

The Ledgeview Town Board held a meeting on **Tuesday, November 20, 2018 at 4:30 p.m.** at the Community Center located at 3700 Dickinson Road, De Pere, WI 54115.

**CALL TO ORDER**

The meeting was called to order by Chairman Danen at 4:30 p.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by all in attendance.

**ROLL CALL**

Members present were Chairman Danen, Supervisors Renee Van Rossum, Cullen Peltier, and Mark Danen. Supervisor Ken Geurts was excused.

Staff present were Administrator Sarah Burdette, Engineer Scott Brosteau, Planner Dustin Wolff, Treasurer Renae Peters, Public Works Crew Member Andy Tenor, and Clerk Charlotte Nagel.

**AGENDA APPROVAL**

Staff advised that the November 5, 2018 Town Board Meeting Minutes were not ready for approval at this time and requested they be removed from the Consent Agenda.

MOTION by P. Danen/M. Danen to approve the agenda with the removal of the November 5, 2018 Town Board Minutes from the Consent Agenda. No further discussion. Motion carried in a voice vote, 4-0.

**CONSENT AGENDA**

1. Regular Board Meeting Minutes:
  - a. ~~November 5, 2018 Town Board Meeting~~
2. Routine Reports: None
3. Committee/Commission Reports: None
4. Operator's Licenses: November 5, 2018 – November 16, 2018
5. Other Committee Minutes:
  - a. May 2, 2018 Sanitary District Commission Minutes.
  - b. October 17, 2018 Sanitary District Commission Minutes.
  - c. October 10, 2018 Zoning & Planning Commission Minutes.
6. Pay Requests:
  - a. Boldt Invoice 30820-009 in the amount of \$24,856.62 for the Public Works Facility.
7. Special Event & Street Closure Permits: None.

All items listed under "Consent Agenda" are considered to be routine and non-controversial by the Town Board and will be approved by one motion. There will be no separate discussion. If discussion is desired by members, that item will be removed from the consent agenda and discussed separately immediately after consent agenda is approved.

MOTION by Peltier/Van Rossum to approve the Consent Agenda with the removal of the November 5, 2018 Town Board Minutes. No further discussion. Motion carried in a voice vote, 4-0.

**PUBLIC COMMENT:**

Steve Rohr, 2663 Pine Grove Road – Wanted to know why the Fire Department is being denied the use of the Community Room. The Board and staff advised that the Fire Department is not being denied the use of the Community Room. There hasn't been a rental policy determined as of yet because technology and

functionality are being finalized; it's a work in progress. Once things are straightened out, the Fire Department will be subject to the same rental policies as the residents.

**PUBLIC HEARING:**

- 1. Recommendation from Zoning & Planning Commission 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 Zoning Request Application for parcel D-78-7, 2000 South Broadway Street, from B-2 Business to LI-Light Industrial along with a Business, Site, and Operations Application to accommodate an auto upholstery business to be known as Al's Auto Upholstery.**

The petitioner is requesting to rezone the property from B-2, Business District to LI, Light Industrial District. This rezone accompanies a proposed development of a new light industrial building on the site. The 1.53-acre property currently contains one metal-sided building generally used for cold storage. A new 2,700 square foot building is proposed for the site. Site improvements will include a new paved access and parking area.

The property is suitable for light industrial uses, which are not readily permitted under the existing B-2 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 Future Land Use Map depicts the property for Planned Business, An amendment of the Future Land Uses Map to the General Industrial category is needed to be consistent with adjacent properties. This amendment was supported by the Zoning & Planning Commission.

The Commission recommend approval of the proposed building with the following conditions:

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. An amendment to the Future Land Use Map for the General Industrial category is supported by the Zoning & Planning Commission.
4. The building materials are proposed are allowed for the new structure as they are compatible with the surrounding development.
5. All lighting to be 90-degree downcast, "Dark Sky" compliant with a shielded fixture. Cut sheets to be submitted.
6. Site lighting levels not to exceed 15 foot-candles. Submit a revised photometric plan to illustrate lighting levels at the northern property line.

The public hearing was opened for comments by Chairman P. Danen at 4:37 p.m.

After three calls for comments, none was heard. The public hearing was closed at 4:38 p.m.

MOTION by Van Rossum/Peltier to approve the Rezone along with the Business, Site, and Operations Application with the conditions set forth by Zoning & Planning. No further discussion. Motion carried in a voice vote, 4-0.

- 2. Recommendation from Zoning & Planning Commission on the request by Steven Zeitler, American Surveys, LLC, agent for property owner Shelley Stencil for Rezone Request Application in reference to a two lot 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 proposed Certified Survey Map was previously approved by the Town Board conditioned upon this rezoning.

The two parent parcels total 69.02 acres and currently contain a house and at least 3 accessory structures (larger than the house) and a silo. An old barn foundation exists, and several small accessory sheds also appear on current aerials. These buildings are all closely grouped as a farmstead behind the house.

The Future Land Use Map depicts the area with the homesite (D-298) for continued agricultural use. Parcel D-297, to the north, illustrates Planned Mixed Use associated with the future Business Park. Part of the proposed rezone is consistent with the Comprehensive Plan. A Future Land Use amendment to Agricultural will be required for the NCD area. This amendment was supported by the Zoning & Planning Commission.

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

1. The proposed rezoning to the A-2 and R-R Districts are consistent with the current zoning and development trends in the area.
2. The property is suitable for low-density single-family residential development and continued agricultural uses.
3. A Future Land Use amendment to Agricultural will be required for the NCD area, and the amendment to the Future Land Use Map is supported by the Zoning & Planning Commission.

The public hearing was opened for comments by Chairman P. Danen at 4:39 p.m.

After three calls for additional comments, none was heard. The public hearing was closed at 4:39 p.m.

MOTION by Van Rossum/Peltier to approve the Rezone Application with the conditions set forth by Zoning & Planning. No further discussion. Motion carried in a voice vote, 4-0.

**3. Recommendation on the proposed Special Assessments for Dollar Road Reconstruction, Installation of Curb, Gutter, Sidewalk, and Storm Sewer beginning 720 feet west of the intersection of Dollar Road and Dollar Lane and proceeding west 800 feet on Dollar Road in the Town of Ledgeview, Brown County, Wisconsin.**

Staff explained the special assessment process and that this work would be done in conjunction with The Crossing at Dollar Creek Second Phase work for a cost savings.

The public hearing was opened for comments by Chairman P. Danen at 4:40 p.m.

Roger Vandenlangenberg, 2980 Madrid Drive – Inquired on when the special assessments would be on the tax roll. The special assessments would be on next year’s (2019) taxes.

After three calls for additional comments, none was heard. The public hearing was closed at 4:41 p.m.

No action was taken on this item.

**ZONING & PLANNING:**

1. **Recommendation by Zoning & Planning Commission on the request by David Chrouser of Mau & Associates, agent for owner Steinmar Properties, LLC, for a combination Certified Survey Map on parcels D-1649 and D-1650, 395 Angels Touch Court to accommodate a future assisted living facility.**

The petitioner is requesting the approval of a Certified Survey Map (CSM) for the consolidation of two parcels into one 1.44-acre plot. The parcels are vacant, but the petitioner intends to develop an assisted living facility at which point the petitioner would re-submit applications to rezone the parcel to R-1/IO Institution Overlay. The land is zoned R-1 Residential (Parcel D-1649) and R-2 Residential (Parcel D-1650). The lots access Angles Touch Court.

After review by Zoning & Planning, The Commission recommendations approval of the CSM conditioned upon:

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

MOTION by Van Rossum/Peltier to approve the CSM Application with the conditions set forth by Zoning & Planning. No further discussion. Motion carried in a voice vote, 4-0.

2. **Recommendation by Zoning & Planning Commission on the request by David Chrouser of Mau & Associates, agent for owners Hein, Umentum, and Albrecht for a three (3) lot 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 the approval of a Certified Survey Map (CSM) for the reconfiguration of 4 parent lots totaling 11.68 acres into 3 lots. Lot 1 will have 4.12 acres, Lot 2 will have 4.97 acres and Lot 3 will have 2.59 acres. The land is zoned R-R, Rural Residential. The lots will access Hawthorne Heights Drive. A “stub” portion of the Hawthorne Heights right-of-way will need to be vacated as part of this approval process. The vacation process has not been initiated to date.

Lots in the R-R District are required to have a minimum width of 150-feet at the base setback line, and the minimum area of 60,000 square feet. An easement along Lot 1 is needed for sanitary services to other properties. This CSM should be revised to illustrate the easement as well as the existing 20-foot water main easement.

The Zoning & Planning Commission recommends approval of the CSM to the Board, conditioned upon:

1. Need to initiate and complete ROW vacation prior to Town signature
2. Revise CSM to illustrate the following:
  - a. ESA areas that impact the property, and the notation required by Brown County
  - b. Existing 20-foot water main easement
  - c. Easement on Lot 1 for sanitary services to other properties
  - d. Change Town Clerk name on signature page to Charlotte Nagel.
3. Any technical corrections required by the Town Engineer or Brown County prior to Town signatures.

MOTION by Peltier/M. Danen to approve the Certified Survey Map with the conditions set forth by Zoning & Planning. No further discussion. Motion carried in a voice vote, 4-0

3. **Recommendation by Zoning & Planning Commission on the request by Steve Bieda of Mau & Associates, agent for owners Giardino, Everson, and Van De Yacht, for a four (4) lot Certified Survey Map on parcels D-197, D-198-2, D-209-1-1, and D-198 Dickinson Road as part of the Augusta Hills Condominium Plat.**

The petitioner is requesting the approval of a retracement Certified Survey Map (CSM) for the subdivision of a 29.00-acre parent parcel into two (2) parcels measuring 9.24 acres (Lot 1) and 18.71 acres (Lot 2) and two outlots.

The “leg” of Lot 1 that extends to Hawthorne Heights should be in an Outlot for possible dedication to the Town for park and recreation purposes. The Park Board has indicated that, in accordance with the

Park Plan, it may require the dedication of Outlot 2 for future path/trail connection. This item will be studied further following the improvements to Scray Hill Road planned for 2019.

Outlot 1 will be provided to the land owner to the east in exchange for other lands included in Lot 1. With the creation of Outlot 2, Lot 1 will not have frontage as required under the Subdivision Code. Lot 1 is planned to have direct access to Dickinson Road as part of the Augusta Hills development. A variance from this requirement will be required from the Zoning Board of Appeals to allow for the parcel without frontage. Utility easement will be required as part of the condo plats and is required for future public utilities.

The Zoning & Planning Commission recommends approval of the CSM to the Board at this time, conditioned upon:

1. A notation added to the CSM indicating Lots will be required to connect to public sanitary sewer and water when available.
2. Utility easements need to be illustrated on condo plat.
3. Revise CSM to illustrate the following:
  - a. Create Outlot 2 as described in this memo.
  - b. Extend Outlot 1 to Outlot 2.
  - c. Change Town Clerk name on signature page to Charlotte Nagel.
4. Town to petition the Zoning Board of Appeal to create Lot 1 without frontage to a public road.
5. Confirm right of way dedication requirement for Dickinson Road with Brown County.
6. Any technical corrections required by the Town Engineer or Brown County prior to Town signatures.

MOTION by Peltier/Van Rossum to approve the Certified Survey Map Application with the conditions set forth by Zoning & Planning. No further discussion. Motion carried in a voice vote, 3-0-1 with Danen abstaining for any discussion or action on this item.

4. **Recommendation by Zoning & Planning Commission on the request by David Chrouser of Mau & Associates, agent for Olde School Square Condo Association, for revisions to the Olde School Square Condo Plat.**

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.

Units 18 – 21 were extended to provide a building depth of 30-feet. This is an additional depth of 6-feet. The current 24-foot depth has been a limiting factor to their development. The buildings will have a setback of 10-feet from the Dickinson Road right-of-way.

The following changes are proposed for the development layout to accommodate the previously approved Sash & Bow building and outdoor space.

Unit 9 Moved to the south of the Creamery Coffee Show; East of new Gambini building.

Unit 10 Moved to the west edge of the public green.

Unit 11 Combined with Units 13 and 14 for Sash & Bow building.

Unit 12 Unchanged

Unit 13 Combined with Units 11 and 14 for Sash & Bow building.

Unit 14 Combined with Units 11 and 13 for Sash & Bow building.

Units 15, 16, and 17 will be revised to reflect the proposed building footprints, and to have Limited Common Easement at their rear of their sites.

The existing access at the northwest corner of the development—between Unit 17 and 18—will be preserved and platted as part of this document.

The Zoning & Planning Commission recommends approval of the preliminary plat to the Town Board, conditioned upon the following:

1. Provide defined Limited Common Easement areas for Units 15 – 17 similar to current condo plat document.
2. Prohibit development of Unit 10 on the public green until construction of a public plaza, approved by the Town, is completed.
3. Any technical corrections required by the Town Engineer and Brown County.

MOTION by M. Danen/Van Rossum to approve the revisions with the conditions set forth by Zoning & Planning. No further discussion. Motion carried in a voice vote, 3-0-1 with P. Danen abstaining from any discussion or action regarding this item.

5. **Recommendation by Zoning & Planning Commission on the request by Jeremy Lueck of DeLeers Construction agent for owner Michael Drage, for a Business, Site, and Operation Plan Application to accommodate multi-use commercial building.**

The petitioner is requesting approval of the proposed development of an approximately 4,500 SF office building. The proposed single-story structure will contain two separate commercial spaces of 2,914 SF and 1,636 SF, respectively. The larger, northern space is intended for use as a law office while the southern, smaller space would be occupied by a yoga studio. The proposal also includes the option to double the footprint with an addition to the south of approximately 4,500 SF, for a total of ~9,000SF on the site.

The Zoning & Planning Commission recommends raising the height of the northern elevation to a taller single story to help establish a stronger street wall along Dickinson Road. The Commission also recommended that a brick false front should be added to the western façade as this will be highly visible along Dickinson. Additionally, design treatments are required to be added to the southern elevation.

The Zoning & Planning Commission recommends approval of the Building, Site, & Operations Plan to the Town Board, conditioned upon the following:

1. Review and approval of a revised condominium plat.
2. Provide updated condominium documents provided to the Town prior to occupancy.
3. Provide details on proposed signage for the development.
4. Add a sidewalk connection from the development to Dickinson Road.
5. Provide a landscape plan for staff approval.
6. Provide lighting details prior to building permits being issued.
7. Revise architectural plans to include the following details:
  - a. Listing of the proposed building materials and color palette.
  - b. Raise the height of the northern elevation to a taller single story to help establish a stronger street wall along Dickinson Road.
  - c. Add a brick element to the western façade to provide visual focal point.
  - d. Add architectural design treatments to the southern elevation.

MOTION by Peltier/M. Danen to approve the Building, Site, and Operations Application with the conditions set forth by Zoning & Planning. No further discussion. Motion carried in a voice vote, 3-0-1 with P. Danen abstaining from any discussion or action regarding this item.

**NEW BUSINESS:**

**1. Recommendation by the Fire Department to approve the Fox River Fire District which creates and approves an Automatic Aid Agreement for fire protection and other emergency services.**

The agreement creates Fox River Fire District which has a built-in automatic aid agreement for the participating municipalities. The biggest benefit is that Ledgeview will have access to De Pere's ladder truck in case there's a large structural fire. There are no downsides to the agreement, and the costs of trainings will be shared.

MOTION by M. Danen/Peltier to approve the Fox River Fire District which creates and approves an Automatic Aide Agreement for fire protection and other emergency services. No further discussion. Motion carried in a voice vote, 4-0.

**2. Recommendation by the Fire Department to release a Request for Proposal (RFP) for Town of Ledgeview Fire Department for the pricing of self-contained breathing apparatus (SCBA).**

This item fall into the public bid requirements. The Town has been preparing for this purchase by setting assigned designated funds since 2017. It is standard practice for the Town Board to approve the RFP prior to release for public bidding.

MOTION by Peltier/M. Danen to approve the RFP for release for the public bidding process. No further discussion. Motion carried in a voice vote, 4-0.

**3. Approval of Governmental Responsibility Resolution for Runoff Management Grants in order to receive a Wisconsin Department of Natural Resources for agricultural or urban stormwater runoff grant.**

Approval of this resolution will allow the Town to receive a WDNR Stormwater Runoff Grant which has been applied for.

MOTION by Van Rossum/M. Danen to approve the resolution. No further discussion. Motion carried in a voice vote, 4-0.

**OLD BUSINESS:**

**1. Discussion on weekly curbside recycling pickup.**

Follow up from the November 5, 2018 meeting, the Town Board requested information on potentially implementing weekly curbside recycling pickup. The Town is in a 7 year contract with Advanced Disposal which ends in 2020 with the current rates and service levels. There was discussion on whether or not The Town could switch from 64 gallon bins to 96 gallon bins. Staff will follow up with Advanced and report back to The Board.

**COMMUNICATIONS:** None.

**ORDINANCES:** None.

**REPORTS:**

**Administrator:**

- Park & Recreation Committee is working on:
  - Public Land Demarcation Project with Beautification Sub-Committee
  - Park Sponsorship Program, naming rights signage, and review vendors have been completed and approved by the Town Board. Are working on publication opportunities and grand opening celebrations.
  - Final draft of Bicycle Loops Project has been completed and appropriate signage will be purchased and installed.

- Viewshed Analysis Project and establishment of Environmentally Sensitive Areas have kicked off.
- Desired improvements in the Van Straten Family Park in Grand ridge Subdivision have been a topic of discussion. Staff is working with Glenmore on a land swap deal.
- De Pere Baseball Agreement is being drafted. Look for a final agreement for Board action on a future agenda.
- Working on updates to the Town of Ledgeview Park & Recreation Plan.
- The Redevelopment Authority reviewed two new Tax Incremental Financing District requests which they are reviewing.
- Update on the status of Central Brown County Water Authority stakeholder meetings.
- Update on the status of Ledgeview Golf Course acquisition.
- Status update on Ledgeview Farms, LLC. Siting and Conditional Use Permit application.
- Feedback on the Ledgeview monument sign was given.
- Update on the status of Creamery Road Bridge filing.

**Clerk:**

- Election report was given. There were 4109 Voters, 1669 Absentee

**Engineer:**

- Gave status updates on:
  - Trinity Ridge Subdivision
  - Crossing at Dollar Creek Second Addition Subdivision
  - Dollar Park and Zelten Family Park
  - Tax Increment District #1 Filling Project
  - Grand Ridge Estates Second Addition

**Planner:**

- Amendment to Tax Incremental Financing District No. 1 is forthcoming
- Joint Review Board met on Tax Incremental Financing District No. 2

**Treasurer:**

- Rating call for capital improvement and golf course acquisition.

**Public Works:**

- Written responses to the WDNR 2018 Sanitary Audit for Sanitary District No. 2
- Christmas decorations were put up on Monroe Road Corridor
- Updating the Town's Right of way management ordinance
- Amending the Snow Emergency ordinance
- Working with Building Inspection on developing additional requirements for new home construction
- Public Works personnel completed exams for Distribution, Groundwater, and Sanitary Sewer Collection Systems.
- Public Works personnel continue to install water meters and lateral inspections throughout the Town.

**Code Enforcement:**

- Updating the parking on street and parking of recreational vehicles on private property.

- Issuing Quarry and Blasting Permits.

**Fire Chief:**

- Fire calls are down
- Elections will be taking place at the December Business Meeting
- Discussion on the security breach to the Fire Department

**APPROVAL OF THE VOUCHERS:**

**MOTION** by Van Rossum/Peltier to approve the vouchers. No further discussion. Motion carried in a voice vote, 4-0.

**ADJOURNMENT:**

**MOTION** by P. Danen/M. Danen to adjourn. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 5:52 p.m.

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