



LEDGEVIEW TOWN BOARD MINUTES
Monday, May 3rd, 2021 at 6:00 PM
or as soon thereafter as possible
Ledgeview Community Center
Community Room
3700 Dickinson Road, De Pere, WI 54115

This was an in-person meeting of the Ledgeview Town Board. The public was able to participate in-person following the CDC COVID-19 Guidelines for social distancing. Those who wish to monitor the meeting via telephone were given the appropriate call-in meeting numbers.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all in attendance.

ROLL CALL

Present was Chairman Phil Danen, Supervisors Renee Van Rossum, M. Danen, Sachin Shivaram, and Alan Matzke.

Staff present was Administrator Sarah Burdette, Planner Dustin Wolff, Zoning Administrator Dan Teaters, Treasurer Renae Peters, Engineer Scott Brosteau, Public Works Director Greg Potts, Park & Recreation Director Stephanie Schlag, and Clerk Charlotte Nagel.

AGENDA APPROVAL

Staff advised there were no 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, 5-0.

CONSENT AGENDA

1. Regular Board Meeting Minutes:
 - a. April 20th, 2021.
2. Routine Reports:
3. Committee/Commission Reports: None.
4. Operator's Licenses: April 19 through April 30, 2021.
5. Other Committee Minutes. Accept and place on file:
 - a. April 20, 2021 Annual Meeting Minutes.
 - b. March 23, 2021 Park, Recreation & Forestry Committee Minutes.
 - c. March 15, 2021 Beautification Sub-Committee Minutes.
6. Pay Requests: None.
7. Special Event & Street Closure Permits: None.

Motion by Van Rossum/Matzke to approve the Consent Agenda as written. No further discussion. Motion carried in a voice vote, 5-0.

PUBLIC COMMENT:

Andy Tenor, 3851 Dickinson Road – Mr. Tenor thanked the Board for working on his concerns regarding the new parking ordinance and how it applies to Rural Residential Zoning.

PUBLIC HEARING: The Town Board may discuss and act on agenda items after the public hearing.

- 1. Zoning & Planning Commission recommendation on the request Steve Zeitler, on behalf of by Wade Berger (property owner) for a Zoning Change Application on parcel D-490, 2500 Oak Ridge Circle, from R-R Rural Residential to R-1 Residential to accommodate a Certified Survey Map creating two single-family residential lots.**
The petitioner is requesting to rezone the parcels from R-R, Rural Residential District to R-1, Residential District for a future land division. This rezone accompanies a proposed two (2) lot Certified Survey Map (CSM). The Town recently urbanized the west end of Oak Ridge Circle with curb, gutter, and sidewalk. It is anticipated that more of Oak Ridge Circle will be urbanized in the future. Zoning & Planning unanimously recommends approval of the rezone.

The public hearing was opened by Chairman P. Danen at 6:06 PM.

Marlene Doherty, 2524 Oak Ridge Circle – Lives to the east of the property in question. Ms. Doherty is concerned that approval of the rezone will set a precedent for others to rezone and split their parcels. She is against the rezone because of the unique neighborhood with large lots. As houses are added to the neighborhood, Ms. Doherty is concerned that stormwater drainage issues will increase as with the recent changes to the west end of the road. Asking the Board to take this into consideration.

Staff responded by advising that R-R Rural Residential Zoning has been the Town’s default zoning in the past, however, there has been a steady change along Oak Ridge Circle to R-1 Single Family zoning. Some of the larger lots on Oak Ridge Circle are not able to be subdivided simply because of their size; they are not large enough to meet the minimum requirements of R-1 zoning. The proposed subdivision is consistent with the Comprehensive Plan of which Zoning & Planning did consider in their recommendation.

Kevin Doherty, 2524 Oak Ridge Circle – Was wondering if the footage of the new lots were in compliance with the R-1 requirements. Staff answered that they are. There was discussion on properties both to the east and west of the proposed parcel.

Wade Berger, 2500 Oak Ridge Circle – The petitioner, advised that there are other lots on the south side of Oak Ridge Circle that are currently zoned R-1.

Dan Kerkhoff, 3848 Dickinson Road – Questioned the acreage of the area parcels. Some are 2-acre lots. Staff explained that this is a transitional area so there are different sized lots.

After three calls for additional comments, none were heard. Chairman P. Danen closed the public hearing at 6:14 PM.

Staff confirmed that the rezone does meet all the town requirements.

Motion by Shivaram/Matzke to approve Zoning & Planning recommendation to rezone the D-490 to R-1 Residential. No further discussion. Motion carried in a voice vote, 5-0.

ZONING & PLANNING:

- 1. Discuss/Act on Zoning & Planning Commission recommendation on the request by Steve Zeitler, on behalf of Wade Berger (property owner) for a proposed land division of parcel D-490, 2500 Oak Ridge Circle, creating two lots.**

The petitioner is requesting the approval of a Certified Survey Map (CSM) to the subdivide the existing 1.7-acre parcel into two lots. Lot 1 will be ~39,500 SF, and Lot 2 will be ~32,380 SF in size—generally about ¾-acre. The land is currently zoned R-R, Rural Residential, but a rezone petition from R-R to R-1 accompanies the CSM. Zoning & Planning recommend approval with the following conditions:

1. Approval of the rezone petition for parcel D-490.
2. Revise the CSM to straighten the proposed lot line between Lot 1 and Lot 2 as required by Section 96-10(S).
3. Revise the CSM to illustrate a 35’ building setback from Oak Ridge Circle.
4. Modify the existing drive to comply with the required 5-foot setback from the new side lot line prior to Town signature of the CSM.
5. Raze or move the accessory structure prior to Town signature of the CSM.

6. Revise the signature page to list Charlotte Nagel, Town Clerk.
7. Any technical corrections required by the Town Engineer or Brown County prior to Town signatures.

Motion by Van Rossum/Danen to approve the revised and CSM with Zoning & Planning recommendations and any required minor changes. No further discussion. Motion carried in a voice vote, 5-0.

2. Discuss/Act on Zoning & Planning Commission recommendation on the request by Garritt Bader for a Building, Site, and Operations Plan Application on parcel D-1601 through D-1622 located at 2200 Dickinson Road for a new office/residential building.

In December 2020, Zoning & Planning reviewed this two-story mixed use commercial and apartment building along Dickinson Road within Olde School Square (OSS). The development contains two ground floor commercial units to go along 7 residential units—one ground floor unit and 7 second floor units. It also provides a ground floor parking garage for residents, retaining surface parking around the square in OSS and eliminating the previously proposed individual garage parking arrangement and suburban façade. The proposal also adds mass to the second story, giving the building a more urban and commercial look consistent with other structures in OSS. Zoning & Planning recommend approval with the following conditions:

1. Install a garage door with windows. (NOTE: Revised elevations plans have provided this requirement.)
2. Provide a revised landscape plan that clearly illustrates the location, species, and size of building foundation plantings and permitted plantings.
3. Recording of the revised Olde School Square Condominium Plat.

Motion by Shivaram/M. Danen to approve with the recommendation of Zoning & Planning. No further discussion. Motion carried in a voice vote, 5-0.

OLD BUSINESS:

1. Discuss/Act rescinding 2020 Resolution Declaring Public Health State of Emergency.

A Declaration a Healthcare State of Emergency was completed on April 6, 2020 giving the Town additional resources to combat COVID-19. Brown County Health Department has no longer deemed a public health emergency thus the resolution must be rescinded.

Motion by Van Rossum/Matzke to rescind the resolution. No further discussion. Motion carried in a voice vote, 5-0.

NEW BUSINESS:

1. Discuss/Act on Request for Screening at Ledgeview Golf Course along Bower Creek Road.

Ledgeview Golf Course, LLC has approached staff with concerns about lack of screening along the northwest corner of the golf course where the road reconstruction along Bower Creek Road occurred. They have concerns about people walking right onto the golf course, cars driving on to the golf course, and errant balls going on to the road. They have indicated their preferred option is a 6-8' tall security fence and asked that the Town install something as soon as possible.

Staff recommends proceeding with some sort of fencing or screening along Bower Creek Road. If the board is in favor of the arborvitae, two cost estimates are attached. Ideal planting season is in spring or fall. Staff is in favor of utilizing the golf course revenue for the 103 screening trees and then planting the 32 remaining grant trees at the golf course where trees have been removed in the past 2 years and as street trees in the right-of-way between the golf course and Bower Creek Road. The town has already planted 168 grant-funded trees at various parks and town-owned properties.

Motion by P. Danen/Shivaram to approve the request with using trees from NEW Water and purchasing the lowest number of additional trees at the discretion of staff along the golf course Bower Creek Road. No further discussion. Motion carried in a voice vote, 5-0.

COMMUNICATIONS:

1. Proclamation by the Governor of the State of Wisconsin proclaiming May 2-8, 2021 as Municipal Clerks Appreciation Week.

The Board recognized the contributions of the Town Clerk.

2. Recognition of Firefighters Appreciation Day May 4th, 2021.

The Board recognized the contributions of the Fire Department.

ORDINANCES:

1. Third & Final Reading:

a. Zoning & Planning Commission recommendation on the proposed amendments to Chapter 135-Zoning Article XXI Off-Street Parking Requirements, Section 207 Off Street Parking Requirements for Commercial Vehicles, Recreational Vehicles, and Trailers.

The issues associated with this ordinance and its enforcement date back to January 2018. Zoning & Planning discussed this code section with both Mead & Hunt and the Code Enforcement Officer several times in 2018 and 2019. Most recently, Zoning & Planning reviewed this ordinance in October 2020 and had several questions or edits to the revised ordinance which are addressed in the current version. A public hearing was held in which changes did arise. The ordinance was again amended to this final version.

Motion by Matzke/M. Danen to approve the ordinance as written. No further discussion. Motion carried in a voice vote, 5-0.

REPORTS:

Administrator:

- Brown County Public Works Annual Meeting Invitation.
- Ledgeview Farms Case status.

Clerk:

- Board of Review is scheduled for Tuesday, May 18, 2021 from 4:00 – 6:00 PM.

Planner:

- Mixed use development requesting Tax Increment Financing has minor change to the agreement.

Treasurer:

- The Crossing at Dollar Creek Phase 2 Developer's Agreement.
- Amendment to the Stone Fence Preserve Developer's Agreement.
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Zoning Administrator:

- Continuing to acclimate to Ledgeview.
- Learning the developments.

Engineer:

- Stone Fence Preserve, June 4th targeted completion date.
- Mystery Ridge work to begin soon, weather dependent.

Public Works Director:

- Traffic recommendation by Brown County on Dickinson Road near the East River to add a bike lane and on street parking, as well as a speed limit change to 25 mph from GV to the roundabout.

Park & Recreation Director:

- Football games are being scheduled for the fall at Scray Hill Park.
- Scray Hill Park dug out roofs are being installed.
- NEW Water grant trees end this week.

Fire Department:

- Fundraising for Booyah and Bake Sale was a success.
- Fire Department will be meeting with the Fire Department Study Consultant on Monday, May 17th.

Board Comments: None.

APPROVAL OF THE VOUCHERS:

Motion by Van Rossum/Shivaram to approve the vouchers. No further discussion. Motion carried in a voice vote, 5-0.

ADJOURNMENT:

Motion by P. Danen/Matzke to adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 7:02 PM.

Respectfully submitted,

Charlotte Nagel
Clerk