

The Ledgeview Town Board held a meeting on **Tuesday, January 22, 2019 at 4:30 p.m.** in the Community Room located at Ledgeview Community Center, 3700 Dickinson Road, De Pere, WI 54115.

**A. CALL TO ORDER**

The meeting was called to order by Supervisor Cullen Peltier at 4:35 p.m.

**B. ROLL CALL**

Members present were Supervisors Renee Van Rossum, Cullen Peltier were present along with Mark Danen appearing via video stream. Chairman P. Danen and Supervisor Ken Guerts were excused.

Staff present were Administrator Sarah Burdette, Engineer Scott Brosteau, Treasurer Renae Peters, Public Works Director Dave Strelcheck, and Clerk Charlotte Nagel.

**C. AGENDA APPROVAL**

Staff advised there were not changes to the agenda.

MOTION by Van Rossum/M. Danen to approve the agenda as written. No further discussion. Motion carried in a voice vote, 3-0.

**CONSENT AGENDA**

1. Regular Board Meeting Minutes:
  - a. January 7, 2019 Town Board Meeting.
2. Routine Reports: None
3. Committee/Commission Reports: None
4. Operator's Licenses: January 7, 2019 – January 21, 2019
5. Other Committee Minutes:
  - a. December 12, 2018 Zoning & Planning Meeting Minutes.
  - b. September 10, 2018 Beautification Committee Meeting Minutes.
  - c. September 18, 2018 Beautification Committee Meeting Minutes.
  - d. December 17, 2018 Beautification Committee Meeting Minutes.
  - e. September 18, 2018 Redevelopment Authority Meeting Minutes.
  - f. December 19, 2018 Central Brown County Water Authority Meeting Minutes.
6. Pay Requests:
  - a. Pay Request #3 for contract C-2017, Northern Exposure & Crossing 1<sup>st</sup> Addition to Carl Bowers and Sons for \$16,076.83.
  - b. Pay Request #10 for contract D-2017 Grande Ridge Subdivision to PTS Contractors for \$22,824.43.
  - c. Pay Request #12 for contract D-2015, Heritage Heights, to Dorner Inc. for \$15,000.
  - d. Change order #5 for Contract D-2015, Heritage Heights, to extend warranty on section of sanitary pipe.
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 M. Danen/Van Rossum to approve the Consent Agenda as written. No further discussion. Motion carried in a voice vote, 3-0.

**PUBLIC COMMENT:**

Approved at the February 4, 2019 Town Board Meeting.

After three calls for public comment, none were heard.

**PUBLIC HEARING:** None.

**ZONING & PLANNING:**

- 1. Recommendation from Zoning & Planning on the request by Steve Bieda of Mau & Associates, agent for owner Ron Van Straten and Robert and Gail Guene for a combination Certified Survey Map on parcels D-450 and D-449-1, located at 3550 and 3551 Wayne Lane to accommodate a future subdivision known as Grande Ridge Estates Second Addition.**

The petitioner is requesting the approval of a retracement Certified Survey Map (CSM) for the reconfiguration of two parcels totaling 3.95 acres. The parcels were recently rezoned to R-1, Single-Family Residential. Both lots are intended for continued single-family residential use and will be further subdivided as a part of Grande Ridges Estates Phase II. The parcels meet the zoning requirements in terms of lot size and lot frontage.

The Zoning & Planning Commission recommended approval of the CSM to the Town Board conditioned upon any technical corrections required by the Town Engineer or Brown County prior to Town signatures.

MOTION by Van Rossum/M. Danen to approve the CSM with the conditions set forth by Zoning & Planning. No further discussion. Motion carried in a voice vote, 3-0.

- 2. Recommendation from Zoning & Planning on the request by Steve Biea of Mau & Associates, agent for owner Ron Van Straten of Van Straten Farms of Ledgeview, LLC, for a combination Certified Survey Map Application on parcels D-448-1, D-449, D-449-1, D-449-2, D-450-1, and D-451 located on Wayne Lane and Heritage Road to accommodate a future subdivision known as Grand Ridge Estates Second Addition.**

The petitioner is requesting the approval of a retracement Certified Survey Map (CSM) for the reconfiguration of the parent parcels totaling 107 acres into two (2) lots for future development. The parent parcels were recently rezoned to R-1, Single-Family Residential. Lot 1 is intended to be further subdivided as Grande Ridges Estates Phase II.

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

1. A notation added to the CSM indicating that future bicycle and pedestrian facilities will be installed along CTH X within the public ROW.
2. Any technical corrections required by the Town Engineer or Brown County prior to Town signature.

MOTION by M. Danen/Van Rossum to approve the CSM with the conditions set forth on Zoning & Planning. No further discussion. Motion carried in a voice vote, 3-0.

- 3. Recommendation from Zoning & Planning on the request from Fisher & Associates, LLC, agent for GB Events by AKW, Allison Kline-Weichelt, owner, for a Building, Site, and Operation Plan Application for parcels D-1610, D1611, D-1613, and D-1614, 2200 Dickinson Road (Olde School Square), for a Wedding and Special Events Center to be known as Sash & Bow.**

The petitioner has revised their original proposal that was approved last August and due to the significant change in building architecture, it warranted additional approval. There is no change in use proposed compared to the originally proposed submittal. Changes include a different architectural style and the incorporation of a prep kitchen for event catering.

The overall appearance and texturing of the building meets Olde School Square Guidelines. In general, the Zoning & Planning Commission is comfortable with the proposed building design as it complements the

existing buildings within Olde School Square. Pedestrian access is provided along all sides of the proposal and includes an East River Trail connection on the east. An additional connection will be made on the west. A landscaping plan is required and needs to be provided for review. This should include details on the patio and its relationship to Olde School Square. A plant schedule with species and or hardscaping plan is required.

The Zoning & Planning recommends approval to the Town Board, conditioned upon:

1. Review and approval of a revised condominium plat.
2. Updated condominium documents provided to the Town.
3. Provide a landscape, lighting, and signage plan prior to issuance of building permits.
4. Provide additional detail on the west roof line to “break-up” the mass.
5. Addition of a dedicated passenger drop-off area.

MOTION by Van Rossum/M. Danen to approve with the conditions set forth by Zoning & Planning. No further discussion. Motion carried in a voice vote, 3-0.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**COMMUNICATIONS:** None.

**ORDINANCES:** None.

**REPORTS:**

**Administrator:**

- Working on the Ledgeview Golf Course LLC lease along with the lease to the home located on the golf course.
- Notice of Hearing was issued for Creamery Road Bridge accident.
- Status update regarding the Park & Rec Committee agenda.
- Status update regarding De Pere Baseball plans and negotiations.
- Working with committees on this year’s work plans.

**Clerk:**

- Advised of the public hearings on the next agenda.
- Drafting Community Center Rental Agreement.

**Engineer:**

- Status update was given on the infrastructure for the Grande Ridge Subdivision.
- Status update was given on the stormwater pond in Heritage Heights.
- Scray Hill Road Urbanization Project was discussed. The Board recommended hosting a Public Information Meeting on February 4<sup>th</sup> at 5:00 p.m.

**Treasurer:**

- Auditors will be here the first week of February for the yearly audit.
- December 2018 Cash Flow Report
- Budget Resolution on next agenda.

Approved at the February 4, 2019 Town Board Meeting.

**Public Works:**

- Revised and updated specifications for 2019 Chip Seal project. Bids are scheduled to be opened on February 6th at 2:00 p.m. Recommendation for award of bid scheduled for February 19th Town board meeting.
- Revised and updated specifications for 2019 Pavement Crack Sealing project. Bids are scheduled to be opened on February 6th at 2:00 p.m. Recommendation for award of bid scheduled for February 19th Town board meeting.
- Revised and updated specifications for ditch mowing and brush cutting along Town right-of-ways. Bids are scheduled to be opened on February 6th at 2:00 p.m. Recommendation for award of bid scheduled for February 19th Town board meeting.
- Public Works Director continuing to work with the Town Engineer on drainage issues in the Garrett Street area specifically the Weber and Abts properties.
- Public Works Director working with Town Engineer on design and layout of the upcoming Scray Hill Road urbanization project.
- Public Works staff is continuing to work on storm pond maintenance, storm sewer outfall maintenance and culvert maintenance. Work consists of removing brush and trees from pond banks as well as the ends of culverts and storm water outfalls.
- Public Works personnel continue to be busy with meter installations and lateral inspections throughout the Town.

**Board Comments:** None.

**APPROVAL OF THE VOUCHERS:**

**MOTION** by Van Rossum/M. Danen to approve the vouchers. No further discussion. Motion carried in a voice vote, 3-0.

**CLOSED SESSION:**

1. **The Town Board may remain in closed session pursuant to WI State Statute 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.**

MOTION by Van Rossum/M. Danen for the Town Board to convene into closed session pursuant to WI State Statute 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. No further discussion. Roll call vote: M. Danen – Aye, Van Rossum – Aye, Peltier – Aye. Motion carried in a roll call vote 3-0.

At 5:12 PM, the Town Board convened into closed session with M. Danen appearing via phone.

MOTION by Peltier/Van Rossum for the Town Board to reconvene into open session. No further discussion. Roll call vote: M. Danen – Aye, Van Rossum – Aye, and Peltier – Aye. Motion carried in a roll call vote 3-0.

At 5:51 PM the Town Board reconvened into open session with M. Danen appearing via video.

2. **The Town Board may reconvene into open session to take action on the matters discussed in closed session.**

There was no action taken by the Town Board in open session.

**ADJOURNMENT:**

**MOTION** by Peltier/Van Rossum to adjourn. No further discussion. Motion carried in a voice vote, 3-0. Meeting adjourned at 5:52 p.m.

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