

## Minutes

### Town of Ledgerview Zoning & Planning Commission

May 15, 2013

Members Present: Chairwoman Jane Tenor, Vice Chairman Mark Handeland, Todd Hendricks and Renee Van Rossum. Joel Pansier, Al Case and Rebecca Afshar were excused.

Support Staff Present: Sarah Burdette (Town Clerk/ Administrator) and Renae Peters (Recording Secretary)

The meeting was called to order at 6:01pm by Chairwoman Jane Tenor.

Approve/ Amend Agenda: Todd Hendricks made a motion to approve the agenda as posted. Renee Van Rossum seconded the motion. Motion carried.

Minutes: Renee Van Rossum made a motion to approve the April 10, 2013 minutes as written. Todd Hendricks seconded the motion. Motion carried.

Public Hearings: None

#### New Business:

- a. The Commission reviewed the request by Ali Afshar, owner of Oley's Pepperoni Cannoli, for a commercial, front façade, wall-mounted sign at 586 Redbird Cr. Per staff review, the sign meets all area, illumination and wall- projection requirements. The business would like to open June 1, 2013. Mark Handeland made a motion to recommend approval of the sign request. Renee Van Rossum seconded the motion. Motion carried.
- b. The Commission reviewed the request by Jason Ingram of Ayres Associates, agent for Ryan Radue of Radue Homes, owner, for a preliminary plat review of The Reserve at Meadow Ridge subdivision located on parcels D-179-1, D-179-2 and D-164-1. The plat will be comprised of 25 lots that already meet the current R-1 Residential zoning. Outlot 1 will include a storm water pond that the Town will maintain. The Town Board has put required conservancy and road vacation processes in motion. The Commission was concerned about possible double-fronted lots between Beachmont Rd. and CTH V/ Lime Kiln Rd. Ms. Burdette informed them that an earthen berm would be constructed along the CTH V at the rear of the lots and also, that Brown County would not allow permanent access onto CTH V. The option of relocating Beachmont Rd. to solve this problem

is not feasible due to the waterlines installed beneath the road right-of-way. Ryan Radue informed the Commission that a construction access driveway is hoped to be maintained so construction traffic won't have to travel through residential areas. He also asked the Commission to consider postponing sidewalk installation requirements to some point in the future. Several points such as sidewalks damaged by construction vehicles and lack of sidewalks in adjacent subdivisions were brought up, however, the Commission wishes to follow the ordinance and have the sidewalks installed. The Commission questioned the intent of the combination of having both 30' and 50' setbacks for houses. Mr. Radue answered that due to wetland areas, the lots with 30' setbacks are not as deep as the lots with 50' setbacks. The subdivision covenant includes a developer's review to ensure high quality and standards throughout the subdivision. The varied setbacks will guarantee this. The Commission asked about how the southern end of Beachmont Rd. would be finished if the county wasn't allowing permanent access from CTH V. Mr. Radue replied that a cul-de-sac would be constructed until such time as the property to the south is developed. The Commission asked about the draft covenants included in their packet and Ms. Burdette reminded them the developer enforces the code, not the Town, and it was included only to give them a feel for the type of development Mr. Radue is aiming for. Mark Handeland made a motion to recommend approval of the preliminary plat for The Reserve at Meadow Ridge with the following conditions:

1. The proper sizing and location of the storm water pond be reviewed according to the Town Engineer.
2. Sidewalk must be included as provided for in Section 96-9(H) but the Commission wants the Town Board to consider timing flexibility to reduce the possibility of damage to any sidewalks installed immediately.
3. Subject to the design, bidding process as provided by Chapter 96 and as deemed necessary by the Town Engineer.
4. Subject to an approved developer's agreement between Radue Homes and the Town of Ledgeview and/or the Ledgeview Sanitary District.
5. Subject to approval by all overlying Federal, State and local agencies having jurisdiction over the platting process.
6. Subject to approval of the Area Development Plan.
7. The 20' wide access easement off of Outlot 6 and lot 1 should be changed to an outlot that is owned by the Town.
8. Subject to final plat approval.

Renee Van Rossum seconded the motion. Motion carried.

- c. The Commission reviewed the request by Jason Ingram of Ayres Associates, agent for Ryan Radue of Radue Homes, owner, for a proposed Area Development Plan(ADP) for the parcels to the south of The Reserve at Meadow Ridge subdivision. As reviewed by staff, all connection points are sufficient. Renee Van Rossum made a motion to recommend approval of the ADP. Mark Handeland seconded the motion. Motion carried.

- d. The Commission reviewed the request by the Town of Ledgeview to vacate portions of Aerodrome Rd., O’Keefe Rd./ Jordan Rd. and Copper Ln. The Town Board has started the process but Zoning & Planning must review before the process can continue. All property owners have been notified through the Town’s attorney. During discussion, Ms. Burdette was asked what portion of Aerodrome Rd. would be vacated. Also, Jordan Rd. only and none of O’Keefe Rd., would be vacated. Jane Tenor made a motion to recommend the Town Board continue the vacation process of the clarified portions of Aerodrome Rd., Jordan Rd., and Copper Ln. Mark Handeland seconded the motion. Motion carried.
- e. Renee Van Rossum informed the Commission that certain Town Board issues have brought to light inconsistencies between Ledgeview zoning code and Wisconsin state statutes regarding non-conforming uses and other zoning applications. Ms. Burdette suggested two options for code review:
  1. Comb through each section and amend accordingly.
  2. Give sections a priority order and have an outside service, like the Town attorney, review. The Commission would then review and make amendment recommendations based on draft revisions.Renee Van Rossum made a motion to recommend option 2, an outside service, to review Chapter 135, beginning with priority items Institutional zoning and General Provisions. Todd Hendricks seconded the motion. Motion carried.

#### Old Business:

- a. The Commission reviewed a draft request for proposal for a Comprehensive Plan update consultant. Ms. Burdette asked the Commission to consider adding an update to the Park Plan to the request as it could save time and money for both Zoning & Planning Commission and the Park Committee. The Commission asked how the evaluation of the proposals would be done. Ms. Burdette informed them that she would review the basic details of each proposal and the firms meeting the qualifications and submittal requirements would be brought before the Commission to choose. Jane Tenor made a motion to recommend Ms. Burdette proceed with the request for proposal with the Park Plan included. Mark Handeland seconded the motion. Motion carried.

#### Zoning Administrator Report:

- a. Future Items: Henninger property(Glenn’s Towing) CSM
- b. Town Board decisions: The Town Board approved all matters except the Wouters’ rezone at the April 16, 2013 meeting. They approved the Wouters’ rezone at the May 6, 2013 meeting.
- c. Business Park(PDD-BP) Zoning specifications: PDD-BP zoning has very specific and time consuming requirements for site plan staff review. Darrell Henninger received a variance to allow him to maintain a single-family residence use in Business Park zoning since he wants to split his parcel separating the house from

his business. He wants to improve the building housing his business, triggering the PDD-BP review requirements. The Commission commented that less stringent requirements for this particular review would need to be required because the building is existing. The strict review requirements in the ordinance were intended for new construction.

Communications:

The Commission asked how the Oak Park project was going. Ms. Burdette informed them the project was taken off the table and Oak Park went elsewhere. County construction projects GV-10 and CTH PP/ STH 57 are scheduled to begin in 2014. CTH G bridge replacement will begin June 15, 2013. Ms. Burdette notified the Commission that the Town Board would be considering a request for proposal for an outside consultant to provide zoning, planning and economic development services.

Todd Hendricks made a motion to adjourn at 7:30pm. Renee Van Rossum seconded the motion. Motion carried.

Minutes prepared and signed on May 16, 2013 by:

Rena Peters  
Recording Secretary