



TOWN BOARD MINUTES  
TUESDAY, NOVEMBER 22, 2022 at 4:30 p.m.  
or as soon thereafter as possible  
Ledgeview Community Center  
3700 Dickinson Road, De Pere, WI 54115

**CALL TO ORDER**

The meeting was called to order by Chairman P. Danen at 4:33 p.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by all in attendance.

**ROLL CALL**

Present were Chairman Phil Danen, Supervisors Renee Van Rossum, Mark Danen, and Sachin Shivaram. Supervisor Alan Matzke was excused.

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

**AGENDA APPROVAL**

Staff advised the need to strike New Business Item No. 1 as it was not ready yet. Chairman P. Danen questioned Item No. 1 under Zoning, to which it should read Heritage Heights Road and not Heritage Road.

**Motion by** Chairman P. Danen to approve agenda with striking New Business Item No. 1 pertaining to R-2022-053 and the change in Zoning and Planning Item No. 1 to read ‘... *Property line between parcels D-447-3 and D-447-5 located on Heritage Heights Road...*’ as listed above. **Motion seconded by** Supervisor M. Danen with no further discussion. Motion carried unanimously 4-0.

**CONSENT AGENDA**

1. Regular Board Meeting Minutes:
2. Routine Reports:
3. Committee/Commission Reports:
4. Operator’s Licenses: November 6, 2022 thru November 19, 2022
5. Other Committee Minutes.
  - a. October 26, 2022 – CBCWA Committee Minutes
  - b. October 27, 2022 – WTA Wisconsin Towns Association Minutes
6. Pay Requests: None.
7. Special Event & Street Closure Permits: None.

**Motion made by** Supervisor R. Van Rossum to approve the Consent Agenda as written, **seconded by** Supervisor S. Shivaram. No further discussion. Motion carried unanimously 4-0.

**PUBLIC COMMENT:**

Chairman P. Danen opened public comment at 4:35 p.m.  
After three calls for comments, none were heard. Public comment was closed at 4:36 p.m.

**PUBLIC HEARING:** None.

**ZONING & PLANNING:**

1. Recommendation from the Zoning and Planning Commission on a Certified Survey Map request by Ben Bartolazzi (owner) to adjust the property line between parcels D-447-3 and D-447-5 located on **Heritage Heights Road** via Resolution R-2022-054.

The petitioner is proposing to reconfigure parcels D-447-3 and D-447-5 and adjust the lot line shared between the parcels. Both parent parcels are vacant, but the adjustment is to accommodate a proposed new home. The land is zoned R-R, Rural Residential. Both lots were created via the May CSM dated March 8, 2018. Parcel D-447-3 will be 1.5 acres and parcel D-447-5 will be 1.55 acres.

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. The lots meet these requirements.

ZPC recommends approval of the CSM with conditions.

**Motion by** Supervisor M. Danen to Approve Certified Survey Map request adjust the property line between parcels D-447-3 and D-447-5 located on Heritage Road via Resolution R-2022-054 with the following conditions as recommended by ZPC:

- a) Payment of any outstanding assessments.
- b) Technical corrections required by the Town Engineer or Brown County prior to Town signatures.

**Motion seconded by** Supervisor S. Shivaram. No further discussion. Motion carried unanimously 4-0.

2. Recommendation from the Zoning and Planning Commission on a Certified Survey Map request by Thomas and Nancy Burruss to adjust the property line between parcels D-202-5 and D-204-9 located on Dickinson Road via Resolution R-2022-055.

The petitioner is proposing to reconfigure parcels D-202-5 and D-204-9 and adjust the shared lot line between them. The land is zoned R-R, Rural Residential. Parcel D-202-5 will be 1.63 acres and parcel D-204-9 will be 1.7 acres. The current shared lot line runs diagonally between the lots. The CSM proposes to adjust the line to a line more perpendicular with the road.

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. The proposed lots comply with these requirements.

Both lots access CTH G. A “farm access” exists for parcel D-204-9, but any new access for parcel D-202-5 will require approval from Brown County.

ROW dedication cannot be required for a retracement CSM, however, a 100-foot total right-of-way is required for CTH G. If future lots are created, a dedication of 10-feet would be required for parcel D-204-9 and part of parcel D-202-5 as proposed.

The proposed CSM shows an existing accessory building located on Lot 2 (Parcel D-202-5). This building is legal, nonconforming as it was permitted by the Town but there is no principal structure

on the property. The applicant does not intend to change the use of the parcels and no new parcels are being created, so the structure can remain.

The ZPC recommended approval of the CSM to the Town Board conditioned upon technical corrections required by the Town Engineer or Brown County prior to Town signatures.

**Motion by** Supervisor R. Van Rossum to Approve Certified Survey Map request adjust the property line between parcels D-202-5 and D-204-9 located on Dickinson Road via Resolution R-2022-055 conditioned upon technical corrections required by the Town Engineer or Brown County prior to Town signatures. **Motion seconded by** Supervisor S. Shivaram. No further discussion. Motion carried unanimously 4-0.

3. Approval of a Preliminary Resolution R-2022-056 for the Right-of-Way Vacation of Cal Lane.

Cal Lane is a small ROW that serves as the driveway for the current home. The owner petitioned—and the Town approved this vacation—in 1994. However, the Town never completed the vacation process. At this time the owner is requesting the Town complete the vacation of the 10,500 square foot “stub” of Cal Lane. The previous farm (prior to construction of I-43) and Cal Lane as the access. The Cal Lane vacation will not impact any other properties. Big Creek Road will continue to provide access the homes in the area. There are no utilities located within the Cal Lane ROW and there is no need to retain the ROW for future utility planning.

**Motion by** Supervisor S. Shivaram to Approve Preliminary Resolution R-2022-056 for the Right-of-Way Vacation of Cal Lane. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 4-0.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

1. ~~Request to Approve Resolution R-2022-053 Related to Consideration to End Participation in the Wisconsin Service Award Program.~~
2. Recommendation of Approval of the Official Traffic Map.

**Motion made by** Chairman P. Danen to Approve the Official Traffic Map, **seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a unanimous vote, 4-0.

**COMMUNICATIONS:** None.

**ORDINANCES:** None.

**REPORTS:**

Administrator:

- Updated board on claims from J&A Lakeside and Suann Dombrowicki.
- Mentioned the phone recording and instructions were updated and recorded by R. Peters.
- Written report as submitted.

Planner:

- None

Zoning Administrator:

- Written report as submitted.

Treasurer:

- Written report as submitted.

Clerk:

- Written report as submitted.

Engineer:

- None

Public Works Director:

- Written report as submitted.

Park & Recreation Director:

- Written report as submitted.

Fire Department:

- Stated the Fire Marshall had come across three businesses that are operating out of storage units to which they are taking care of.

Board Comments:

- None

**APPROVAL OF THE VOUCHERS:**

**Motion made by** Supervisor R. Van Rossum to approve the vouchers. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a unanimous vote, 4-0.

**CLOSED SESSION:** None.

**ADJOURNMENT:**

**Motion made by** Chairman P. Danen to adjourn, **seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a unanimous vote, 4-0. Meeting adjourned at 5:17 p.m.

Respectfully submitted,  
Jennifer L. Broich  
Clerk

Approved at the December 20, 2022 Town Board Meeting.