

The Ledgeview Zoning & Planning Commission held a meeting on **Wednesday, March 14, 2018 at 6:00 p.m.** at the Municipal Building located at 3700 Dickinson Road, De Pere, WI 54115.

1. Call meeting to order.

The meeting was called to order by Chairwoman Jane Tenor at 6:00 PM.

2. Roll call.

Members present were Chairwoman Jane Tenor, Vice-Chairman Mark Handeland, Commissioners Chet Lamers, Renee Van Rossum, Taurino Garcia, and Kris Baran. Commissioner Mark Chambers was excused.

Staff present were Planner Dustin Wolff and Clerk Charlotte Nelson.

3. Approve/amend agenda.

MOTION by Van Rossum/Garcia to approve the agenda as written. No further discussion. Motion carried in a voice vote, 6-0

4. Act on minutes from February 14, 2018

MOTION by Handeland/Baran to approve as written. No further discussion. Motion carried in a voice vote, 6-0.

5. Public Hearings: None

6. New Business:

a. Review and make recommendation on the request by Steve Bieda of Mau & Associates, agent for Kristine Walch, owner, for a three lot Certified Survey Map on parent parcel D-236-6, 2045 Scray Hill Road.

The petitioner is requesting the approval of a CSM for the subdivision of a 8.27 acre parent parcel into 3 (three) lots. The parent parcel has a single-family home and two (2) accessory structures. The land is zoned R-R, Rural Residential. All lots will access Scray Hill Road.

Lot 2 contains existing detached garages. The Code allows for a property of this size to contain two (2) such structures with an aggregate size of 2.0% of the total parcel area. The structures appear to total ~1,600 square feet. This complies with the Code requirement, but the actual size should be confirmed by the petitioner. The Code does not encourage excessive lot depth, preferring a width to depth ratio of 2:1. However, the development pattern to the north and east, combined with the Ledgeview Public Works site to the west, will not readily afford future residential development. Staff recommends that the deep lots proposed be allowed. The parent parcel is currently included in the Town's Sewer Service Area. The development will be required to connect to public sanitary sewer and water

All lots will access Scray Hill Road. Lot 2 will contain the existing single-family home. All lots met the current zoning requirements. Staff prepared a resolution recommending approval to the Town Board with the following conditions:

1. A notation added to the CSM indicating:
 - a. Future bicycle and pedestrian facilities are will be installed along Scray Hill Road within the public Right of Way.
 - b. Lots will be required to connect to public sanitary sewer and water when available.
2. Revise CSM illustrated the following:
 - a. Required building setbacks.
 - b. ROW dedication totaling 35-feet on the north side of Scray Hill Road.
 - c. A 12-foot wide utility easement along Scray Hill Road.
 - d. Change Town Clerk name on signature page to Charlotte Nelson.

Approved at the April 11, 2018 Zoning & Planning Meeting

Approved at the April 17, 2018 Town Board Meeting.

3. Any technical corrections required by the Town Engineer or Brown County prior to Town signatures.

MOTION by Handeland/Baran to approve the prepared resolution with the above conditions. No further discussion. Motion carried in a voice vote, 6-0-0.

b. Review and make recommendation on the request by David Chrouser of Mau & Associates, agent for John May, owner, for a two lot Certified Survey Map on parent parcel D-447-3. 4400 Block of Heritage Heights.

The petitioner is requesting the approval of a Certified Survey Map (CSM) for the subdivision of a 3.05 acre parent parcel into two (2) lots. The parent parcel is vacant. The land is zoned R-R, Rural Residential. The lots will access Heritage Heights Road. All lots meet the current zoning requirements.

The Brown County Environmentally Sensitive Area Plan illustrates areas unsuitable for building on the property. These areas must be illustrated on the CSM, and the proper notations added. The parent parcel is currently included in the Town's Sewer Service Area. The development will be required to connect to public sanitary sewer and water when available. The Code does not encourage excessive lot depth, preferring a width to depth ratio of 2:1. However, the development pattern to the north and south of the parcel will not readily afford future residential development. Staff recommends that the deep lots proposed be allowed.

Staff prepared a resolution recommending approval to the Town Board with the following conditions:

1. A notation added to the CSM indicating Lots will be required to connect to public sanitary sewer and water when available.
2. Revise CSM to illustrate the following:
 - a. ESA areas that impact to the property, and the notation required by Brown County.
 - b. Required building setbacks.
 - c. A 12-foot wide utility easement along Scray Hill Road.
 - d. Change Town Clerk name on signature page to Charlotte Nelson.
3. Any technical corrections required by the Town Engineer or Brown County prior to Town signatures.

MOTION by Van Rossum/Handeland to approve the prepared resolution with the above conditions. No further discussion. Motion carried in a voice vote, 6-0-0.

c. Review and make recommendation on the revised Official Zoning Map.

The Official Zoning Town Map is updated annually to reflect all the actions taken in 2017. Staff prepared a resolution recommending approval to the Town Board.

MOTION by Handeland/Garcia to approve the prepared resolution recommending approval of the Official Map. No further discussion. Motion carried in a voice vote, 6-0-0.

d. Review and make recommendation on the revised Official Map.

The Official Town Map is updated annually to reflect all the actions taken in 2017. The Official Map is a map of roads and streets throughout the Town. Staff prepared a resolution recommending approval to the Town Board.

MOTION by Handeland/Van Rossum to approve the prepared resolution recommending approval of the Official Map. No further discussion. Motion carried in a voice vote, 6-0-0.

7. Old Business:

a. Review and make recommendation on the proposed changes to Chapter 135: Zoning relating to architectural requirements/allowable building materials.

Approved at the April 11, 2018 Zoning & Planning Meeting

Approved at the April 17, 2018 Town Board Meeting.

This code amendment has been discussed several times by The Commission. This is the final language that came out of those previous discussions.

MOTION by Handeland/Van Rossum to recommend approval of these changes. No further discussion. Motion carried in a voice vote, 6-0.

b. **Review and make recommendation on the request by Deterville Lumber, agent for John Kruczek, owner, for a Building, Site, and Operation Plan Application for a private storage building on parcel D-92-1, 3636 Kewaunee Road.**

This parcel is currently zoned B-2, Business District. A previous agenda item recommended rezoning this parcel to LI, Light Industrial.

On November 29, 2017, the property owner applied for a building permit to construct a new, stand-alone, storage building and an addition to an existing shop building with two separate builders. These applications were introduced to The Commission at the December 2017, meeting. It was explained to the property owner at that time that the Town was in the process of amending their allowable building materials code and advised the owner to wait until the amendment was approved so that the proposed buildings could be constructed with the desired building materials.

In evaluating and inspecting the parcel, the overall site plan meets the current code requirements. There is a question regarding greenspace. It appears that the greenspace requirement may be in violation of the 25% requirement. It is unknown at this time if there is a violation due to snow and equipment parked in the greenspace. However, The Commission determined that when the snow is gone, the equipment will be removed as well, because construction will start around the same time. Therefore, there was a condition attached to the approval recommendation.

The Commission is recommending the approval of the allowable building materials because they are consistent with the existing buildings.

Based on the evaluation of current code requirements the recommendation is approval of the new storage building based on the following conditions:

- Relocate mechanical equipment, vehicles, and other equipment and materials stored outside behind the new building.
- Increase the amount of open space on side by removing impervious area and planting grass or relocating the aforementioned items.

MOTION by Handeland/Baran to recommend approval of the new building with the proposed materials with the conditions that the 25% greenspace requirement is complied with. No further discussion. Motion carried in a voice vote, 6-0.

c. **Review and make recommendation on the request by Rhett Nimmer, agent for John Kruczek, owner, for a Building, Site, and Operation Plan Application for a commercial heated shop and offices on parcel D-92-1, 3636 Kewaunee Road.**

This parcel is currently zoned B-2, Business District. A previous agenda item recommended rezoning this parcel to LI, Light Industrial.

On November 29, 2017, the property owner applied for a building permit to construct a new, stand-alone, storage building and an addition to an existing shop building with two separate builders. These applications were introduced to The Commission at the December 2017, meeting. It was explained to the property owner at that time that the Town was in the process of amending their allowable building materials code and advised the owner to wait until the amendment was approved so that the proposed

buildings could be constructed with the desired building materials. The Commission is recommending the approval of the allowable building materials because they are consistent with the existing building.

Greenspace is not an issue when applied to the shop addition, however would be with the addition of a new stand-alone storage building.

MOTION by Handeland/Garcia to recommend approval of the addition to the building. No further discussion. Motion carried in a voice vote, 6-0.

d. **Continue review and discussion on the proposed changes to Chapter 135: Zoning relating to permitted uses, etc. (reduce listing to more general categories or a matrix).**

The intent would be to get the list into a matrix because they're easier to read, understand, and can create groups or categories. Staff showed the framework of the matrix, however, this continues to be a work in progress. No action taken.

e. **Continue review and discussion on the proposed changes to Chapter 135: Zoning relating to canopy regulations.**

There was discussion on the following, but no action taken:

- Location and separation requirements between the canopy and the store.
- Canopy clearance, the industry standards of 15ft and 18ft.
- Requiring a pitched roof on the canopy to match the store.
- Current code allows up to 20% of the parcel to be canopy; staff will look at comparables.
- Strongly recommend or require the use of planters vs. bollards which can double to meet greenspace requirement.
- Music or commercials playing in the canopy, The Commission should think about an hour limitation.

Status update was given, this is a work in progress. No action taken.

f. **Continue review and discussion on the proposed changes to Chapter 135: Zoning relating to outdoor storage in commercial districts.**

There was a lot of discussion on requiring a dedicated non-paved area for outdoor storage. Examples were looked at. Status update was given, this is a work in progress. No action taken.

g. **Review and make recommendation on the Monroe Road (CTH GV) Neighborhood Center District (NCD) Pattern Book and Ledgeview Tax Incremental District #1 Marketing Materials.**

The Pattern Book and Marketing Materials were approved by the Redevelopment Authority at their January 17, 2018 Meeting where there were some changes made. Therefore, it came back to the Zoning & Planning Commission for review.

MOTION by Garcia/Van Rossum to recommend approval of the Pattern Book and Marketing Materials for the Monroe Road Neighborhood Center District. It should be noted that the approval of the Pattern Book and Marketing Materials is done by resolution. No further discussion. Motion carried in a voice vote, 6-0.

h. **Review and make recommendation on the Design Guidelines for the Development of Olde School Square.**

The Olde School Square Design Guidelines were approved by the Redevelopment Authority at their January 17, 2018 Meeting where there were some changes made. Therefore, it came back to the Zoning & Planning Commission for review.

MOTION by Handeland/Baran to approve the resolution for the Olde School Square Design Guidelines. No further discussion. Motion carried in a voice vote, 6-0.

8. Discuss work plan.

There was discussion on the Joint Zoning & Planning/Park & Recreation Committee Meeting. There will be additional joint meetings scheduled in the future to continue work on items of mutual concern such as view shed preservation.

9. Staff Report.

a. Update on future agenda items.

- Look for some future plats that have been submitted
- Ordinance review and updates as time allows

b. Review Town Board decisions.

- Working on approval of The Crossing at Dollar Creek Phase 2 which will be on the next Town Board agenda.

10. Communications by Commission Members. None.

11. Adjourn.

MOTION by Handeland/Chambers to adjourn. No further discussion. Motion carried in a voice vote, 6-0. Meeting adjourned at 8:26 p.m.

Respectfully submitted,

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