

City of Verona
Minutes
Plan Commission
May 7, 2018

1. **Call to Order:** Luke Diaz called the meeting to order at 6:35 p.m.
2. **Roll Call:** Mike Bare, Luke Diaz, Beth Tucker Long, Pat Lytle, and Scott Manley were present. Sarah Gaskell arrived at 6:57 p.m. Also present: Adam Sayre, Director of Planning and Development; Katherine Holt, Community Development Specialist; Jeff Mikorski, City Administrator; and Jeff Montpas, AECOM. Steven Heinzen was absent and excused.
3. **Minutes:** Motion by Manley, seconded by Lytle, to approve the April 4, 2018 Plan Commission Minutes. Motion carried 5-0.
4. **Public Hearing: Conditional use permit amendment to the Epic Systems Corporation “group development” to allow for the construction of a vehicle fleet maintenance workshop at 1979 Milky Way.**

Motion by Diaz, seconded by Lytle, to open the public hearing at 6:37 p.m. Motion carried 5-0.
There were no public comments.

Motion by Lytle, seconded by Bare, to close the public hearing at 6:39 p.m. Motion carried 5-0.

- a. **Conditional use permit amendment to the Epic Systems Corporation “group development” to allow for the construction of a vehicle fleet maintenance workshop at 1979 Milky Way.**

Mr. Sayre presented the staff report. Epic is requesting a conditional use permit amendment and site plan approval to locate an on-site vehicle fleet maintenance workshop of 10,360 square feet at 1979 Milky Way near the Contractor Annex building. The Fleet Shop will include eight (8) service bays for vehicles, offices for six (6) people along with dedicated areas for a breakroom, bathrooms, storage, wash bay, a paint booth and a reclaimed oil/fuel area. The proposed Fleet Shop requires site plan approval and an amendment to Epic’s conditional use permit. The conditional use permit amendment also requires approval from the Common Council.

Mr. Lytle asked if this building will be part of the urban service area already approved.

Mr. Sayre replied the property is part of the urban service area and will be on City services instead of well and septic.

Motion by Manley, seconded by Bare, to recommend to the Common Council to approve a conditional use permit amendment to the Epic Systems Corporation “group development” to allow for the construction of a vehicle fleet maintenance workshop at 1979 Milky Way. Motion carried 5-0.

- b. **Site plan review to allow for the construction of a 10,360 square foot vehicle fleet maintenance workshop at 1979 Milky Way.**

Motion by Manley, seconded by Tucker Long, to approve a site plan to allow for the construction of a 10,360 square foot vehicle fleet maintenance workshop at 1979 Milky Way. Motion carried 5-0.

5. Public Hearing: Zoning map amendment to rezone 400 West Verona Avenue from Urban Commercial (UC) to Neighborhood Commercial (NC), and a conditional use permit to allow a single-family land use at 400 West Verona Avenue.

Motion by Diaz, seconded by Bare, to open the Public Hearing at 6:44 p.m. Motion carried 5-0.

There were no public comments.

Motion by Manley, seconded by Tucker Long, to close the public hearing at 6:44 p.m. Motion carried 5-0.

a. Zoning map amendment to rezone 400 West Verona Avenue from Urban Commercial (UC) to Neighborhood Commercial (NC)

The Applicant has submitted a request for conditional use permit approval for a single-family residence at 400 West Verona Avenue. This project requires approval of a zoning map amendment to rezone the property from Urban Commercial to Neighborhood Commercial and a conditional use permit.

The Applicant is in the process of purchasing 400 West Verona Avenue. The Applicant would like to live in the entire building. The current zoning classification allows a person to live on the upper floor and use the first floor as a commercial space. The property has been used entirely as a commercial space for over ten (10) years and is home to The Purple Goose. The Purple Goose is relocating to a different location in Verona.

The Applicant is requesting a zoning map amendment to change the existing zoning of Urban Commercial (UC) to Neighborhood Commercial (NC). The proposed single-family residence is not permitted in the UC zoning district. This type of land use requires a conditional use permit in the NC zone.

Mr. Lytle is pleased with what the applicant is trying to do with the property.

Mr. Manley asked if the garage were used for commercial purposes of the conditional use, would the Applicant have to come back to the Council for approval.

Mr. Sayre replied that since the garage is detached, they are unable to run a business from that garage.

Mr. Bare asked how this fits with the downtown plan and other long-term plans for the commercial corridor.

Mr. Sayre stated that the rezoning maintains the commercial presence along the street itself. The home was built in the 1920s, and the request keeps the existing structure in place. Even though this will be used as a single-family home, it could still be converted back to a commercial use building in the future.

Motion by Lytle, seconded by Manley, to recommend to the Common Council to approve a zoning map amendment to rezone 400 West Verona Avenue from Urban Commercial (UC) to Neighborhood Commercial (NC). Motion carried 5-0.

b. Conditional use permit to allow a single-family land use at 400 West Verona Avenue.

Motion by Manley, seconded by Bare, to recommend to the Common Council to approve a conditional use permit to allow a single-family land use at 400 West Verona Avenue. Motion carried 5-0.

6. Precise implementation plan amendment for façade changes to the building at 118 South Main Street.

Motion by Diaz, seconded by Manley, to open the Public Hearing at 6:56 p.m.
Motion carried 5-0.

There were no public comments.

Motion by Diaz, seconded by Bare, to close the public hearing at 6:56 p.m.
Motion carried 5-0.

6:57 p.m.: Commissioner Gaskell is now present.

a. Precise implementation plan amendment for façade changes to the building at 118 South Main Street.

The Applicant is requesting a site plan review to allow improvements to the building façade to create two new entrances into the building for two tenants at 118 South Main Street.

This project was initially approved in November of 2003. The Plan Commission and the Common Council approved an expansion of World of Variety to the north and east. The expansion included significant exterior remodeling. The following conditions were included as part of the approval:

- The front and side façades will match in colors
- Architectural features and articulations will be added to the north elevation and will include a series of artificial windows along the façade
- Requirements regarding outdoor display and seasonal display areas.
- Decorative lighting must be included to match other lights in Downtown Verona
- A bicycle rack shall be installed
- A pedestrian connection between the front doors of the building and Main Street sidewalk should be marked
- Wrought iron fence shall be installed along the front of the property
- Landscaping plan must be modified to remove the proposed Honey Locust tree
- All signs shall comply with City standards

These conditions will be the same for the new applicant. The building itself will not change in size, and access from the sidewalk and a vehicle will remain as is.

The applicant will install two historic lights that are the same as the new lighting on Main Street. There will also be upgrades for the landscaping along South Main.

The building would be modified to accommodate two tenants. The red banding on the building would be repainted green. The north and south facades would be repainted, as well.

Mr. Manley asked if we know what the applicant's plans are for landscaping along South Main Street.

Mr. Sayre stated it may not be possible to plant a tree, as there is probably not enough room. Referred to the applicant.

Jerry Bourquin, with Dimensions IV Architects, stated goal is to blend in the landscaping with the rest of Main Street. There is the potential to plant a tree there for some shading of the parking area

Ms. Tucker Long asked about placement of stairs and handicapped access.

Mr. Sayre replied that there are currently stairs on one side and would be added to the other side. Handicap access is already there.

Motion by Manley, seconded by Bare to recommend to the Common Council to approve a precise implementation plan amendment for façade changes to the building at 118 South Main Street, with the following conditions:

1. Prior to the occupancy permits being granted, the Applicant shall:
 - a. Restripe the parking lot and restripe the pedestrian connection to South Main Street.
 - b. Install the bicycle rack
 - c. Install the historic decorative lighting
 - d. Install the landscaping along South Main Street

Mr. Lytle clarified that this is being addressed as a revised precise implementation plan (PIP). versus a site plan review due to the way the property was developed originally.

Ms. Gaskell asked about initial plan date being in 2003 and wondered if we have not updated our bicycle parking standards since then.

Mr. Sayre replied that there currently are no bike parking standards in the City.

Motion carried 6-0.

7. Conditional use permit for a group development land use at 200 Keenan Court that would allow for the construction of a 6,092 square foot commercial building.

Motion by Diaz, seconded by Tucker Long, to open the Public Hearing at 7:08 p.m. Motion carried 6-0.

Tim Homan, 319 Jenna Drive, Verona spoke representing the tenant of True Studio. They have some concerns regarding parking in the development area. Peak periods for the daycare and True Studio will likely be the same. They are concerned that there will not be enough parking for both businesses during those times.

Motion by Bare, seconded by Lytle, to close the public hearing at 7:10 p.m. Motion carried 6-0.

a. Conditional use permit for a group development land use at 200 Keenan Court that would allow for the construction of a 6,092 square foot commercial building.

The Applicant has submitted a request for site plan and conditional use permit approval to construct a 6,100 square foot commercial building at 200 Keenan Court. The request requires site plan approval and a conditional use permit for a group development.

An email from the attorney representing the tenant of True Studio was provided to the Plan Commission by Mr. Sayre.

The property is located north of Keenan Court.

In April of 2018, the Plan Commission provided an initial review for a 6,100 square foot, one-story commercial building. Discussion from the Plan Commission included the building is similar style to the other buildings in the area, access into and out of the site with regards to Keenan Court and East Verona Avenue, and the building should be oriented east-west as proposed by Planning Staff, allowing better use of the shared parking.

No concerns for parking, landscaping, building designs, or access.

Ms. Gaskell asked if the direction of traffic in parking lot had been determined.

Mr. Sayre said that all traffic can go both ways.

Ms. Gaskell stated that she is worried about congestion with the number of kids being dropped off and picked up.

Mr. Sayre stated the crunch points will be the drop off and pick up times in the morning and evening. Staff doesn't see a big issue with the way this is laid out, or any big problems with congestion. Other businesses in the development will likely be appointment-based businesses and will not contribute in any large way to traffic congestion.

Ms. Gaskell asked if we could make traffic go in a one-way loop just to make things a little safer and to alleviate children walking in front of traffic.

Mr. Sayre said that we can take a look at this with other tenants.

Ms. Tucker Long asked if we could move the access point so that everyone else driving through does not have to drive past the entrance of the child care center.

Mr. Sayre stated that that is something we can take a look at with the City Engineer.

Motion by Lytle, seconded by Gaskell to recommend to the Common Council to approve a conditional use permit for a group development land use at 200 Keenan Court that would allow for the construction of a 6,092 square foot commercial building.

Motion carried 6-0.

b. Site plan review to allow for the construction of a 6,092 square foot commercial building at 200 Keenan Court.

Motion by Lytle, seconded by Gaskell to approve a site plan to allow for the construction of a 6,092 square foot commercial building at 200 Keenan Court subject to two conditions:

- Prior to the issuance of building permits, the Director of Planning and Development shall approve a lighting plan for the project.
- Analyze alternative traffic flow (one-way and moving the access to the west)

Motion carried 6-0.

8. Certified survey map (CSM) to create one (1) lot and two (2) outlots located at 723 Half Mile Road.

The Applicant is requesting approval of two (2) CSM documents. The Erbach CSM will create one (1) lot and two (2) outlots from the existing Erbach property. The outlots will be created in the eastern portion of the property, and will either be retained by the Erbach trust or potentially conveyed to the property owner to the east. In March of 2018, the Plan Commission and Common Council approved a site plan, conditional use permit, and a CSM for the new high school. Prior to the CSM being approved, the Common Council placed the following conditions for the approval:

- a. Prior to the City signing the CSM, the Applicant shall obtain all signatures on the CSM including VASD and the Erbach Trust.
- b. The CSM shall be recorded prior to the issuance of building permits.
- c. A new CSM or an affidavit of correction shall be submitted for City review and approval that provides the names of the roadways identified on the CSM.

The Applicant received the signatures needed from the Erbach Trust and has identified road names, which are shown on the proposed CSM.

Mr. Manley asked what lot 1 is currently being used for.

Mr. Sayre replied that a large pile of dirt is currently on the land. There probably has no other use for this land, apart from a parking lot because of the floodplain. The floodplain would have to be amended to make this property useful for anything else.

Ms. Tucker Long asked if this impacted the Ice Age Trail.

Mr. Sayre stated that there will be no impact on the Trail.

Motion by Diaz, seconded by Bare, to recommend to the Common Council to approve the certified survey map to create one (1) lot and two (2) outlots located at 723 Half Mile Road. Motion carried 6-0.

9. Certified survey map to create two (2) lots and two (2) outlots for the new high school to be located in the West End, south of West Verona Avenue and west of South Nine Mound Road.

Lot 1 will contain the future high school. Lot 2 will contain some athletic fields and Stewart's Woods. Military Ridge State Trail bisects the property through the middle of the property. Nothing would change with the Trail.

The applicant is requesting approval of a CSM for lands owned by the Verona Area School District to create two (2) lots and two (2) outlots. Lot 1 is located north of Military Ridge State Trail, with Lot 2 south of the Trail. Outlot 1 abutts the Erbach and Swiggum properties, and Outlot 2 will be conveyed to the City as future right-of-way for a potential road. The Applicant has named the proposed roads. Wildcat Way connects to West End Circle and presently dead ends south of Military Ridge State Trail. Stewart's Woods Road connects South Nine Mound Road to Wildcat Way.

Motion by Manley, seconded by Gaskell, to recommend to the Common Council to approve the certified survey map to create two (2) lots and two (2) outlots for the new high school to be located in the West End, south of West Verona Avenue and west of South Nine Mound Road. Motion carried 6-0.

10. Certified survey map to create four (4) lots for the Sugar Creek Commons development located at the southwest corner of West Verona Avenue and Legion Street.

The Applicant is requesting approval of a certified survey map (CSM) to create four (4) lots from the existing ten (10) lots for Sugar Creek Commons properties and St. Vincent de Paul.

The Sugar Creek Commons project will contain 25,000 square feet of commercial space, 243 apartment units, a potential 100 unit hotel, and a potential convention space in the hotel.

Lot 1 is for the hotel/convention center. Lot 2 is for one of the mix-use buildings. Lot 3 is for an additional mix-use building. Lot 4 will be for the multi-family building. The development would start with Lot 3, then Lot 2, then Lot 1, and finally Lot 4. Topp Avenue needs to be vacated in the future by the City to accommodate the development on Lot 4.

Motion by Manley, seconded by Gaskell, to recommend to the Common Council to approve a certified survey map to create four (4) lots for the Sugar Creek Commons development located at the southwest corner of West Verona Avenue and Legion Street. Motion carried 6-0.

11. Certified survey map to create two (2) lots north of Bruce Street and west of Locust Drive located at 500 Bruce Street.

The City is requesting approval of a certified survey map (CSM) to create two (2) lots bounded by Fireman's Park to the west, Bruce Street to the south, Locust Drive to the east, and South

Main Street to the north. The existing two (2) lots of approximately 33.28 acres and 3.30 acres will be modified to create two (2) new lots. Lot 1 will be approximately 14.166 acres and Lot 2 will be approximately 22.578 acres in size. The proposed CSM is adjacent to Fireman's Park. The City of Verona will acquire Lot 1, the western lot, to expand Fireman's Park. Lot 2 contains two (2) buildings on the property. Staff has no concerns with the CSM.

Motion by Diaz, seconded by Lytle, to recommend to the Common Council to approve a certified survey map to create two (2) lots north of Bruce Street and west of Locust Drive located at 500 Bruce Street. Motion carried 6-0.

12. Initial concept review for a proposed 160-acre residential development to be located at 7230 Pine Row Road in the City's Southwest Neighborhood adjacent to Valley Road.

The Applicant has submitted a request for an initial concept review of an 160-acre development that would allow for 200 age restricted (62+ years) independent living units, 60 age restricted (55+ years) garden home units, 48 memory care units, 12 assisted living units, and 270 single family homes. This project requires numerous City approvals including a Comprehensive Plan amendment. This is the initial step by the developer. The property is currently in the Town of Verona. This project would require multiple approvals.

This area is located within the City's Southwest Neighborhood Plan. The Comprehensive Plan that the City adopted in 2009 for this land states, "The City plans to utilize this area for creating jobs and employment opportunities for Verona residents with office, headquarters, light manufacturing, and similar business developments." The plan also points out that land uses further west are planned to be a mix of office, warehouse, distribution, educational, and light industrial land uses.

This area was planned as non-residential use. The Southwest Plan would have to be amended to allow residential uses. The areas in the City that are zoned for non-residential uses are zoned suburban, industrial, urban industrial, and suburban office and are the properties along Horizon Drive and Enterprise Drive, Bruce Street, Nine Mound Road, Liberty Business Park, and Verona Technology Park. Currently the City has 737 acres that are zoned industrial – approximately 300 of those acres are vacant. Approximately 1,100 acres are planned to be urban industrial, suburban industrial, or office, and about 650 of those acres are vacant.

The intention of this being a business park was the access to Hwy 18/151 for large trucks. This property is currently not in the City's urban service area. Municipal services would have to be extended to the site. Staff is open to having this conversation. It depends on how much land the City wants to have available long term for a business park type use. Staff believes it would probably be difficult to move that use somewhere else in the City. This is a policy level question.

Questions for the commission to think about; how much business land verse residential land do we want, long term what do you think is appropriate, and is the City comfortable to amend the plan?

Mary Anne Drescher, Executive Director at Attic Angel Association, presented what Attic Angel does. They have been serving Dane County for 128 years, have 288 employees, are tax exempt, and maintain occupancy in their facilities.

Matt Mauthe, CEO for Marquardt Village, resident of Verona, studied the need for independent living and assisted living. This is a faith based organization. Marquardt provides home health and services and is very dedicated to help those who have exhausted their funds. Marquardt manages three other senior living houses.

Eric Harrmann, AG Architecture, only works on senior living facilities. This group would use the ground floor for retail to help bring the downtown feel to this area. Each building will house about 30-40 residence. This complex will have both assisted living and memory care.

Mr. Manley asked if the single family homes would be age restricted.

Mr. Harrmann said that they would not be.

Mr. Manley asked what portion would be owned by the non-profit as well as the 60 assisted-living and memory care.

60 homes would be non-profit. The garden homes and patio homes would be developed by investors and sold to individuals (55 and older). The non-age restricted homes would be sold to individuals.

Mr. Bare asked if the commission could see more of the market study that was done for this project.

Mr. Mauthe stated that there were 2 phases to the study. They do a gap analysis with PMD based in Ohio, who specializes in senior living throughout the country. The analysis looks at the potential current and future need for these services. Then they did a full blown market study.

Mr. Bare asked what other spots in Verona did you analyze?

Mr. Mauthe replied that it is not the specific site, but the general area. They have looked at other opportunities within three zip codes, but this seems to be the best spot and it has a willing seller.

Ms. Gaskell stated that she would like the staff to see where we would swap this land out with other land, since this was zoned for business and would now be residential.

Mr. Sayre answered that there you cannot really swap out the land for another area. We do still have other areas available in other business parks around Verona.

Mr. Lytle asked if this property is in the current City limits.

Mr. Sayre responded that it is in the Town limits and you would be talking about the whole gamut of approvals including annexations and such. The property is not contiguous to the City at this point and would have to find another property to come into the City as part of this project.

Mr. Lytle asked if the projects that Mr. Mauthe has been involved in elsewhere have been like this.

Mr. Mauthe replied that, yes, he has been involved in something like this in Elmhurst with senior living development and residential, but not with this company.

Mr. Lytle asked if the plan is to have all the roads public.

Mr. Harrmann stated that their intent would be to build them to the City's requirements.

Mr. Manley stated that we have approved multiple developments for senior living within the City recently that are for profit. Mr. Manley asked if the amount of taxes given to the City from these developments was anywhere close to what the City would be getting if it was all single family homes.

Mr. Mauthe responded that if you had a for-profit in that space, the tax would be more. The amount they pay is a negotiated agreement with the City on an amount that is given to help cover cost. In other communities, they make payments in lieu of taxes (PILOT payments).

Mr. Manley is torn on the land use question. He stated that the loss of the business park is concerning and that the location is far away from the senior center, which the City invested a lot of money in the Senior Center. However, additional senior and residential housing is appealing as we don't have enough residential lots.

Ms. Tucker Long asked how long until we run out of commercial land.

Mr. Sayre said we do not have any idea of time line as it is based on the market and developers demand.

Ms. Tucker Long asked if these people are local and does it take account for all of the existing senior facilities.

Mr. Mauthe stated that it is within the 3 zip code area. And yes, it does take into account the other facilities such as 841 North Main Street and Noel Manor.

Mr. Bare asked what the high school property was originally planned for. He agreed that the access point to the highway is very important.

Mr. Sayre stated that the school property was planned as a big box center with lots of commercial uses and some residential. It was planned to have a connector road from the school property to this property in the 2009 Southwest Neighborhood Plan.

Mr. Diaz stated that he likes the potential of the development, the location, the senior housing, and recognizes the need for single family lots. He would like four (4) lots per acre instead of the three (3) lots per acre. What is the area designation in the City and Town of Verona boundary agreement?

Mr. Sayre stated that the property splits areas A and B for the boundary agreement.

Ms. Gaskell stated that to address the original questions from Mr. Sayre, we need more information in order to really look at it.

Mr. Sayre asked if at the end of the day you want this to be a business park or residential.

Ms. Gaskell asked if the Applicant's only option is on the 160 acres of the land or if you can break it up.

Mr. Mauthe responded yes the whole 160 acres is under an option until December 22, 2018. The seller does not want to split the land. They would like to know if this is even a possibility.

Ms. Gaskell is concerned about the 270 single family lots, but is fine with the elderly housing. The problem is that the single family housing could be high-end housing and have a high price point such as \$300,000. She would prefer to see some work force housing on this site.

Mr. Mauthe has shown three (3) units per acre as one set of density, but four (4) units per acre could allow for a different type of development.

Ms. Tucker Long asked if we know what school district this would be in and do we have space?

Mr. Sayre answered we are not entirely sure yet, but the school district is aware of this conversation.

Mr. Bare agreed with Ms. Gaskell that the Plan Commission needs more information regarding the balance of non-residential versus residential. A memo from the Senior Center Director would be helpful to answer the demand on their services.

Mr. Sayre asked about a timeline to prepare the requested information and when it should be presented at Common Council on Monday, May 14, 2018.

Ms. Gaskell stated she is not yet comfortable with bringing this item to the Council.

Mr. Sayre stated that Staff would prepare information for more discussions at the June 4, 2018 Plan Commission meeting.

13. Reports and comments from the Planning Department

a. Update on development projects.

Next meetings of the Plan Commission June 4th and July 2nd

14. Reports and comments from the Plan Commissioners

None

15. Adjournment

Motion by Manley, seconded by Bare, to adjourn at 8:45 p.m. Motion carried 6-0.