

City of Verona  
Minutes  
Plan Commission  
February 1, 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 6:31 p.m.
2. **Roll Call:** Luke Diaz, Mike Hankard, Steve Hingle, Katie Kohl, Pat Lytle, Tyler Powers, and Beth Tucker Long were present. Also present: City Administrator Adam Sayre, Community Development Specialist Katherine Holt, and City Engineer Carla Fischer.

3. **Public Comment:** None

4. **Approval of minutes from January 4, 2021 Plan Commission meetings.**

Motion by Kohl, seconded by Powers, to approve the minutes from the January 4, 2021 Plan Commission meeting. Motion carried 7-0.

5. **Public Hearing – Conditional Use Permit for a proposed in-vehicle sales or service and a drive-thru land use located at 509 West Verona Avenue.**

Motion by Diaz, seconded by Tucker Long, to open the public hearing at 6:33 p.m. Motion carried 7-0.

There were no public comments.

Motion by Lytle, seconded by Hankard, to close the public hearing at 6:34 p.m. Motion carried 7-0.

a. **Discussion and Possible Action – Conditional Use Permit to allow a drive-thru COVID-19 testing site located at 509 West Verona Avenue.**

Sayre explained that this is a conditional use permit for a drive through COVID-19 testing location at 509 West Verona Avenue. The property is zoned Urban Commercial and requires a conditional use permit. The applicant did have a temporary use permit which only lasted a month.

Staff recommends the Plan Commission recommend that the Common Council approve the conditional use permit to allow a COVID-19 testing site at 509 West Verona Avenue with the following condition:

1. Traffic on the site shall be one-way for both the entrance and the exit. Traffic shall exit through the eastern most driveway and all traffic shall enter at the western most driveway.

Motion by Tucker Long, seconded by Hingle, to recommend to the Common Council to approve a Conditional Use Permit, with the recommended condition. to allow a drive-thru COVID-19 testing site located at 509 West Verona Avenue with the condition listed. Motion carried 7-0.

6. **Discussion and Possible Action – Site plan review to allow for the construction of a 6,100 square foot multi-tenant commercial building located at 220 Keenan Court.**

Holt explained that this property is zoned Urban Commercial and is also included in the Downtown Design and Use Overlay district. Last month the Council approved a certified survey map to split the existing property into two lots with the condition that a shared access point is to be recorded. The applicant is proposing a 6,100 sq. ft. multi-tenant building. This is the exact same building that was approved by the Plan Commission in 2018. The applicant meets all of the zoning setback requirements as well as the height requirement. The applicant has provided 86 parking spaces and a bike rack is located in the front of the building. Lighting for the parking lot will remain the same.

Staff recommends the Plan Commission approve the site plan to allow for the construction of a 6,100 square foot building at 220 Keenan Court with the following conditions:

1. Prior to the issuance of building permits, the dumpster enclosure shall be completely built.
2. A tree is planted in the southwest corner of the Property where the bicycle shelter was previously located.

Tucker Long asked why the current building is sitting empty and what will be going in the new building.

Jerry Bourquin, the architect for the buildings, shared that the current building has a geriatric doctor, a karate studio, and possibly a drive-through coffee shop. The owner is looking to get this approved but not start building until the first building is occupied.

Motion by Diaz, seconded by Kohl, to recommend that the Common Council approve a site plan to allow for the construction of a 6,100 square foot building at 220 Keenan Court with the following conditions:

1. Prior to the issuance of building permits, the dumpster enclosure shall be completely built.
2. A tree that is native to the State of Wisconsin is planted in the southwest corner of the Property where the bicycle shelter was previously located.

Motion carried 7-0.

**7. Discussion and Possible Action – Certified survey map to create two (2) lots at 841, 905, and 927 North Main Street.**

Sayre explained that there are two property developments here. Lot 1, to the north, contains the dental clinic and Lot 2, to the south, is the senior living complex. Part of the reason for creating this CSM is a shared access agreement between the two (2) properties. Staff has no concerns with this CSM as it meets all the requirements.

Motion by Tucker Long, seconded by Hingle, to recommend that the Common Council approve a certified survey map to create two (2) lots at 841, 905, and 927 North Main Street. Motion carried 7-0.

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

**a. Update on development projects**

Sayre stated that the following items are scheduled for the March 1<sup>st</sup> Plan Commission meeting:

- 204 West Verona Avenue – an apartment unit adding onto the existing building
- West Madison Bible Church – an initial review
- General Development Plan for Prairie Oaks Lot 2
- Costco Precise Implementation Plan

Powers asked what is going into the building called Market 5.

Sayre replied that there is a salon there now and Summit Credit Union will be located in the middle portion of the development. The property owner is talking to several potential tenants at this time as interest has increased.

**9. Adjournment**

Motion by Kohl, seconded by Tucker Long, to adjourn at 7:09 p.m. Motion carried 7-0.

Kayla Martin  
Deputy City Clerk

