



**MEETING MINUTES
TOWN OF LEDGEVIEW
ZONING & PLANNING COMMISSION
Wednesday, November 10th, 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 Jane Tenor at 6:00 PM.

2. Roll call.

Present were Chairperson Jane Tenor, Taurino Garcia, Renee Van Rossum, Mark Handeland, Mark Chambers, Kris Baran, Chet Lamers, and alternate Janell Holstead. Alternate Chris Culotta was absent.

3. Approve/amend agenda.

MOTION by Renee Van Rossum to approve the agenda was seconded by Kris Baran. No further discussion. Motion carried in a voice vote, 7-0

4. Act on minutes from October 13th, 2021.

MOTION by Mark Handeland to approve the minutes was seconded by Mark Chambers. No further discussion. Motion carried in a voice vote, 7-0

5. New Business:

- a. Review and make recommendation on a Building, Site, and Operations Plan request by Terry Smits (owner) to install a garage door, fence in the outdoor alcohol area, and make parking lot improvements at parcel D-121, located on the NW corner of Main Street/CTH R and Wall Street/Elmview Road.**

Terry Smits, owner of Terry's Wall St. Pub and Patio, is requesting approval of a BSO to add an overhead door to the existing building and to establish a fenced-in outdoor patio for alcohol sales, revise the existing parking lot, and add landscaping on and adjacent to the property.

RECOMMENDATION: Based on this evaluation, it is staff's recommendation that the ZPC recommend approval of the BSO Plan to the Town Board conditioned that the following items are submitted for Town Board approval:

1. Site Plan Revision showing:
 - A. A 4-foot open fence to be noted on the plan with a fence elevation.
 - B. A 5-foot-wide vegetative strip between the parking lot pavement and the right-of-way (as an extension of the restoration areas).
 - C. Closure of the driveway access to Wall Street, and related restoration, as specified by WisDOT.
2. Determination by the Town if a removable fence (with feet) is permitted.

Dustin Wolff of Mead & Hunt gave a brief overview of the project noting the various aspects of the project that required revisions.

Jane Tenor asked if there is a fence that is removable. Is the fence required.

Dustin Wolff noted that if the applicant can find a fence that is removable it could be an option. The Town has requirements for outdoor alcohol consumption areas to be fenced in.

Approved at the _____ Zoning & Planning Commission Meeting.

Approved at the _____ Town Board Meeting.

MOTION by Renee Van Rossum to approve subject to the staff recommendations. The motion was seconded by Mark Chambers. No further discussion. Motion carried in a voice vote, 7-0.

b. Review and make recommendation on a request by Garritt Bader (owner) for a Building, Site, and Operations Plan Application on parcel D-1601 through D-1622 located at 2200 Dickinson Road for a new office building.

In April 2021, ZPC approved this petitioner’s mixed-use development application for units 18 to 20 of OSS. Due to construction costs, the petitioner has had to abandon that previous site plan and is now applying for a single unit commercial development. The OSS Condominium Plat shall be updated as a condition of this BSO approval.

RECOMMENDATION: The proposal meets the intent of the Design Guidelines for OSS in terms of design and use and most of Article XX of the Town Code on NCD. Therefore, staff is recommending approval of the proposed development with the following conditions.

1. Site plan revision showing the A/C unit located on the top of the building screened by a roof parapet.
2. Site plan revision providing sidewalk width dimensions and all other applicable dimensions.
3. Revised landscape plan showing foundation plantings and identifying the specific plant and tree types and dimensions.
4. Updated lighting details and photometric plan showing 0.5 footcandles maximum at the north property line.
5. Signage to be submitted separately for permit approval by staff.
6. The first lift of asphalt and curb and gutter for the common element parking areas adjacent to this unit extending west to the existing north/south parking lot to be installed by the OSS Condominium Association prior to the issuance of this development’s Certificate of Occupancy.
7. Brown County approval of an updated Condominium Plat and Declarations.

Dustin Wolff of Mead & Hunt gave a brief overview of the project noting that the Town is no longer reviewing condo plats and therefore some of the aspects of this project will need to be changed through the condo plat and declaration. There are requirements to pave the parking lot, locate the mechanicals on the roof, adjust the lighting levels, and make minor adjustments to the landscaping.

Garritt Bader (owner) stated that all requested adjustments are minor and will be made prior to the Town Board meeting. The timetable for the project is completion in May of 2022.

Chet Lamers stated that he appreciated the 4 sided architecture on the building and was supportive of the project.

MOTION by Chet Lamers to approve subject to the staff recommendations. The motion was seconded by Taurino Garcia. No further discussion. Motion carried in a voice vote, 7-0.

c. Review and make recommendation on various updates to Chapter 135 (Zoning) of the Town of Ledgeview Municipal Code.

The Town of Ledgeview staff have identified various sections of the Code of Ordinances that need to be updated.

Dan Teaters, Zoning Administrator provided an overview of the various proposed code updates.

Various commissioners identified that the proposed language changes under 135-26(B), 135-51(B), and 135-74(B) should keep the reference to “stalls” and that the Zoning and Planning Commission could review alternative proposals instead of the Zoning Administrator, as initially suggested.

Chet Lamers asked about obscure lots that are odd shaped or oversized and noted that additional garage space does not put any additional burden on the infrastructure and that it adds to the tax base.

Dustin Wolff noted that these changes are to address design and contextual concerns that staff has with proposed projects. For projects that do not meet the code we are giving ZPC the ability to review and approve as appropriate.

Approved at the _____ Zoning & Planning Commission Meeting.

Approved at the _____ Town Board Meeting.

Chet Lamers asked if restricting the garage size as a percentage of the front façade would make more sense?

Dustin Wolff stated that staff does not want to do a full architectural review of each new single-family home. That is the direction that this would be going in.

Chet Lamers asked what was worse, allowing more garage or leaving stuff outside of the garage?

MOTION by Chet Lamers to approve the code language with the change to add “garage stalls” and allow the ZPC to review proposals that exceed the number of allowed garage doors. The motion was seconded by Kris Baron. No further discussion. Motion carried in a voice vote, 7-0.

6. Old Business: None.

7. Staff Report

- a.** Discuss two-family developments and the architectural product that is being constructed.

Dustin provided an overview of the issues that staff is seeing. The main issues are the prominent garages facing the street and the width of the driveway. The lack of a front façade for each dwelling unit is a concern.

Jane Tenor asked what the difference between the old builds vs. the newer builds?

Dustin Wolff asked if staff should bring two-family developments to the ZPC for approval?

Chet Lamers stated that the main reason the Town is getting the product that was shown in the images provided by staff is because that’s what the code allows. Chet noted various reasons why the code may be restricting design or enabling this type of product.

Dustin Wolff noted that the current code doesn’t prohibit bad design.

Mark Chambers noted that residents worry about these types of developments. Bad design is seen as a detractor from neighboring property values and that’s why people get concerned with this type of development.

Dustin Wolff referred to the images again and stated that this is not a desirable product. Are we as a Town happy with this?

Jane Tenor stated that the Town should consider developing guidelines similar to the guidelines for multi-family developments. This is a way to tell the developer what the Town wants.

Kris Baron thinks that the Town needs oversight but it can’t make it feel like the Town doesn’t want this type of development either.

Dustin Wolff noted that there seems to be enough concern to look into this further.

Chet Lamers would like staff to look at increasing the minimum lot sizes for two-family lots.

The ZPC does want staff to consider developing some guidelines for two-family developments.

- b.** Update on future agenda items.

- i) Land Divisions
- ii) Rezones/CUP’s
- iii) Others

- c. Review Town Board decisions.**

- i) 9/7 TB Meeting
 - (1) Global Tank CUP
 - (2) Luedke ADP, CSM, Rezone

Approved at the _____ Zoning & Planning Commission Meeting.

Approved at the _____ Town Board Meeting.

(3) Cocoon BSO & PDD

8. Communications by Commission members.

Mark Handeland stated that the ACOE Silver Jackets will be visiting and doing a field tour in the Town.

9. Adjourn.

MOTION by Mark Chambers to adjourn the meeting. The motion was seconded by Kris Baran. No further discussion. Motion carried in a voice vote, 7-0. Meeting adjourned at 7:32 PM

Respectfully submitted,

Dan Teaters

Dan Teaters, Zoning Administrator

Approved at the _____ Zoning & Planning Commission Meeting.
Approved at the _____ Town Board Meeting.