The Ledgeview Town Board held a meeting on **Monday, March 6, 2017 at 6:00 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 Phil Danen at 6:00 PM.

B. **PLEDGE OF ALLEGIANCE**
   The Pledge of Allegiance was recited by all in attendance.

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

   Staff present were Treasurer Renae Peters, Engineer Scott Brosteau, Planner Dustin Wolff, Public Works Director Mark Pansier, and Deputy Clerk Charlotte Nelson. Clerk/Administrator Sarah Burdette was excused.

D. **AGENDA APPROVAL**
   MOTION by Van Rossum/Peltier to approve the amended agenda with the removal of the Town Board Meeting Minutes of February 22, 2017. No further discussion. Motion carried in a voice vote, 3-0.

**CONSENT AGENDA**
1. Regular Board Meeting Minutes:
2. Routine Reports: None.
3. Committee/Commission Reports: None.
5. Other Committee minutes. Accept and place on file: None.
6. Pay Requests: None.
7. Special Event & Street Closure Permits: None.

   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 Schlag/Van Rossum to approve the consent agenda with the removal of the meeting minutes. No further discussion. Motion carried in a voice vote, 4-0.

**PUBLIC COMMENT:**
Representative André Jaque – Thanked the Town for allowing them to host a listening session at our facility, and asked if there were any issues to take back to the legislative session that he’d be willing to do so. He is currently working on improving the current annexation laws to allow for towns for have some sort of recourse and input into the annexation decisions.

**PUBLIC HEARING:** None.
1. *Ordinance amendment 2017-02 to Chapter 96-Subdivision and Platting Regulations as it relates to Zero Lot Line Development.*

Approved at the March 21, 2017 Town Board Meeting.
The public hearing was opened by Chairman Danen at 6:04 p.m. Staff explained that this code amendment was initiated by staff over the conversion of existing development types that are not required to be reviewed by the Town.

Conversion of condominiums or zero lot line single-family are not reviewed by the Town. Public Works is concerned about these conversions not getting the proper review to ensure that utility issues are satisfactorily addressed. In many instances, where lots are zoned R-2 to accommodate duplex housing, two sets of utility laterals are installed. Per the Public Service Commission, any property with a duplex and single owner is allowed to be serviced by a single water lateral, but if it is converted/sold as a zero lot line condominium an additional water service must be installed so each property has a separate water lateral. Therefore, Public Works feels that any R-2 lot should be served with a separate lateral for each residence at the time the property is developed, and remain that way. There should also be a maintenance agreement filed which stays with the property regarding the sanitary lateral.

Further, single-family development in an R-2 District should not be allowed without a conditional use permit. With a conditional use permit, a requirement of the removal of the extra lateral would be recommended by the Public Works Department at the time of construction. The cost for this removal would be borne by the property owner vs. the Town.

Staff is also concerned that any covenants and restrictions do not obligate the Town to something it cannot provide or perform. The proposed language would ensure that new zero lot line developments would be properly vetted to address “Matters of Mutual Concern”. The creation of a zero-lot-line home or a condominium should have restrictive covenants or condominium instruction approved by the Town Board that address matters of mutual concern between dwelling unit, such as share of repair and maintenance, destruction of fire and other casualty, encroachments, mechanics’ liens, and so on.

Zoning & Planning Commission unanimously recommends approval of the ordinance amendment.

After three calls for comments, none where heard. The public hearing was closed at 6:08 PM.

MOTION by Peltier/Schlag to approve the ordinance amendment. No further discussion. Motion carried in a voice vote, 4-0.

2. Ordinance amendment 2017-03 to Chapter 135 of the Zoning Code to establish regulations for the storage of semi-trailers and truck bodies in Heavy Industrial or A-1 Districts with 35 acres or greater under a conditional use permit.
The public hearing was opened by Chairman Danen at 6:09 p.m.

Staff explained the purpose of the ordinance amendment to Chapter 135 of the Zoning Code is to establish regulations for the storage of semi-trailers and truck bodies in Heavy Industrial Districts or in A-1 Districts with 35 acres or greater under a conditional use permit.

After three calls for comments, none were heard. The public hearing was closed at 6:10 p.m.

MOTION by Schlag/Van Rossum to accept the new storage of semi-trailers and truck bodies as presented. No further discussion. Motion carried in a voice vote, 4-0.

ZONING & PLANNING COMMISSION ITEMS:
1. **Recommendation from Zoning & Planning on the request by Steve Bieda of Mau & Associates, agent for Keith Garot d/b/a BAGGVan, LLC, for Grande Ridge Estates Preliminary Plat located on D-207, D-450, and D-451 Oak Ridge Circle.**

   Staff gave the background of the request which consists of the petitioner requesting the review of the preliminary plat for 56 lots and a series of outlots on approximately 37.1 acres. The conceptual plan was reviewed by the Zoning & Planning Commission in September and January meetings, and the Area Development Plan was approved by the Board in January along with the zoning change.

   Analysis: The adopted Comprehensive Plan depicts the area for Planned Neighborhood. Planned Neighborhoods are mapped for significant growth areas of the Town that should be carefully planned mixture of predominantly single-family residential development, combined with one or more of the following land use categories: Two-family Residential, Multi-Family Residential, Institutional, and Parks/Public Open Space. Approximately 70-percent of the dwelling units in the Planned Neighborhood area should be single-family detached units, approximately 10-percent should be two-family units, and 20-percent multi-family units.

   The proposed residential development and density is keeping with the desired land use for the area and is consistent with the Plan. Future development of the Van Straten Farms will need to be mindful of the planned mixture of residential uses for the area.

   The park plan illustrates a future neighborhood park in the areas proposed for development. The Park Board recommended that a neighborhood park with a minimum 3.0 acres of useable land should be dedicated as part of the Van Straten Farms Area Development Plan. Further, that the parts of lots 51-55 of the Environmentally Sensitive Area should be platted in an outlet for future park purposes. Additional park dedication would be required to extend the south of the development of the future phase. A future improved paved trail is planned to connect to Scray Hill Road, and is to be accommodated with an Outlot 1. Sidewalks will also be installed for the entire development, and a notation of such should be added to the final plat. This notation should also indicate that future sidewalk/pedestrian facilities will be installed on Oak Ridge Circle in front of lots 1-3 and Outlot 2.

   The Brown County Environmentally Sensitive Area Plan illustrates some wetland and woodlands on the site, and the lands along the drainage ways in the project area. The proposed plat provides the appropriate setback buffer along these features. The County’s requisite notations will need to be included on the final plat.

   Lots 51-55 are platted into the ESA areas. The Park Board recommended at their February, 2017 meeting that they do not support this and would like to see the ESA areas included in a future park location that would extend to the south with the development of a future phase.

   The proposed land division would require stormwater management pursuant to Town code. Outlet 2 will contain the two ponds. A grading plan will need to be submitted to the Engineer for review and approval prior to a final plat. Storm sewer will be included in the development plans.

   Evaluation: Lots were rezoned in January 2017 from A-2 to R-1 Residential District. Lots are required to have a minimum of 90-feet at the base setback line, and a minimum area of 12,000 square feet. All of the lots exceed the area and width requirements. Buildable area within the required setbacks on Lot 54 is very restricted. There is only 46-feet of building depth to accommodate the residence, patios, and decks. In essence, there will be no buildable area behind the home. Perhaps the lot could narrow for park access and make adjacent lots wider.
Required building setbacks for R-1 lots are 30-feet from the right-of-way, 10-feet from the sides, and 25-feet from the rear lot lines. The plat illustrates all EDA and ROW setbacks on the lots. A detail should be provided illustrating required front, side, and rear setbacks. A notation for the lots along Oak Ridge Circle should be added that specifies the installation of a future sidewalks/pedestrian trail.

Access to the development is provided through Oak Ridge Circle, which has separate connections to CTH G and CTH GV. The Town Engineer will provide a review of the traffic impacts to Oak Ridge Circle. Both the Zoning & Planning Commission along with the Town Board were clear in approving the Van Straten Farms Area Development Plan that Phase II is required to connect to Wayne Lane. Also clear, was the requirement that all construction access be provided through the existing haul road extending to Scray Hill Road. This access will be required until 80-percent build-out of the homes. At that time, the construction access will be converted to a paved bike/ped trail. Sidewalks will be required for the entire development in accordance with Town policy. The lot lines creating lots 19-22 should be revised for more uniformity.

Overall, the proposed preliminary plat is compliant with all code requirements. There are a few key issues that must be addressed by the petitioner, and areas where direction from The Commission is needed. The following are the conditions recommended for approval which are included in Zoning Resolution 02-2017:

- Decision on neighborhood park recommendation by the Park Board for a minimum 3.0 acres of usable lands be dedicated as part of this plat and Phase II of the Van Straten Farms ADP.
- Parts of Lots 51 – 55 platted into the ESA areas to be platted in an outlot for future park purposes.
- Decision on the buildable area of Lot 51 and if the lot layout should be revised.
- Technical issues highlighted in staff memo dated February 9, 2017 and as raised by the Town Engineer and Brown County.

Several Oak Ridge Circle residents were in attendance of the meeting, wishing to speak. MOTION by Peltier/Van Rossum to suspend the rule and open the meeting to public comment. No further discussion. Motion carried in a voice vote, 4-0.

Chairman Danen explained the proper procedures to the audience for public comment, and that The Commission could hear the comments, but could not comment or have dialogue on the comments until public comment was closed. At that time, The Board was able to discuss public comments heard and address them at that time.

At 6:13 p.m., the meeting was opened to public comment.

Mike Raymaker, 4166 Oak Ridge Circle – Is concerned with the increased vehicle traffic on Oak Ridge Circle. Additional comments were given to the Board regarding access, travel, and the proposed three-way stop at Oak Ridge Circle and Grand Ridge.

David Weber, 4300 Oak Ridge Circle – Tried to ask about access to Scray Hill Road or CTH X. Mr. Weber would like to see the construction access road to become a public access road instead of allowing access to Oak Ridge Circle. There is no assurance there will be a second access to CTH X in Phase 2 will be done without the Board making it required. One of the developers in the partnership has a high-risk situation, which is uncomfortable.

Ron Van Straten, 4551 Wayne Lane – The original owner. Mr. Van Straten was instructed to develop this property as quickly as possible. The developers were interviewed, and the owners were impressed with the developers. Expressed the benefits of having the construction access road off of Scray Hill Road. The mining

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and the reclamation plan of the quarry is completed. The majority of the development will consist of larger, single family homes.

Dennis Watermolen, 4180 Oak Ridge Circle – Would like to see development from CTH X be the starting point of the subdivision instead of starting from Oak Ridge Circle.

Keith Garot, 662 Marble Rock – Wanted to make it clear that he is not part of the developers for this subdivision. However, he’s involved with the creating the plans, but not part of the developers.

Steve Abts, 4200 Oak Ridge Circle – Concurs with Mr. Watermolen and would like to see the starting point be off CTH X.

Steve Bieda of Mau Associates, agent for the development, was given an opportunity to address some of the residents’ concerns.

- The benefit to having the construction access is there are no approvals that are needed and the construction traffic stays off of Oak Ridge Circle. Sewer and water connection is on Oak Ridge Circle.
- The subdivision consists of 56 large lots, larger than required by code, which typically drives home values up.
- There will be sidewalks that will loop to Scray Hill Park for all residents to use, not just those in the subdivision. Oak Ridge Circle can also be upgraded with curb and gutter to accommodate the additional traffic.
- Future phases will start earlier than 80-percent complete. Usually when a phase is 50-60 percent complete is when the second phase will start.
- Phase 2 will consist of 32 acres and will have access to Wayne Lane.
- Parkland – the developer would like to latitude on where the parkland is going to go because there are many environmental factors to consider. However, the developer will work with the Park Board to assure the park place is agreed upon.
- The function of the stormwater management ponds is to clean the water before it’s released back into the environment. There is typically no aesthetic value to a stormwater management pond.
- Regarding Oak Ridge Circle access to lots 1-3, there are different design options available to allow for safe vehicle ingress/egress to Oak Ridge Circle, example a “T” turn around.

Supervisor Schlag addressed the residents by stating that the public comments are heard, and are the same concerns with every new subdivision throughout the town. However, the subdivision meets the required code and there isn’t a valid reason to deny the approval. With that said, the Board does hear the comments and will monitor the traffic safety concerns to assure the developer is within the construction constraints.

MOTION by Van Rossum/Danen to close public comment and bring the issue back to the Board.

After discussion regarding the contingency elements forwarded by Zoning & Planning, motion by Schlag/Peltier to approve the Grand Ridge Estates Preliminary Plat with the recommended contingencies set forth by Zoning & Planning. Motion carried in a voice vote, 3-0-1 with Danen abstaining citing reasons previously stated.

2. **Recommendation from Zoning & Planning on the request from Steve Bieda of Mau & Associates, agent for Summit, LLC – Scott Hower, owner, for a site plan review a 112 unit multi-family neighborhood located on parcel D-1996 located on Trellis Drive, Lot 45, Heritage Heights Subdivision.**

The petitioner is requesting to rezone the properties from R-3, Multi-Family Residential to Planned Development District Overlay (PDD) in order to produce a better product result. The rezone request is
consistent with the adopted Comprehensive Plan, the Park & Open Space Plan, and the Brown County Environmental Sensitive Plan, as well as with Ledgeview Stormwater Management Code.

Evaluation: The 10-58 acre property is vacant. The new Heritage Heights subdivision development is to the north and west. Agricultural land is located to the south and east. The request is consistent with the zoning classification of the property within the general area. The properties are suitable for high-density residential uses as permitted under the existing zoning classification. To accommodate the proposed development under the existing zoning, not all the minimum lot requirements of the zoning code are able to be met. The proposed PDD would allow for more accommodations to meet the Multi-Family Residential Development Guidelines resulting in a site that promotes the interests of both the applicant and the Town. The site layout places connecting ped-ways, building placement, and automobile parking/traffic into a pattern which allows for a better neighborhood feel. The trend for the area has been steady conversion of land from agricultural operations to residential development; the Heritage Heights subdivision currently under construction to the north and west. The presence of public utilities and convenient access to CTH X makes the area ripe for additional residential development.

Recommendation by Zoning & Planning of approval with the following reasons:

- The proposed rezoning to the PDD district will allow the developer and Town to reach mutual interests. The developer has provided additional community space and an access path that makes the site friendlier to pedestrians and bicyclists. Additionally, the developer has worked with the Town to meet the Multi-Family Residential Development Guidelines, resulting in a higher quality product. The rezone to PDD will allow the developer to exceed the minimum lot requirements of the Zoning Ordinance.
- The proposed rezoning is consistent with the current zoning and development trends in the area.
- The lands are suitable for high-density multi-family residential development.
- The proposed zoning district confirms to the goals expressed in Chapter 2 of the amended planned land use illustrated on the Future Land Use Map of the adopted Comprehensive Plan.

MOTION by Peltier/Schlag to approve the site plan for the 115 unit multi-family located Trellis Drive in Heritage Heights Subdivision, D-1996. No further discussion. Motion carried in a voice vote, 4-0.

OLD BUSINESS:
1. Recommendation from Park & Rec Committee to work with De Pere Baseball on an evaluation of Scray Hill Park for possible baseball facility improvements.
   De Pere Baseball would like to study the installation of additional ball diamonds at Scray Hill Park. Park & Rec Committee recommends working with De Pere Baseball on this evaluation. There was discussion regarding the location of the facility as well as contract documents that would need to be put in place. The board is enthusiastic about this opportunity and instructed the Park & Recreation Committee to work with De Pere Baseball to facilitate this project.

2. Discuss and act on Dollar Lane urbanization project.
   There was discussion on various options for urbanizing Dollar Lane. The Board gave feedback for staff to work on and bring back at the next meeting.

NEW BUSINESS:
1. Review and act on Brown County Treasurer’s December 2017-February 2018 First Installment Property Tax Collection Agreement.
   This agreement contains the terms between the Town of Ledgeview and Brown County Treasurer to provide property tax billing and collections services through February, 2018. MOTION by Schlag/Peltier to approve. No further discussion. Motion carried in a voice vote, 3-1 with Danen voting no.

Approved at the March 21, 2017 Town Board Meeting.
REPORTS:
Deputy Clerk:
- The new Administrative Assistant started today, Amanda Beyer.
- Volunteer Event is scheduled for April 25th from 5-7pm at the Graystone Ale House.

Treasurer:
- The audit report is expected to be given at the next meeting.
- The bonding process for the new building is anticipated to begin in April.

Public Works:
- Looking into starting a Road Right of Way Program.
- Update was given on snowplowing.

APPROVAL OF THE VOUCHERS:
MOTION by Danen/Van Rossum to approve the vouchers. No further discussion. Motion carried in a voice vote, 4-0.

ADJOURNMENT:
MOTION by Danen/Van Rossum to adjourn. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 7:17 p.m.

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

Approved at the March 21, 2017 Town Board Meeting.