

The Ledgeview Town Board held a meeting on **Tuesday, July 21, 2015, at 4:30 p.m.** at the Municipal Building located at 3700 Dickinson Road, De Pere, WI 54115.

A. CALL TO ORDER

The meeting was called to order by Chairman Danen at 4:30 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all in attendance.

C. ROLL CALL

Members present were Chairman Danen, and Supervisors Renee Van Rossum, Ken Geurts, and Cullen Peltier. Supervisor Andy Schlag was excused.

Staff present were Clerk/Administrator Sarah Burdette, Engineer Scott Brosteau, Planner Dustin Wolff, Treasurer Luann Pansier, and Deputy Clerk Charlotte Nelson.

D. AGENDA APPROVAL

MOTION by Van Rossum/Peltier to approve the agenda. No further discussion. Motion carried in a voice vote, 4-0.

CONSENT AGENDA

1. Regular Board meeting minutes:
 - a. July 6, 2015 Meeting Minutes.
2. Routine Reports:
 - a. None.
3. Committee/Commission Reports:
 - a. None.
4. Operator's Licenses:
 - a. July 1, 2015 thru July 20, 2015.
5. Other Committee minutes. Accept and place on file.
 - a. May 6, 2015 Sanitary District Meeting Minutes.
 - b. June 10, 2015 Zoning & Planning Commission Meeting Minutes.
6. Special Event Street Closure Permit
 - a. 6th Annual Africa Hope Run Sponsored by Spring Lake Church on October 17, 2015
7. Pay Requests
 - a. Pay request #1 for contract A-2015 Ledgeview Road and Oak Ridge Circle, for \$88,045.29 to Ed Gersek Inc.

All items listed under "Consent Agenda" are considered to be routine and non-controversial by the Town Board and will be approved by one motion. There will be no separate discussion. If discussion is desired by members, that item will be removed from the consent agenda and discussed separately immediately after consent agenda is approved.

MOTION by Van Rossum/Geurts to approve the consent agenda. No further discussion. Motion carried in a voice vote, 4-0.

PUBLIC COMMENT:

Paul & Donna Trousil, 2695 Dollar Road – The Trousil's are unhappy with the Special Events Permit issued to Dollar Hill Equestrian Center for a Rodeo and Band on Saturday, July 18th, and felt that the event was handled poorly. The music was very loud, litter was stern about, and security personnel wouldn't let them through to

their home. The Trousilis were upset that they weren't notified of this event taking place. The Board offered their apologies, and since there was another Special Event Permit approved for August 15th, the board agreed to have the owners of the Dollar Hill Equestrian Center attend the August 3rd Board Meeting to attempt to reconcile the Trousilis concerns.

OLD BUSINESS:

1. Recommendation from Zoning & Planning on the request from Steve Bieda of Mau & Assoc., agent for Ryan Radue of Seville Properties, LLC, applicant, for a preliminary plat review for The Crossing at Dollar Creek subdivision located on parcels D-184 & D-184-3 on Dollar Rd.

Staff explained per the June 16th Meeting, there was a meeting with the developer, the staff, and the chairs of the Park Committee and Zoning & Planning Commission regarding the dedication of the Environmentally Sensitive Area (ESA) to public use. An understanding was able to be accomplished. Subsequently, the Developer met with the Zoning & Planning Commission who unanimously recommends approval of the revised preliminary plat with the following conditions:

- Conservation easement for Lots 26-31
- Complete flood study for the creek along the west side of the property
- Remove the boulevard entrance from being illustrated on the plat
- Address technical issues highlighted in the ZPC memo, and as raised by the Town Engineer and Brown County.
- Sidewalks are required for the entire development in accordance with town policy. Sidewalk will be required on both sides of Secret Garden Court from Labyrinth Lane up to Outlot 1. Sidewalk is also required along Dollar Lane with curb and gutter.

Both the Zoning & Planning Commission and the developer were comfortable with the resolution that was reached. **MOTION** by Peltier/Geurts to approve the preliminary plat with the conditions recommended by Zoning & Planning Commission. No further discussion. Motion carried in a voice vote, 4-0.

NEW BUSINESS:

1. Recommendation on proposed policy for placement of curb and gutter on existing street when new development occurs.

Per the June 16th Town Board Meeting, there was discussion on development of a town policy regarding curb & gutter placement on existing streets when new development occurs to elevate potential gap situations and promote connectivity throughout the town. The Town's current policy states that all new development has to have curb, gutter, and sidewalk. When a rural roadway is part of the border of the new development, the improvements need to be done in an orderly fashion, and not every situation will be the same. Therefore, the recommendation for the policy to a case-by-case basis following the guidelines below:

- Extent of existing development in the area
- Condition of the existing rural roadway
- Amount of frontage of the development on the existing rural roadway
- Development pressure in the area
- Traffic and pedestrian volumes
- Costs of improvements

Staff will also generate a report incorporating the guidelines above for the Board to make a determination on where the improvements will be made, and the timing of those improvements. The Board agreed with this policy and staff is to move forward with preparing a formal policy. No action taken.

ZONING AND PLANNING COMMISSION ITEMS:**1. Recommendation from Zoning & Planning on the request by Brian Peot of Bay Surveying, LLC, agent, for Joseph & Theresa Lotto, owner, for an Area Development Plan (ADP) for parcels D-141-1 & D-152-1.**

Staff explained that prior to reviewing the CSM submitted by Mr. Lotto, the Town requires an Area Development Plan (ADP) to be submitted. The ADP illustrates a concept layout of lots, right-of-ways, and access for a 31 acre subdivision, which meets the R-1 Zoning code. Subdivision access from Mayline and Glenmore Roads are properly located, and all lots will have access to an internal road network. The Brown County Environmentally Sensitive Area Plan shows an Environmentally Sensitive Area (ESA) on the parent parcels which is captured on the ADP along with the necessary setbacks. The Town will need to determine if the ESA areas will be allowed to be on private or public property when further platting occurs. Zoning and Planning unanimously recommends approval. **MOTION** by Van Rossum/Peltier to approve the Area Development Plan. No further discussion. Motion carried in a voice vote, 4-0.

2. Recommendation from Zoning & Planning on the request by Brian Peot of Bay Surveying, LLC, agent, for Joseph & Theresa Lotto, owner, for Certified Survey Map (CSM) to create Lots from parcels D-141-1 & D-152-1.

Staff explained this is a two lot CSM for the 30.5 acre parent parcels. The parcel currently contains a single-family residence with outbuilding, and farmland. The parent parcels are currently zoned A-2, Agriculture District. The proposed lots exceed the requirements for A-2 zoning. Plan documents and Future Land Use Map depicts the parcel as Future Neighborhood Residential development. This is captured by the ADP. The Park Plan illustrates a future bike lane or recreational trail along Glenmore Road, however no infrastructure improvements by the petitioner are required at this time. The CSM correctly illustrates the Environmentally Sensitive Areas as depicted in the Brown County Plan. The existing residence is served by a private well and mound system. The Sanitary District determined that connection to public utilities is not required at this time; however, payment of certain outstanding assessments are due. Access to the newly created lot is provided by the newly dedicated Lotto Lane. Construction of the newly dedicated Lotto Lane is not required at this time; however, improvements will need to be made upon future land divisions. There was discussion on changing the name of Lotto Lane to a different name. The name will have to be determined prior to recording the CSM. Zoning and Planning unanimously recommends approval of the CSM with any technical corrections made prior to final approval and payment of all assessments. The Town Engineer added the condition that the Town is not responsible for maintenance of the newly created roadway until all improvements are completed. **MOTION** by Geurts/Peltier to approve the CSM with the conditions set forth by Zoning and Planning, and by the Town Engineer. No further discussion. Motion carried in a voice vote, 4-0.

3. Recommendation from Zoning & Planning on the request by Brent Veaser of Toonen Companies for a sign located on parcel D-50-4, Fountain Park Apartments, Silverstone Ct.

The existing sign to the apartments was removed for construction of the new building. Toonen Companies would like to reinstall the sign on new masonry pillars. The sign and pillars meet all code requirements. Currently the sign is not illuminated. Should the sign be illuminated in the future, more information is required. Zoning and Planning unanimously recommends approval. **MOTION** by Peltier/Van Rossum to approve with conditions set forth by Zoning and Planning. No further discussion. Motion carried in a voice vote, 4-0.

ORDINANCES:**1. Third & Final Reading****a. Ordinance 2015-006 – An ordinance to codify ATV Regulations.**

The Town does not currently have an ordinance regulating the operation of off road motorized vehicles. With the growing number of residential neighborhoods, this ordinance would establish ATV regulations in an effort to promote peace and safety of the neighborhoods. The first and second reading had changes. This is the final reading that incorporates the changes made from the previous readings.

MOTION by Van Rossum/Danen to approve the ordinance. No further discussion. Motion carried in a voice vote, 4-0.

REPORTS:

Clerk/Administrator:

- Brown County Central Water Authority's monthly meeting is July 22nd with a report of the storage tank construction progress and continued future strategic planning.
- The weekly construction report on CTH GV was received by the board.
- Park & Recreation Committee is meeting tonight to continue working on the Comprehensive Outdoor Recreation Plan.
- The Beautification Sub-Committee will meet July 28th.
- The Public Works Study has begun, look for updates.

Deputy Clerk:

- The Brown County Chapter of the Wisconsin Towns Association Meeting is July 23rd at 7:30 at Van Ables in Holland Town.
- Town's Facebook page has received some improvements.
- Ledgeview Minute e-newsletter will be sent out this week.

Engineer:

- Storm sewer is installed on Oakridge Circle, curb and gutter will be next.
- Bower Creek and Winding Water Way, contractor is looking at starting the week of the 28th with Winding Waters.
- Heritage School Pedestrian Walkway project should be starting next week.
- Sidewalks on GV and East River Drive is still waiting to get the contracts from the contractor. Will be a few weeks before the project starts.

Planner:

- Zoning & Planning Commission is continuing to work on the Comprehensive Plan Update. A draft should be ready for board review in the near future.
- Park & Recreation Committee is continuing to work on the Park & Recreation Plan Update. A draft should be ready for board review shortly after the Comprehensive Plan Update.

Treasurer:

- June Cash Report was received.
- Gave update on Belle Isle Subdivision: 30 lots have been closed on, 10 are set to close shortly, leaving only 8 lot to sell.

Board Comments: None.

APPROVAL OF THE VOUCHERS:

MOTION by Van Rossum/Geurts to approve the vouchers. No further discussion. Motion carried in a voice vote, 4-0.

CLOSED SESSION:

Approved at the September 22, 2015 Town Board Meeting.

1. **The Town Board may convene into closed session pursuant to WI State Statute 19.85 (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding property located at 3451 Dickinson Road, John C. Knaus owner. The Town Board may reconvene into open session to take action of matters discussed in closed session.**

MOTION by Danen/Van Rossum for the board to convene into closed session pursuant to WI State Statute 19.85 (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding property located at 3451 Dickinson Road, John C. Knaus owner. The Town Board may reconvene into open session to take action of matters discussed in closed session. No further discussion. Motion carried in a roll call vote: Van Rossum- aye, Peltier – aye, Danen – aye, Geurts – aye, 4-0. At 5:15 p.m. the Town Board entered into closed session.

MOTION by Danen/Van Rossum to reconvene into open session. No further discussion. Motion carried in a roll call vote: Van Rossum- aye, Peltier – aye, Danen – aye, Geurts – aye, 4-0. At 5:49 p.m. the Board reconvened into open session with no action taken.

ADJOURNMENT:

MOTION by Danen/Van Rossum to adjourn. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 5:50 p.m.

Charlotte K. Nelson, Deputy Clerk
Town of Ledgeview, Brown County, WI