

City of Verona
Minutes
Plan Commission
April 8, 2020

Due to the COVID-19 pandemic, the Verona Plan Commission held its meeting as a virtual meeting. The Plan Commission did not meet at City Hall, 111 Lincoln Street. Members of the Plan Commission and Staff joined the meeting by using Go To Webinar. Members of the public were able to join the meeting using Go To Webinar via a computer, tablet, or smartphone, or by calling into the meeting via phone.

1. **Call to Order:** Luke Diaz called the meeting to order at 6:37 p.m.
2. **Roll Call:** Mike Bare, Luke Diaz, Steve Heinzen, Katie Kohl, Pat Lytle, Scott Manley and Beth Tucker Long were present. Also present: City Administrator Adam Sayre; and Community Development Specialist Katherine Holt.
3. **Discussion & Possible Action – Site plan review for PC Nametag to allow for the construction of an addition onto the existing building located at 124 Horizon Drive.**
Sayre presented the Staff report. PC Nametag is requesting a site plan review to construct a 2,535 square foot addition to their existing building that will contain a work area and break room. The addition will be located in the area of the existing patio. The Applicant is requesting a zero lot line setback (actually 7½ feet) to the south. Park Printing, the neighboring business to the south has supplied the Applicant with a letter of approval regarding the zero lot line setback. Staff has no concerns with the access, parking, landscaping, or drainage and stormwater on the property. The architecture and building materials will match the existing building.

Motion by Manley, seconded by Bare, to approve the site plan for PC Nametag to allow for the construction of an addition onto the existing building located at 124 Horizon Drive. On roll call: Bare – Aye; Kohl – Aye; Manley – Aye; Lytle – Aye; Tucker Long – Aye; Heinzen – Aye; Diaz – Aye. Motion carried 7-0.
4. **Discussion and Possible Action – Certified survey map to modify the shared property line between existing lots 9 and 10 of the Verona Technology Park plat located at the corner of Thousand Oaks Trail and John P. Livesey Boulevard.**
Sayre presented the Staff report. Staff has no concerns with the CSM. It is consistent in size with other lots in the area and conforms to the zoning ordinance requirements. Additionally, note 3 on the CSM states, “The lots of this Certified Survey Map are subject to shared access and utility easement agreement to be recorded by a separate instrument”. The intent of the statement is to create a shared access point between Lots 1 and 2.

Motion by Bare, seconded by Tucker Long, to recommend to the Common Council to approve a certified survey map to modify the shared property line between existing lots 9 and 10 of the Verona Technology Park plat located at the corner of Thousand Oaks Trail and John P. Livesey Boulevard. On roll call: Lytle – Aye; Tucker Long – Aye; Heinzen – Aye; Diaz – Aye; Bare – Aye; Kohl – Aye; Manley – Aye. Motion carried 7-0.
5. **Discussion and Possible Action – Certified survey map to create one (1) lot located at 319 Lincoln Street.**
Sayre presented the Staff report. The City is in the process of acquiring this property as part of the east side interceptor replacement project. Lot 1 will be created, and will be retained by the existing property owner. The remaining outlot abutting Badger Mill Creek will be purchased by

the City to be used for park land and the east side interceptor project. The outlet is located in the floodplain and will be used as open space for sanitary sewer lines.

Lytle asked if there will be public access to the City's land.

Sayre replied the primary use of the property will be for the east side interceptor. There may be some bike and pedestrian improvements in the area, as well. There will potentially be access to the property, as it will be owned by the City, however it is very wet, so there will be limited use.

Motion by Tucker Long, seconded by Manley, to recommend to the Common Council to approve a certified survey may to create one (1) lot located at 319 Lincoln Street. On roll call: Tucker Long – Aye; Heinzen – Aye; Diaz – Aye; Bare – Aye; Kohl – Aye; Manley – Aye; Lytle – Aye. Motion carried 7-0.

6. Adjournment

Motion by Kohl, seconded by Tucker Long, to adjourn. On roll call: Bare – Aye; Kohl – Aye; Manley – Aye; Lytle – Aye; Tucker Long – Aye; Heinzen – Aye; Diaz – Aye. Motion carried 7-0. The meeting was adjourned at 6:57 p.m.