



TOWN BOARD MINUTES
Monday, February 6, 2023 at 6:00 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 6:00 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 and Alan Matzke. Supervisors Mark Danen and Sachin Shivaram were excused.

Staff present was Administrator Sarah Burdette, Clerk Jennifer Broich, Planner Dustin Wolff (virtually), 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 remove item 1a from the Consent Agenda – approval of the Town Board minutes.

Motion by Supervisor A. Matzke to approve the agenda with the removal of item 1a from the Consent Agenda.

Motion seconded by Supervisor R. Van Rossum. No further discussion. Motion carried unanimously 3-0.

CONSENT AGENDA

1. Regular Board Meeting Minutes:
 - a. ~~January 17, 2023 Town Board Minutes~~
2. Routine Reports:
3. Committee/Commission Reports:
4. Operator’s Licenses: January 15, 2023 thru February 4, 2023
5. Other Committee Minutes.
 - a. October 26, 2022 – CBCWA Committee Minutes
 - b. December 14, 2022 – CBCWA Committee Minutes
 - c. December 14, 2022 – Communication Plan Minutes from CBCWA
6. Pay Requests:
 - a. Award Contract A-2023, Silverstone Trail Resurfacing to MCC for \$143,127.00.
7. Special Event & Street Closure Permits: None.

Motion made by Supervisor R. Van Rossum to approve the Consent Agenda with the removal of item 1a, approval of the Town Board minutes from January 17, 2023, **seconded by** Supervisor A. Matzke. No further discussion. Motion carried unanimously 3-0.

PUBLIC COMMENT:

Chairman P. Danen opened public comment at 6:01 p.m.

After three calls for comments, none were heard. Public comment was closed at 6:02 p.m.

PUBLIC HEARING:

1. Public Hearing for Approval on the Request by Steve Bieda (agent) to rezone parcel D-395-3 located at o Heritage Road and D-395-4 located at ~~2364~~ 2362 Heritage Road from (R-R) Rural Residential to (R-1) by approving Ordinance O-2023-002.

Chairman P. Danen questioned the address of the rezone and wanted clarification. Staff advised the parcels looking to be rezoned are D-395-3 which is currently not assigned an address, and parcel D-395-4 which should be 2362 Heritage Road as 2364 was a typo.

The petitioner is requesting to rezone Parcel D-395-3 and D-395-4 from R-R, Rural Residential, to R-1, Residential District. This rezone accompanies a Four (4) lot CSM including these parcels and parcel D-2028

Parcel D-385-3 is a 2.2-acre property that is currently vacant, and parcel D-385-4 is a 1.4-acre property that currently contains a single-family home and vacant agricultural land. Low-density residential is present in the area of the property to the north and south.

ZPC recommends approval of the rezone for the following reasons:

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

The public hearing was opened at 6:07 p.m. by Chairman P. Danen.

Eliza Andrews -- 2399 Heritage Road:

Lives directly across from the proposed project. Wanted to know what studies the Town has done with regards to the controlling of traffic coming off of the CTH GV roundabout as there are already a lot of traffic problems as it is.

Staff said they are not that far into the development and this is only for the rezone. It will be something that has to be developed and the County will have to be the ones to decide where the access will be. That will be a separate part of the development's process. Currently there is nothing formal before the town besides the potential for one or two single family homes.

Chairman P. Danen stated they have also made the request to the County to look at having the speed limit reduced on CTH X and possibly having another roundabout put in.

Eliza stated that if this rezone gets approved it would be as if the Town is already giving approval of the development project without deciding what happens to Trellis Drive.

Chairman P. Danen stated that Trellis Drive has always had a design to get out to CTH X and CTH GV.

Jeff Jaco – 2451 Heritage Road:

Spoke about traffic concerns and states it has been a nightmare to live in the community since the development of that neighborhood. Does not believe it is a part of the vision of supporting the rural agriculture. Voiced that the reason he moved to Ledgeview was to get away from this type of development.

Debbie Vanlaanen – 2450 Heritage Road:

Had the same concerns regarding the traffic. Is not too concerned about the housing, but really does not want to see the road.

Marilynn Quirk – 2479 Heritage Road:

Lives at the corner and states there are already too many accidents, a lot of traffic with honking as it is and does not agree with another street.

Eliza Andrews stated that until the Southern Bridge is completed, she would like to hold off on approving the rezoning until there is an answer from the County as to their traffic plan. Right now, there is no room on that road as it sits for any additional traffic. Believes that Mr. Radue and Seville Properties knows this would pave the way for them which is why they would like it rezoned before the County's step. Asks that the Town Board not approve of this rezone as she believes this does not support the long term vision for the Town of Ledgeview.

Jeff Jaco also voiced concerned about drainage as once the roundabout was put it, he had a lot of flooding in his yard. Is concerned with any environmental issues that may arise and affect the drainage from this new subdivision.

A call was made for a second and third time to which no one else wanted to speak. Public hearing was closed at 6:17 p.m.

Phil understands the point and concern about traffic and safety. States it's a major intersection for development in the next two years. Speed and access will be addressed at the next step.

Motion by Chairman P. Danen to Approve the Request by Steve Bieda (agent) to rezone parcel D D-395-3 located at 0 Heritage Road and D-395-4 located at ~~2364~~ 2362 Heritage Road from (R-R) Rural Residential to (R-1) by approving O-2023-002; seconded by Supervisor R. Van Rossum. No further discussion. Motion carried unanimously 3-0.

2. Public Hearing for Approval of Ordinance O-2023-003, on Adoption of Zoning Text Amendments Specifically to Chapters 7, 65 and 135.

Staff is requesting these changes as a way to add more definition and clarification with regards to these chapters. Specifically in Chapter 7, changes in the language with reference to dog kennels and the definition of a puppy and a dog. With regards to Chapter 65, and the definition of family and household unit due to a code enforcement issue and changes that are occurring nationwide by having several family members living in house. Lastly changes to Chapter 135 were clearing up the definition of home occupation and residing at the residence.

The public hearing was opened at 6:22 p.m. by Chairman P. Danen. After three calls for comments, none were heard, and the public hearing was closed at 6:23 p.m.

Motion by Supervisor A. Matzke to Approve O-2023-003, on Adoption of Zoning Text Amendments Specifically to Chapters 7, 65 and 135; **seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried unanimously 3-0.

ZONING & PLANNING:

1. Recommendation from the Zoning and Planning Commission on a Certified Survey Map request by Ryan Radue, on behalf of several property owners, (Joseph & Linda Drewiske Revocable Trust at o Heritage Rd; Seville Properties, LLC at 2362 Heritage Rd and 4546 Trellis Drive) with Steve Bieda as agent, to create four parcels from parcels D-395-3, D-395-4 and D-2028 located on Heritage Road via Resolution **R-2023-004**.

The petitioner is proposing a four (4) lot CSM. The proposed CSM includes parcels D-395-3, D-395-4, and D-2028. The purpose of this CSM is to accommodate future development.

The parcels are proposed to be rezoned from R-R, Rural Residential to R-1, Single-Family. Lots in the R-1 District are required to have a minimum width of 90-feet at the base setback line, and a minimum area of 12,000 square feet. Lots 1, 2, and 3 are required to have a 35-foot setback from CTH X. Lot 2, 3, and 4 will have a 30-foot setback from Trellis Drive.

The proposed CSM illustrates the extension of Trellis Drive through to CTH X (Heritage Road). Lot 1 will have access to CTH X. Lot 4 will have access to Trellis Drive. Lots 2 and 3 access is limited to Trellis Drive due to Town’s Code stating, “No urban driveway shall be located within 75 feet of any intersection. No rural driveway shall be located within 125 feet of any intersection, as measured from center line to center line of intersecting streets.” The Lot 2 and 3 access restrictions to CTH X must be illustrated on CSM.

ZPC recommends approval of CSM with several conditions.

Motion by Chairman P. Danen to Approve the Certified Survey Map request to create four parcels from parcels D-395-3, D-395-4 and D-2028 located on Heritage Road via Resolution R-2023-004 with the following conditions as recommended by ZPC:

- a) Brown County approval of Trellis Drive intersection with CTH X.
- b) Street trees will be required as part of the development of Trellis Drive.
- c) Add notations to the CSM:
 - i) Future bicycle and pedestrian facilities will be provided in the CTH X right-of-way.
 - ii) Future sidewalk will be installed in the Trellis Drive right-of-way.
 - iii) Brown County ESA notations must be included in the CSM.
- d) Illustrate the driveway restrictions for Lot 2 and Lot 4 on the CSM.
- e) Payment of all outstanding assessments and fees for parcels D-395-3, D-395-4 and D-2028.
- f) Technical corrections required by the Town Engineer or Brown County prior to Town signatures.

Motion seconded by Supervisor R. Van Rossum. No further discussion. Motion carried unanimously 3-0.

OLD BUSINESS:

1. Continued discussion on Transportation Utility.

At our regular town board meeting on July 19, 2022, staff discussed Town options to acquire the needed funding to complete street repaving, reconstruction and urbanization. Staff was directed to implement a policy that would address assessments and funding for streets that were to be urbanized and to further review the implementation of a transportation utility to address the needed funding for repaving and reconstruction.

On September 6, 2022, the Town Board approved the implementation of the special assessment policy that would assess a total of 30%, not more than 15% per side, of project cost for urbanization of a rural roadway to property owners abutting the project limits that would benefit from the improvements. Staff also started the process of researching consultants that would assist staff in implementing a transportation utility.

Staff has reached out to Trilogy Consulting, to assist in the needs assessment, creation and implementation of a transportation utility for the Town of Ledgeview. Trilogy is proposing to work with Mead and Hunt to create a comparison of current funding vs funding with transportation utility, evaluate charging structures based on trip ends, fixed charges and property acreage, the classification of properties and a recommended funding plan for road maintenance for the next five years. Trilogy will also identify and prepare needed utility policies which will most likely mimic our current policies for storm water.

Upon completion of Trilogy's review, they will present the Town Board and the Personnel and Finance Committee with findings and their recommendations. They are also recommending that if Ledgeview decides to proceed with a transportation utility, that it is reviewed by legal prior to the utilities creation.

Trilogy is providing an estimate of \$37,000-\$40,000 to complete the study. If implemented, the cost for this study can be funded by the transportation utility.

The transportation utility will prevent a single residential parcel from being assessed a large amount and will create additional revenue from industries that utilize the roadways more such as a commercial or industrial business.

Motion made by Chairman P. Danen to approve having Trilogy Consulting to come in and present the fundamentals of a transportation utility, as well as to review their proposal to assist the Town with such a project. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a unanimous voice vote, 3-0.

NEW BUSINESS:

1. Request to Approve Resolution **R-2023-005** for a 2022 Budget Adjustment for Fund 210 Parks, Recreation & Forestry.

At the end of each year, all accounts are reviewed to see if they are in need of a budget adjustment. In 2022, only Fund 210 required an adjustment. The overspent accounts include Park Director Health/ Dental Insurance, Public Works Wages, Public Works FICA and Public Works Retirement. The Park Director Health/ Dental overage is due to the change in distribution responsibility made at the last

insurance renewal in August. The Public Works Wages, FICA and Retirement excess is because crew members worked more on park projects than expected.

Motion made by Supervisor A. Matzke to Approve R-2023-005 for a 2022 Budget Adjustment for Fund 210 Parks, Recreation & Forestry. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a unanimous voice vote, 3-0.

COMMUNICATIONS:

1. Minutes from WI Towns Association for January 26, 2023. [an FYI]

ORDINANCES:

None.

REPORTS:

Administrator:

- Highlight the Brown County traffic and enforcement reports.
- Received information from Brown County Highway that includes an updated connector map for the South Bridge Connector Project. The Town of Ledgeview is slated for 2027 with Rockland Road to De Pere in 2028.

Planner:

- None

Zoning Administrator:

- None

Treasurer:

- None

Clerk:

- Update from Keith Deneys stating he is stepping down at the April elections after ten years of serving as Chair of the Brown County WTA.

Engineer:

- None

Public Works Director:

- None

Park & Recreation Director:

- None

Fire Department:

- None

Board Comments:

- None

APPROVAL OF THE VOUCHERS:

Motion made by Supervisor R. Van Rossum to approve the vouchers. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a unanimous voice vote, 3-0.

CLOSED SESSION: None.

ADJOURNMENT:

Motion made by Chairman P. Danen to adjourn, **seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a unanimous voice vote, 3-0. Meeting adjourned at 6:46 p.m.

Respectfully submitted,
Jennifer L. Broich
Clerk

Approved at the March 21, 2023 Town Board Meeting.