

**City of Verona**  
**Minutes**  
**Plan Commission**  
**January 4, 2016**  
**Verona City Hall**

1. The meeting was called to order by Jon Hochkammer at 6:32 p.m.
2. **Roll Call:** Jon Hochkammer, Jeff Horsfall, Jack Linder, Patrick Lytle, Scott Manley. Absent (excused): Steve Heinzen. Also present: Adam Sayre, Director of Planning and Development; Bob Gundlach, City Engineer; Bill Burns, City Administrator.
3. **Minutes:** Motion by Manley, seconded by Horsfall, to approve the Minutes of the December 7, 2015 Plan Commission meeting. Motion carried 5-0.
4. **Extraterritorial Certified Survey Map to create one (1) lot at 2101 Sugar River Road in the Town of Verona**

Mr. Sayre explained that the proposed Certified Survey Map (CSM) would combine two lots into a single parcel in the Town of Verona. This lot is included in the City's Extraterritorial Jurisdiction (ETJ) area. Staff recommends approval of the ETJ CSM.

Motion by Linder, seconded by Lytle, to recommend that the Common Council approve an Extraterritorial Certified Survey Map to create one (1) lot at 2101 Sugar River Road in the Town of Verona. Motion carried 5-0.

5. **Amendments to the City's Zoning Ordinance relating to public notification.**

Mr. Sayre stated that at the last meeting, the Plan Commission discussed the City's current notification process for public hearings. The City has added a development projects link on the homepage of the City's website which has information on pending and recently approved projects. Residents can sign-up to receive email or text updates to this information through the Notify Me feature. Mr. Sayre also provided information on signage used for public hearings by the cities of Oconomowoc and Madison.

Mayor Hochkammer stated that he feels the notification options on the website is a good option.

Mr. Manley stated that he believes the use of signs may be a good idea if they are relatively low cost and reusable. He suggested not using red lettering on a yellow background.

Mr. Horsfall agreed with using signs and trying to limit the amount of writing to make them easier to read.

Mr. Lytle asked if the City has information on how many people have signed up for notifications through the website. He agreed with trying to take steps to improve awareness of projects.

Mr. Sayre suggested that the City could specify that the use of signage would be limited to public hearings for land division and zoning changes.

Mr. Linder said that he is supportive of trying the signage.

Mr. Sayre stated that he can work on an ordinance amendment regarding signage similar to those used by Oconomowoc or Madison.

6. **Adjournment.** Motion by Linder, seconded by Horsfall, to adjourn the Planning Commission meeting at 6:50 p.m. Motion carried 5-0.

Respectfully submitted,  
Bill Burns, City Administrator