

The Ledgeview Zoning & Planning Commission held a meeting on **Wednesday, October 10, 2018 at 6:00 p.m.** at the Ledgeview Community Center located at 3700 Dickinson Road, De Pere, WI 54115.

**1. CALL TO ORDER**

The meeting was called to order by Chairwoman Jane Tenor at 6:07 PM.

**2. ROLL CALL**

Members present were Chairwoman Tenor, Commissioners Chambers, Lamers, and Van Rossum. Excused were Vice Chairman Handeland, and Commissioners Garcia and Baran.

Staff present were Planner Dustin Wolff and Clerk Charlotte Nagel.

**3. APPROVE/AMEND AGENDA**

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

**4. Act on Minutes from September 12, 2018.**

MOTION by Tenor/Chambers to approve the September 12, 2018 minutes as written. No further discussion. Motion carried in a voice vote, 4-0.

**5. PUBLIC HEARINGS:** None.

**6. NEW BUSINESS:**

- a. **Review and make recommendation on the request by Steven Zeitler, American Surveys, LLC, agent for property owner Shelley Stencil for a 2 lot Certified Survey Map for part of D-297 and D-298 located at 4145 Elmview Road.**

Parcels D-297 (31.84 ac) and D-298 (37.18 ac) are currently zoned A-2, Agriculture. The existing farmstead which contains a house and at least three accessory structures (all larger than the house) and a silo related to the agricultural use of the properties is bisected by the shared parcel line of parcels D-297 and D-298.

The petitioner is requesting approval of a two (2) lot CSM to subdivide the house and a 2,650 SF accessory building (Lot 2 – 2.6 ac) from the agricultural lands which will be combined (Lot 1 – 66.4 ac). Lot 2 would include the two remaining accessory structures and a silo. Lot 2 would be rezoned to R-R, Rural Residential.

Staff recommends approval of the CSM subject to the following conditions prior to Town signatures:

1. Add a 20-foot utility easement to Lot 1 of the CSM for the water line that serves Lot 2.
2. Add the following notation be added to the CSM:
  - a. Any and all changes to the water service, and related costs, for Lot 2 will be the sole responsibility of the owner of Lot 2.
  - b. Future bicycle and pedestrian facilities will be provided in the right-of-way of Elmview Road and Shadow Lane.
3. Any technical corrections required by the Town Engineer or Brown County must be addressed prior to Town signature of the CSM.

MOTION by Tenor/Lamers to approve the CSM with the recommended conditions. No further discussion. Motion carried in a voice vote, 4-0.

- b. **Review and make recommendation on the request by Steven Zeitler, American Surveys, LLC, agent for property owner Shelley Stencil for rezone application in reference to the above certified survey map for part of D-297 and D-298 located at 4145 Elmview Road from A-2 Agriculture to R-R Rural Residential.**

The petitioner is requesting to rezone Lot 1 from NCD, Neighborhood Center District to A-2, Agricultural and Lot 2 from A-2, Agriculture to R-R, Rural Residential.

The Zoning & Planning Commission is to evaluate key “findings of fact,” as listed in Section 135-250 of the Town’s Zoning Ordinance and make a written report to the Town Board stating its findings and its recommendation regarding the request as a whole. This is to be completed prior to the Public Hearing held before the Town Board who will take final action of the proposed rezoning.

Based on an evaluation of the key “findings of fact” addressed above, Zoning & Planning recommends approval this rezoning petition to the Town Board for the following reasons:

- The proposed rezoning to the A-2 and R-R Districts are consistent with the current zoning and development trends in the area.
- The property is suitable for low-density single-family residential development and continued agricultural uses.
- The proposed zoning districts conforms to the goals and the land use illustrated on the Future Land Use Map of the adopted Comprehensive Plan.
- A Future Land Use amendment to Agricultural will be required for the NCD area.

MOTION by Lamers/Van Rossum to approve the prepared resolution recommending approval of the rezone to the Town Board for the reasons stated above. No further discussion. Motion carried in a voice vote, 4-0.

- c. **Review and make recommendation on the request by agent Joel Ehrfurth of Mach IV Engineering & Surveying, LLC, on behalf of property owner Lucas Lambert of Al’s Auto Upholstery, LLC, for a Building, Site, and Operation Plan Application for a proposed auto upholstery business to be located on parcel D-78-7, 2000 South Broadway Street.**

The petitioner is requesting to develop a new light industrial building on the site. One building currently exists on the property now. The following evaluation is based on an approved rezoning to LI, Light Industrial.

Parcel D-92-1 contains multiple buildings located approximately 500-feet from the roadway (STH 29). The existing metal buildings are partially screened from view from the STH 29 ROW by a row of mature evergreen trees and in the summer, by a double row of deciduous trees.

The existing building on the property—constructed decades ago—is entirely metal sided. The proposed structure will be similar in size, with three façades to sided in metal to match. The east façade facing the roadway will be sided entirely with brick. The code states colors, materials, finishes, and building form shall be coordinated in a consistent manner on the front, side and rear exterior walls. However, the code requires 50% of buildings in the LI District to be made of stone/masonry/brick. While the amount of metal siding exceeds the maximum allowed by code, subsection (P)(8) allows the Commission to review and allow exceptions to the code in the interest of coordinating a consistent appearance and quality of construction with adjacent structures, the topography of the site, and the proximity of the structures to the right of way.

All other LI-Light Industrial zoning requirements are met.

Staff recommends approval of the proposed building with the following conditions:

- All lighting to be 90-degree downcast, “Dark Sky” complaint with the shielded fixture. Cut sheets to be submitted.
- Site lighting levels not to exceed 15 foot-candles. Submit a revised photometric plan to illustrate lighting levels at the northern property line.

MOTION by Lamers/Chambers to recommend approval of the Building, Site, and Operations Application with staff’s recommendation on regulations and material used for construction in the LI-Light Industrial Zoning Code. No further discussion. Motion carried in a voice vote, 4-0.

d. **Review and make recommendation on the request by agent Joel Ehrfurth of Mach IV Engineering & Surveying, LLC, on behalf of property owner Lucas Lambert of AI’s Auto Upholstery, LLC, for a Zoning Request Application for parcel D-78-7, 2000 South Broadway Street, from B-2 Business to LI-Light Industrial to accommodate an auto upholstery business to be known as AI’s Auto Upholstery.**

The petitioner is requesting to rezone the property from B-2, Business District to LI, Light Industrial District. This rezoning accompanies a proposed development of a new light industrial building on the site.

The property is suitable for light industrial uses, which are not readily permitted under the existing zoning classification. The existing uses on the property, and in the surrounding area, are light industrial buildings constructed decades ago. The conversion of the area to commercial activity did not occur as anticipated when the properties were zoned B-2.

The property is surrounded by light industrial activity, and land in the area is suitable for continued light industrial or uses. At this time, the conversion or redevelopment for commercial uses is unlikely.

Based on an evaluation of the key “findings of fact” addressed by staff, the Plan Commission recommends approval of this rezoning petition to the Town Board for the following reasons:

1. The proposed rezoning to LI, Light Industrial, is consistent with development trends in the area.
2. The lands are suitable for light industrial and manufacturing development.
3. The proposed zoning district does not conform to the goals and the land use illustrated on the Future Land Use Map of the adopted Comprehensive Plan, and an amendment to the General Industrial category is supported by the Zoning & Planning Commission.

MOTION by Chambers/Lamers to approve the prepared resolution recommending approval of the Zoning Change based on the reasons stated above. No further discussion. Motion carried in a voice vote, 4-0.

e. **Discussion/Recommendation on Comprehensive Plan Future Land Use Map Amendment. Parcels D-197, D-198, and D-198-2 from Parks/Public Open Space to Single-Family Residential.**

Parcel D-198, D-198 & D-198-2 are located on the lands commonly known as the Executive Golf Course, east of Scray Hill Road and south of Dickinson Road. This is a request by Town of Ledgeview on behalf of Creative Elements Builders, LLC, on the rezoning application heard by the Plan Commission at the September 2018 meeting, and the public hearing held by the Town Board at the September 18, 2018 meeting.

The Comprehensive Plan document and Future Land Use Map depicts the area for Parks/Public Open Space. While the Planned Development District zoning allows for a mixture of residential housing types, a Comprehensive Plan amendment to Single-Family Residential will be necessary to accommodate the proposed development.

MOTION by Van Rossum/Lamers to approve the prepared resolution recommending a Comprehensive Plan Future Land Use Map Amendment. No further discussion. Motion carried in a voice vote, 4-0

## 7. OLD BUSINESS:

Approved at the November 14, 2018 Zoning & Planning Meeting.  
Approved at the November 20, 2018 Town Board Meeting.

- a. **Discussion and recommendation on the proposed changes to Chapter 135: Zoning relating to permitted uses, etc. (reduce listing to more general categories or a matrix).**
- b. **Discussion and recommendation on the proposed changes to Chapter 79: Signs for Signage in the Parks and Recreational Lands.**

This item was discussed in June, 2018. The process is outlined so that petitioner bring a proposed sign forward to the both the Parks Committee and Zoning & Planning Commission for recommendation to the Town Board for approval. Because the property is Town owned, the town will determine the appropriateness of the signage.

MOTION by Lamers/Van Rossum to recommend approval to the Town Board and to proceed with the next step in the approval process. No further discussion. Motion carried in a voice vote, 4-0.

**8. Discuss work plan.**

- View Shed Analysis Campaign was launched.
- A comprehensive zoning code reorganization is being worked on; a draft will be forthcoming.
- 2019 Budget is being prepared.

**9. Staff report.**

**a. Update on future agenda items.**

- Town of Ledgeview and Mead & Hunt won an Excellence Planning Award for the Neighborhood Center District Development Plan on Monroe Road and Dickinson Road Area.

**b. Review town board decisions.**

- Approved Tax Increment District #1 Amendment
- Tax Increment District #2 Joint Review Board will meet on October 23<sup>rd</sup>.

**10. Communications by Commission Members.**

- Inquired about Sash & Bow. They are moving forward with the development process.

**11. ADJOURN.**

MOTION by Chambers/Lamers to adjourn. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 6:59 PM.

Respectfully submitted,  
Charlotte K. Nagel, Clerk  
Town of Ledgeview, Brown County, WI