1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of minutes from June 5, 2023 Plan Commission meeting.
5. Discussion & Possible Action – Site plan review for an underground parking structure containing 2,050 parking stalls for Campus 6 located at 1979 Milky Way.
6. Reports and comments from the Planning Department
   a. Update on development projects.
   b. Next meetings:
      i. Monday, August 7, 2023
      ii. Tuesday, September 5, 2023
7. Adjournment

Luke Diaz
Chairperson

Posted: Verona City Hall, Verona Public Library, Miller’s Market
All agendas are posted on the City’s website at: www.ci.verona.wi.us

WRITTEN COMMENTS: You can send comments to the Plan Commission on any matter, either on or not on the agenda, by emailing Adam.Sayre@ci.verona.wi.us or in writing to Plan Commission, 111 Lincoln Street, Verona, WI, 53593.

Notice: If need an interpreter, materials in alternative formats, or other accommodation to access the meeting, please contact the City Clerk at 845-6495 at least 48-hours preceding the meeting. Every reasonable effort will be made to accommodate your request.

Notice is hereby given that a majority of the City Council may be present at the meeting of the Plan Commission to gather information about a subject over which they have decision-making responsibility.

This constitutes a meeting of the City Council pursuant to the State ex rel. Badke v. Greendale Village Board, 173Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.
1. **Call to Order:** Mayor Diaz called the meeting to order at 6:30 p.m.

2. **Roll Call:** Milly Harrison, Tyler Wood, Tyler Powers, Luke Diaz, Christine Posey, and Mike Hankard were present. Pat Lytle was absent and excused. Also present: City Administrator Jamie Aulik, Director of Planning and Development Adam Sayre, Community Development Specialist Katherine Holt, and City Engineer Carla Fischer

3. **Public Comment:** None

4. **Approval of minutes from May 1, 2023 Plan Commission meeting**
   
   Motion by Posey, seconded by Wood to approve the minutes from the May 1, 2023 Plan Commission meeting. Motion carried 6-0.

5. **Public Hearing** – Conditional use permit for commercial animal boarding, and a zoning map amendment to rezone 135 Enterprise Drive from Suburban Industrial (SI) to Suburban Commercial (SC)
   
   Motion by Diaz, seconded by Wood to open the public hearing at 6:31 p.m. Motion carried 6-0.
   
   There were no comments from the public.
   
   Motion by Diaz, seconded by Powers to close the public hearing at 6:32 p.m. Motion carried 6-0.

   a. **Discussion & Possible Action** – Zoning map amendment to rezone 135 Enterprise Drive from Suburban Industrial (SI) to Suburban Commercial (SC)
      
      Sayre stated that the applicant has made a few changes since the initial review, including a play area on the east side of the building and changes to parking in the rear to allow for one-way traffic in the parking lot. Sayre stated that the use is appropriate for the neighborhood. The closest residential home is 300 feet away.
      
      Hankard stated that a good fence will reduce noise to the neighbors. He appreciates the applicant working with the neighbors and hopes it continues in the future.
      
      Motion by Posey, seconded by Harrison to recommend that the Common Council approve the zoning map amendment to rezone 135 Enterprise Drive from the current classification of Suburban Industrial (SI) to Suburban Commercial (SC) with the following condition: the approval shall become effective upon the applicant acquiring the property. Motion carried 6-0.

   b. **Discussion & Possible Action** – Conditional use permit to allow commercial animal boarding at 135 Enterprise Drive
Motion by Posey, seconded by Powers to recommend that the Common Council approve the conditional use permit to allow commercial animal boarding land use at 135 Enterprise Drive. Motion carried 6-0.

6. Discussion & Possible Action – Site plan review for a 4,572 square foot building addition located at 1100 Whalen Road

Sayre stated the City is requesting to construct a nitrite treatment and contact treatment tank to Well #6. Access to the property will remain the same. The design will be similar to the existing building. The City has added landscaping to the plans to screen the facility.

Diaz asked what caused the nitrate contamination. Fischer stated it is naturally occurring and nitrate levels go up as you get to the east side of the City. She added they found that the levels go up because of vertical fractures. The source is likely in the Goose Lake area of Fitchburg.

Hankard suggested solar on the roof of the building. Sayre stated that there is significant landscaping around the building that may make it challenging, and it comes down to budget. Fischer stated that the roof of the building will have solar tubes.

Motion by Harrison, seconded by Powers to approve the site plan to allow for the construction of a 4,572 square foot addition and contact tank located at 1100 Whalen Rd. Motion carried 6-0.

7. Reports and comments from the Planning Department
   a. Update on development projects:
      • Sayre gave an overview of vacant commercial spaces and upcoming development projects.

   b. Next meetings

      i. Tuesday, June 27th at 6:30 p.m.

8. Adjournment: Motion by Posey, seconded by Wood to adjourn the meeting at 6:51 p.m. Motion carried 6-0.

Respectfully submitted,
Holly Licht, City Clerk
**Summary:** The applicant is requesting a site plan review for an underground parking structure containing 2,050 parking stalls for Campus 6 located at 1979 Milky Way.

**Property Location:** 1979 Milky Way

**Property Owner:** Epic Systems Corporation
1979 Milky Way
Verona, WI  53593

**Applicant:** Same

**Existing Zoning:** Suburban Industrial

**Existing Land Use:** Vacant

**Proposed Land Use:** Underground parking

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**Figure 1 – Location Map**
Background:

Epic continues to grow their campus over the next several years. The Application is for 2,050 underground parking stalls to be located in a four (4)-story underground parking facility similar to previously constructed parking facilities. Per the Applicant’s narrative, “Excavation would start immediately, and the parking facility would be expected to be operational in late 2025”. This is the permanent underground parking garage that Epic discussed in previous submittals for the temporary surface parking lots and is the reason those facilities would be temporary upon occupancy of the permanent parking garage.

Below is a summary of Epic’s office campus construction and expansion in the City:

- **June 2003** – Campus 1 – City grants Epic a conditional use permit (CUP), group development, to construct Epic’s corporate headquarters with multiple buildings and structured parking.
- **February 2005** – CUP amended to allow construction of the “Learning Center”.
- **March 2007** – Campus 2 – CUP amendment to construct four (4) office buildings and structured parking.
- **March 2011** – Deep Space Auditorium – CUP amended to allow for the construction of an 11,000 – 13,000 seat auditorium.
- **December 2011** – Campus 3 – CUP amendment to allow for the construction of the Farm Campus, containing three (3) office buildings and structured parking.
- **May 2013** – Campus 4 – CUP amendment to allow for the construction of a 1,500 vehicle underground parking structure.
- **September 2013** – Food Service Building – CUP amendment to allow for the construction of a 64,000 square foot food service building.
- **November 2013** – Campus 4 – CUP amendment to allow for the construction of five (5) office buildings containing 1,580 offices known as the Wizards Academy.
- **February 2014** – Food Service Building – Site plan amendment reducing the size of the food service building to 48,250 square feet.
- **May 2014** – Campus 5 – CUP amendment to allow for the construction of the Campus 5 underground parking structure.
- **February 2015** – Campus 5 – CUP amendment to allow for the construction of five (5) office buildings containing 1,600 new offices.
- **January 2020** – Campus 5 – Phase 2 – CUP amendment and site plan to allow for the construction of two (2) office buildings (Mystery and original location of Castaway) containing 700 new offices.
- **April 2021** – Campus 5 – Phase 3 – CUP amendment and site plan to allow for the construction of one (1) office building containing 350 offices called Castaway.
- **August 2021** – Campus 5 - Temporary contractor office – Site plan to allow for the temporary contractor building to be relocated in Campus 5.
• **April 2022** – Campus 5 – Phase 4 – Site plan to allow for the construction of one (1) office building, a private restaurant, and bakery.

• **January 2023** – Campus 4 expansion – Site plan to allow for the construction of two (2) office buildings (Creatures and Guilds).

• **April 2023** – Temporary Parking Lots – Site plan to allow for the construction of two (2) temporary parking lots called North Lot of approximately 676 parking stalls and Farmyard Lot of approximately 376 parking stalls.

• **May 2023** – Temporary Parking Lot – Site plan to allow for the construction of approximately 1,012 parking stalls in a temporary west parking lot.

**Planning Review:**

**Bulk Requirements:**
Staff has no concerns with the location or setbacks as the underground parking structure (“underground structure”) is internal to their Property.

**Parking/Access:**
Access to the underground structure will be from proposed roads similar to ones shown in the packet but may not follow the exact location as the site plan for Campus 6 evolves.

Table 1 contains information about the number and location of parking stalls for the entire campus with Campus 6 ramp highlighted in yellow.

The Zoning Ordinance requires one (1) electric vehicle charging station for fifty (50) parking spaces. The Applicant will need to provide approximately forty-one (41) charging stations.

**Landscape and Lighting:**
No landscaping is required as the underground structure will not be visible from an existing roadway. A landscaping plan would be provided as part of Campus 6 site plan review but is not needed for a buried parking structure. Lighting will be similar to other parking structures on the Property. Staff have no concerns with landscape and lighting.

**Drainage/Stormwater:**
The proposed underground structure will not add impervious surface to the site.

<table>
<thead>
<tr>
<th>Table 1: Parking</th>
<th>Stalls</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus 1</strong></td>
<td></td>
</tr>
<tr>
<td>Zodiac Ramp</td>
<td>1,215</td>
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<tr>
<td>Zodiac Ramp (exposed)</td>
<td>175</td>
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<td>Surface</td>
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<tr>
<td>Surface</td>
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<tr>
<td><strong>Campus 3</strong></td>
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<tr>
<td>Farmyard Ramp</td>
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<tr>
<td>Surface</td>
<td>7</td>
</tr>
<tr>
<td>Temporary Farmyard Lot</td>
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<td><strong>Campus 4</strong></td>
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<td>Temporary North Lot</td>
<td>676</td>
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<td>Temporary West Lot</td>
<td>1,012</td>
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<td><strong>Campus 5</strong></td>
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<tr>
<td>Jabberwocky Ramp</td>
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<td>Surface</td>
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<td><strong>Campus 6</strong></td>
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<tr>
<td>Campus 6 Ramp</td>
<td>2,050</td>
</tr>
<tr>
<td><strong>Total Parking</strong></td>
<td>13,795</td>
</tr>
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</table>

3
USA and Environmental Corridor
Per the Applicant’s narrative, coordination will occur to gain approval from the Capital Regional Plan Commission (CARPC) regarding an amendment to the Urban Service Area (USA) to include the Campus 6 area as well as slightly modifying the environmental corridor to accommodate a corner of the underground structure. Staff will work with Epic regarding this matter.

Site Plan Review:
The Plan Commission as part of their Site Plan review shall take into account the following per Article 8-10(f) in the Zoning Ordinance:

(1) The basic intent of the Comprehensive Master Plan and Zoning Ordinance to ensure attractive, efficient, and appropriate development of land in the community;

The Comprehensive Master Plan is silent for this property.

(2) Whether the site plan application ensure particularly that every reasonable step has been taken to avoid depreciating effects on surrounding property and the natural environment;

The underground structure cannot be seen from the public.

(3) Whether the site plan application ensures that adequate public utilities and public services are being provided.

There are public utilities and public services being provided to the Property.

Recommendation:
Staff recommends the Plan Commission approve the site plan for Campus 6 underground parking structure with the following condition:

1. Electric vehicle charging stations shall be provided per the Zoning Ordinance requirement.

Prepared by: Katherine Holt
Community Development Specialist

Submitted by: Adam Sayre, AICP
Director of Planning and Development
Date: June 1, 2023

To: City of Verona  
   Attn: Adam Sayre  
   111 Lincoln Street  
   Verona, WI 53593

Re: Epic Systems – Campus 6 Ramp – Site Plan Submittal

Enclosed you will find the following related information:

1. (1) Copy of the application form
2. (3) Copies of the project description
3. (3) Copies of the required site and architectural plans

[x] For your approval and/or comment.  
[ ] Per your request.  
[ ] With our approval, as noted thereon.  
[ ] For your information.  
[ ] Preliminary only  
[ ] Revised copy

Remarks:

None

cc:

Sincerely yours,
D’Onofrio, Kottke and Associates, Inc.

Nathan G. Lockwood, PE

FN: 23-05-101 Campus 6
# Plan Commission Application

City of Verona – Planning & Development Department  
111 Lincoln Street  
Verona, WI 53593-1520  
(608) 848-9941

<table>
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<th>X</th>
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<tbody>
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<td>Conditional Use Permit</td>
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<tr>
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<td>Site Plan</td>
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<td>Variance</td>
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<td>Zoning Text Amendment</td>
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<td>Optional Pre-Application Review</td>
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<td>Step 1: Preliminary Plan</td>
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<td>Step 2: Final Plan</td>
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<td>Certified Survey Map (CSM)</td>
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<td>Preliminary Plat Review / Condo Plat Review</td>
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<tr>
<td></td>
<td>Final Plat Review</td>
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</table>

*NOTE: Administrative filing fees are due at the time an application is filed with the City and are not refundable. In addition to the Administrative fees, City staff time (City Engineer and City Attorney) will be charged back to the applicant. The Applicant will receive monthly invoices of payments due.*

**Date:** 6/1/23

**Project/Business Name:** EPIC - Campus 6 Ramp

**Address/Location:** 1979 Milky Way

**City, State, Zip Code:** Verona, WI 53593

**Proposed Use of Property:** Office Parking

**Applicant:** DKA c/o Nathan Lockwood, P.E.

**Property Owner:** Epic Systems Corp. c/o Bernie Coughlin

**Address:** 7530 Westward Way

**City/State/Zip:** Madison, WI 53717

**Phone:** 608-833-7530

**E-mail:** nlockwood@donofrio.cc

**Address:** 1979 Milky Way

**City/State/Zip:** Verona, WI 53593

**Phone:** 608-271-9000

**E-mail:** bernie@epic.com

**Signature:**

By filing the application that results in a public hearing, the applicant agrees and consents to the placement of a sign on his or her property. The applicant also agrees that the sign shall be left in the location(s) chosen by the Zoning Administrator until after the public hearing occurs, unless the application is formally withdrawn by the applicant prior to the public hearing. The applicant shall periodically check the sign to verify that the sign has not been removed and has not been modified or vandalized. The applicant shall immediately notify the Zoning Administrator if the sign was removed or if the sign was modified or vandalized.
Official Plan Commission submittal includes:

**To begin review process:**

1. 1 copy of the completed application form with property owner’s signature;

2. Submittal fee, check payable to the City of Verona. Additional charges may be billed to the applicant as the City Engineer’s review time is charged back to the applicant. An initial review is free; and

3. Email or flash drive with below plans in digital format; and

4. 1 digital copy of the stormwater management plans.

**After Staff’s review and comments are sent to the applicant,** the following items need to be submitted by the requested Staff deadline.

1. 3 collated copies at 8 ½” x 11” of a written description describing details of your project submitted after Staff’s review and comments sent to applicant.

2. 3 collated copies at 11” x 17” of the following plans, which are submitted after Staff’s review and comments to applicant:
   - Site Plan – Showing existing and proposed buildings & parking.
   - Landscaping Plan – Showing existing and proposed plantings noting natives to Wisconsin. Any trees that are planted due to removal of other trees must be marked on the plans as replacement trees.
   - Lighting Plan – Showing light locations, light levels and fixture details.
   - Grading, Drainage, Erosion Control Plans – With contours & flow arrows.
   - Utility Plans – Showing the location of existing and proposed utility lines.
   - Floor Plans – Showing the size and use of the existing & proposed buildings.
   - Elevation drawings – Scaled drawings identifying materials and heights.
   - Stormwater calculations – Engineering calculations.
   - Project detail sheets – Any details may be included in separate sheets such as dumpster enclosures, charging stations, bicycle racks, or signage.

3. See Development Checklist for more information.
Epic Systems – Campus 6 Underground Parking Facility

Project Description
Epic proposes to build an underground parking facility in the location of future Campus 6 that provides approximately 2050 stalls. The parking facility has a footprint of 5.5 acres and will be 4 stories of underground parking served by access tunnels similar to previous campuses. The structure is buried with soil/grass unless a building is located on top later, similar to the dashed concepts on the submitted drawings. The purpose of this submittal is to communicate with City Planning that Campus 6 is being designed and, most importantly, to get concurrence with the parking facility location as this is the anchor to the campus and requires a long duration for excavation and construction. Excavation would start immediately and the parking facility would be expected to be operational in late 2025.

Legal Description:
The parking facility footprint is located on Lot 11 and Lot 12 of Epic Plat #2, City of Verona, Dane County, Wisconsin.

USA and Environmental Corridors:
It should be noted that the SW corner of the underground structure is located outside the current Urban Service Area (USA). It is Epic’s intention to start the USA amendment process towards the end of 2023. Epic requests site plan approval conditional upon pursuit of a USA expansion. Additionally, the NE corner of the parking structure clips the edge of an existing platted environmental corridor. Epic requests a minor revision to the CARPC Environmental Corridor.

Stormwater Narrative: The proposed structure is underground and will not add impervious square footage to the watershed, thereby not changing the weighted Curve Number (CN). Since the CN is unchanged, no new peak or sediment control requirements are triggered by this proposal. The roads are not being included in this submittal and are only shown to convey intended connections to the parking facility.

A separate Site Plan Review application will be submitted in the future, which will include new roof tops, hardscapes, and private access roads for Campus 6. The stormwater management plan for the overall development will included at that time.

The conceptual plan for stormwater is to update the existing plan and features on the east side of the ridge. Any areas draining to the west side of the ridge will need new stormwater features near Country View Road at the bottom of the watershed.
CAMPUS 6 - UNDERGROUND PARKING FACILITY
CITY OF VERONA
DAANE COUNTY, WISCONSIN

Campus Parking Count

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Stalls</th>
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<td>179</td>
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<td></td>
<td>Surface</td>
<td>20</td>
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<tr>
<td>Campus 2</td>
<td>Yoda Ramp</td>
<td>2,025</td>
</tr>
<tr>
<td></td>
<td>Surface</td>
<td>5</td>
</tr>
<tr>
<td>Campus 3</td>
<td>Farmyard Ramp</td>
<td>1,070</td>
</tr>
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<tr>
<td></td>
<td>Temporary Farmyard Lot</td>
<td>376</td>
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<td>Campus 4</td>
<td>Ahsan Ramp</td>
<td>2,065</td>
</tr>
<tr>
<td></td>
<td>Surface</td>
<td>15</td>
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<tr>
<td></td>
<td>Temporary North Lot</td>
<td>675</td>
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<tr>
<td></td>
<td>Temporary West Lot</td>
<td>1,912</td>
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<td>Campus 5</td>
<td>Jabberwocky Ramp</td>
<td>3,076</td>
</tr>
<tr>
<td></td>
<td>Surface</td>
<td>10</td>
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</tbody>
</table>

Total Parking: ~13,795 Stalls

Owner:
EPIC SYSTEMS CORPORATION
CONTACT: BERNIE COUGHLIN
1979 MILKY WAY
VERONA, WI 53593
608-271-9000
SITE PLAN LEGEND

General Notes:
1. All pavement markings shall be epoxy paint in accordance with state or regional standards.
2. USE LATEX PAINT FOR TEMPORARY PAINTING ONLY.
3. All proposed pavement markings shall be in accordance with WDOT SDD15C.

Site Plan
- ALL PAVEMENT MARKING SHALL BE EPOXY PAINT IN ACCORDANCE TO STATE OF WISCONSIN, STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION, 2022, SECTION 646.
- USE LATEX PAINT FOR TEMPORARY PAVEMENT MARKING ONLY.
- ALL PROPOSED PAVEMENT MARKING SHALL BE IN ACCORDANCE WITH WDOT SDD15C.

General Notes:
- CONCEPTUAL ROADS NOT INCLUDED IN APPLICATION
- PRELIMINARY STORMWATER FACILITY LOCATIONS
Primary grade elevation is above Level G1, retaining walls and underground tunnels provide access to lower levels.