

The Ledgeview Zoning & Planning Commission held a meeting on **Wednesday, April 10, 2019 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 6:00 PM.

2. ROLL CALL

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

Staff present were Planner Dustin Wolff and Clerk Charlotte Nagel.

3. APPROVE/AMEND AGENDA

Staff advised that item 6b was not ready for action and was to be removed. MOTION by Van Rossum/Tenor to approve agenda with the noted change. No further discussion. Motion carried in a voice vote, 4-0.

4. Act on Minutes from April 10, 2019.

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

5. PUBLIC HEARINGS:

a. Recommendation by the Park & Recreation Committee on the proposed update amendments to the 2019-2024 Park & Recreation Plan.

Over the past six months, Mead & Hunt and the Parks Committee has worked on an update to the Town Park & Recreation Plan. The primary purpose of this Plan is to proactively guide the development and improvement of Ledgeview's outdoor recreation facilities in order to meet the recreational needs and demands of the local residents. Although this Plan addresses the long-range, comprehensive park and open space needs of the community, it focuses on strategic recommendations for development over the next five-year period in order to meet those long-term needs.

The impetus for the update to this plan was primarily related to the growth and development of the Town since the most recent update was adopted in early 2016. Since 2016, the Town has added 24 acres of neighborhood parkland – developing and programming two-thirds of these (2018, Dollar Park, 2018 Zelten Family Park, Van Straten Park to be developed in 2019) – in association with residential development. Note, the Wisconsin Department of Administration (WDOA) indicated an increase of over 1,000 residents since 2013 (2013: 6,849, 2018: 7,948). The Town has also implemented bicycle route signage, completed a Viewshed Analysis (early 2019), purchased a 120+acre golf course, added over 2 miles of multi-use trails, and is currently working on its first Bicycle and Pedestrian Master Plan (to be finalized in early 2019). All of this among other improvements like urbanizing roads to include sidewalks (Dollar Lane, Dollar Road, Oak Ridge Circle, Scray Hill Road, Braden Lane, etc.).

Planner Dustin Wolff went through the update presentation. Afterwards, Chairwomen Tenor opened the public hearing at 6:13 PM.

Jean Bonacci, 3800 Dickinson Road – Ms. Bonacci referenced that the plan on the website showed an unimproved trail going through the Golf Course. Wondering how that was going to work with safety and grounds maintenance.

Staff commented that Golf Course staff have agreed to unimproved trails are defined as mowed pathways or woodchips. The unimproved trails will be strategically placed where deemed appropriate keeping in mind user safety and grounds maintenance.

Lisa Trousil, 4111 Gemstone Trail – Wanted to know more about what and when improvements were going to happen on County Highways MM, G, and X since they were part of the Ledgeview Loops Plan.

Staff replied that the county highways are maintained and upgraded by the County under the County's terms and conditions. It's highly likely that it would be a long time before any kind of bike/ped improvements are done on county highways. Advice was to contact the county supervisors to lobby for those improvements.

Jill Grohusky, 1755 Hawthorne Height – Ms. Grohusky is questioned the sidewalk and trail leading to Scray Hill Park. She lives just to the south of Scray Hill Park and has witnessed much shenanigans happening at the park. Ms. Grohusky would like to see the Town be more proactive in deterring these types of actives by perhaps installing a fence around the park's boundaries, opening and closing of the parking lot gate, and more providing more security than offered at this time.

Staff advised that the fencing around the entire park is probably not going to happen; it's very expensive. There is however a demarcation plan that depicts the park's boundaries that would hopefully deter people from going onto her property. There are other security issues being researched at this time, however, not pursued by the Town at this time.

After three calls for public comments, no additional comments were heard. Chairwoman Tenor closed the public hearing at 6:32 PM.

The Commission offered their gratitude to the Parks Committee, as they know they worked long and hard on the plan update, and the Commission appreciates their hard work.

MOTION by Tenor/Van Rossum to approve Resolution 11-2019 recommending approval of the proposed update amendments to the 2019-2024 Park & Recreation Plan. No further discussion. Motion carried in a voice vote, 4-0.

6. NEW BUSINESS:

- a. **Review and make recommendation on the request by Joel & Bridget Hein, Terry & Stephanie Albrecht, and Matthew & Judith Umentum for a public road vacation application as a condition of approval of a Certified Survey Map on parcels D-212-4, D-211-1, D-211, and D-209 located on Hawthorne Heights Drive.**

The petitioner is requesting that the Town vacate the "stub" portion of Hawthorne Heights Drive. A Certified Survey Map (CSM) to reconfigure the parcels was reviewed and approved by the Town in November 2018. A condition of the CSM approval was vacation of said "stub" right-of-way. The 3 properties have, or will have, direct access to the Hawthorne Heights Drive roadway.

Vacation of public right-of-way is not a common occurrence within a community. The process is outlined in Wis. Stats. 66.1003 and 66.1005. Vacation of the right-of-way is required whenever a governmental entity—in this case the Town—removes the public interest in a road, and it is relinquished to the abutting properties. The attorneys are working on the vacation particulars; however, Zoning & Planning should make a recommendation to the Town Board.

MOTION by Handeland/Lamers to recommend approval of the street vacation. No further discussion. Motion carried in a voice vote, 4-0.

- b. Review and make recommendation on the request by Steve Bieda of Mau & Associate, LLP, agent for Ryan Radue of Seville Properties, for a Certified Survey Map on parcel D-2027 located at 4609 Cottonwood Lane creating four lots.**

This item was stricken from the agenda under agenda approval above.

- c. Review and make recommendation on the request by Chip McDonald of McDonald Lumber on a Building, Site, and Operation Plan Application on parcel D-122-6, located on 3175 Wall Street, for building improvements at Wall Street Warehouse.**

The petitioner is proposing some minor building improvements, a wind break barrier in front of the service door and to add/alter their office/lunchroom by adding two windows.

This site was previously reviewed by the ZPC and Board in August 2016 for a change of some exterior improvements. The Town approved of the proposed improvements conditioned upon the following:

1. Provide details of the proposed screening fence. (COMPLETED)
2. Provide sufficient parking to accommodate anticipated employee needs. (COMPLETED)
3. Prohibit the parking of vehicles or trailers in the required 25-foot greenspace area along the north property line. (COMPLETED)
4. Install asphalt or concrete hard surface for parking, drive, and loading areas at this time. (NOT COMPLETED)
5. Provide a landscape plan as determined by the Zoning & Planning. (PROVIDED, NOT INSTALLED)

Staff recommends approval of the proposed improvements conditioned upon the following:

1. Provide construction details for the wind screen.
2. Provide location and construction details for a refuse enclosure.
3. Installation of the required landscaping.
4. Building permit for the proposed improvements to include the refuse container screening enclosure and the site landscaping.
5. Building inspector to confirm the completion of the required conditions with the permit

MOTION by Van Rossum/Lamers to recommend approval with staff's conditions noted above. No further discussion. Motion carried in a voice vote, 4-0.

- d. Review and make recommendation on the request by Jeff Marlow of Lexington Homes on a Zoning Request Application for parcels D-425, D-427-5, and D-427-6 from A-2 (Agriculture) and R-R (Rural Residential) to PDD (Planned Development District) to construct a mixed use development made of single and multi-family uses with a commercial lot located Monroe Road near the town entryway.**

The petitioner is requesting the development of a mixed residential subdivision in association with a rezoning of the property. The proposed development will consist of three separate residential areas. Area 1, referred to as "Echelon", consists of 50 total units in 6 buildings. There are five 8-unit buildings and one 10-unit building. Area 2, referred to as "Enclave", consists of 94 total units in 7 buildings. There are six 14-unit buildings and one 10-unit building. A clubhouse is also included in "Enclave". The third residential area consists of 34 single-family homes on either side of Brayden Lane.

The Planned Development District is intended to allow for flexibility in site design, and to encourage development that is sensitive to environmental, cultural, and economic considerations to achieve one or more of the following objectives:

- (a) Promotion of integrated land uses allowing for a mixture of residential, commercial, and public facilities along corridors and in transitional areas, with enhanced pedestrian, bicycle and transit connections and amenities.

Approved at the May 15, 2019 Zoning & Planning Commission Meeting.

Approved at the May 21, 2019 Town Board Meeting.

- (b) Preservation and enhancement of important environmental features through careful and sensitive placement of buildings and facilities.
- (c) Provision of more adequate, usable, and suitably located open space, recreational amenities, and other public facilities than would otherwise be provided under conventional land development techniques.
- (d) Facilitation of high-quality development that is consistent with the goals, objectives, policies, and recommendations of the Comprehensive Plan and adopted neighborhood, corridor or special area plans.

MOTION by Handeland/Van Rossum to approve Resolution #ZPC 12-2019 recommending approval of the rezone. No further discussion. Motion carried in a vote, 3-1 with Lamers dissenting.

- e. **Review and make recommendation on the request by Jeff Marlow of Lexington Homes on a Building, Site, and Operations Plan Application on parcels D-425, D-427-5, and D-427-6 for the construction of a mixed use development made of single and multi-family uses with a commercial lot located on Monroe Road near the town entryway.**

This item is in correlation with item d above.

In 2016, the developer approached the Town with the intent to develop the proposed property as residential, consisting of multi-family buildings along CTH GV and single-family residences further east, connecting to Belle Isle. The Town provided feedback indicating the properties were within TID #1 and the Future Land Use Map called for commercial development in this area, specifically along CTH GV.

In 2018, the developer re-approached the Town with a few revised concepts which included some commercial uses along CTH GV which better aligned with the Towns long-range plans.

Between the 2016 and 2018 submittal, the Town approved TID #1 and created Multi-Family Design Guidelines which were provided to the developer.

More importantly, the Town undertook a flood study to determine buildable area on these and other, adjoining parcels in this area. Notable ESA and flood lands are visible in the initial image with this memo. The Town has always intended to have Brayden Lane extend both east and west from the Belle Isle subdivision to connect CTH GV to Bower Creek Road. The flood study was undertaken, in part, to determine if—and how—this would be feasible. In short, the results of the study have reduced buildable area for the developer. However, the proposal is what works for the developer in order to make the numbers come out and to get maximum buildable space for the buildable acreage.

There was much discussion. The Commission is concerned with the additional traffic on Brayden Lane especially during the commute hours, and concerned with the style of homes looking “cookie-cutter”.

MOTION by Van Rossum/Tenor that no more than five (5) of any specific single-family floor plans or elevations may be used along Brayden Lane without approval of the Zoning & Planning Commission and Town Board. No more than two (2) specific single-family floor plans or elevations may be located adjacent to one another or made of the same color schemes or building materials. No further discussion. Motion carried in a vote, 4-0.

- f. **Nominate and recommend a Zoning & Planning Committee Member to serve as Town Representative on the Brown County Planning Commission Board of Directors.**

Mark Handeland explained that his term has expired with Brown County Planning Commission Board of Directors, and he'd rather not serve another term. Handeland explained the expectations and The

Approved at the May 15, 2019 Zoning & Planning Commission Meeting.

Approved at the May 21, 2019 Town Board Meeting.

Commission opened it for discussion and nomination. Since a full Commission was not in attendance of this meeting, it was decided to table this item until next meeting. Handeland is willing to stay on until a replacement is appointed.

MOTION by Tenor/Van Rossum to table until next meeting. No further discussion. Motion carried in a vote, 4-0.

7. **OLD BUSINESS:** None.

8. **Discuss work plan.** None.

9. **STAFF REPORT.**

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

- There is another preliminary plat coming forward in the near future.

b. **Review town board decisions.**

- Town Board approved the revisions to Park & Recreation Plan.

10. **COMMUNICATIONS BY COMMISSION MEMBERS.** None.

11. **ADJOURN.**

MOTION by Handeland/Lamers to adjourn. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 8:39 PM.

Respectfully submitted,

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