

Town of Verona Plan Commission Meeting Minutes

Thursday, May 28, 2015 6:30 pm

Town of Verona Hall

335 North Nine Mound Rd.

Members Present: Manfred Enburg, Doug Maxwell, Deb Paul, Laura Dreger, Ron Melitsoff

Absent: none

Staff: Amanda Arnold

Also Present: Nathan Lockwood, representing Epic Systems

1. Call to Order/Approval of Regular Meeting Agenda – Doug Maxwell called the meeting to order at 6:50 p.m. Manfred Enburg joined the group at approximately 7:25 p.m. Doug suggested that the following discussion items be added under the Chair and/or Planner's report: Wesner Road, the road tour that was recently taken by the town board, and the proposed DOT salt shed. Motion by Paul to approve the agenda with those additions. Second by Meltisoff. Motion carried.
2. Public Comment – None.
3. Discussion of appointments and a town board quorum at plan commission. – The group acknowledged that with Doug Maxwell being appointed to the Town Board, there was now an issue with having three board members on a committee. Doug volunteered to abstain from voting for this meeting and announced that he would move to the Open Space and Parks Committee, pending approval of his appointment by the board. The group discussed potential new members. It was mentioned that it would be good to have someone from the southwest portion of the town. The group asked Amanda to put out a town email asking for volunteers.
4. Discussion and Action re: Land Use Change Application #2015-1 – dated 3/27/2015 for property located at 2645 Country View Rd. submitted by Epic Systems. The purpose of the application is to rezone 5 acres of the site from A3 to LC-1 to allow for the installation of bathroom facilities for use by maintenance and landscaping staff. The application includes a certified survey map. Nathan Lockwood of D'Onofrio Kottke & Associates representing Epic gave an overview of their plans and the reason for the zoning request. He explained that the bathrooms would be for maintenance employees and not advertised to people gardening across the street. There is one shift for the workers and it is from 6 am to 2 pm. There was a discussion about whether or not what is happening on site now fits the LC-1 district. There was also a discussion about the creeping of commercial operations into other land use areas. Nathan responded that there are no other plans at this time. Manfred Enburg added that he had met with Bruce Richards from Epic and discussed the concept of doing a plan for the Country View corridor. It was noted that screening of the adjacent residential property is required in the zoning code and that the number of vehicle is limited to 12 by the code. It was acknowledged that if more vehicles are stored there, a Conditional Use Permit would be needed.

Motion by Paul to approve Land Use Change Application #2015-1 – dated 3/27/2015 for property located at 2645 Country View Rd. submitted by Epic Systems to rezone 5 acres of from A3 to LC-1 to allow for the installation of bathroom facilities for use by maintenance and landscaping staff and also preliminarily approve the certified survey map, with the following conditions:

- Outdoor stock piles (dirt, mulch, etc.) will be prohibited
- The hours of operation will be 7 AM to 8 PM with the exception of snow plowing which may start as early as 4:30 AM.
- No loud speakers will be allowed
- Outdoor lighting will be shielded and directed away from neighboring properties
- The applicant will construct and maintain the required landscape screening.

In addition, a deed restriction will be recorded stating that the property is to be used exclusively for

a grounds maintenance facility for Epic Systems.

If more vehicle storage is needed than what is allowed in LC 1, a conditional use permit will be sought.

Second by Melitsoff

Melitsoff: aye, Dreger: aye, Enburg: aye, Maxwell: abstain, Paul, aye. Motion carried.

5. Discussion of boundary agreement framework – Amanda discussed the concept of having different districts in a boundary agreement. A town growth area, a city growth area, and joint town/city area. The group talked about town islands and how to decide what should remain in the town and what should be planned for annexation. A more detailed analysis of existing potential splits will be needed, but the group agreed that property owners close to the city boundary likely expect to be annexed and thus should not be upset with restrictions on splits while the property is in the town.
6. Chair's report – The group discussed Wesner Road. The next step is for Manfred to outline options and have the town engineer do more detailed cost estimates. Ron Melitsoff suggested just picking the preferred option and then opening it up for a hearing after that. Manfred suggested that decision should be made at the next Plan Commission meeting. Manfred also spent some time talking about how planning for corridors (outlining access points, road maintenance, signage needs, etc.) should be a focus of the Town. Doug reflected on the road tour that some of the board members took and agreed that a strategy for maintenance is needed, particularly for road shared with or used by the surrounding cities. There was a brief discussion about the salt shed proposed by DOT. Amanda explained that DOT is not required to get local permit, but the DOT staff has agreed to come to a future meeting and discuss the design.
7. Planner's report – Amanda reported that the comprehensive plan amendment to remove the neighborhood boundary around Prairie Circle and put Ray Wagner's land into farmland preservation was approved by the Dane County ZLR. She explained that if approved by the full county commission, Ray Wagner's land would go into farmland preservation, but it would still need to be rezoned. The Town can rezone property at no cost, and she wondered if it would be appropriate in this case since Ray Wager did not initiate the rezoning out of A1-ex (the county did). The Plan Commission agreed that it would be appropriate for the town to take the lead, and avoid the cost to the property owner, when the property owner did nothing to instigate the original rezoning. Amanda also reported that Jim Berkner's proposed lot split on what was Littleton Road goes to the City Plan Commission on Monday, June 1.
8. Approval of minutes from April 30th – Motion by Dreger to approve. Second by Maxwell. Motion carried.
9. Confirm next regular meeting date – June 25th confirmed.
10. Adjourn – Doug Maxwell made the motion to adjourn at 9:17 p.m. and thanked the group for his experience on the commission. Second by Paul. Motion carried.

Amanda Arnold
Planner/Administrator

Approved: 7/2/2015