

**City of Verona  
Town of Verona  
Joint Planning Committee Meeting  
Town Hall  
7669 County Highway PD  
Verona, WI 53593  
Tuesday, June 25, 2019 – 7:00 P.M.  
[www.ci.verona.wi.us](http://www.ci.verona.wi.us)  
[www.town.verona.wi.us](http://www.town.verona.wi.us)**

1. Call Meeting to Order
2. Roll Call/Introductions
3. Election of a Chairperson
4. Public Comment
5. Approval of minutes from September 17, 2018 meeting.
6. Discussion and action re: Certified Survey Map splitting a 4.96 acre parcel located at 6861 Cross Country Road into two parcels.
7. Discussion and action re: Recommendation of a new Dane County Zoning Code and associated reclassification of parcels in Areas A, B, and D, of the boundary agreement.
8. Update and discussion relating to Planning and development in the City of Verona
9. Update and discussion relating to Planning and development in the Town of Verona
10. Discussion re: Stormwater concerns in the Town and City
11. Adjournment

Luke Diaz, Mayor  
Mark Geller, Town Board Chair

Posted: Verona City Hall,  
Verona Town Hall,  
Verona Public Library,  
Miller's Market  
All agendas are posted on the City's website at: [www.ci.verona.wi.us](http://www.ci.verona.wi.us)  
And the Town's website at [www.town.verona.wi.us](http://www.town.verona.wi.us)

**Notice:** If need an interpreter, materials in alternative formats, or other accommodation to access the meeting, please contact the Town Clerk at 845-7187 at least 48-hours preceding the meeting. Every reasonable effort will be made to accommodate your request.

**CITY OF VERONA  
TOWN OF VERONA**

**MINUTES**  
**JOINT PLANNING COMMITTEE MEETING**  
**SEPTEMBER 17, 2018**  
**VERONA TOWN HALL**

1. Call Meeting to Order – Mark Geller called the meeting to order at 7:04.
2. Roll Call: Luke Diaz, Sarah Gaskell, Steve Heinzen, Mark Geller, Tom Mathies and Deb Paul. Staff present: Adam Sayre, Director of Planning and Development; Katherine Holt, Community Development Specialist; and Amanda Arnold, Town Planner/Administrator.
3. Approval of minutes from March 19, 2018 – Motion by Deb Paul, seconded by Steve Heinzen, to approve the March 19, 2018 Joint Planning Committee minutes. Motion carried 6-0.

Review of the Boundary Agreement and discussion of opportunities for further coordination – Amanda Arnold and Adam Sayre presented the boundary agreement map and a summary of the primary points in the agreement. Mark Geller stated that this is a discussion item with no action as this is an introduction to the role and purpose of the Board. Amanda Arnold stated that a 20-acre property along Range Trail could come before the Board in the future. The property along Range Trail was discussed with staff where the City likes small lots and the Town likes rural lots. The ideas will go before the Joint Committee in the future, but are now in the property owners hands for when or if they want to proceed with development. Sarah Gaskell commented that Town islands are being discussed lately at Common Council with regards to the Purple Cow and the North Neighborhood sites. Amanda Arnold stated that the City will surround these areas along Cross Country Circle, but they will stay in the Town because the Town can serve them and can use the tax base. If they decided to be annexed into the City, eighty (80) percent of the people would have to request to be annexed into the City per the Boundary Agreement. Other Town islands included the Old Town Hall, Candinas, and the Gust property. Staff was okay with the islands and did not want to force people to annex to the City. Maple Grove Drive was annexed to the City of Madison. Wisconsin Statutes do not allow town islands unless there is a boundary agreement, which the City and Town of Verona have. Steve Heinzen asked if there was right-of-way in front of the high school shown on the boundary map or an error in the boundary line for the City. Adam Sayre stated that the area as well as part of the hotel is in the Town. The hotel pays part of their taxes to the Town, which is not a big issue for the City.

There was a discussion of stormwater management and Badger Mill Creek. Tom Mathies raised concerns about increased phosphorous and using a sup pump more and more. Sarah Gaskell commented on the potential to raise standards for development. Sarah Gaskell asked staff to produce a map that shows Badger Mill Creek in both the Town and City. There was also a discussion of utilities and how the potential for utility expansion impacts the likelihood of City expansion. Amanda Arnold proposed that the two jurisdictions discuss utilities in more detail. Sarah Gaskell also asked staff for a map showing the boundary agreement areas and the extra-territorial jurisdiction lines.

4. Presentation on the Town of Verona draft comprehensive plan – Amanda Arnold gave a presentation on the process, issues, and draft future land use map. The Town Board was expected to take action on the plan on October 2<sup>nd</sup> and have a public hearing. The goal is to have the plan fully adopted by the end of the year with subdivision and zoning after Dane County adoption of the Plan. The Town does not expect CTH M and CTH PD rural residential zones to change as it will annex into the City. If these lands stay in the Town, this is a zone that the Town would support. Adam Sayre stated that the City will

reconfirm their comprehensive plan. First the City will conduct a rewrite of the zoning ordinance as it is overdue and wait until the census data is available in 2020 or 2021 to begin the comprehensive plan.

Update and discussion relating to Planning and development in the Town of Verona – Amanda Arnold discussed development that is underway in the Town. Shady Oak is about 90 percent sold out. Traditionally, the Town has had large lots. The Town is trying to accommodate the demand for residential lots and maintain rural character. Tom Maithies stated that Tumble Down Farms off Pioneer and Brookstone outside of the airport in Middleton are examples of rural preservation within a development. Rural preservation tools exist. Landscaping requirements for two-acres must meet certain requirements/items.

5. Discussion of City of Verona development projects – Adam Sayre gave updates on the City. The North Neighborhood annexed 200 acres and could break ground next year. CTH M is scheduled to be finished in 2019. The Doerfer property is for sale. The challenge for the City is where to grow as there was a concept plan for a development on Valley Road in the southwest area. What are the City's priorities? On October 15, 2018, the City will attend the Capital Area Regional Plan Commission meeting for the Reinke property to get in the urban service area as well as Well 6. The new Public Works building will be at the Purple Cow property with a portion going towards Veridian development. He had no update on the Northwest Neighborhood Plan because the developers of Legend's Edge have not been in contact recently.

Deb Paul asked what the City's thought about land use along Whalen Road. Adam Sayre stated that it is classified as a transition area from industrial in the west to residential and agriculture in the east. The transition area could be single-family with a small commercial area. There would need to be right-of-way dedicated and road improvements such as collecting our half of the right-of-way for Fitchrona Road.

6. Adjournment – There was a brief discussion about the need to elect a Chair of the committee now that there are new members as well as tightening the Committee bylaws. Motion by Chair Geller, seconded by Like Diaz, to adjourn at 8:20 p.m. Motion carried 6-0.

Approved:

Prepared by: Amanda Arnold, Planner/Administrator

## ***6861 Cross Country Road***

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**Summary:** The current lot is 4.96 acres and the applicant proposes to split the lot into two parcels. The current zoning is RH-1 which has a two acres minimum lot size. A rezoning was proposed for one of the new parcels because there is currently a duplex on the site which is non-conforming with RH-1. However, the Town Plan Commission denied the rezoning, and the applicant dropped that request. The lot split is still permitted under the existing zoning.

**Property Owner:** Robert and Joann Maurer

**Applicant:** Jason Geiger

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### **Location Map**



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**Comprehensive Plan Guidance:**

The future land use plan calls for parcels in this area to be 2 - 4 acres. In 2008 the Town adopted the Cross Country Neighborhood Plan which also allowed one home per two acres. There is no documentation that the neighborhood plan was adopted by Dane County, but Dane County staff has indicated they would defer to the locally adopted plan.

**Current and Proposed Zoning:**

The current zoning is RH -1 which has a minimum lot size of two acres, and thus would allow for the split. A rezoning was proposed for one of the new parcels because there is currently a duplex on the site which is non-conforming with RH-1. R3A was proposed where the current home is located. However, it was denied by the Plan Commission on November 8, 2018.

**Extra-territorial Review/Boundary Agreement Authority:**

The subject parcel is in a Town Neighborhood in the boundary agreement with the City of Verona. This application will have to be approved by the joint City/Town Planning Committee. City staff has done a preliminary review and does not have concerns at this point.

**Surrounding Land Use and Zoning:**

The parcel is located across the street from the Redden Soccer Park and surrounded by Badger Prairie Park on two sides. To the east there are six residential parcels all zoned RH-1. The other lots are between two and three acres in size.

**Site Features:**

The parcel to be divided has no water resources or wetlands. It has some sparse woods on it.

**Driveway Access:**

There is a driveway to the existing residence. The applicant proposed that new lot would have a different access point as shown below:



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At the Plan Commission meeting, having a shared driveway with the farmhouse was discussed. Amanda Arnold explained that the existing Certified Survey Map (CSM) indicates that 6861 Cross Country should share a driveway with 6847 Cross Country (the parcel to the east which is shown as vacant on the image above). However, a home was built on 6847 Cross Country Road in 2017 and at that time staff was unaware of that notation on the CSM because only a preliminary CSM was submitted. Subsequently, the owners of 6847 did not build their driveway on the property line, so sharing would involve reconstruction. The owner of 6847 Cross Country is not interested in a shared access.

The Town Project Manager reviewed possible access points to the east of the existing access serving the existing farm house and determined that the location within the 66-foot wide frontage to Cross Country Road indicated on the draft CSM is the best access for Lot 2. The existing driveway at 6847 Cross Country is about 45-feet east of the eastern property line for Lot 2 of the proposed CSM.

**Town Board Action**

The Town Board approved the CSM on May 7, 2019 with the condition that the existing access to Lot 1 be abandoned when a driveway construction permit for Lot 2 access is approved at which point the new access will jointly serve both of the lots, that the minimum 10' side yard setback for Lot 1 will need to be met, and that the septic field be noted on the CSM.

**Dane County Action**

Dane County staff has reviewed the preliminary CSM and given conditional approval. Several items to be completed are listed on the attached letter from Dane County.

**Staff Recommendation**

Staff recommends approval of the Certified Survey Map contingent on the completion of items outlined by Dane County.

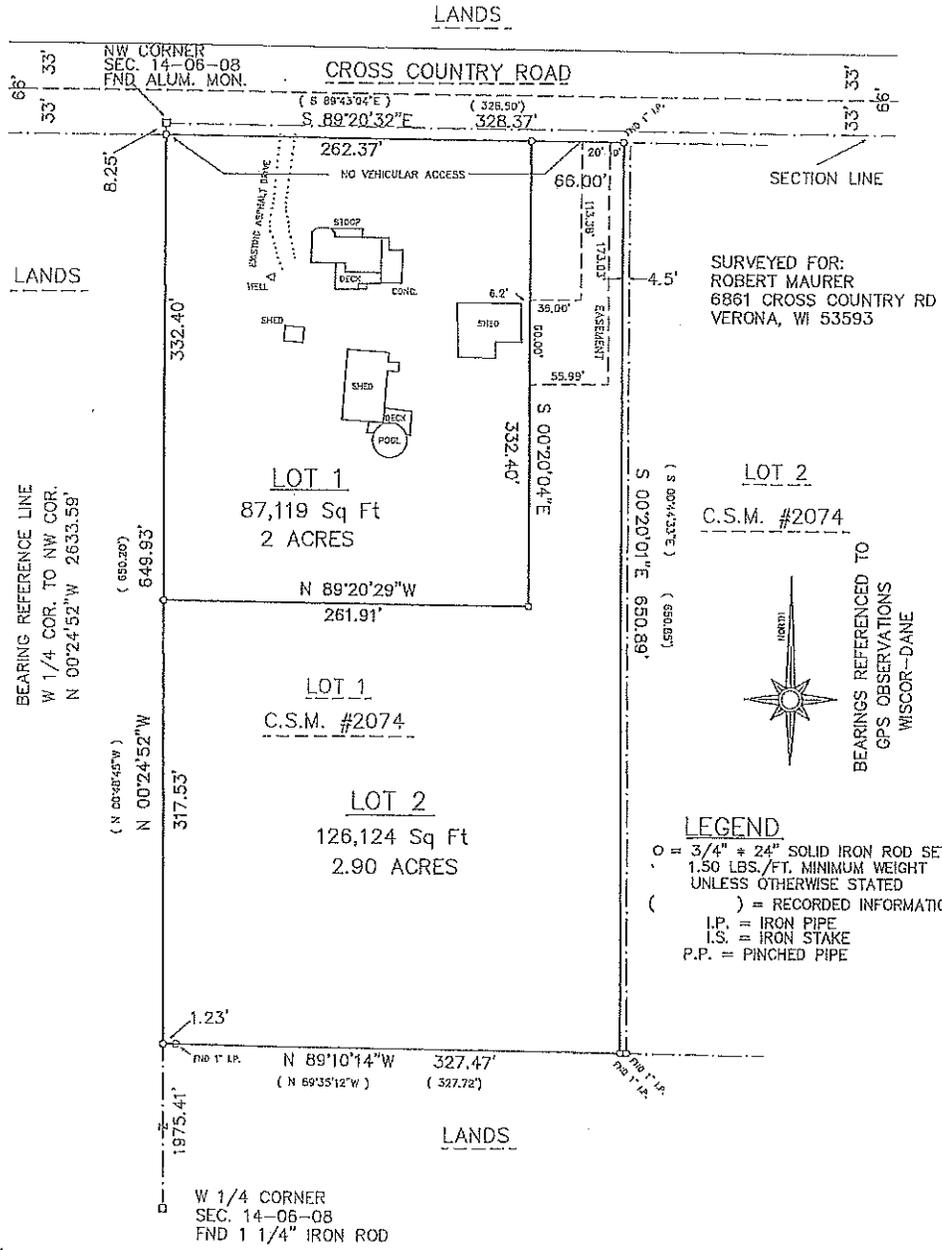
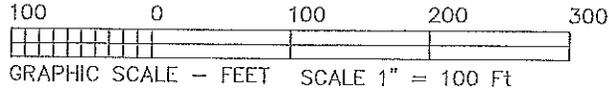
MAY 6 2019  
#10272

CERTIFIED SURVEY MAP

WALKER SURVEYING INC.

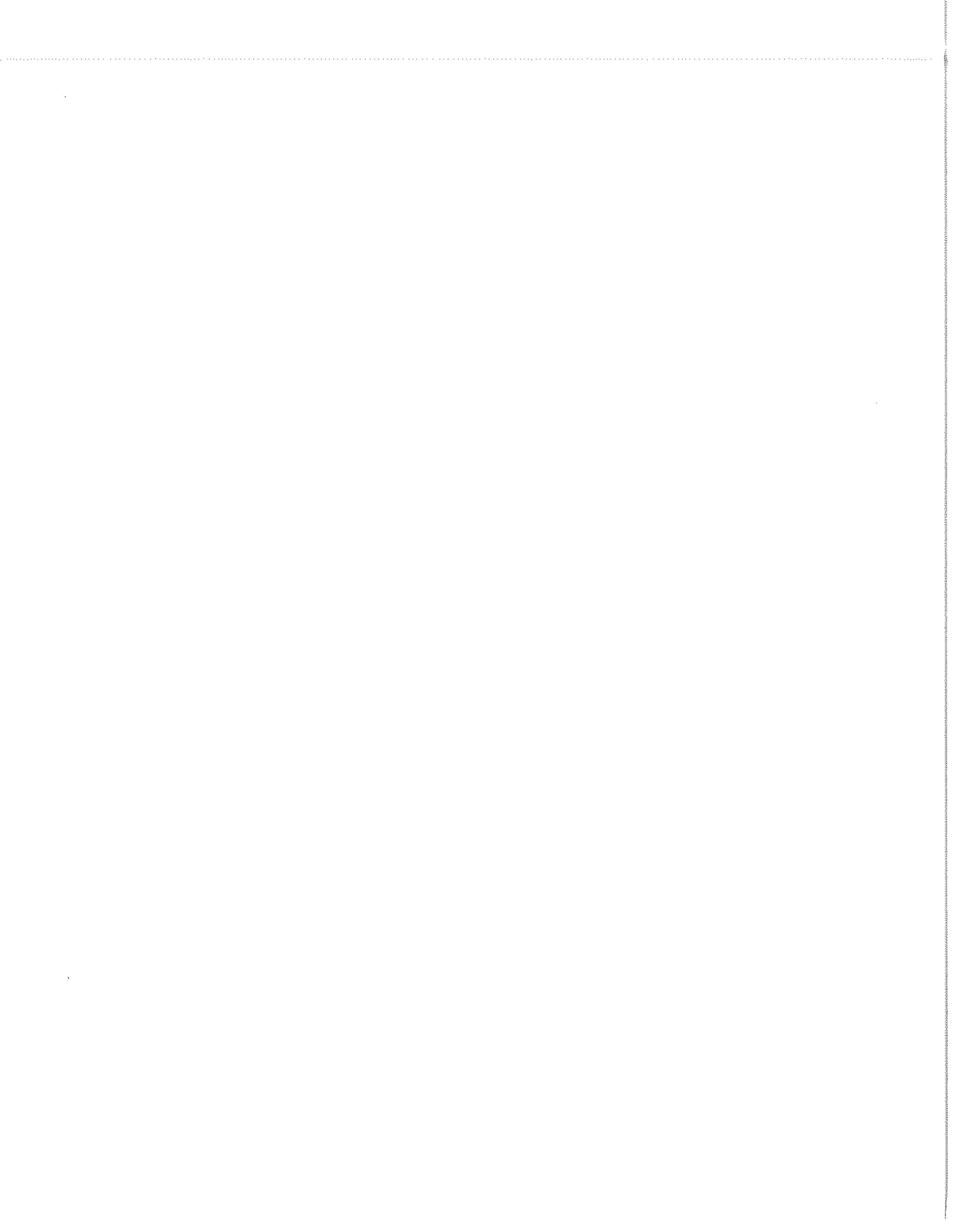
5964 LINDA CT. MAZOMANIE, WI. 53560

LOT 1, C.S.M. #2074, EXCEPT THE EAST 4.5 FEET, LOCATED IN THE NW 1/4 OF THE NW 1/4, SECTION 14, T06N, R08E, TOWN OF VERONA, DANE COUNTY, WISCONSIN.



NOTES:  
THIS SURVEY IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED, REFER TO BUILDING SITE INFORMATION CONTAINED IN THE DANE COUNTY SOIL SURVEY.  
DISTANCES MEASURED TO THE NEAREST HUNDRETH OF A FOOT.  
BEARINGS MEASURED TO THE NEAREST 5"  
ALL PLUS MONUMENTS AND WITNESS MONUMENTS WERE FOUND AND VERIFIED.

DOCUMENT NO. \_\_\_\_\_  
CERTIFIED SURVEY MAP NO. \_\_\_\_\_  
VOLUME \_\_\_\_\_ PAGE \_\_\_\_\_



CERTIFIED SURVEY MAP  
WALKER SURVEYING INC.  
5964 LINDA CT. MAZOMANIE, WI. 53560

OWNER'S CERTIFICATE

As owner, I hereby certify that we have caused the lands described on this Certified Survey Map to be surveyed, divided, dedicated and mapped as shown on this Certified Survey Map, I also certify that this Certified Survey Map is required by S 75.17 (1) (a) of Dane County Code of Ordinances to be submitted to the Dane County Zoning and Land Regulation Committee for approval.

\_\_\_\_\_  
Robert L. Maurer                      Joanne V. Maurer

STATE OF WISCONSIN )  
DANE COUNTY    )SS

Personally came before me this \_\_\_\_\_ day \_\_\_\_\_ of \_\_\_\_\_  
20\_\_\_\_, the above named \_\_\_\_\_  
to me known to be the person who executed the foregoing instrument and acknowledge the same.

Notary Public \_\_\_\_\_  
My Commission expires \_\_\_\_\_

DANE COUNTY ZONING AND LAND REGULATION COMMITTEE APPROVAL

Approved for recording per Dane County Zoning and Land Regulation Committee action  
of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Daniel Everson, Representative

TOWN BOARD APPROVAL

This CSM, ~~including public highway right-of-way dedication designated~~ herein is hereby acknowledged and  
accepted by the \_\_\_\_\_ Town of Verona  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
John Wright

RECEIVED FOR RECORDING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_,  
AT \_\_\_\_\_ O'CLOCK \_\_\_\_ M. IN VOLUME \_\_\_\_\_ OF CERTIFIED SURVEY MAPS ON  
PAGES \_\_\_\_\_

\_\_\_\_\_  
KRISTI CHLEBOWSKI, DANE COUNTY REGISTER OF DEEDS

CERTIFIED SURVEY MAP  
WALKER SURVEYING INC.  
5964 LINDA CT. MAZOMANIE, WI. 53560

SURVEYOR'S CERTIFICATE

I, Anthony J. Walker, hereby certify that this survey is in compliance with Chapter 236.34 of Wisconsin Statutes. I also certify that I have surveyed and mapped the lands described hereon and that the map is a correct representation of all exterior boundaries of the land surveyed and the division of that land in accordance with the information provided. I also certify that this survey was done under the direction of Robert & Joanne Maurer.

\_\_\_\_\_  
Anthony J. Walker, Registered Land Surveyor No. S-1957

LEGAL DESCRIPTION

Lot 1, C.S.M. #2074, except the east 4.5 feet recorded in the Dane County Register of Deeds Document No. 1475189, located in the NW 1/4 of the NW 1/4, Section 14, T06N, R08E, Town of Verona, Dane County, Wisconsin.

CITY OF MADISON

Approved for recording per the City of Madison Plan Commission

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CITY OF VERONA

Approved for recording per the City of Verona Plan Commission

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## Dane County Planning & Development Land Division Review

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June 4, 2019

Walker Surveying  
5964 5964 Linda Ct.  
Mazomanie, WI 53560

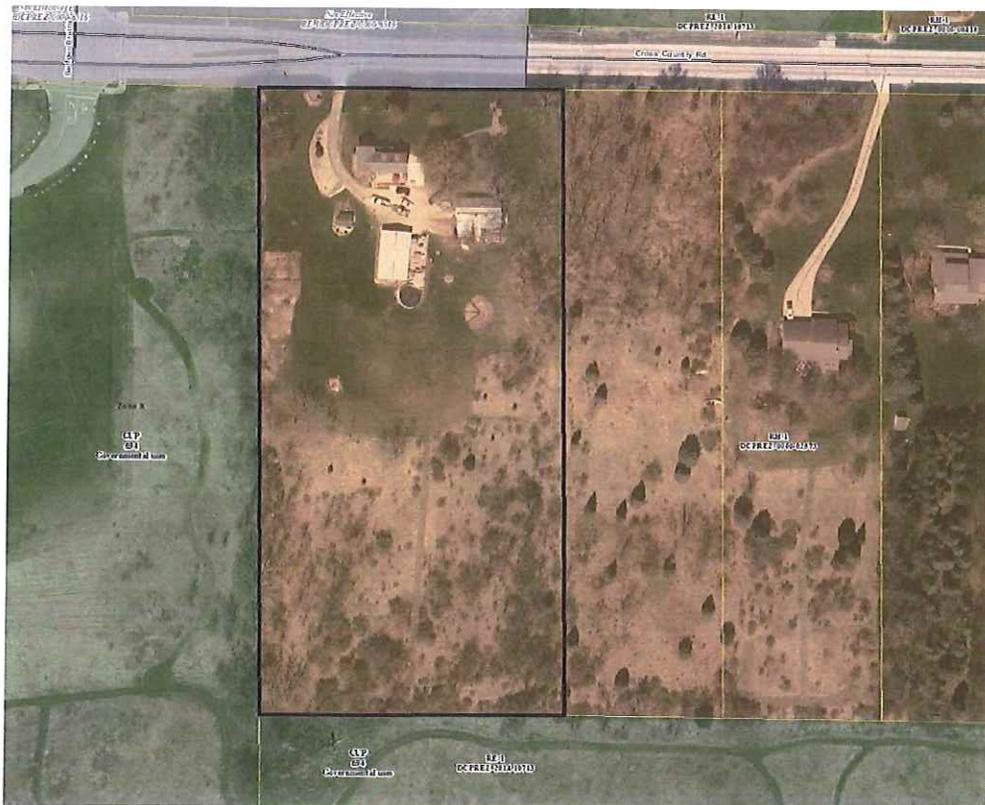
Re: Maurer (CSM 10272)  
Town of Verona, Section 14  
(2 lots, 4.90 acres)  
Current Zoning District: RH-1, *rural homes*

Attn: Tony Walker, S-1957

The proposed CSM is creating 2 lots. The Dane County Zoning and Land Regulation Committee at its May 28, 2019 meeting approved the proposed land division. The conditions outlined below will need to be satisfied prior to the county signing the final document.

1. The document is to be completed in accordance with S.236.34, Wisconsin State Statutes.
2. Minimum lot size is to be 2.0 acres net, excluding any lands associated with the road right-of-way.
3. The approximate location of the on-site septic system is to be shown on the final document and shall be located entirely on proposed lot 1.
4. All existing structures shall be dimensioned to the nearest 0.1 foot in relation to proposed property boundaries.
  - *The shed along the easterly lot line of lot 1 shall meet the minimum setback and be in compliance within 30 days of recording. The minimum setback is 10 feet.*
  - *A note shall be added to the final document that states that the existing shed on lot 1 shall be in conformance with all zoning and locational requirements of Chapter 10 of the DCCO no later than 30 days of the recording date with the Register of Deeds.*
5. A note shall be added to the final document as to who benefits from the “easement”.
6. All owners of record are to be included in the owner’s certificate. A certificate of consent by all mortgagees/vendors shall be included and satisfied if relevant.  
County records indicate the following owners:
  - *ROBERT L MAURER & JOANNE V MAURER*

7. The required certificates are to be satisfied.
- *Town of Verona*
  - *City of Verona*
  - *Dane County*
8. Comments from the Dane County Surveyor are to be satisfied:
- *Remove the dashed line representing the pre-existing east line of CSM 2074 as it has been included in CSM 5263. Also, change the adjoining CSM label from "Lot 2 CSM 2074" to Lot 1 CSM 5263. 236.20(2)(a) and 236.20(3)(d)*
  - *Label the bearings as well as distances along the easement lines and it is not obvious which lines they may be parallel to and the east lines of Lots 1 & 2 are not parallel. 236.20(2)(c)*
  - *Label the ("recorded as") distance along the east line per CSM 5263 instead of CSM 2074. 236.20(2)(c)*
  - *The boundary of the CSM is has been altered from the original CSM lot boundary. This will require a metes and bounds description of the new boundary of the CSM commencing at a section corner. Add the description and ensure that the boundary and each lot closes within 0.01 feet.*
9. The recordable document is to be submitted for review and approval.

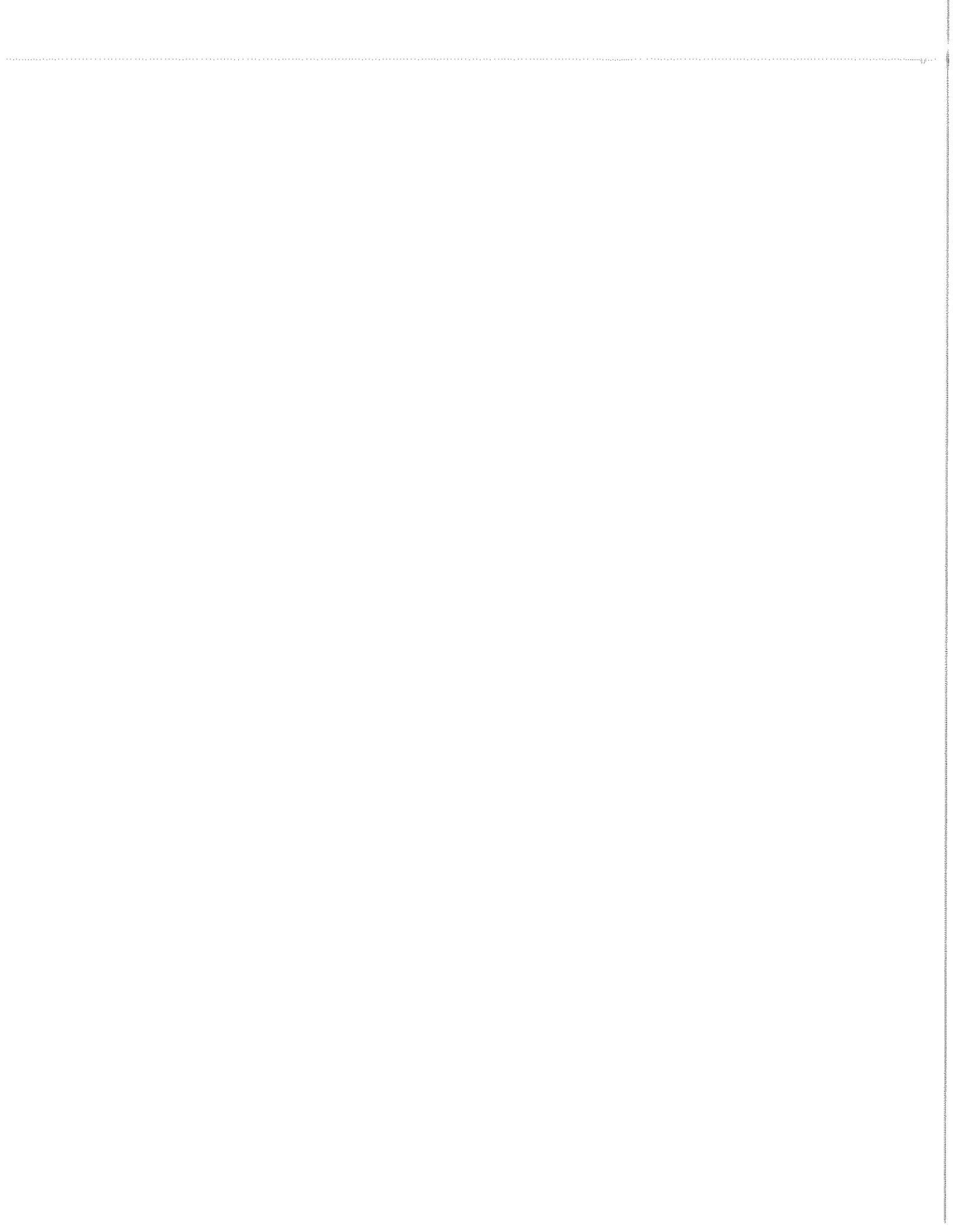


When the above conditions have been fully satisfied, the original document along with a copy of this letter may be submitted for final review and the Dane County approving signature will be affixed. Please allow for ten (10) working days for approving signature. Any questions regarding this letter, please contact myself.

Sincerely,

Daniel Everson  
Assistant Zoning Administrator  
267.1541

CC:  
Clerk, Town of Verona  
Clerk, City of Verona



## ***Dane County Comprehensive Zoning Code Revision***

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**Summary:** On January 17, 2019 the Dane County Board of Supervisors adopted a new zoning code. All Towns in Dane County now have the option of adopting the new code. The Town of Verona is scheduled to adopt the code on July 2, 2019.

With the adoption of the new code every parcel in the Town will be assigned a new district. The Joint City/Town Planning Committee has to approve all rezonings in Areas A, B, and D of outlined in the Boundary Agreement. There are too many changes to address these on a parcel by parcel basis, so instead a link to an interactive map has been included below. The Town of Verona with the assistance from Dane County has made great effort to apply new districts that match the old districts to the extent possible.

### **Additional Resources**

Overview of the update to the zoning

code: [https://plandev.countyofdane.com/zoning/comprehensive\\_revision\\_special\\_projects.aspx](https://plandev.countyofdane.com/zoning/comprehensive_revision_special_projects.aspx)

Summary of the new zoning code:

<https://plandev.countyofdane.com/zoning/pdf/OrdinanceSummary.pdf>

Summaries of new districts:

<https://plandev.countyofdane.com/zoning/proposed-zoning-districts.aspx>

Comparison of old and new districts:

<https://plandev.countyofdane.com/zoning/new-old-district-comparison.aspx>

Draft zoning map for the Town of Verona:

[https://plandev.countyofdane.com/documents/pdf/CompZoningRevision/Zoning\\_Maps/Chapter\\_10\\_Ordinance\\_Amendment\\_Map\\_E\\_Size\\_Town\\_by\\_Town/Town-of-Verona.pdf](https://plandev.countyofdane.com/documents/pdf/CompZoningRevision/Zoning_Maps/Chapter_10_Ordinance_Amendment_Map_E_Size_Town_by_Town/Town-of-Verona.pdf)

Interactive maps of for individual property look-ups:

<https://countyofdane.maps.arcgis.com/apps/Styler/index.html?appid=f6b240a0979d4ea5a908afd2160955cd>

### **Outreach and Review to Date**

In order to draft the new code a committee was set up to provide input. That committee, made up of representatives from various towns, a farmer, builder, and two Dane County supervisors met from April 2016 to October 2017.

Upon Dane County's adoption of the new code, County staff assigned zoning districts to all parcels throughout the County. Several months ago Town of Verona staff and Plan Commissions began to review the recommendations and have made some edits to the County recommendations (some of these edits

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are not yet represented on the interactive maps). In addition, postcards were mailed to all property owners to notify them of the change to their zoning. Two public meetings were held to answer questions about the new code. The first one, held on April 13<sup>th</sup>, was focused on educating Town officials about the content of the new code. The second one, held on May 16<sup>th</sup>, was focused on answering questions from the public. All property owners were given contact information for Dane County staff and encouraged to call with questions about their zoning assignment.

### **Town Action and Staff Recommendation**

On May 23rd, the Town's Planning Commission recommended adoption of the Comprehensively Revised Dane County Zoning Ordinance and zoning map with changes recommended by Town Planner/Administrator.

The Town Planner/Administrator has continued to work with Dane County staff to refine some parcel level recommendations.

Staff recommends that the Joint City/Town Planning Committee accept the rezoning of parcels in Areas A, B, and D of the boundary agreement and recommend that the Town Board adopt the new Dane County Zoning Code and associated parcel changes.