

City of Verona
Minutes
Plan Commission
May 4, 2020

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:** Luke Diaz, Mike Hankard, Steve Heinzen, Katie Kohl, Pat Lytle, Tyler Powers, and Beth Tucker Long were present. Also present: City Administrator Adam Sayre and City Engineer Carla Fischer.
3. **Approval of minutes from March 2, 2020 and April 8, 2020 Plan Commission meetings.**
Motion by Kohl, seconded by Tucker Long, to approve the minutes from the March 2, 2020 and April 3, 2020 Plan Commission meetings. Motion carried 7-0.

4. **Discussion & Possible Action – Site plan review for Zander Solutions to allow for the construction of a 6,600 square foot building located at 421 South Nine Mound Road and 408 Venture Court.**

Sayre presented the Staff report. The Applicant is requesting a site plan review to construct a 6,600 square foot building fronting onto Venture Court, as well as a 1,800 square foot storage building at 421 South Nine Mound Road. Setback requirements for both buildings have been met. Access to the site would be unchanged. The proposed parking area is sufficient for the property. There are no concerns with stormwater drainage at this time. The design of the building includes blue highlights and stone columns consistent with other buildings in this industrial park. There is a dumpster located northwest of the drive aisle, which the Applicant is proposing to enclose using a chain-link fence with vinyl slats. Staff is recommending a concrete masonry unit (CMU) enclosure. Staff has no concerns over the landscaping plan.

The Applicant is also requesting a certified survey map (CSM) to create two lots. Lot 1 would contain the existing building and outside storage areas and Lot 2 would contain the new 6,600 square foot building.

Lytle asked if these buildings are likely to be used as multi-tenant buildings sometime in the future, and if so, how that will affect the required number of available parking spaces.

Sayre replied it is possible that these buildings will someday be used as multi-tenant buildings, but the industrial types of building uses common in this area do not create a high demand for parking.

Motion by Lytle, seconded by Kohl, to approve the site plan for Zander Solutions to allow for the construction of a 6,600 square foot building located at 421 South Nine Mound Road and 408 Venture Court.

On roll call: Lytle – Aye; Hankard – Aye; Heinzen – Aye; Kohl – Aye; Tucker Long – Aye; Powers – Aye; Diaz – Aye. Motion carried 7-0.

5. Discussion and Possible Action – Certified survey map to create two (2) lots located at 421 South Nine Mound Road and 408 Venture Court.

Motion by Diaz, seconded by Powers, to recommend to the Common Council to approve a certified survey map to create two (2) lots located at 421 South Nine Mound Road and 408 Venture Court.

On roll call: Heinzen – Aye; Kohl – Aye; Tucker Long – Aye; Powers – Aye; Hankard – Aye; Diaz – Aye; Lytle – Aye. Motion carried 7-0.

6. Discussion and Possible Action – Site plan review for KSW Office Headquarters to allow for the construction of an 8,995 square foot building located in the Verona Technology Park at 1100 John P. Livesey Boulevard.

Sayre presented the Staff report. The Applicant is requesting a site plan review to construct an office building located at the corner of Thousand Oaks Trail and County Highway M, with access from John P. Livesey Boulevard. The project is within the City's Southeast Neighborhood Plan. The purpose of this area is to create employment opportunities. The proposed office use for this building fits that plan. The Applicant is proposing to relocate KSW headquarters in this building, which is across the street from the current headquarters. The building conforms to all the required setbacks. Staff is supportive of the building location. Access would be from John P. Livesey Boulevard, which is generally a low volume road. The proposed parking area is sufficient for the building's use, and Staff has no concerns with the stormwater management plans. The landscaping plan will provide a nice visual presence from all three roads surrounding the property. There are no concerns with the building design, which is consistent with the Southeast Neighborhood Plan.

Motion by Kohl, seconded by Heinzen, to approve the site plan review for KSW Office Headquarters to allow for the construction of an 8,995 square foot building located in the Verona Technology Park at 1100 John P. Livesey Boulevard.

On roll call: Hankard – Aye; Lytle – Aye; Tucker Long – Aye; Powers – Aye; Kohl – Aye; Diaz – Aye; Heinzen – Aye. Motion carried 7-0.

7. Adjournment

Motion by Hankard, seconded by Kohl, to adjourn. Motion carried 7 – 0. The meeting was adjourned at 6:51 p.m.