

Minutes

Town of Ledgeview Zoning & Planning Commission

December 10, 2014

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

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

The meeting was called to order at 6:02pm by Chairperson Jane Tenor.

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

Minutes: Mark Handeland made a motion to approve the November 12, 2014 minutes as written. Mark Chambers seconded the motion. Motion carried with Renee Van Rossum abstaining due to her absence at the November meeting.

Public Hearings: None

New Business:

- a. The Commission reviewed the request by Steve Bieda of Mau & Assoc., agent for Joel & Rose Ament, owners, for a Certified Survey Map (CSM) creating Lot 2 from parcel D-663, located between Hawthorne Heights Dr. and CTH G/ Dickinson Rd. There is an existing residence on the southern portion. The parcel is unique in that the Niagara Escarpment runs east/ west through the property. This is not noted on the CSM. The buildable area on Lot 2 and possible driveway access to CTH G/ Dickinson Rd. are also not shown. Mr. Wolff noted that the Commission identified the Escarpment as a natural feature to be protected during their Comprehensive Plan Update process and they should keep this situation in mind when reviewing the Natural Resources chapter. **Mark Handeland made a motion to recommend approval of Resolution 004-2014 for the CSM for the Ament property located on Hawthorne Heights Dr., parcel D-663, with the following conditions:**
 1. Notation specifying that connection to municipal sewer and water service within one (1) year of the availability of public utilities as required by the sanitary district regardless of the age of the existing onsite systems.
 2. Illustrate the topography of the property on the CSM.

3. **Illustrate required setbacks for the parcels on the CSM.**
4. **Notation or easement prohibiting construction within the escarpment included on the CSM.**
5. **Obtain County approval for access to Dickinson Road.**

Renee Van Rossum seconded the motion. Motion carried.

- b. The Commission reviewed the request by Bel Gioioso Cheese Inc. for a site plan for an addition to their existing plant located at 4200 Main St., parcel D-328. The addition meets all site and setback requirements and the façade will match the existing building. The site has ample parking and there are no access changes at this time. Recognizing constraints due to Brown County's reconstruction of CTH R in 2015, landscape plans cannot be submitted at this time. Mr. Wolff informed the Commission that detailed lighting plans must be submitted. Bel Gioioso is also working with the Town's engineer on stormwater and public works on an improved sanitary sewer trap. **Rebecca Afshar made a motion to recommend approval of the site plan allowing an addition to Bel Gioioso Cheese Inc. with the following conditions:**

1. **A landscape plan should be provided before occupancy is permitted that illustrates planting on the BelGioiso property, along the CTH R right-of-way.**
2. **Highlight the specific lamps selected for wall pack lighting and ensure the fixtures will be down-cast.**
3. **Provide a photometric plan for review**

Mark Handeland seconded the motion. Motion carried.

Old Business:

- a. The Commission further discussed the amendment to Institutional Zoning. Members preferred changing Institutional from an underlying zone to an overlay due to the flexibility it gives to the underlying zoning of a parcel. Items discussed included the criteria for permitted and conditional uses and the process of how to rezone a parcel with this overlay. Mr. Wolff will revise the Institutional Zoning code and the Commission will review it at a future meeting.

Comprehensive Plan Update:

The Commission briefly reviewed information given by Mr. Wolff regarding Planned Neighborhoods, Transfer of Development Rights, Purchase of Development Rights, the Key Planning Questionnaire and the Land Use Bubble Map. Mr. Wolff asked the Commission to read the information and explore how these tools could be included in the Plan and used by the Commission. Staff reviewed the chapter drafts of the Comprehensive Plan and provided bullet points to the Commission to review and consider for the next Workshop on January 6, 2015.

Staff Report:

- a. Future Agenda Items: No development items at this time. Possible housekeeping items.

- b. Town Board Decision Review: Code amendments regarding Parking and Fencing of pools and temporary alcohol licensing are going through the Town Board approval process. The site plan for the Jossart mini storage buildings was approved.

Communications: Ms. Peters informed the Commission of a UW-Extension class on Comprehensive Plan updates. Mark Handeland gave an update on the Brown County Planning meeting he recently attended. Issues discussed include the county's current land use map and road designations. Chet Lamers attended a Village of Howard meeting and described an issue where unbuildable wetlands were donated to the Village for parkland and how cross-country skiing on a municipal golf course caused an uproar over maintenance of the course.

Renee Van Rossum made a motion to adjourn at 8:09pm. Chet Lamers seconded the motion. Motion carried.

Minutes prepared and signed on December 11, 2014 by:



Renae Peters
Recording Secretary