



**MEETING MINUTES  
TOWN OF LEDGEVIEW  
ZONING & PLANNING COMMISSION  
Wednesday, April 14<sup>th</sup>, 2021 at 6:00 p.m.  
Ledgeview Community Center  
3700 Dickinson Road  
De Pere, WI 54115**

**1. Call meeting to order.**

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

**2. Roll call.**

Present were Chairwoman Jane Tenor, Vice-Chairman Mark Handeland, Mark Chambers, Tauniro Garcia, Renee Van Rossum, Chet Lamers, Kris Baran, and Alternates Chris Culotta and Janell Holstead.

**3. Approve/amend agenda.**

MOTION by Mark Handeland to amend the agenda was seconded by Chet Lamers. No further discussion. Motion carried in a voice vote, 7-0

**4. Act on minutes from March 10<sup>th</sup>, 2021.**

MOTION by Renee Van Rossum and seconded by Handeland to approve the minutes as written. No further discussion. Motion carried in a voice vote, 7-0.

**5. New Business:**

- a. Review and make recommendation on the request by Dave Chrouser of Mau & Associates, on behalf of Olde-School Square Condo Association (multiple owners) to amend the Olde School Square Condo Plat and Declarations at Olde School Square located at 2200 Dickinson Road.**

The petitioner is requesting a reapproval of the condominium plat for the Olde School Square development to accommodate a reconfiguration of the building areas. The original condo plat was approved in December 2005. Revisions were made again in 2015, and most recently in Feb 2021.

The proposed condominium plat complies with the requirements of Chapter 96: Subdivision, and it is Staff opinion that the ZPC recommend approval of the preliminary plat to the Town Board, conditioned upon the following:

- 1. Development of Unit 10 on the public green is prohibited until construction of a public plaza, with design details approved by the Town, is completed.
- 2. Any technical corrections required by the Town Engineer and Brown County.

Dave Chrouser of Mau & Associates (Applicant) confirmed that the request was for a change to units 20 and 21 only. Storm water management design will be addressed in the future and the parking is addressed as part of the condo plat approval.

Dustin Wolff of Mead & Hunt (Town Planner) confirmed that there was a loss of parking spaces for the overall development and that may require people to park slightly farther away from their destination. Dustin confirmed that the condo association did approve the reduction in parking with these units.

MOTION by Handeland and seconded by Tauniro Garcia to recommend approval of the Condo Plat as presented. No further discussion. Motion carried in a voice vote, 7-0.

Approved at the \_\_\_\_\_ Zoning & Planning Commission Meeting.

Approved at the \_\_\_\_\_ Town Board Meeting.

**b. Review and make recommendation on the request by Wade Berger to rezone Lots 1 & 2 of the proposed land division of parcel D-490 from R-R Rural Residential to R-1 Residential.**

The petitioner is requesting to rezone the parcels from R-R, Rural Residential District to R-1, Residential District for a future land division. This rezone accompanies a proposed two (2) lot CSM.

The Town recently urbanized the west end of Oak Ridge Circle with curb, gutter, and sidewalk. It is anticipated that more of Oak Ridge Circle will be urbanized in the future.

Based on an evaluation of the key “findings of fact” addressed above, staff recommend that the Plan Commission recommend approval to the Town Board for the following reasons:

1. The proposed rezoning from R-R to R-1 is consistent with the current zoning and development trends in the area.
2. The lands are suitable for low density single-family residential development served by public utilities.
3. The proposed zoning district conforms to the goals and the land use illustrated on the Future Land Use Map of the adopted Comprehensive Plan.

Dustin Wolff introduced the project and stated that the land division that is being proposed by the property owner is forcing the rezoning to occur.

MOTION by Handeland and seconded by Van Rossum to approve the rezone with conditions. No further discussion. Motion carried in a voice vote, 7-0.

**c. Review and make recommendation on the request by Steve Zeitler, on behalf of Wade Berger (property owner) for a proposed land division of parcel D-490, 2500 Oak Ridge Circle, creating two lots.**

The petitioner is requesting the approval of a CSM to the subdivide the existing 1.7-acre parcel into two lots. Lot 1 will be ~39,500 SF, and Lot 2 will be ~32,380 SF in size—generally about ¾-acre. The land is currently zoned R-R, Rural Residential, but a rezone petition from R-R to R-1 accompanies the CSM.

It is staff’s recommendation that the ZPC recommend approval of the CSM to the Board at this time, conditioned upon:

1. Approval of the rezone petition for parcel D-490.
2. Revise the CSM to straighten the proposed lot line between Lot 1 and Lot 2 as required by Section 96-10(S).
3. Revise the CSM to illustrate a 35’ building setback from Oak Ridge Circle.
4. Modify the existing drive to comply with the required 5-foot setback from the new side lot line prior to Town signature of the CSM.
5. Raze or move the accessory structure prior to Town signature of the CSM.
6. Revise the signature page to list Charlotte Nagel, Town Clerk.
7. Any technical corrections required by the Town Engineer or Brown County prior to Town signatures.

Wade Berger (owner) provided background information related to his requests.

MOTION by Chet Lamers and seconded by Handeland to recommend approval with conditions. No further discussion. Motion carried in a voice vote, 7-0.

**d. Review and make recommendation on the request by Garritt Bader for a Building, Site, and Operations Plan Application on parcel D-1601 through D-1622 located at 2200 Dickinson Road for a new office/residential building.**

In December 2020, the ZPC reviewed this two-story mixed use commercial and apartment building along Dickinson Road within Olde School Square (OSS). The development contains two ground floor commercial units to go along 7 residential units—one ground floor unit and 7 second floor units. It also provides a ground floor parking garage for residents, retaining surface parking around the square in OSS and eliminating the previously proposed individual garage parking arrangement and suburban façade. The proposal also adds mass to the second story, giving the building a more urban and commercial look consistent with other structures in OSS.

Approved at the \_\_\_\_\_ Zoning & Planning Commission Meeting.

Approved at the \_\_\_\_\_ Town Board Meeting.

It is staff opinion that the proposed product is much improved over the previous submittal in September 2020, and is appropriate for this site given the changes to the use, form and function from the previous proposal. The petitioner has revised the proposal to fit the more urban context of the site in line with ZPC comments and concerns. The product has quality materials and a modern aesthetic, largely matching other recent development in the Town and within OSS. Additional elevations are required for further evaluation. Revisions to the OSS Condominium Plan and Declarations will be required to accommodate this development.

Staff recommends the ZPC approve the proposed development with the following conditions:

1. Install a garage door with windows.
2. Provide a revised landscape plan that clearly illustrates the location, species, and size of building foundation plantings and perimeter plantings.
3. Recording of the revised Olde School Square Condominium Plat.

Dustin Wolff introduced the project and noted that the applicant had updated and addressed previous comments regarding elevation drawings.

Garritt Bader (Applicant) provided an overview of the project and explained the revised elevation drawings.

Dustin Wolff noted that a detailed landscape plan has not been submitted and will be needed.

MOTION by Lamers and seconded by Van Rossum to recommend approval of the BSO subject to the staff recommendations. No further discussion. Motion carried in a voice vote, 7-0.

**6. Old Business: None.**

**7. Staff Report**

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

- Plat for Grande Ridge Estates First Addition

**b. Review Town Board decisions.**

- Approved the Certified Survey Map for change to De Nobel property on parcel D-272, Hidden Valley Lane creating two lots.
- Approved the security Fence Permit for Patrick and Cecilia Kiefer on parcel D-488-5, 2325 Oak Ridge Circle to allow a fence over 6 feet tall.
- Approved the amended Olde School Square Condo Plat and Declarations.
- Approved the Certified Survey Map for change to Berger property on parcel D-490, Oak Ridge Circle creating two lots.
- Approved BSO plans for Units 18-20 of Olde School Square Condominium on parcel D-1601-D-1622, 2200 Dickinson Road to construct a two-story mixed use building.

**8. Communications by Commission members.**

Brown County Planning Commission reported that Dan Teaters was no longer at Brown County and is with the Town of Ledgeview.

**9. Adjourn.**

MOTION by Lamers and seconded by Garcia to adjourn. No further discussion. Motion carried in a voice vote, 7-0. Meeting adjourned at 6:58 PM

Respectfully submitted,

*Dan Teaters*

Dan Teaters, Zoning Administrator

Approved at the \_\_\_\_\_ Zoning & Planning Commission Meeting.

Approved at the \_\_\_\_\_ Town Board Meeting.