

Town of Verona Plan Commission Meeting Minutes

Thursday, December 5, 2019 6:30

Town of Verona Hall

7669 County Highway PD

Members Present: Doug Maxwell, Deb Paul, Tom Mathies, Sarah Slack, Jim Schroeder

Absent: None

Staff: Amanda Arnold

Also Present: see sign in sheet

1. Call to Order/Approval of Meeting Agenda – Doug called the meeting to order at 6:30 p.m. Amanda Arnold pointed out that the application number in Item #5 should be 2019-11 rather than 2019-10. She later pointed out that the existing zoning for that the parcel in Item #5 is RM-8 rather than RR4. Motion to approve the agenda by Paul, Second Schroeder. Motion carried.
2. Public Comment – None.
3. Approval of minutes from 10/10/2019. Motion to approve by Paul. Second by Mathies. Motion carried.

4. Reports:

Chair: Doug Maxwell handed out blank cards and asked the Plan Commission and others to make suggestion related to how the Commission could improve. He asked them to return these to Amanda. He then announced that Amanda Arnold would be leaving the Town for another position, and thus staffing for the Plan Commission would change. He asked Deb Paul to consider taking notes at future meetings, and indicated he'd like a vice-chair. This will be discussed more at a future meeting. There was a discussion of Fitchburg's comprehensive plan process, and Sarah Slack volunteered to work on a comment letter with Doug Maxwell. There was also a review of the annual budget meeting and a discussion of the number and location of new homes in 2019.

Maxwell went on to give the following updates:

- He has talked with MSA about studying the impacts of requiring 100% retention of runoff in order to get density bonuses in the subdivision ordinance. He will meet with them again before the next meeting.
- He has talked with Mark Single (Hageman property on CTY M) about exploring a small condo of three units.
- He has meet with the Hefty brothers on Riverside who want to split their property.
- The Woods at Watch Hill Home Owners Association, which is in the process of being established, has asked the Town to assist in finishing this project with the developer.
- The Monson CSM on Timber Lane was approved by the Town Board. It was an increase lot size from about 3 acres to 11 acres.
- A Wavier of fee or dedication of land for Twin Rock Development approved by the Town Board, and is now at the County for their action. The County is requesting advice from legal counsel to see if County and State regulation are in conflict.
- He has found differences in enforcement by the architectural committees for new homes in condominium developments. He plans to put more deadlines and specific requirements in future development agreements.
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Committee Reports: Amanda provided a general update on each committee. There were no major new activities.

Commissioners: No reports.

Planner/Administrator: No report.

5. Land use application 2019-11 – Submitted by Cameron and Jamie Lindau on behalf of Swan You See LCC for a rezoning from RM8 (Rural Residential) to HC (Heavy Commercial) and a site plan review for a self-storage facility proposed for Parcel Number 0608-132-8790-0 on Maple Grove Road.

Doug Maxwell announced that an overview of the proposal would be given tonight, and action scheduled for January. Jamie Lindau gave a presentation about the proposed self-storage facilities. He covered energy saving requirements/climate controls, security, the market and use of units, building design, existing wetlands and proposed stormwater management, and phasing among other things. Amanda Arnold gave a staff report primarily covering Madison's extra-territorial review authority and development potential for the site. Jamie

Lindau explained that he's aware of what materials Dane County and the Town will eventually require.

For reference these will include:

- Site Plan - A scaled plan showing all proposed buildings with dimensions of the buildings and dimensions to property lines; all surfaces identified (paving, gravel, grass) and parking layout identified and dimensioned. Location of trash dumpsters and dumpster screening. There should be a minimum of a 20-foot width drive path between buildings to allow for unloading and parking.
- Stormwater detention/ grading plan - a scaled drawing showing the final grading of the property on 1-foot contours. The drawing to include drainage arrows and stormwater catch basins or other features.
- Lighting Plan - A photometric plan showing the location of all exterior lighting and intensity in foot candles. Provide cut sheets for all luminaires. All lighting to have direct down lite fixtures. Design should not exceed 0.5 foot candles at property line.
- Landscaping plan - A scaled drawing showing landscaping features and planting along the road frontages. (Although there are no minimum requirements, the design will need to be attractive). The design should show all fencing on the property. If fencing is used, provide picture of the fencing to be used. Landscaping around buildings would not be necessary due to the proposed land use. If landscaping is planned for around the buildings, a plan should be submitted.
- Elevation Drawings - Showing all exterior views of buildings. Provide information on building exterior material along with colors of exterior materials or provide color renderings with materials labeled.
- Appropriate documentation that there are no issues with the wetland and construction.

There were no comments from the public. The Plan Commission raised the following issues/concerns:

- The use and whether or not it was the best use for one of the Town's limited number of commercial sites.
- Traffic impacts [Use of the existing drive is proposed. Amanda will have the Town's project engineer review this location.]
- Lighting, how long outside lights will be on, and signage lighting.
- The stability of the fill and depth of the water table.
- Appearance of the stormwater basin.
- Maintenance of the wetlands- a plan needs to be submitted.
- Landscaping and buffering.
- Snow storage location.
- How the use fits with the goals in the comprehensive plan.
- The potential for a more rural architectural character.

6. Land use application 2019-3 – Submitted by Tim and Linda Sweeney and Dave DiMaggio for review of a Preliminary Plat and associated documents for Prairie Circle (parcel numbers 0608-074-8533-0 and 0608-074-8093-0). Fourteen residential lots and one outlot are proposed.

Noa Prieve and Wade Wyse gave a presentation. Wade pointed out a path between lots 8 and 9 to be used to access the detention basin. He also noted that the basin has a safety shelf. They do not have formal comments back from Dane County on the stormwater management yet. Noa pointed out that the Town will need to formally vacated a portion of the land that will no longer be needed when the existing cul de sac is reconfigured into a road.

There were no comments from the public. Plan Commissioners discussed the following:

- The mailboxes are currently shown outside of the road right-of-way. It was decided an easement was not necessary and they could be moved closer to the road.
- Whether or not lot four was large enough for a house given the constraints of the waterway. They asked for dimensions to be shown.
- Whether or not there was enough room for snow storage in the cul de sac given the driveway placement. It was decided that it could be managed.
- That the easement to the detention basin should be in favor of the neighborhood association and the Town and County.
- That there is a mix of SRF and RR zoning and those districts have different impervious surface caps so that could affect the accuracy of the stormwater management plan. Noa said he would follow up with the County on the appropriate zoning.
- That out buildings could be placed near property lines, outside of the building envelope. It was decided that the reference to zoning set backs would be taken off the plan and the location of all outbuildings would be clarified in the covenants to be within the building envelopes.

Noa pointed out that the final plat will not have zoning information or driveway locations on it. This was just provided for the Town's information. It was also noted that Dane County would require that improvements to the intersection of Prairie Circle and Highway PD will have to be completed within two years of the recording of the final plat.

Motion by Paul to recommend that the Town Board approve the Preliminary Plat with the mailbox easement being removed and the mailbox pull off placed within the public right-of-way and that the easement to Outlot 1 between Lots 8 and 9 will be in favor of the homeowners association, the County, and the Town for the purposes of stormwater maintenance. Second by Schroeder. Motion carried unanimously.

7. Discussion of Draft Development and Subdivision Ordinance – This was deferred to the next meeting.
8. Review of schedule for future meetings
9 Jan 2020, 6:30 pm
9. Other – None.
10. Adjourn

Submitted by: Amanda Arnold, Planner/Administrator and Doug Maxwell, Chair

Approved: