



City of Verona  
Minutes  
Plan Commission  
January 6, 2020

1. **Call to Order:** Luke Diaz called the meeting to order at 6:30 p.m.
2. **Roll Call:** Mike Bare, Luke Diaz, Sarah Gaskell, Steve Heinzen, Pat Lytle, Scott Manley and Beth Tucker Long were present. Also present: City Administrator Adam Sayre; Community Development Specialist Katherine Holt; City Attorney Bryan Kleinmaier; and AECOM Engineer Carla Fischer.
3. **Public Comment:** There were no comments by the public.
4. **Minutes:** Motion by Gaskell, seconded by Tucker Long, to approve the December 2, 2019 Plan Commission Minutes. Motion carried 7-0.
5. **Public Hearing – Conditional use permit for a proposed in-vehicle sales or service land use to construct a drive-through to be located at 150 West End Circle.**

Motion by Diaz, seconded by Tucker Long, to open the public hearing at 6:32 p.m. Motion carried 7-0.

There were no comments from the public.

Motion by Tucker Long, seconded by Bare, to close the public hearing at 6:32 p.m. Motion carried 7-0.

- a. **Discussion & Possible Action – Conditional use permit for a proposed in-vehicle sales or service land use to construct a drive-through to be located at 150 West End Circle.**

Sayre presented the Staff report. The Applicant is requesting a conditional use permit to construct a drive-through for personal teller machine (PTM) to serve the Summit Credit Union branch under construction. Several options were considered for placement of the drive-through. The City's traffic engineer reviewed the options, and determined that putting the drive-through in the parking lot would be challenging, and would result in the loss of several parking spaces as a result of the City's ordinance requiring 100 feet behind the PTM and 40 feet in front of the PTM.

Gaskell stated she is concerned about compromising the safety of motorists and pedestrians for the sake of potentially losing parking spaces.

Sayre noted the PTM will typically have only four (4) to twelve (12) users per day; therefore, the traffic volume will be very low.

Tucker Long asked if there is a way to count the driving lanes in the parking lot as part of the 100 feet and 40 feet required for stacking.

Sayre replied this plan is quite generous with what is considered part of the stacking requirement. Even with that, there will be several parking spaces lost.

Heinzen asked if, or how, the 100 foot stacking requirement could be modified.

Sayre replied a variance could be requested. That request, by law, should not be granted. An option is an amendment to the general development plan with a request for an exemption from the requirement as prohibitive.

Heinzen stated that if the estimate that only four (4) to twelve (12) cars per day will be using the drive-through, a 100-foot stacking requirement seems unnecessary.

Sayre replied the zoning code rewrite will likely shorten the stacking requirement. At the least, the code will try to identify when the longer requirement is necessary.

Manley asked if another lane could be added to the drive-through located with building C-4.

Sayre stated it would be difficult to get the needed width in that space, but it could be added as an amendment after the fact.

Manley is concerned that the thin strip of land between the street and the drive-through area will cause problems for snow removal and storage.

Gaskell believes there will be more than four (4) to twelve (12) drive-through users, particularly when events are being held at the high school.

Tucker Long asked for the Applicant's thoughts on combining the PTM drive-through with the existing drive-through connected to building C-4.

Dan Seeley, Steve Brown Apartments, stated the parking space count is 142. He likes the idea of combining the drive-throughs; however, widening the drive would require crossing an existing utility easement, which could cause future challenges.

Manley asked Seeley if he believes there will be enough space on the site for snow storage.

Seeley replied he believes that this property combined with the West End Apartments property will provide more than enough space for snow storage.

Gaskell asked if the 5% reduction in parking resulting from moving the drive-through into the parking lot is a deal breaker.

Seeley replied parking is a great concern for potential users. The property is already just under the City's required parking space threshold. Given the estimated counts provided by Summit Credit Union, and the opinions of KL Engineering and AECOM, the Applicant believes the proposed drive-through plan is the best solution, in addition to preserving the most parking spaces.

Tucker Long asked if building C-4 can be shifted toward the parking lot to make up for the space needed for the utility easement.

Seeley replied framing has already begun on those buildings; therefore, shifting them is not an option at this point.

Motion by Manley, seconded by Lytle, to recommend to the Common Council to approve a conditional use permit for a proposed in-vehicle sales or service land use to construct a drive-through to be located at 150 West End Circle. Motion carried 7-0.

**b. Discussion & Possible Action – Site plan review to allow for the construction of a drive-through located at 150 West End Circle.**

Motion by Lytle, seconded by Bare, to approve the site plan review to allow for the construction of a drive-through located at 150 West End Circle. Motion carried 6-1, with Gaskell voting no.

**6. Public Hearing – Conditional use permit amendment to the Epic Systems Corporation “Group Development” to allow for the construction of two (2) office buildings on Campus 5 located at 1979 Milky Way.**

Motion by Diaz, seconded by Manley, to open the public hearing at 7:03 p.m. Motion carried 7-0.

There were no comments from the public.

Motion by Manley, seconded by Heinzen, to close the public hearing at 7:04 p.m. Motion carried 7-0.

**a. Discussion & Possible Action – Conditional use permit amendment to the Epic Systems Corporation “Group Development” to allow for the construction of two (2) office buildings on Campus 5 located at 1979 Milky Way.**

Sayre presented the Staff report. The proposed office buildings will be known as “Mystery” and “Castaway”. The buildings are high quality, unique buildings using a variety of brick and other building materials. Sufficient parking is available in an underground parking facility.

Motion by Tucker Long, seconded by Lytle, 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 two (2) office buildings on Campus 5 located at 1979 Milky Way. Motion carried 7-0.

**b. Discussion & Possible Action – Site plan review for Epic Systems Corporation to allow for the construction of two (2) office buildings located at 1979 Milky Way.**

Motion by Bare, seconded by Tucker Long, to approve the site plan for two office buildings on Campus 5 located at 1979 Milky Way. Motion carried 7-0.

**7. Discussion and Possible Action – Site plan review for a substation to be located at 850 Northern Lights Road.**

Holt presented the Staff report. American Transmission Company (ATC) and Epic Systems Corporation have determined a need for an electrical substation to meet growing energy demand and expand their future energy services. The property at 850 Northern Lights Road is the former stone quarry, and is currently vacant. Land uses surrounding the property include Good Shepard Church to the north, Whispering Coves subdivision to the east, the former quarry to the south, and Northern Lights Road to the west. Staff has no concerns with building placement or access to the building. The building will be screened by existing vegetation and new landscaping.

Manley asked if Staff is comfortable that the amount of screening will be sufficient should the City decide to develop the land to the south as recreational land.

Holt replied the addition of the berm, with vegetation on top of that, will provide enough height to screen the building from the land to the south.

Motion by Manley, seconded by Heinzen, to approve the site plan to allow for the construction of a 3,484 square foot switchgear building located at 850 Northern Lights Road. Motion carried 7-0.

**8. Discussion and Possible Action – Initial review for Epic Systems Corporation to construct a workshop building located at 1979 Milky Way.**

Holt presented the Staff report. Epic is requesting an initial review to locate an on-site Workshop that will be used for woodwork and paint work. The building will include office space, paint shop, art studio and woodworking shop. Staff has no concerns over the location of, or access to, the proposed building. The landscaping plan exceeds the City's minimum requirements.

No action was taken by the Commission on this item.

**9. Reports and comments from the Planning Department**

**a. Update on development projects**

Sayre reported on recent development projects.

Interviews for the Director of Planning and Development position will take place this month, with the goal to have a new Director in place by the end of February.

**b. Bronze Bicycle Friendly Community**

Sayre reported that the City of Verona was awarded as a Bronze Bicycle Friendly Community by the League of American Bicyclists. The City joins 488 communities across the country as a bicycle friendly community. The award recognizes the improvements in bicycle safety that the City has made over the last few years.

Diaz asked how the City can improve to a Silver Bicycle Friendly Community.

Holt replied a bronze award is quite good for a first application. There are several things the City can do to increase its chances at attaining a silver award. Most items include coordinating with community members and businesses, as well as forming committees and positions dedicated to bicycle friendly projects and education.

Heinzen suggested paving the Military Ridge State Bicycle Trail.

Gaskell stated there are many intangibles involved with the grading system that are not necessarily things that the City can do on its own. Education is one of the intangibles that would be better addressed by the school system. Moving to a silver award would be a significant leap for a city the size of Verona. Bronze is actually a very good award.

**10. Reports and comments from the Plan Commissioners**

There were no comments from the Plan Commissioners.

**11. Adjournment**

Motion by Gaskell, seconded by Bare, to adjourn at 7:23 p.m. Motion carried 7-0.

