

Conditional Use Application for a new Verona Town Hall and Garage to be located at 7685 CTH PD

In December of 2014, the Town of Verona purchased land for a new town hall and garage. The land, located at 7685 CTH PD, is zoned RH4 and A2. The Town is requesting a Conditional Use Permit for Governmental Uses. The new hall and garage are proposed for construction on the A2 portion of the site.

Below you will find details about the activity proposed and an explanation of how the proposed land use will meet all six standards of a conditional use permit.

Type of Activity Proposed: The construction of a town hall and garage to provide for all governmental services of the Town of Verona. This would include public works operations, elections, tax collection, daily permitting functions, and the possible renting out of the facility for private and community functions.

Hours of Operation: The Town Hall is typically open to the public from 8 a.m. to 2 p.m. Public Works staff often arrive as early as 6 a.m., and could work late into the night or around the clock in snow events. Other staff members typically work from 8 a.m. to 4 p.m. Evening meetings are held routinely. Town Hall is also open later for elections, and it may be rented out for events.

Number of Employees: Four full time and four part-time/seasonal.

Anticipated customers: Residents seeking permits, licenses, or information; voters; residents paying taxes; and others with an interest in town operations.

Outside storage: The garage is designed to accommodate storage inside. Some brush may be temporarily stored outside. A shed will be constructed to hold sand and salt.

Outdoor activities: Maneuvering of trucks and maintenance of the land.

Outdoor lighting: Accent lighting on the building and safety lighting in the parking lot.

Outside loudspeakers: None.

Proposed signs: A sign may be placed at the entrance drive, but it has not been design at this time.

Trash removal: The Town contracts for removal of trash and recycling.

Six standards of a conditional use permit:

1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

The Town provides services that protect, not endanger the public health, safety, comfort or general welfare of the residents. The presence of the town government will improve plowing service, safety, and provide a community space for the area. While there may be some limited noise generated by trucks, the town garage will be located as far as possible from nearby residents.

2. The uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance or operation of the conditional use.

The property is currently surrounded by Epic Systems, the Jewish Federation (Camp Shalom), a farm, and a few homes. The town hall and garage should have no impact on Epic or Camp Shalom, and the new buildings have been located far from the existing homes.

3. That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

The placement of the town hall and garage in this location will actually control growth and add to orderly development. The town hall can serve as a focal point for the area.

4. That adequate utilities, access roads, drainage and other necessary site improvements have been or are being made.

The town is working with the Dane County Department of Public Works, Highway, and Transportation Department on an access permit and the site is being designed by well-regarded engineering firm. The town will make accommodations for adequate utilities.

5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

The town will work with the Dane County Department of Public Works, Highway, and Transportation Department on the drive access design off of County Highway PD. An existing road access is proposed for relocation to a location with better sight distances. In addition, on most days the traffic generated by the town hall is limited to employees and a few visitors.

6. That the conditional use shall conform to all applicable regulations of the district in which it is located.

The Town Board will assure that the new town hall and garage conform to all applicable regulations.