

AGENDA REVIEW SHEET
Ledgeview Town Board Meeting of May 4, 2015 at 6:00 p.m.

AGENDA ITEM	PURPOSE	RECOMMEND- ATION	STAFF
PUBLIC HEARING / ACTION:			
1	Recommendation from Zoning & Planning Commission on the request from Paul Gregoire of Colortech, Inc., agent for Michelle Whittemore, owner, for a wall and blade sign for Little More Twigs located on parcel D-1622, 3706 Creamery Rd.	ZPC reviewed the sign application and recommends approval based on the signs are appropriate with the Olde School Square code of development. On lighting or proposed graphics are proposed for the signs.	Approval ZPC
2	Recommendation from Zoning & Planning Commission on the request from David Chrouser of Mau & Assoc., agent for Gary & Katherine Ambrosius, owners, for Certified Survey Map (CSM) creating Lot 1 on parcel D-200 located at 2795 Dickinson Rd.	ZPC reviewed the proposed CSM and recommends approval subject to the following: 1) Resolution of any technical discrepancies, payment of all applicable fees, & outstanding assessments, 2) future development of a recreational trail should be planned with an ADP, 3) a preliminary review by Brown County indicated approval of access on CTH G for lot 1, 4) the dedication of Kuyper Lane shall not be required at this time as illustrated on the Official Map.	Approval ZPC
3	Recommendation from Zoning & Planning Commission on the request from Gregg Francisco of Howard Motors, owner, for a site plan adding asphalt, gravel and lawn to parcel D-424-1, 3510 Monroe Rd.	ZPC reviewed the proposed site plan and recommends approval with the following conditions: 1) Provide Building Inspector details of the lamp type & wattage with photometric plan for approval; 2) Revise landscape plan to include two trees along Monroe Road; 3) Petitioner to coordinate with Town Engineer to ensure drainage issues are properly handled.	Approval ZPC
NEW BUSINESS:			
1	Resolution regarding vacation of Honey Locust Drive.	ZPC reviewed the proposed vacation of Honey Locust Drive and recommend approval with the condition that the owners provide the Town Board with documentation that outlines the long-term maintenance responsibilities of the abutting properties and that an easement for access and utilities is recorded.	Review/ Discussion/ Approval Engineer

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2	Resolution regarding the establishment of the Chicken Permit Fee.	Ordinance 2014-006 was adopted on April 6, 2014 allowing for the keeping of chicken on R-1 zoned parcels. The ordinance calls for a town issued permit with a fee established by the Town Board. This resolution will establish this permit fee.	Review/ Discussion/ Approval	Deputy Clerk
3	Confirm Chair's appointment of Robert Voss as the citizen member of the Board of Review for a five year term.	Chapter 99 of the Code establishes the Board of Review consisting of the Town Board and one a citizen member appointed by the Town Chair confirmed by the Town Board for a five year term. The Town Chair appoints Robert Voss as the Citizen Member of the Board of Review.	Review/ Discussion/ Confirm Appointments	Town Board
4	Installment Agreement to Pay Delinquent Taxes and/or Other Debts with Kolb Korners Klan, LLC, for Real Estate Property and Personal Property located at parcel D-259, 4344 Lime Kiln Road.	This agreement was established in response to 21 Gun Roadhouse liquor license renewal. Town code does not allow any licensing or permitting in situations where delinquent taxes are owed, except upon an agreed payment schedule by the town, the property owner, and the tenant. This is the agreed upon Installment Agreement. The agreement was crafted so that all delinquent property taxes along with the first half of the 2015 property taxes will be paid in full by June 30, 2016 when the next liquor license is due for renewal.	Review / Discussion / Approval	Deputy Clerk
5	Discuss and make recommendation on town website revision.	Board authorization is requested to proceed with proposed website enhancements. The enhancements are to bring the current website up to date with technology advancements.	Review/ Discussion/ Approval	Deputy Clerk
6	Discuss and consider a proposal for further assistance of Department of Public Works Organizational Review and Succession Planning.	Board authorization is requested to proceed with recruiting assistance in developing a Succession Plan, and a Future Organizational Analysis & Needs Review of the Public Works Department.	Discussion/ Approval	Clerk/ Administra tor
TOWN ORDINANCES				
1. SECOND READING	Ordinance 2015-005 Amending Chapter 1 – General Provisions, Article II Fees and Penalties, Section 1-16 Forfeiture Schedules.	The forfeiture schedule will be used by the Brown County Sheriff's Department for enforcement of weight limits on roadways. The proposed schedule is consistent with neighboring municipalities.	Discussion / Make recommenda tions	Roberts

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2. THIRD & FINAL READING	Ordinance 2015-004 Amending Chapter 135, Article XIII - Institutional District of the Ledgeview Code by creating an Institutional Overlay District.	Recommendation from the Zoning & Planning Commission to create an Institutional Overlay District to the zoning code to provide flexibility to the underlying parcels. This will be the third and final reading of this ordinance. There has been no recommendations for any changes. The Board may take action on this ordinance.		ZPC

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