

City of Verona
Minutes
Plan Commission
August 6, 2018

1. **Call to Order:** Luke Diaz called the meeting to order at 6:31 p.m.
2. **Roll Call:** Luke Diaz, Sarah Gaskell, Scott Manley, Steven Heinzen, and Pat Lytle were present. Also present: Adam Sayre, Director of Planning and Development; Katherine Holt, Community Development Specialist; Jeff Mikorski, City Administrator; Jeff Montpas, AECOM; and Theran Jacobson, Director of Public Works. Beth Tucker Long was absent and excused.
3. **Minutes:** Motion by Manley, seconded by Gaskell, to approve the July 2, 2018 Plan Commission Minutes. Motion carried 5-0.

Mike Bare arrived at 6:33 p.m.

4. **Public Hearing – Conditional use permit for a proposed UW Credit Union with drive-thru service to be located at 651 Hometown Circle.**

The Applicant has submitted a request for a conditional use permit and site plan approval to allow for the construction a financial institution (UW Credit Union) at 651 Hometown Circle (“Property”). The Property is zoned Suburban Commercial (SC) and is located within the Downtown Design and Use Overlay District and contains a Planned Unit Development (PUD) overlay zone due to the Farm and Fleet monument sign. The site presently contains an empty commercial building that previously housed Dairy Queen and will be demolished as part of the development process. The proposed redevelopment requires site plan approval and a conditional use permit. The conditional use permit requires approval from the Common Council.

Motion by Ms. Gaskell, seconded by Mr. Lytle, to open the public hearing at 6:35 p.m. Motion carried 6-0.

There were no public comments.

Motion by Mr. Manly, seconded by Mr. Bare, to close the public hearing at 6:36 p.m. Motion carried 6-0.

- a. **Discussion & Possible Action – Conditional use permit for a proposed UW Credit Union with drive-thru service to be located at 651 Hometown Circle.**

In July of 2018, the Plan Commission discussed the concept plan for a one (1)-story, 5,146 square foot financial institution with a three (3) lane drive-through. Comments from the Plan Commission included moving the bicycle rack from the drive-through area closer to East Verona Avenue, addition of evergreens, and compliments about the building design as well as orientation of the building to East Verona Avenue.

The building itself will be setback 15 feet from East Verona Avenue. The building will meet all the required setbacks. Staff has no concern about the building. The applicant is proposing two (2) access points from Hometown Circle as well as three (3) drive-thru lanes that will all meet the requirements of the zoning ordinances and 29 parking spaces.

The materials that will be used are brick, metal and glass. Staff has no concerns of the design. In the packet is a conceptual signage picture which was provided by the applicant.

Staff believes that everything meets the requirements for granting a conditional use permit and recommends the Plan Commission's approval of the conditional use permit and site plan to allow a drive-thru at the UW Credit Union to be located at 651 Hometown Circle.

Mr. Heinzen asked why the Dairy Queen had a storm water pond and now this will not have to have that.

Mr. Sayre answered that the storm water is still on the property, it is just underground. It will still meet all the requirements but will just be underground.

Mr. Lytle says that he is concerned about the signage and about how big it is. He believes it would be ok as long as it is not bigger than the existing sign.

Ms. Gaskell asked if not having the sign would be a deal breaker or not.

Mr. Sayre also asked the applicant if they would be ok with having the condition stating the sign cannot exceed the height of the existing sign.

Cheryl Lisensal, UW Credit Union Facility Manager, and Sarah Soliski, KEE Architecture, answered that it is not a deal breaker but it was a big plus seeing the Dairy Queen sign there to be able to get the UW Credit Union's identification on East Verona Road. They would be happy to go and measure the Dairy Queen sign to compare the difference between what is there and what is being proposed. Also, signage will be submitted as a separate proposal and the condition of the height of the sign would be acceptable.

Motion by Mr. Manley, seconded by Mr. Lytle, to recommend to the Common Council to approve the conditional use permit to allow a drive-thru at the UW Credit Union to be located at 651 Hometown Circle. Motion carried 6-0.

b. Discussion & Possible Action – Site Plan Review for a proposed 5,146 square foot financial institution to be located at 651 Hometown Circle.

Motion by Mr. Lytle, seconded by Ms. Gaskell, to recommend to the Common Council to approve the Site Plan Review for a proposed 5,146 square foot financial institution to be located at 651 Hometown Circle with the condition that the monument sign does not exceeded the size of the current monument sign. Motion carried 6-0.

5. Public Hearing – Conditional use permit for a proposed Summit Credit Union with drive-thru service to be located at 407-409 West Verona Avenue.

The Applicant has submitted a request for a review to allow for the construction a financial institution (Summit Credit Union) at 407 and 409 West Verona Avenue ("Property"). The Property is zoned Urban Commercial (UC) and is located within the Downtown Design and Use Overlay District. The site presently contains a single-family house and commercial building that previously housed MT Treads Bar and Grill and Michael's Frozen Custard. The proposed redevelopment requires site plan approval, a conditional use permit (CUP), and a certified survey map (CSM) to combine the two (2) properties. The CUP and CSM requires approval from the Common Council.

Motion by Mr. Bare, seconded by Mr. Manley, to open the public hearing at 6:50 p.m. Motion carried 6-0.

There were no public comments.

Motion by Ms. Gaskell, seconded by Mr. Manley, to close the public hearing at 6:51 p.m. Motion carried 6-0.

a. Discussion & Possible Action – Conditional use permit for a proposed Summit Credit Union with drive-thru service to be located at 407-409 West Verona Avenue.

In June of 2018, the Plan Commission discussed the concept plan for a one (1)-story, 3,687 square foot financial institution with drive-through lanes. Comments from the Plan Commission included questions regarding the City standards for pervious versus impervious land, possibly re-route traffic internal to the site to reduce the amount of pavement, and the building being designed well.

The CSM would combine the two lots. Staff has no concerns regarding the CSM. The applicant is proposing three (3) drive-thru lanes and building setback of 15 feet from the right-of-way line. The property is zoned urban commercial. The building meets all the bulk requirements from the setback standpoint.

The eastern access point will be an exit only mainly for the drive-thru and drop-box. The western access point will be for entering and exiting. There will be 25 parking spaces. Staff has no concerns about the parking on this site. The applicant is also looking at bicycle parking.

Storm water management plans are being reviewed by the City Engineer. The project will require a storm water easement through the Sugar Creek School property. City Staff is working with the School Staff on this easement.

Staff recommends the Plan Commission recommend that the Common Council approve a conditional use permit to allow a drive-through for the Summit Credit Union to be located at 407 – 409 West Verona Avenue.

Ms. Gaskell asked if there was any reduction in the amount pavement and what are the hours of operation of the drive through.

Mr. Sayre answered that there was not. But it does meet the requirements as what the ordinance has in place. In the packet the hours of operations are as follows: For walk-in customers, the lobby will be open from approximately 9:00 am until 5:00 pm Monday through Thursday, 9:00am – 6:00pm Friday, and 9:00 am to noon on Saturday. The drive-through teller lanes will be open from approximately 8:00 am to 6:00 pm Monday through Friday and from 8:30 am to 1:00pm on Saturday. An ATM machine on the outer-most drive-through lane will be available at all times.

Ms. Gaskell stated that she is concerned about the traffic flow with New Century right there and people using the drive way as a way to turn around.

Greg Polackerck, Summit Credit Union, stated that they are looking at 2019 and 2020 as building deadlines.

Ms. Gaskell asked if the bike parking could be moved to the front of the building so the bikers do not have to cut through traffic.

Peter Tan, Strang Architect, answered that they put the bike parking as close to the front door as possible.

Motion by Mr. Manley, seconded by Mr. Heinzen, to recommend that the Common Council approve a conditional use permit to allow a drive-through for the Summit Credit Union to be located at 407 – 409 West Verona Avenue. Motion carried 6-0.

b. Discussion & Possible Action – Site Plan Review for a proposed 3,687 square foot financial institution to be located at 407-409 West Verona Avenue.

Mr. Lytle asked what kind of pneumatic system will be used.

Mr. Tan answered that they will be using the PTM System, which is the video system and there will be no piping at all.

Motion by Mr. Heinzen, seconded by Mr. Lytle, to recommend to the Common Council approval of the site plan to allow for the construction of a one (1)-story, 3,687 square foot financial institution to be located at 407 – 409 West Verona Avenue. Motion carried 6-0.

c. **Discussion & Possible Action – Certified Survey Map to create one (1) lot at 407-409 West Verona Avenue.**

Motion by Mr. Heinzen, seconded by Mr. Bare, to recommend to the Common Council approve the certified survey map to combine two (2) lots into one (1) new lot at 407 – 409 West Verona Avenue. Motion carried 6-0.

6. **Public Hearing – General development plan (GDP) for a planned unit development (PUD) to be located in the West End south of West Verona Avenue, west of West End Circle, and east of Wall Street that would allow for the construction of 28,849 square feet of commercial space.**

The Applicant is requesting a Planned Unit Development (PUD) GDP review (“Application”) for a 28,849 square foot commercial development located south of West Verona Avenue, east of Wall Street, north of Stephen Way, and west of West End Circle (“Property”), which is zoned Suburban Commercial (SC) with a PUD overlay. The Property is within the Downtown Design and Use overlay district and is currently vacant. Land uses surrounding the Property include apartments and the future high school to the south, West Verona Avenue to the north and vacant land to the west and the east.

Motion by Mr. Heinzen, seconded by Mr. Lytle, to open the public hearing at 6:35 p.m. Motion carried 6-0.

There were no public comments.

Motion by Mr. Heinzen, seconded by Mr. Bare, to close the public hearing at 6:36 p.m. Motion carried 6-0.

a. **Discussion & Possible Action – General development plan (GDP) for a planned unit development (PUD) to be located in the West End south of West Verona Avenue, west of West End Circle, and east of Wall Street that would allow for the construction of 28,849 square feet of commercial space.**

The applicant is requesting bulk exemptions including a ten (10) foot setback from the right-of-way lines on West Verona Avenue. Staff has no concerns on this request. The other exemption is a drive-thru exemption to be built between the building and West End Circle. Staff has no concerns on this either. The applicant is planning on 142 parking spaces. Bicycle parking is between buildings B & C. Staff have no concerns about this.

The applicant is also requesting a signage exemption. They would like a mural type wall sign on the end of the building along Wall Street as well as a monument sign along West End Circle advertising the developer, Market No. 5. The applicant is also requesting three monument signs; one 14 foot sign at the corner of West End Circle and West Verona Avenue, one 14 foot sign at the corner of Wall Street and West Verona Avenue, and one 8 foot sign in the middle of the buildings along West Verona Avenue. Staff has no concerns about these signs except they are not in favor of the 8 foot sign in the middle of the site.

Mr. Bare asked if the ten foot setback is consistent to what was being requested before with previous approvals on this property.

Mr. Sayre answered that over the last ten years there has been a variety of proposals for this site and there have been different setbacks for each one.

Mr. Heinzen says that he thinks it looks very nice and suggested putting bike parking at building C4 as well.

Ms. Gaskell and Mr. Diaz agree with Mr. Heinzen.

Mr. Lytle asked if there would be benefits to making the access point on West End Circle a right-in/right-out.

Mr. Montpas answered that with the projected flow of traffic due to the high school, it would be almost impossible to do that. He suggested having really good signage inside the parking lot.

Mr. Lytle asked if we are being conservative as possible with the number of cars that could cue up the line and not risking it backing up to West End Circle.

Mr. Sayre answered that is something at the precise implementation plan (PIP) that will be measured for that and where the window is for that. We will work with the applicant on that.

Motion by Mr. Manley, seconded by Ms. Gaskell, to recommend that the Common Council approve the General Development Plan (GDP) for West End with the following conditions:

1. Exemptions shall be granted for the following:
 - a. Front yard setback for ten (10)-feet;
 - b. A drive-thru can be located between the building and West End Circle; and
 - c. Artistic mural sign on a wall, two (2) fourteen (14) foot tall pylon signs, and a Market 5 monument sign.

Motion carried 6-0.

7. Discussion & Possible Action – Petition by Integra Investments, Dennis Midthun, and North Neighborhood LLC to annex approximately 199-acres of land into the City of Verona. The proposed annexation is located west of CTH M and south of CTH PD. Specifically the parcels are identified as parcel numbers: 062/0608-091-8121-0, 062/0608-091-8131-0, 062/0608-091-8002-0, 062/0608-091-9000-5, 062/0608-091-9500-0, 062/0608-102-9000-1, and 062/0608-102-9500-6.

The Applicant is requesting to annex (“Application”) approximately 199-acres of land located west of CTH M and south of CTH PD (“Property”) for development purposes. The Property is within the North Neighborhood Plan (“Plan”). The Property currently has two (2) single-family detached dwelling units with various barns and sheds. Access points to the homes are provided by two (2) separate existing driveways from CTH PD.

Staff is supportive of the development in this location and the annexation. This request is consistent with our growth plans of the City and long term compressive plan.

Mr. Manley asked if it would create a town island immediately north of the Gate Way Estates.

Mr. Sayre replied that we would create three (3) Town islands. We have an agreement with the Town of Verona that we are allowed to make these islands.

Mr. Bare asked how many islands are there and is this common.

Mr. Sayre says that it is not common but they are here. The Town has identified Town neighborhoods that were requested to stay in the Town per the City/Town Boundary Agreement. It is reasonable to create islands in these terms, but we don't make a practice of it.

Motion by Mr. Manley, seconded by Mr. Diaz, to recommend that the Common Council approve the request to annex 199-acres of land to the City of Verona subject to the execution of an annexation agreement by the property owners. Motion carried 6-0.

8. Discussion & Possible Action – Urban Service Area amendment to add approximately 1.3-acres of land located north of Whalen Road, east of the bypass, in the Town of Verona.

The City is requesting an Urban Service Area (USA) amendment to include 1.32-acres of land within the Verona USA. The property is currently located in the Town of Verona and not within the USA. This parcel is located within the City's Southeast Neighborhood Plan and is identified as a future "non-residential". The Common Council approved the acquisition of the 1.32-acres of land on January 22, 2018. The City intends to build a new municipal well and well house on the property.

The property is located in the Southeast pressure zone. The proposed well and well house will provide additional reliability to the southeast pressure zone, fortify the fire flow demand for the southeast pressure zone, and provides additional capacity. The proposed well will connect to the existing distribution system located within the Whalen Road right-of-way that will feed the existing system south into the Liberty Business Park and west into the City of Verona.

Staff is supportive of the USA amendment as the new well will fortify the existing water system and provide additional water capacity for future development.

Mr. Lytle asked if this is in the same pressure zone in Liberty Park and will we have to add new water mains.

Mr. Montpas answered that yes this is in the Liberty Park pressure zone. There are no plans at this point to put up a tower. If development in that area takes off we will have to put up a tower but that would most likely be farther south and east. There is a 12 foot water main right under Whalen Road that we would be tying into. There is about 900 feet of sewer that will have to be put in.

Motion by Mr. Lytle, seconded by Mr. Heinzen, to recommend that the Common Council pass a resolution approving the proposed modifications to the City's Urban Service Area for approximately 1.3-acres of land located north of Whalen Road, east of the bypass, in the Town of Verona. Motion carried 6-0.

9. Discussion & Possible Action – Housing study completed by the Capital Area Regional Planning Commission.

Verona is a rapidly growing small city in southwestern Dane County. Currently the seventh most populous municipality in the county, Verona is home to Epic Systems, the region's largest private employer, as well as a variety of parks and natural areas. Employment and population growth in Verona, and in the region generally, are generating pressures on the housing market. The City is examining its housing policies and plans and is seeking information and analysis from Capital Area Regional Planning Commission (CARPC) staff.

In 2015, 38% of housing was multi-family, 57% was single family, and 5% was duplex. Most likely this is still pretty consistent with current percentages.

Looking at the demographics of the 2012-2016 report from ACS, Verona does have a higher percentage of residents under the age of 18 and a larger percentage of people that are 35-59.

2018 Zillow median home value in Verona is \$314,500, an increase of 7.5% over the past year.

Since 2000, median home values have increased in value more than 1.5-times faster as the median household income.

Ms. Gaskell does not feel comfortable bringing this to Council. There are errors in it and she does not feel confident in the numbers based on the sources. She would like to go back to CARPC and get some clarification on where they are getting their information.

Mr. Diaz stated that he likes the ideas of ADUs.

Mr. Lytle would like to see better direction from City leadership to help direct citizens to know what to do with these tools. He believes that everyone agrees that pricing trends of housing is something everyone is concerned about. Mr. Lytle asked if we are trying to make affordable housing with the "granny flats" or are we trying to make more of a diverse neighborhood. He would not mind spending the money to have someone do the housing study if we know what we are going to do with the information after we get it.

Mr. Manley stated that he does not think it would be worth the cost of doing another study. He believes that there are enough options at different price points for living in Verona.

10. Reports and comments from the Planning Department

- **Update on development projects.**

All updates were included in the packet for this meeting.

Next meeting will be the first Tuesday of September not the first Monday due to Labor Day.

11. Reports and comments from the Plan Commissioners

None

12. Adjournment

Motion by Mr. Bare, seconded by Ms. Heinen Long, to adjourn at 7:58 p.m.

Motion carried 6-0.