

City of Verona
Minutes
Plan Commission
April 7, 2021

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 Zoom Webinar. Members of the public were able to join the meeting using Zoom 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 6:30 p.m.
2. **Roll Call:** Beth Tucker Long, Pat Lytle, Luke Diaz, Steve Hingle, Tyler Powers, and Mike Hankard were present. Also present: City Administrator Adam Sayre, Community Development Specialist Katherine Holt, and City Engineer Carla Fischer. Katie Kohl was absent and excused.
3. **Public Comment:** None
4. **Minutes:** Motion by Powers, seconded by Hingle, to approve the March 1, 2021 Plan Commission Minutes. Motion carried 6-0.
5. **Public Hearing – Conditional use permit (CUP) amendment to the Epic Systems Corporation “group development” to allow for the construction of one (1) office building to be located at 1979 Milky Way.**

Powers stated that he would not be voting on this since he has a conflict of interest.

Motion by Diaz, seconded by Tucker Long, to open the public hearing at 6:34 p.m. Motion carried 5-0.

There were no public comments.

Motion by Tucker Long, seconded by Hingle, to close the public hearing at 6:34 p.m. Motion carried 5-0.

- a. **Discussion & Possible Action – Conditional use permit (CUP) amendment to the Epic Systems Corporation “group development” to allow for the construction of one (1) office building to be located at 1979 Milky Way.**

Sayre explained that a “group development” is where multiple buildings are on the same parcel which requires a conditional use permit.

The building that is being talked about is the Castaway building that will be surrounded by two storm water basins. It will be connected to the rest of the campus by underground tunnel and walkways. Staff has no concerns.

Diaz asked about the fire retardant wood product for Castaway and if the treated wood could be toxic to the stormwater pond.

Jim Schumacher, from Epic Corporation Systems, stated all the wood on the campus is fire treated per the Building Code, but he will verify the specific type of material.

Lytle asked if egress would be a concern for the Fire Department.

Tod Sloan, from Epic Corporation Systems, stated that they have already coordinated with the Fire Department and installed fire lanes as well as coordinating with the safety groups.

Motion by Hingle, seconded by Tucker Long, to recommend to the Common Council to approve a conditional use permit (CUP) amendment to the Epic Systems Corporation “group development” to allow for the construction of one (1) office building to be located at 1979 Milky Way. Motion carried 5-0. Commissioner Powers abstained from the vote.

b. Discussion & Possible Action – Site plan review for Epic Systems Corporation to allow for the construction of one (1) office building to be located at 1979 Milky Way.

Motion by Lytle, seconded by Tucker Long, to approve a site plan review for Epic Systems Corporation to allow for the construction of one (1) office building to be located at 1979 Milky Way. Motion carried 5-0. Commissioner Powers abstained from the vote.

6. Public Hearing – Precise implementation plan (PIP) for a planned unit development (PUD) that would allow for the construction of two (2) apartment buildings with a total of forty-eight (48)-units located on Lot 2, Prairie Oaks Drive, east of the Goddard School.

Motion by Diaz, seconded by Powers, to open the public hearing at 6:47 p.m. Motion carried 6-0.

There were no public comments.

Motion by Hingle, seconded by Hankard, to close the public hearing at 6:48 p.m. Motion carried 6-0.

a. Discussion & Possible Action – PIP for a PUD for two (2) apartment buildings with a total of forty-eight (48)-units located on Lot 2, Prairie Oaks Drive, east of the Goddard School.

Holt explained that the concept plan was reviewed in January and the general development plan was reviewed last month. Exemptions were approved last month which included: street setback, side yard setback, building height, parking, and density. This part of the process focuses on lighting, building design, and landscaping. There will be two electric car charging stations in each lot and two five stall bike parking stands. The lighting plan meets all of the zoning requirements. Staff recommends wall mounted full cut-off LED fixtures that can be dimmed or turned off after a certain time in the evening, but decorative string lighting would be supported. If the outdoor amenity area has lighting, Staff recommends bollards or full cut-off LED wall mounted lighting directed away from the northern neighbors. Staff is supportive of the lighting plan as light does not exceed 0.4 footcandles at the property lines.

Lyle stated that he appreciates what the applicant was able to accomplish with minimum impacts to the neighbors due to topography. This is a great addition to the City with this scale of multifamily.

Diaz explained that the Norway spruce should be replaced with a native to Wisconsin tree and is glad to see the electric vehicle charging stations and bicycle racks.

Motion by Diaz, seconded by Tucker Long, to recommend that the Common Council approve a PIP for a PUD for two (2) apartment buildings with a total of forty-eight (48)-units located on Lot 2, Prairie Oaks Drive, east of the Goddard School, with the condition to only plant trees that are native to Wisconsin. Motion carried 6-0.

7. Public Hearing – A comprehensive amendment to the Verona Zoning Code, Title 13 of the Code of Ordinances and map amendments to the Official Zoning Map for properties in the City of Verona.

Sayre explained that this is a public hearing for amending the zoning code and maps that would go along with the project. This requires a public hearing in front of the Plan Commission and then the Plan Commission recommends this to the Common Council. Staff is recommending that no action be taken tonight and to bring this back at the May meeting. All publications were sent out according to the Ordinance.

Motion by Diaz, seconded by Tucker Long, to open the public hearing at 6:57 p.m. Motion carried 6-0.

There were no public comments.

Motion by Tucker Long, seconded by Lytle, to close the public hearing at 6:58 p.m. Motion carried 6-0.

a. Discussion & Possible Action – Discussion of potential amendments to the proposed Zoning Code and Official Zoning Map.

Sayre provide a brief overview on this. Staff has received a lot of feedback from landowners that were zoned as planned unit development and we are attempting to zone those into a zoning classification. There has been some education regarding the process and Staff suggests waiting until May to allow people time to send in more comments.

Staff has received the following comments to date:

- Composting Operations – to allow as a conditional use permit in the RA (agriculture zone)
- Company Providing On-Site Recreation – as permitted use in RA
- Compost Bin – exclusively permitting those in the SI, UI, and PI zones and making them a conditional use permit for the SC, CC, NO, & SO zones to restrict type of compost bin to be fully enclosed with lid
- Outdoor Storage (permanent) – conditional use for RA zone, farm equipment as a permitted use
- Urban Garden – permitted for all zones
- Farmers Market – permitted use for SI and UI
- 127 North Main Street – the owner would like to keep that zoned as Neighborhood Residential
- 420 Church Ave – Staff would like to change this to a Public Institutional use with a planned unit development overlay

Lytle asked if someone could speak on the motivation behind the accessory dwelling units, the benefits we saw adding that to the code, and what would be the down side to adding it.

Sayre responded that this is an item that Staff asked to be put in the Ordinance. This would be a way to have affordable housing options for small revenue for the property owner or have family member move onto the property. This would combat affordability issues in the City. The pros of this would be the additional housing opportunities with potential on-site management.

Jackie Wells, from Houseal Lavigne Associates, stated that this has become more popular in other communities like Verona. It is a way to making housing more affordable, but also to bring back the idea of multigenerational housing. We have guidelines in place so these will not change the character of the neighborhood as you see it from the street. The proposal restricts parking to be off the street parking.

Lytle has found that a home occupation in an accessory building has created problems between neighbors. Some Home Owner Associations require approvals for this type of land use, but may not go through that process.

Powers asked for clarification about the building not being visible from the sidewalk, but agree that the owners being on the premise is a great requirement.

Wells explained that the building is not noticeable as the building is in the same style of the neighborhood. The detached garage would be similar to the character of the primary residence not a log cabin.

Tucker Long asked about why we are not going to allow chain link fences in people's back yard.

Wells responded that it was added as a result from talking with Staff and the Commission about cleaning up how residential areas look by prohibiting less desirable fencing.

Diaz stated that he would like to see it allowed and doesn't want to create problems that are not there.

Tucker Long, Powers, and Hingle all feel like this is unnecessary.

Lytle stated that he doesn't feel this is a problem and is okay with the chain link.

Sayre responded that they will go back to the original wording that will allow for chain link.

8. Reports and comments from the Planning Department

a. Update on development projects

- The tanks from the Sugar Creek Commons development were pulled out.
- 300 East Verona Avenue is under construction.
- Costco will be closing soon on the property and will possibly start construction this summer.
- There are lots of building permits being issued for The Woods at Cathedral Point and Kettle Creek North.
- All of the development projects are on the website.
- The next Plan Commission meeting is scheduled for May 3rd.

b. City and Town of Verona Joint Planning Committee update

There were four certified survey maps that are proposed in the Town of Verona and will go to the Common Council on Monday. These projects were approved last week at the Joint City/Town Planning Committee.

14. Adjournment

Motion by Tucker Long, seconded by Powers, to adjourn at 7:32 p.m. Motion carried 6-0.

Kayla Martin
Deputy City Clerk