

# Minutes

## Town of Ledgeview Zoning & Planning Commission

January 15, 2014

Members Present: Chairwoman Jane Tenor, Vice Chairman Mark Handeland, Mark Chambers, Chet Lamers, Renee Van Rossum, Rebecca Afshar and Al Case.

Support Staff Present: Dustin Wolff (Town Planner) and Renae Peters (Recording Secretary)

The meeting was called to order at 6:00pm by Chairwoman Jane Tenor.

Approve/ Amend Agenda: Per the request by Mr. Wolff, Chet Lamers made a motion to move New Business item “c” to the “a” position and then continue the agenda as posted. Rebecca Afshar seconded the motion. Motion carried.

Minutes: Mark Handeland made a motion to approve the December 11, 2013 minutes as written. Mark Chambers seconded the motion. Motion carried.

Public Hearings: None

New Business:

- a. The Commission reviewed the request by Greg and Ann DeCleene for a sign addition to the existing double-faced, internally illuminated pole sign for Chicago St. Pub, located at 1950 Dickinson Rd. The DeCleene’s are proposing to replace the existing changeable copy area with an electronic message center. The new message area may only be 33% of the total sign area. Like similar signs in the area, this sign is non-conforming due to its height, setbacks from the road and limited landscaping. Staff suggests that the landscaping at the base of the sign be upgraded to bring the sign closer to conformance with Town code. Ms. DeCleene is concerned that the Town code requires landscaping five feet from the base of the sign which will extend into the driveway to the west and parking to the east. The Commission would be satisfied with an upgrade of the landscape pilings and new, more vertical plantings. **Mark Handeland made a motion to recommend approval of the sign addition at 1950 Dickinson Rd. with the following conditions:**

1. **Provide a landscape plan showing landscape area dimensions and plantings.**

2. Provide a scale drawing indicating the location of the existing sign and setback dimensions.
3. Provide a scale drawing indicating the dimensions of the existing sign's display area and height.
4. Provide hours of operation and proposed hours of illumination.
5. Provide information on intensity of illumination of the signs.

**Chet Lamers seconded the motion. Motion carried.**

- b. The Commission reviewed the request by Steve Bieda of Mau & Associates, agent for Belle Isle Meadows, LLC, owner, for a final plat of the Belle Isle Meadows subdivision located to the north of the Dickinson Heights subdivision. The final plat meets all requirements for the Town's long-range plans and zoning. The 48 lots and 2 outlots meet all size, width and setback requirements. Concerns about construction traffic road clean-up will be addressed in the developer's agreement which Mr. Wolff suggested the Commission add as a condition for approval. Mark Chambers asked why the parcel to the north of Belle Isle Meadows was allowed to become landlocked but Mr. Wolff pointed out the parcel has farm driveway access to CTH GV. Mr. Chambers was also concerned about construction traffic and the neighborhood children forced to wait for school buses on the street. Snow removal by the property owners at these locations would allow the children to wait on sidewalks instead. **Mark Handeland made a motion to recommend approval of ZPC Resolution 001-2014, Final Plat for Belle Isle Meadows Subdivision with the condition that a developer's agreement be created and signed. Renee Van Rossum seconded the motion. Motion carried.**
- c. The Commission reviewed the request by Alliance Construction and Design, agent for Steinmar Properties, LLC, owner, for a site plan for a CBRF facility located on parcel D-1645, Angel's Path. An amendment to the PDD overlay would also be included. The new building's façade and use will match two existing buildings on the property. The parcel is zoned B-1, PDD which limits buildings to 15,000 sq. ft. and CBRF facilities to 8 beds. The proposed site plan calls for 15,700 sq.ft. and 20 beds. Parking will include 10 spaces though staff recommends either adding 2 more spaces or widening the driveway to 20 ft. to avoid visitors parking in the driveway during busy times. After a brief Commission discussion on parking options, Mark Chambers made a motion to recommend approval of the site plan and PDD zoning amendment for a CBRF facility located on parcel D-1645, Angel's Path, with the following conditions:
1. **Revise the landscape plan to include plantings at the foundation of the accessory structure.**
  2. **Provide elevations and dimensions for the accessory structure.**
  3. **Provide elevations and dimensions for the trash enclosure.**
  4. **Revise the building elevations to indicate the material colors for both the principal and accessory structures.**
  5. **Revise the elevations to include an outside "Y" connection on the front elevation for fire department access.**

**6. Prohibit parking in the circle drive, require one-way front driveway access and increase the exit width to 20 feet.**

**Rebecca Afshar seconded the motion. Motion carried.**

- d. The Commission reviewed the updated official Town zoning map. The Commission asked that the parcels that were changed from the previous map be highlighted. **Renee Van Rossum made a motion to table further review until the February meeting. Mark Handeland seconded the motion. Motion carried.**
- e. The Commission reviewed the updated official Town road map. Any roads from approved or proposed area development plans are now platted on the map. Mr. Wolff suggested a road right-of-way dedication overlay might benefit the usefulness of the map. **Chet Lamers made a motion to recommend approval of the official Town road map with the conditions that a road right-of-way dedication overlay and label definitions be added. Mark Handeland seconded the motion. Motion carried.**
- f. Jeff Sanders of Community Planning and Consulting, the Town's consultant for the Comprehensive and Park Plan updates, discussed the results of the community-wide information survey. He explained how the percentage of responses on each question determined the importance of the item to the comprehensive planning update process. Mr. Sanders suggested the Commission read the residents' comments from the surveys. He reminded the Commission that they are not starting the plan from scratch but building and changing the existing document. He suggested the Commission use their experience in the update process. Mr. Sanders suggested a "leap-frog" procedure for the update in which a chapter is introduced at one meeting and then reviewed at the following meeting where the next chapter will be introduced and so on. The Commission agreed and Chapters 1 and 3 will be introduced in February.

Old Business:

- a. The Commission briefly reviewed the December 11, 2013 minutes, section New Business "c" and Chapter 7 Town code regarding the keeping of chickens. The Commission requested Mr. Wolff create an ordinance amendment for them to review at the February meeting. **Jane Tenor made a motion table the review of Chapter 7, Animals, until the February meeting. Rebecca Afshar seconded the motion. Motion carried.**
- b. **Renee Van Rossum made a motion table the review of the ordinance amendment to Town code section 96-8 establishing a fee-in-lieu-of dedication for public purposes until the Park Plan update process has progressed to this related point. Mark Handeland seconded the motion. Motion carried.**
- c. Mr. Wolff informed the Commission that he spoke with Aaron Schuette at Brown County about the Commission's proposed changes to the model Agriculture-Farmland Preservation ordinance. Mr. Schuette said any changes they make must be approved by the Wisconsin DATCP and that their requested changes shouldn't be a problem. Mr. Wolff suggested they send a draft to the state now for a preliminary review due to the length of time the review may take. **Mark Chambers made a motion to send a draft of the Agriculture- Farmland**

**Preservation model ordinance containing the changes made at the December 11, 2013 meeting to WI-DATCP for a preliminary review. Chet Lamers seconded the motion. Motion carried.**

Zoning Administrator Report:

- a. Future Agenda Items:
  1. Amendment to Chapter 135-25 Telecommunications ordinance
  2. Comprehensive Plan update- Chapters 1 & 3
  3. Official Town Zoning Map
  4. Chapter 7 Animals- Keeping of Chickens
- b. The Town Board approved any Zoning and Planning Commission items recommended for approval at their December 17, 2013 meeting.

Communications: None

**Renee Van Rossum made a motion to adjourn at 9:12pm. Al Case seconded the motion. Motion carried.**

Minutes prepared and signed on January 16, 2014 by:

Renaë Peters  
Recording Secretary