked="" type="checkbox"/> Site Plan drawn to scale | <input checked="" type="checkbox"/> Detailed operational plan | <input checked="" type="checkbox"/> Written legal description of boundaries | <input checked="" type="checkbox"/> Detailed written statement of intent | <input checked="" type="checkbox"/> Application fee ( <b>non-refundable</b> ), payable to Dane County Treasurer |
|---|--|---|---|--|---|

I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I hereby give permission for staff of the Dane County Department of Planning and Development to enter my property for the purpose of collecting information to be used as part of the review of this application. I acknowledge that submittal of false or incorrect information may be grounds for denial of this application.

Owner/Agent Signature: \_\_\_\_\_

Date: 7/14/2022

**STANDARDS FOR CONDITIONAL USE PERMITS**

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

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

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

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

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

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

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

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

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

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

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

See attached document.

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

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

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

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

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

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

## WRITTEN STATEMENT OF INTENT AND OPERATIONS PLAN

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

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

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

List the proposed days and hours of operation.

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

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

Resident homeowners, Katie and Michael Thompson.

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

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

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

No materials proposed to be stored outside.

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

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

N/A

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

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

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

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

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

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

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

N/A

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

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

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

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

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

Residential

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

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

## APPLICATION CHECKLIST FOR A CONDITIONAL USE PERMIT

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

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

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

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

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

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

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

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

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

Conditional Use Permit Application – Limited Family Business

Katie and Michael Thompson

6537 Shady Bend Rd

Verona, WI 53593

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

Phone: 813-956-9067

Additional Page

**Type of Conditional Use Permit**

Limited Family Business, Pet Sitting Services

**Summary**

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

**Standards for Conditional Use Permits**

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

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

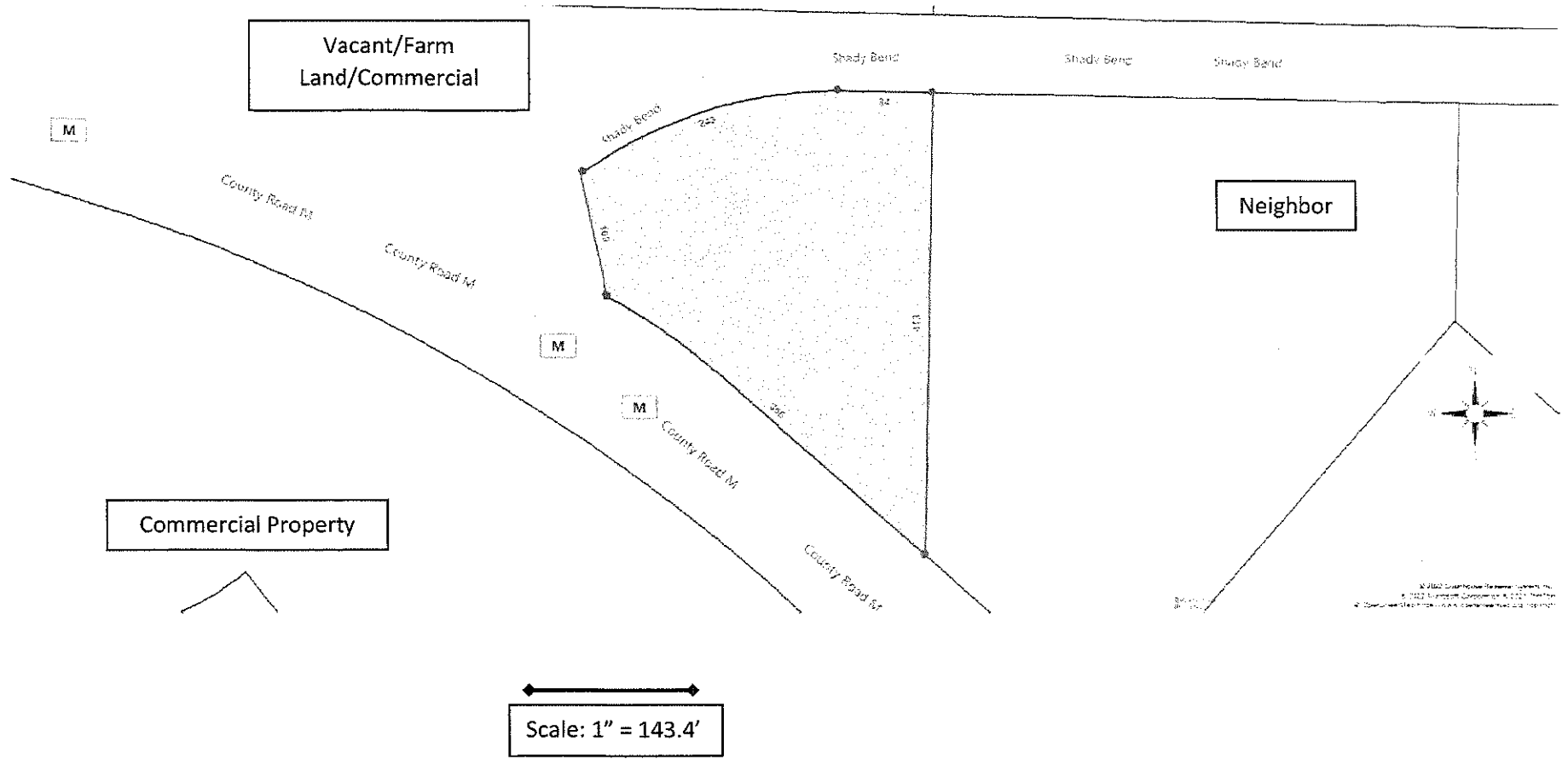
**Legal Description of Boundaries**

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

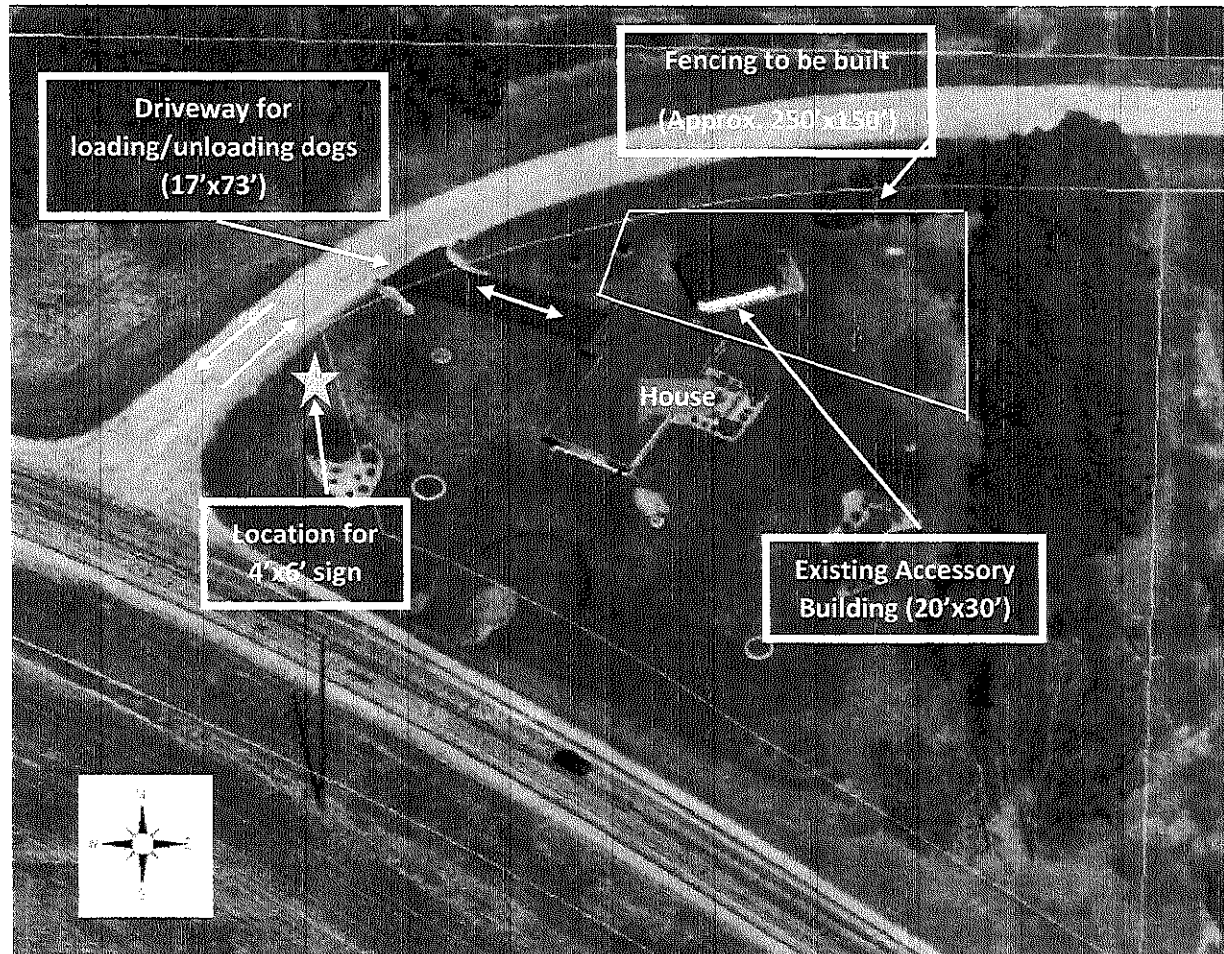
**Scaled Site Plan: 6537 Shady Bend Rd Verona, WI 53593**



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







### Neighborhood Characteristics

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

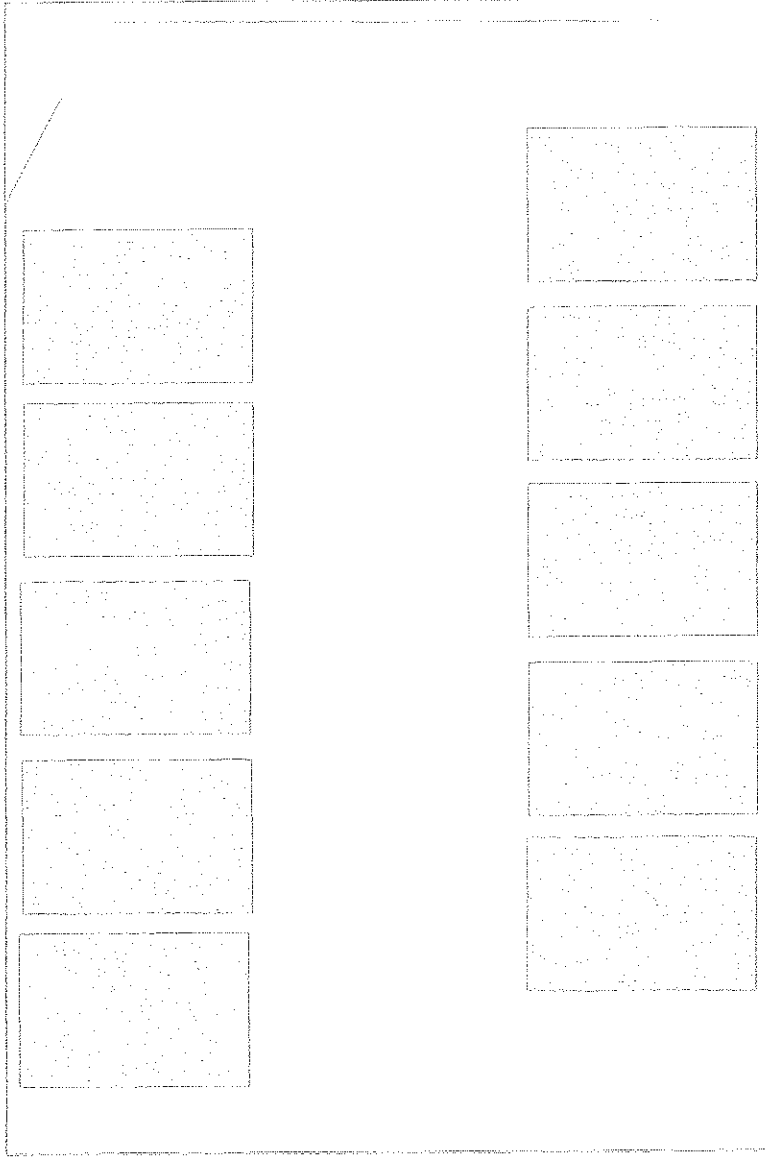
E: Residential Property

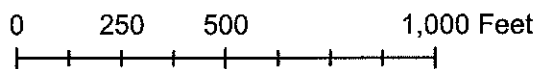
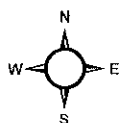
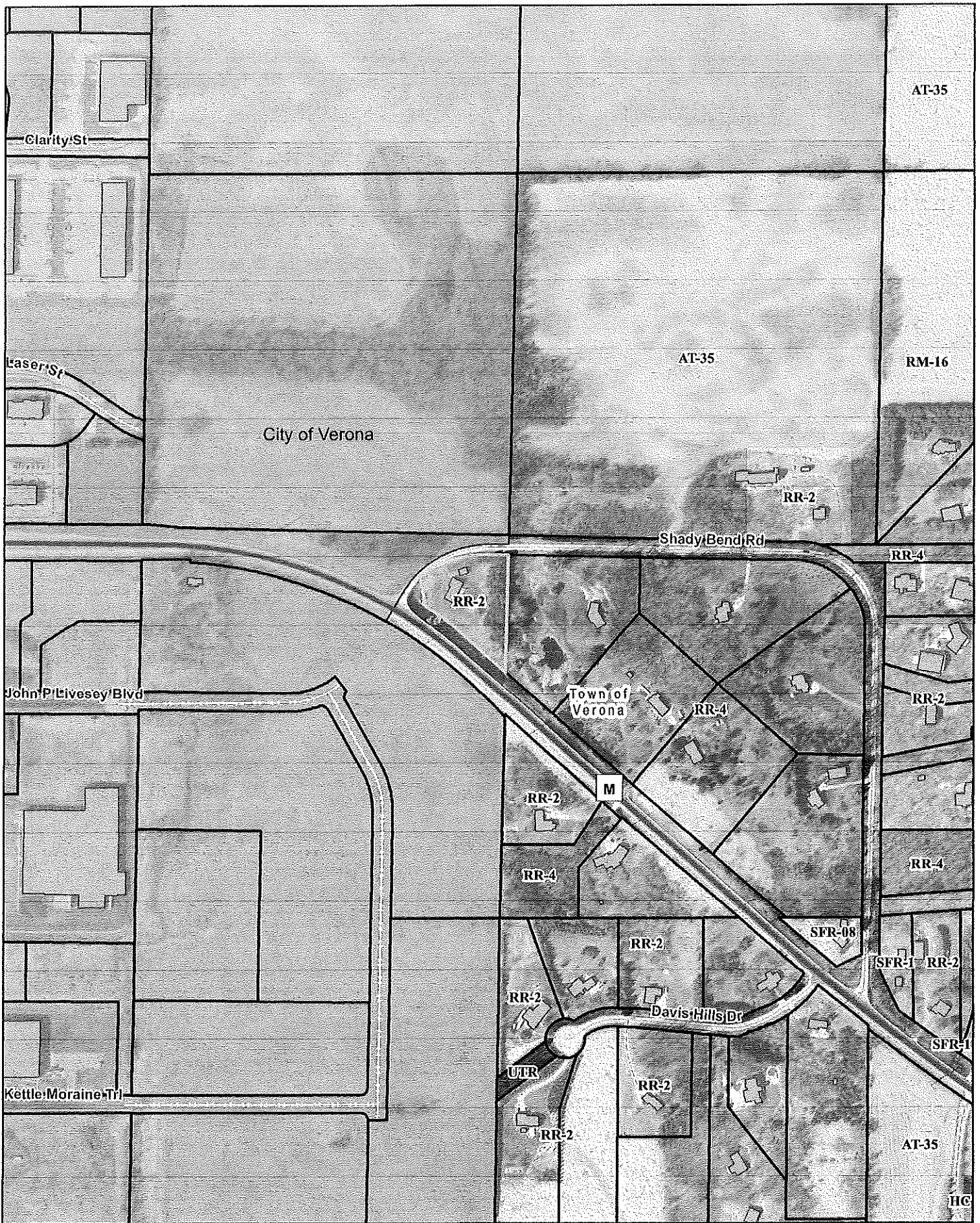
S: All property south of County Road M is Commercial Property

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

Interior of existing accessory building

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





CUP 2572 Neighborhood Map

## RR-2 Rural Residential Zoning District

Zoning district for single family homes with agricultural uses – CH. 10-Zoning, [Section 10.242](#)

### **Permitted Uses 10.242(2)**

- Single family home – one per parcel
- Small-scale farming
- Residential accessory uses
- Home occupations
- Incidental room rental
- Community living Arrangements for less nine (9) persons
- Foster homes for less than five children
- Undeveloped natural resource and open space areas
- Utility services associated with a permitted use
- Transportation, utility, communication, or other use required by law

### **Conditional Uses 10.242(3)**

- Attached accessory dwelling units
- Animal use exceeding one animal unit per acre
- Cemeteries
- Limited family business
- Day Care Centers
- Community living arrangements for nine (9) or more people
- Governmental, institutional, religious, or nonprofit community uses
- Transient or Tourist Lodging
- Transportation, communication, pipeline, electric transmission, utility, or drainage uses, not listed as a permitted use above

### **Setbacks and Height Requirements for Structures 10.242(5),(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 from right-of-way

#### **Maximum Height:**

Residences: 2½ stories or 35 feet maximum

Accessory buildings: 35 feet maximum

Agricultural buildings: No height requirement

#### **Residences:**

**Side yard:** 25 feet total, with no single side less than 10 feet minimum

**Rear yard:** 50 feet minimum

Uncovered decks/porches: 38 feet minimum

#### **Rear and side yards:**

**Not housing livestock:** 10-feet

#### **Housing livestock:**

100 feet from Residential or Hamlet zoning districts

50 feet from Rural Residential zoning districts

10 feet from all other zoning districts

### **Lot Width & Area 10.242(4)**

**Minimum:** 2 acres

**Maximum:** 4 acres

**Minimum lot width:** 100 feet

### **Maximum Lot Coverage 10.242(7)**

**Maximum building coverage of lot:** 10% of lot area

### **Accessory Buildings Requirements 10.102(2)(a)**

Any number of detached accessory buildings associated with a permitted or conditional residential use is permitted, provided that the following conditions are met:

- A principal residential use (home) exists or is under construction before a Zoning Permit for an accessory building may be issued.
- Sanitary fixtures are prohibited in accessory buildings.
- No living spaces are allowed in accessory buildings.

**NOTE:** A Zoning Permit is required for every building larger than 120 square feet in size. Zoning Permits are not required for accessory buildings equal to or less than 120 square feet on non-permanent foundations, provided they meet setback, height, and lot coverage requirements.

### **Livestock 10.004(85); 10.103(18)**

- The number of livestock kept is limited to one (1) animal unit for each full acre.
- An animal unit is defined as the equivalent of 1 cow; 4 hogs; 10 sheep or goats; 100 poultry or rabbits; 1 horse, pony, or mule; or an equivalent combination thereof.

## RR-2 Rural Residential District

Zoning district for single family homes with agricultural uses – CH. 10-Zoning, Section 10.242

### **Incidental Room Rental 10.004(72)**

Rental or leasing of rooms within a single-family residence is permitted provided all of the following are met:

- ✓ All rooms offered for rent are within the landowner's primary residence
- ✓ No more than two bedrooms are offered for rent
- ✓ One off-street parking space is provided for each rental room.

### **Limited Family Business 10.004(83)**

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.