

The Ledgeview Town Board held a meeting on **Monday, May 6, 2019 at 6:00 PM** in the Community Room located at Ledgeview Community Center, 3700 Dickinson Road, De Pere, WI 54115.

CALL TO ORDER

The meeting was called to order by Chairman Phil Danen at 6:00 PM.

ROLL CALL

Members present were Chairman P. Danen, Supervisors Renee Van Rossum, Cullen Peltier, Mark Danen, and Al Cheslock.

Staff present were Administrator Sarah Burdette, Planner Dustin Wolff, Treasurer Renae Peters, Public Works Director Dave Strelcheck, and Clerk Charlotte Nagel.

AGENDA APPROVAL

Staff advised that the April 29, 2019 Town Board Minutes were not ready for approval and should be stricken from the Consent Agenda.

MOTION by Van Rossum/M. Danen to approve the agenda with the noted change. No further discussion. Motion carried in a voice vote, 5-0.

CONSENT AGENDA

1. Regular Board Meeting Minutes:
 - a. April 16, 2019 Town Board Meeting.
 - ~~b. April 29, 2019 Town Board Meeting.~~
2. Routine Reports: None
3. Committee/Commission Reports: None
4. Operator's Licenses: February 18, 2019 – March 1, 2019
5. Other Committee Minutes:
 - a. September 14, 2019 Personnel & Finance Committee Meeting Minutes.
 - b. February 26, 2019 Park & Recreation Committee Meeting Minutes.
 - c. March 19, 2019 Park & Recreation Committee Meeting Minutes.
6. Pay Requests:
 - a. Approve pay request #5 for Contract G-2018, Crossing at Dollar Creek 2nd Addition, to Jossart Brothers for \$63,425.53.
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 noted change. No further discussion. Motion carried in a voice vote, 5-0.

PUBLIC COMMENT: After three calls, none were heard.

PUBLIC HEARING: The Town Board will hear comments on and may take action on the following:

1. **Recommendation by Zoning & Planning on the update to the Town of Ledgeview Official Map.**

Approved at the May 21, 2019 Town Board Meeting.

Staff explained this is an annual action item, the Official Town Map has been updated to reflect all the actions taken in 2018. A public hearing is required before the map can be adopted. This was unanimously recommended by the Zoning & Planning Commission.

At 6:01 PM, Chairman P. Danen opened the public hearing for comments.

Carl Kuehne, 4479 Heritage Heights – Mr. Kuehne expressed concerns for the proposed road connection from Grande Ridge Estates 2nd Addition to Heritage Heights to make the connection to CTH X. Mr. Kuehne’s opinion is that the developer should pay for improvements on Heritage Heights to accommodate the increased traffic.

After three calls for additional public comments, none were heard. Chairman P. Danen closed the public hearing at 6:07 PM.

MOTION by M. Danen/Van Rossum to accept the recommendation from Zoning & Planning and approve the Official Town Map for 2018. No further discussion. Motion carried in a vote, 5-0.

2. Recommendation from Zoning & Planning on the Rezone Application request by Steve Bieda of Mau & Associates, agent for owner Barbara Leanna, on parcel D-183-2, located at 1947 Dollar Road from A-2, Agriculture to R-1, Residential in coordination with a four lot Certified Survey Map.

The rezone application is in conjunction with the Certified Survey Map (CSM) to subdivide the 2.25-acre parent parcel into 4 lots. The lots will have access off Dollar Road. The CSM illustrates an additional 2-foot right-of-way dedication for Dollar Road. Zoning & Planning recommend approval of the rezone application based on the following:

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

At 6:08 PM, the Chairman P. Danen opened the public hearing for comments. After three calls for public comments, none were heard. At 6:09 PM, Chairman P. Danen closed the public hearing.

It should be noted that the Leanna’s and Ryan Radue of Seville Properties were in attendance to field any questions on the rezone or CSM.

MOTION by Peltier/Cheslock to approve the rezone based on the recommendation from Zoning & Planning. No further discussion. Motion carried in a vote, 5-0.

3. Recommendation by Zoning & Planning on the Rezone Application 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 to rezone lands to the Planned Development District (PDD) to allow for the development of a mixed use residential and commercial development for 70 acres between Monroe Road and Belle Isle Meadows. This proposal is consistent with the conceptual submittal on March 19TH Board agenda. The Comprehensive Plan depicts the area for future Planned Neighborhood development with commercial along CTH GV. This rezone is consistent with the Plan, specifically:

- Ensuring the commercial development along Monroe. (PROVIDED)

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- Ensuring the 3 – 4 story multi-family development along Monroe. (PROVIDED)
- Defining the street edge of Brayden Lane with the multi-family development. (PROVIDED)
- Ensuring a mix of single-family housing styles that feature quality aesthetic features and prominent front doors and porches to create an inviting streetscape for Brayden Lane. (PROVIDED).

The Zoning & Planning Commission recommend approval this rezoning petition with preliminary plat to the Town Board for the following reasons:

1. The proposed rezoning to the R-1/PDD, R3/PDD, and B2/PDD districts are consistent with the current zoning and development trends in the area.
2. The lands are suitable for mixed use development of commercial development, low- to medium-density single-family residential development, and medium-density multi-family residential development.
3. The proposed zoning district conforms to the goals of the adopted Comprehensive Plan and the land use illustrated on the Future Land Use Map.

Chairman P. Danen opened the public hearing at 6:10 PM

Diane Hudson, 7741 Altmeyer Drive – Asked for specifics on the project and inquired if the additional traffic onto Brayden Lane was taken into consideration.

Staff answered there are 34 single family homes, and 100 multi-family units added. Town plans indicated that the connection from Brayden Lane to Monroe Road was a priority; it was expected, it was planned for, and it's being implemented. The same is true for the connection to Bower Creek Road. Both left and right turns will be options at Brayden/Monroe Road intersection.

Amy Bailey, 7765 Ava Hope Trail – Is concerned with drainage issues and how it's going to affect existing homes in the area.

Staff advised that utility work is in the process of being installed and fill is being brought in accordance to the Town's Stormwater Management Plan.

Tom Smith, 7762 Ava Hope Trail – Questioned where the construction traffic is going to ingress/egress on Brayden Lane, and questioned the meaning of R-3 Zoning.

Staff didn't know the answer to the construction traffic access to Brayden Lane, it's too early in the planning to determine. Staff explained that R-3 Zoning is for multi-family living structures such as apartments.

Bart Miller, 7802 Ava Hope Trail – Asked if there was a planned park or nature trail.

Staff answered that there is planned park land/natural area in Belle Isle subdivision, so there will be some type of neighborhood park in the area. The subdivision is located in Tax Increment District No. 1 which is also a Neighborhood Center District which allows latitude in the design to produce a better product (layout, design). This layout and design takes into consideration parks and open space.

Carl Kuehne, 4479 Heritage Heights – Wondered this is plan was a concept or something permanent. Wondered if there's commercial in mind on Monroe Road.

Staff advised that there's about 15 square feet of commercially zoned land on Monroe Road. There has been no plans submitted for this commercial area at this time. However, the Town would like to see a development with an urban feel as it sets the tone at the entry point.

After three calls for additional comments, none were heard. Chairman P. Danen closed the public hearing at 6:37 PM.

MOTION by Peltier/Van Rossum to approve the rezone request based on the recommendation by Zoning & Planning. No further discussion. Motion carried in a voice vote, 4-0 with P. Danen abstaining.

ZONING & PLANNING:

- 1. Recommendation by Zoning & Planning 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.**

The petitioner is requesting approval of a mixed use development plan with preliminary plat. The proposed plat illustrates 38 lots and one outlot. Lots 1 – 21 and 26 – 38 will be for single-family development. Lots 22, 23, and 25 will be for multi-family development, and Lot 24 will be for commercial development.

The proposed lots have approximately 62 feet of frontage along Brayden Lane with 6-foot side setbacks. For comparison, the code permits R-1 single-family lots to have 90 feet of frontage with 10-foot side setbacks. The narrower single-family lots that result from the extensive environmental constraints result in a smaller lot size than would be available under R-1 zoning. Lots 1 – 4, which back up to the existing Belle Isle Meadows subdivision, are larger and more closely match the Belle Isle homesites.

Six (6) different base home plans and elevations were provided for review and approval. The Zoning & Planning Commission discussed the home plans at length, and determined that no more than five (5) of any specific single-family floor plans or elevations may be used along Brayden Lane with approval of the Zoning & Planning Commission, and no two (2) specific single-family floor plans or elevations may be located adjacent to one another.

Flexibility for the development is needed to design around the significant floodplain and wetlands issues of the area. Without the Planned Development District overlay, the sites would not be economically feasible to develop. Without the multi-family, the fill and extension of Brayden Lane would not occur. These smaller lots provide an excellent transition from the multi-family development to the existing Belle Isle Meadows subdivision. Not everyone can afford a single-family home in Ledgeview today, and this product will provide a lower price of entry to home ownership as an option to apartment living.

The Zoning & Planning Commission recommend approval of the layout, elevations, and preliminary plat to the Town Board with the following conditions:

1. The preliminary plat be modified
 - Single-family lots cannot be platted into the wetlands Environmentally Sensitive Areas to ensure they are protected per Section 96-8(C) of the Subdivision Code.
 - Modification to Lot 6 is needed to ensure access to Outlot 1 for maintenance of the stormwater pond.
2. No more than five (5) of any specific single-family floor plans or elevations may be used along Brayden Lane with approval of the Zoning & Planning Commission. No two (2) specific single-family floor plans or elevations may be located adjacent to one another.

MOTION by Van Rossum/M. Danen to approve the Building, Site, and Operations Plan Application with condition set forth by Zoning & Planning. No further discussion. Motion carried in a voice vote, 4-0 with P. Danen abstaining.

2. Recommendation by Zoning & Planning on the request by Steve Bieda of Mau & Associates, agent for owner Barbara Leanna for a Certified Survey Map on parcels D-183-2, located at 1947 Dollar Road, creating four residential lots.

The petitioner has submitted a Certified Survey Map (CSM) to subdivide the 2.25 acre parent parcel into into 4 lots. The lots will have access off Dollar Road. Lot 1 will have 0.59 acres, Lot 2 will have 0.51 acres, Lot 3 will have 0.52 acres, and Lot 4 will have 0.61 acres. This application is in conjunction with a rezone petition, changing the lots from A-2 to R-1.

The lots will have access off Dollar Road. The CSM illustrates an additional 2-foot right-of-way dedication for Dollar Road.

The Zoning & Planning Commission recommended approval to the Town Board for the following conditions:

1. Raze/remove shed on Lot 4 within six (6) months of signature of the CSM by the Town.
2. Add notation to CSM stating that sidewalks and/or future trail facilities will be installed along Dollar Road.
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, 5-0.

OLD BUSINESS: None.

NEW BUSINESS:

1. Recommendation from both the Park & Recreation Committee and Personnel & Finance Committee to authorize recruitment of a Park & Recreation Director Position.

The 2018 Ledgeview Strategic Plan identified the need to evaluate and consider hiring of a Park and Recreation Director/Coordinator position. In reviewing the growing needs of the Town with respect to parks and recreation, a gap analysis of park-related duties as well as public works duties was conducted which is the result of what is being presented to The Board in the attached Job Description.

The Board is being asked to consider the timeline and recommend the recruitment and hiring of additional personnel to complete these much needed duties and responsibilities. Both the Park & Recreation Committee and Personnel & Finance Committees recommend approval of the job announcement, job description, and hiring timeline.

MOTION by M. Danen/Cheslock to approve the recruitment of a Park & Rec Director. No further discussion. Motion carried in a voice vote, 5-0.

2. Review and approve the revised Brown County Tax Collection Agreement for December 2019 to February 2020.

Approved at the previous meeting, Brown County has since made some slight changes to the document. Hence, the documents need to be reapproved by the Board with the changes.

MOTION by Van Rossum/Cheslock to approve the document with the changes as noted. No further discussion. Motion carried in a vote, 5-0.

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COMMUNICATIONS: None.

ORDINANCES:

1. Ordinance – Third & Final Reading:

a. Ordinance 2019-06 Amending Chapter 94 Streets and Sidewalks, Article VI Rights-of-Way and Easements.

This amendment creates additional enforcement mechanisms for the Town to protect the public interest in Town rights-of-way and easements. This coincides with the fee amendment above. This ordinance is subject to the required three readings.

MOTION by P. Danen/Peltier to table until next meeting. No further discussion. Motion carried in a vote, 5-0.

REPORTS:

Administrator:

- It's National Municipal Clerks Week. Board recognized Clerk Charlotte Nagel.
- Wisconsin Towns Association Synopsis of Town Topics in Governor Evers' Budget Proposal was provided to the Board, as well as from the comments from the League of Wisconsin Municipalities.
- Ledgeview Farms Livestock Siting Board Records have been submitted to the DATCP for the appeal review.

Clerk:

- Working on the records submittal to DATCP.
- Volunteer Appreciation Event on May 21st from 6-8PM.
- There was discussion on how to handle liquor licenses when a business is sold. Guidance was given.

Treasurer:

- Advised that Steve Jauquet would like step down as President of the Sanitary District. The Sanitary District Commission would like to have a joint meeting regarding next steps on or around June 18th.
- Gave an update on the Special Assessment log.

Public Works:

- Spring Road Evaluation will be completed shortly.
- PASER Rating will be completed in June.

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, 5-0.

CLOSED SESSION:

- 1. The Town Board may convene into closed session pursuant to WI State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority.**

MOTION by P. Danen/Van Rossum for the Town Board to convene into closed session pursuant to WI State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance

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evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority. No further discussion. Roll call vote: M. Danen – Aye, Van Rossum – Aye, P. Danen – Aye, Peltier – Aye, Cheslock – Aye. Motion carried in a roll call vote, 5-0.

At 7:14 PM, the Town Board convened into closed session.

MOTION by Van Rossum/M. Danen for the Board to reconvene into open session. No further discussion. Motion carried in a voice vote, 5-0.

At 7:19 PM , the Town Board reconvened into open session.

2. The Town Board may then reconvene into open session to take action on items discussed in closed session.

MOTION by Van Rossum/Cheslock to approve the Personnel & Finance Committee recommendation. No further discussion. Motion carried in a vote, 5-0.

ADJOURNMENT:

MOTION by M. Danen/Peltier to adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 7:20 p.m.

Charlotte Nagel

Charlotte Nagel, Clerk

Town of Ledgeview, Brown County, WI