The Ledgeview Town Board held a meeting on Tuesday, June 30, 2020 at 12:00 PM (Noon) in the Community Room located at Ledgeview Community Center, 3700 Dickinson Road, De Pere, WI 54115.

It should be noted that in light of current public health concerns regarding COVID-19, this meeting was an in-person meeting of Board members. Members of the public were able to monitor in the meeting through telephone access. Comments under the Public Input agenda item were accepted in written format prior to the meeting and distributed to the Board members for recognition at the meeting.

CALL TO ORDER
The meeting was called to order by Chairman P. Danen at 12:00 PM.

PLEDGE OF ALLEGIANCE
Pledge of Allegiance was recited by all in attendance.

ROLL CALL
Members present were Chairman Philip J. Danen, and Supervisors Cullen Peltier and Al Cheslock. Supervisor Renee Van Rossum arrived at 12:03 PM, and Supervisor Mark Danen was excused.

Staff present were Administrator Sarah Burdette, Planner Dustin Wolff (virtually), Engineer Scott Brosteau, Clerk Charlotte Nagel, Treasurer Renae Peters, Park & Recreation Director Stephanie Schlag, Public Works Operations Superintendent Andy Tenor.

AGENDA APPROVAL
Staff advised there were no changes to the agenda.

MOTION by Peltier/Cheslock 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. June 16, 2020 Town Board Meeting Minutes
2. Routine Reports: None.
3. Committee/Commission Reports:
   a. Fee Waiver Recommendation from Park Committee for Fox Wolf Watershed for Ledgeview Park Shelter for Park Cleanup Event
   b. Fee Waiver Recommendation from Park Committee for Aging and Disability Resource Center for Community Center for Medicare Enrollment seminars
4. Operator's Licenses: June 15st – 30th, 2020
5. Other Committee Minutes:
   a. Park and Recreation Committee Minutes from April 21, 2020
   b. Beautification Sub-Committee Minutes from February 17, 2020
6. Pay Requests:
   a. Approve pay request #6 for Brayden Lane Connection, Contract C-2019, for $195,911.79 to Advance Construction
   b. Approve pay request #7 for Red Hawk Landing, Contract D-2019, for $178,103.05 to Jossart Brothers Inc.
   c. Approve Pay Request #1 for Scray Hill Road Reconstruction, Contract B-2020, for $281,852.22 to Peters Concrete Co
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/Cheslock approve the Consent Agenda as written. No further discussion. Motion carried in a voice vote, 3-0.

PUBLIC COMMENT:
NOTE: Oral comments may be submitted to the Town Board in-person under the Public Comment section. Written comments were accepted until 5:00pm, Monday, June 29th, 2020. Written comments received by 5:00pm on Monday, June 29th, 2020 were distributed to the Town Board Members prior to the meeting. The Town Board acknowledged receipt of written comments during the Public Comment section of the meeting.

Staff advised there was no written comments received prior to the meeting.

Sue Grohusky, 1775 Hawthorne Heights – Ms. Grohusky spoke on behalf of Mary Janssen regarding an e-mail on open records request. Staff clarified that was an e-mail exchange between a resident and staff, not a public comment.

Ms. Grohusky does not feel that the open record request revealed any support for the sidewalk on Scray Hill Road.

Ms. Grohusky inquired on the policy of the ownership of the road and the right-of-way, whether to Town owned the right-of-way or whether the property owner owned the right-of-way. Staff explained this is handled through the land division process and is a county and state policy.

Ms. Grohusky wanted clarification on how the Scray Hill Road Urbanization Project is being funded. The Board explained the funding of the project.

Ms. Grohusky then read a statement regarding the sidewalks being placed on Scray Hill Road. A copy of Ms. Grohusky's statement is attached to the record copy of the meeting minutes.

Ms. Grohusky asked the at the following be quoted in the record minutes:

"As a property owner on Scray Hill Road and having lived in this community for over 40 years, I have major safety concerns in regards to the Town of Ledgeview's decision to create a façade that Scray Hill Road, and in particularly the hill, is a safe for pedestrian usage. I have concerns for ending the sidewalk on the southwest side of the hill a very dangerous point and for putting a sidewalk up a steep hill known for being dangerous to even vehicular traffic. I and others have voiced our concerns and are opposed to this project due to these safety issues."

PUBLIC HEARING: None.

ZONING & PLANNING:

1. **Recommendation from Zoning & Planning Commission on the request by Steve Bieda of Mau & Associates, LLP, agent for Judi DeKeyser, owner, for a Certified Survey Map Application on parcels D-376 and D-376-2 located at 3890 Creamery Road, to adjust the lot line between two existing lots.**
   The petitioner is requesting to reconfigure properties. The existing property has a single-family residence and six outbuildings. Proposed Lot 1 will be increased from 6.8 acres to 9.06 acres, with ~550-feet of frontage. Lot 1 contains the residence and will retain four accessory structures. Lot 2 will be reduced from 5.1 acres to 2.7 acres with ~277-feet of frontage. Lot 2 will be developed as Inspirit Therapies.

   The Certified Survey Map (CSM) was delayed as lands were evaluated for wetlands due to the presence of indicator soils. No wetlands were found on the property. The Zoning Board of Appeals approved a variance to allow for four (4) accessory structures, with the 3,466 SF barn structure to be allowed until it is razed by November 1, 2021.

The Zoning & Planning Commission recommends approval of the CSM to the Board with the following conditions:

1. Add the following notations to the CSM:
   - *Future bicycle and pedestrian facilities will be provided in the right-of-way of Creamery Road.*
   - *Brown County standard notations for ESAs.*
2. Any technical corrections required by the Town Engineer or Brown County must be addressed prior to Town signature of the CSM.

MOTION by Van Rossum/Peltier 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.

2. Recommendation from Zoning & Planning Commission on the request by Steve Bieda of Mau & Associates, agent for owner Judi DeKeyser for a Rezone Request Application on parcel D-376-2, located on Creamery Road, from RR, Rural Residential to NCD, Neighborhood Center District.

The petitioner is requesting approval to rezone the reconfiguration of property from R-R/PDD, Rural Residential with Planned Development District to NCD, Neighborhood Center District, which is consistent with zoning of the lands to the east.

With commercial and office development—dentist and health care—located across the street, the lands are suitable for a mix of non-residential uses allowed by the Neighborhood Center District.

At the June 1st meeting, the Town Board approved an amendment to the Future Land Use Map for Planned Mixed Use. At the June 16th Board meeting, this item was tabled after the public hearing.

The Zoning & Planning Commission recommends approval to the Town Board the rezoning of Parcel D-376-2 from R-R, Rural Residential to NCD, Neighborhood Center District for the following reasons and with the specific conditions:

1. The proposed rezoning from R-R to NCD is consistent with the current zoning and development trends in the area.
2. The land for the parcel is suitable for non-residential and mixed-use development consistent with the Neighborhood Center District.
3. The rezoning is conditioned on recording of the DeKeyser CSM reconfiguring Parcels D-376 and D-376-2.

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

3. Recommendation from Zoning & Planning Commission on the request by David O'Brien of Bayland Buildings, Inc., agent for Derek and Eliza Andrews, LLC, owner, for a Building, Site, and Operations Plan for Inspirit Physical Therapy to be located on parcel D-376-2, 3800 Block of Creamery Road.

The petitioner is proposing to construct a ~7,100 square foot physical therapy facility. The petitioner will be relocating their existing operations on East River Drive to this new facility.

The proposed development will have a residential appearance and use cultured stone with limestone sills on the south and west elevations. Composite wood siding will be used on all elevations, and predominantly on the east and north elevations. The elevations most visible from Creamery Road have excellent combinations of materials and complies with the code.

The existing site has 50 parking spaces available. The Code requires a range of 18 to 71 stalls based on the size of the facility. Staff feels there are sufficient parking stalls available to serve the uses programmed for the facility.

A single driveway from Creamery Road is proposed. Future development on this site will be served by this driveway also.

New site lighting is proposed in the project plans. All pole fixtures are 90-degree downcast and dark-sky compliant. The bases do not exceed 12-inches above grade, and the total height of the lights will not exceed 18-feet above grade. A photometric plan has been provided, and it confirms there will be no light trespass at the property lines and the lighting levels comply with the code.

A shadowbox wood enclosure with is proposed to serve the site as the trash enclosure. The trash enclosure will be complementary to the principal structure as required.

A bioretention area illustrated at the southeastern corner of the site to serve as stormwater management. The petitioner will need to work with the Town Engineer to ensure the stormwater management can accommodate the proposed facility.

No landscaping plan has been provided for review. A plan must be submitted with the building permit.

The Zoning & Planning Commission recommends approval the development to the Town Board with the following outstanding conditions:

1. Submittal of a landscape plan with the building permit materials.
2. Approval of all stormwater management by the Town Engineer, and revisions to the site as recommended.

MOTION by Peltier/Cheslock to approve the Building, Site and Operations Plan for Inspirit Physical Therapy with the conditions set forth by Zoning & Planning. No further discussion. Motion carried in a voice vote, 4-0.

4. Recommendation from Zoning & Planning Commission on the Initial Resolution Regarding the Vacation and Discontinuance of Portion of Dallas Lane in the Town of Ledgeview, Brown County, Wisconsin.

The petitioner, in conjunction with the Town Public Works Department, are requesting the vacation the 0.19 acre "stub" portion of Dallas Lane. A Certified Survey Map to reconfigure the parcels and a rezone petition for Parcel D-183-4-2 accompany this vacation application. A condition of the Certified Survey Map approval is the vacation of this right-of-way. Vacation of the right-of-way is required whenever a governmental entity—in this case the Town—removes the public interest in a road, and it is relinquished to the abutting properties. Zoning & Planning recommend unanimously approval.

This is the initial resolution in the street vacation process. A public hearing is scheduled to August 18th in which the final resolution will be up for Board action.

MOTION by Peltier/Cheslock to approve the Initial Resolution. No further discussion. Motion carried in a voice vote, 4-0.

OLD BUSINESS: None.

NEW BUSINESS: None.

COMMUNICATIONS: None.

ORDINANCES: None.

REPORTS:
Administrator:
- Report will be given at the next meeting.

Clerk:
- Approximately 1,200 absentee ballots were mailed for the upcoming August 11th Partisan Primary Election.

Planner:
- Nothing to add.

Treasurer:
- Sanitary District Commission Meeting is Wednesday.

Engineer:
- Pine Grove Road is set to close from Dickinson Road to Elmview Road for culvert replacement.
- Scray Hill Road roundabout is moving along nicely. Set to reopen July 11th.

Parks & Recreations:
- Update on De Pere Baseball Mulva Family Ball Fields at Scray Hill Park Project.
- Update on land swap with Town of Glenmore for Van Straten Family Park.

Public Works:
- Nothing to add.

Board Comments: None.

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

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. The purpose is to review and make recommendation on the Director of Public Works Position.**
2. **The Town Board may then reconvene into open session to take action on items discussed in closed session.**
   MOTION by P. Danen/Cheslock for the Town Board to 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. The purpose is to review and make recommendation on the Director of Public Works Position. The Town Board may then reconvene into open session to take action on items discussed in closed session.

   At 12:20 PM, the Town Board entered into closed session

   MOTION by P. Danen/Van Rossum for the Board to reconvene into open session. No further discussion. Motion carried in a voice vote, 4-0.

   At 12:28 PM, the Town Board reconvened into open session.

MOTION by P. Danen/Cheslock to authorize the Town Administrator to make an employment offer to the recommended candidate within the terms and conditions discussed in closed session. No further discussion. Motion carried in a voice vote, 4-0.

ADJOURNMENT:
MOTION by P. Danen/Van Rossum to adjourn. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 12:29 PM.

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