

Minutes

Town of Ledgeview Zoning & Planning Commission

October 15, 2014

Members Present: Chairperson Jane Tenor, Vice Chairman Mark Handeland, Rebecca Afshar, Renee Van Rossum, Mark Chambers, Chet Lamers, Taurino Garcia and Nedd Niedermeyer

Support Staff Present: Dustin Wolff (Town Planner), Jeff Sanders (Comprehensive Plan Consultant), Sarah Burdette (Clerk/Administrator) and Renae Peters (Recording Secretary)

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

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

Minutes: Renee Van Rossum made a motion to approve the September 10, 2014 minutes as written. Taurino Garcia seconded the motion. Motion carried.

Public Hearings: None

New Business:

- a. The Commission reviewed the request by Patrick Schillinger of the Eagle Bluff Estates Homeowners Association to illuminate the existing subdivision sign located at the intersection of Marble Rock Circle and Weatherwood/ Copper Lanes. Staff found that the developer of Eagle Bluff Estates did not receive proper approval for the sign at the time of installation so the Commission would be approving the sign as well as new lighting. The sign meets setback, location, size, and landscaping requirements. The proposed lights will be focused on the sign and will be less than the 60 foot candle code requirement. Lighting is restricted from 11:00pm until sunrise and the petitioner must give notice during the permit process that this will be met. Mr. Schillinger stated that the Homeowners Association wanted light near the mouth of the subdivision for safety and easy identification. Illumination of the entrance sign will not "spill" into the property across the street to the south and shouldn't cause any reflection on the roadway. **Mark Chambers made a motion to recommend approval of the sign and proposed lighting. Rebecca Afshar seconded the motion. Motion carried.**

b. The Commission reviewed the request from the Unified School District of De Pere for a second sign located at De Pere Middle School, 700 Swan Road. When going through the process to replace a sign that had been blown down in a wind storm with a new electronic copy sign, staff found a second sign in Institutional zoning was not allowed. It is common to have two signs on large institutional lots and the Commission recently amended Institutional zoning code to allow a second sign. The sign meets height, location, message twirl times, and ambient lighting requirements. **Renee Van Rossum made a motion to recommend approval of the electronic copy sign to be located at De Pere Middle School with the following conditions:**

1. Electronic message board hours of operation be limited to between 6am and 9pm, considering the adjacent residential district.

2. Landscaping plan illustrating appropriate plantings at the base of the sign.

3. Certification from the manufacturer that the light intensity has been factory preset not to exceed the levels specified in Chapter 79 of the Town Code and the intensity level is protected from end-user manipulation.

Chet Lamers seconded the motion. Motion carried.

c. The Commission reviewed the request by Walter's Excavating and Jossart Brothers Construction for a Certified Survey Map(CSM) creating Lot 1 from parcel D-56-3 and part of D-56 and to dedicate a road cul-de-sac to the north of parcel D-56-3. The Commission had reviewed a conceptual mini-storage site plan in July and the owners wish to move forward. The lot and road dedication will provide access for the storage buildings. There is an environmentally sensitive area(ESA) on the property that is not noted on the CSM. The petitioner should resolve this issue with Brown County before Town Board approval. The Town Engineer will be closely involved with the road dedication. **Mark Handeland made a motion to recommend approval of the CSM to create Lot 1 from parcels D-56-3 and D-56 and dedicate roadway to the north of parcel D-56-3 with the following conditions that the ESA issue be resolved with Brown County before the Town Board takes action on final approval and any corrections required by the Town Engineer and Brown County are addressed. Renee Van Rossum seconded the motion. Motion carried.**

d. The Commission reviewed the request by Dave Wouters for a Certified Survey Map(CSM) to create Lot 1 from parcel D-446-1, located on Heritage Heights Road. The CSM was previously approved by the Commission, however, due to litigation, the CSM was never recorded. Chapter 236.25(2) WI Stats. Specifies that the CSM must be recorded within 12 months after the date of the last approval of the plat and within 36 months after the first approval. As considerable time has elapsed between approvals, the CSM is requested to be reapproved. Lot 1 is zoned Institutional and meets the lot size requirements. A previously approved Area Development Plan is void so future roads marked on the CSM should be removed. **Renee Van Rossum made a motion to recommend approval of the CSM creating**

Lot 1 from parcel D-446-1. Taurino Garcia seconded the motion. Motion carried with Rebecca Afshar abstaining from the vote.

- e. The Commission reviewed the request by Dave Wouters for a site plan for a care-for-caregivers facility located on the lot created above on Heritage Heights Road. The circumstances of previous review and approval also apply to this item. Mr. Garcia was concerned about the setback of the building if a future road was built but the area development plan originally submitted is void. Staff noted that current setbacks, building height, building materials, lighting, and parking meet Institutional zoning requirements. Staff informed the Commission that the proposed building façade sign was too large and must be addressed, as well as the color of the building materials, and the addition of more landscaping per code. Mr. Wolff suggested that a trash enclosure be added to the site plan, even if not currently needed, to avoid having to come back for approval at a future meeting. He also suggested that a modification to the building's orientation be made to make it more square on the lot. Ms. Afshar asked if the previous review approved this building as a conditional use. Ms. Burdette read from the April 2013 minutes that approval was not through a conditional use; the title of care-giver support center was given. Ms. Afshar was also concerned that the current site plan submission showed a larger building and would cause a large amount of traffic in the neighborhood. Mr. Wolff stated that, per the April 2013 approval, the current building is actually smaller and that any new construction would cause more traffic in its given area. Ms. Tenor noted that this facility is not commercial and would only have occasional gatherings. **Mark Handeland made a motion to recommend approval of the site plan for a care-for-caregivers located on Heritage Heights Road with the following conditions:**

1. **Revise the proposed signage to comply with the regulation of Chapter 79, Signs.**
2. **Revise the landscape plan to include additional planting groups at the perimeter of parking areas, size of landscape materials at the time of planting, replace proposed ash trees and landscape plantings for trash enclosure.**
3. **Provide greater detail on how trash will be handled for the site by revising the plan to illustrate area for trash enclosure and provide elevations, dimensions and materials for enclosure.**
4. **Revise the building elevations to indicate the material colors.**

Renee Van Rossum seconded the motion. Motion carried with Rebecca Afshar abstaining from the vote.

Old Business: None

Comprehensive Plan Update:

- a. The Commission reviewed key points of Chapter 2, Land Use. These included updated tables and charts, 5-year growth increments, park space and riparian areas. The Commission will have a future workshop meeting to discuss draft

comprehensive chapters on their own and bring their ideas and decisions to staff and Mr. Sanders for changes. The Commission also briefly reviewed the Composite and Majority Land Use maps.

Staff Report:

- a. The Commission was given sample code for Construction Noise ordinances from other communities for review. Mr. Wolff asked the Commission if they agreed that Ledgeview should have a construction noise ordinance and, if so, what should the restrictions be? The Commission asked Mr. Wolff to draft a code amendment to review at the November meeting.
- b. Future Agenda Items: Include general code housekeeping items and a focus on the Comprehensive Plan Update.
- c. Town Board Decisions: Approval was given for the Plantation Ct./ Creamery Rd. rezones from the September 2014 meeting.

Communications:

Ms. Burdette gave a brief update on the CTH GV corridor construction.

Mark Handeland informed the Commission that he is the permanent Brown County Planning member from Ledgeview. Topics covered at their last meeting included a county comprehensive plan update and a Transportation Improvement Plan. Jane Tenor asked for a list of Commission accomplishments for 2014.

Rebecca Afshar made a motion to adjourn at 9:11pm. Chet Lamers seconded the motion. Motion carried.

Minutes prepared and signed on October 16, 2014 by:



Renae Peters
Recording Secretary