



TOWN BOARD MINUTES
Tuesday, April 18, 2023 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 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, Mark Danen, Alan Matzke and Sachin Shivaram.

Staff present was Administrator Sarah Burdette, Clerk Jennifer Broich, Planner Dustin Wolff, Treasurer Renae Peters, Public Works Director Greg Potts, and Park & Recreation Director Stephanie Schlag.

AGENDA APPROVAL

Staff advised there were no changes to the agenda.

Motion by Supervisor R. Van Rossum to approve agenda as written **seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 5-0.

CONSENT AGENDA

1. Regular Board Meeting Minutes:
 - a. March 6, 2023 – Town Board Minutes
 - b. March 21, 2023 – Town Board Minutes
 - c. April 3, 2023 – Town Board Minutes
2. Routine Reports:
3. Committee/Commission Reports:
4. Operator’s Licenses: April 2, 2023 thru April 15, 2023
5. Other Committee Minutes.
 - a. March 8, 2023 – Sanitary District #2 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 5-0.

PUBLIC COMMENT:

Chairman P. Danen opened public comment at 4:31 p.m.

Dave Wheeler – 3663 Half Crown Run:

Concern on the numerous fliers that he finds littered around the Town. Brought in a bag of some of the ones he has cleaned up from the ditches and asked if there was a policy for people that distribute fliers as a lot of them

end up in the culverts. Also had a question/complaint about the election signage and how the Town of Ledgeview had a lot of signs up for De Pere City Council.

Chairman P. Danen mentioned that there are solicitor permits but it would be helpful to know who or what company may need to be made aware that those permits are needed.

With regards to the election signs, it was explained that it is difficult to regulate as the State Statute allows for the signs to be up once nomination papers are turned in and have to be taken down ten days after an election. As long as they have the permission of the property owner and are not in the right-of-way there isn't a whole lot that can be done.

After two more calls for comments, none were heard. Public comment was closed at 4:37 p.m.

PUBLIC HEARING:

None

ZONING & PLANNING:

1. Recommendation from the Zoning and Planning Commission on WEL Companies (owner) to approve a Building, Site, and Operations Plan for a new development at 1625 S. Broadway Street, parcel D-54.

The petitioner is requesting approval of a Building, Site, and Operation Plan to construct an 875 square foot building to be used to display an antique semi-truck. The existing property is a trucking, logistics and warehousing business. The proposed structure has a height of 22 feet, similar to, if not smaller than, the principal structures approximately 350 feet east on the eastern portion of the property. The proposal meets the intent of the Design Guidelines for OSS in terms of design and use.

The ZPC recommended approval of the proposed development to the Board with conditions.

Motion by Supervisor S. Shivaram to Approve Building, Site, and Operations Plan for a new development at 1625 S. Broadway Street, parcel D-54, with the following conditions as recommended by ZPC:

- a) The BSO application be signed by the property owner. (ADDRESSED)
- b) Any outstanding fees associated with the application be paid. (ADDRESSED)
- c) The plans be resubmitted with the following edits:
 - i) Include location and sizing of mechanicals. (ADDRESSED)
 - ii) Add 3-foot brick wainscoting at each corner of the building. Brick to match adjacent building. (ADDRESSED)
- d) A detailed photometric plan be submitted showing locations of exterior lighting. (ADDRESSED)
- e) The landscape plan be resubmitted to include the following:
 - i) Tree planting sizes and adjusted locations. (ADDRESSED)
 - ii) Additional trees planted along the drive. (ADDRESSED)
 - iii) List shrub planting sizes. (ADDRESSED)
 - iv) Replace Red Ash with other permitted species. (ADDRESSED)

- v) Groundcover material information for restoration areas of plan. (ADDRESSED)
- vi) Screen ground mechanicals. (ADDRESSED)

Motion seconded by Supervisor A. Matzke. No further discussion. Motion carried unanimously 5-0.

2. Recommendation from the Zoning and Planning Commission regarding a Building, Site and Operations Plan (BSO) request from Steve Mayefske, Alice's Greenhouse, for seasonal greenhouse sales located at the BP Gas Station at 1850-1854 Dickinson Road (CTH G), Parcels D-427-114 and D-427-113.

The applicant is proposing a temporary greenhouse for seasonal sales on the Redbird BP gas station site and adjacent vacant lands. The greenhouse would be on the property from May 1st – June 30th. The property is zoned B-2, Business District. Greenhouses are a permitted use in the District. This is a temporary use, and the Town has historically required BSO approval for such operations. The proposed structure will measure 17' x 42' and 11-feet in height and will need to be evaluated by the Building Inspector.

The ZPC recommended approval of the proposed development to the Board with conditions.

Motion by Supervisor M. Danen approve to Building, Site and Operations Plan (BSO) request from Steve Mayefske, Alice's Greenhouse, for seasonal greenhouse sales located at the BP Gas Station at 1850-1854 Dickinson Road (CTH G), Parcels D-427-114 and D-427-113. with the following conditions as recommended by ZPC:

- a) Applicant will provide documentation from owner of 1854 Dickinson Road (Parcel D-427-113). providing permission to use property. Absent this permission, applicant will revise the proposed greenhouse location to be entirely on the 1850 Dickinson Road (Parcel D-427-114).
- b) Greenhouse may be in place and operating from May 1 to June 30. Hours of operations will be seven days per week from 9am – 5pm.
- c) Sandwich board sign details shall be provided. Sandwich board sign shall not be located in the public right-of-way and must be removed each evening.
- d) Information or improvements required by Fire Chief shall be addressed prior to Town Board approval.
 - i) Fire Chief specified that two (2) fire extinguishers will be required—one at each entry to the building.
- e) Information or improvements required by Building Inspector shall be addressed prior to Town Board approval.
 - i) No specific requirements for the temporary building

Motion seconded by Supervisor A. Matzke. No further discussion. Motion carried unanimously 5-0.

3. Recommendation from the Zoning and Planning Commission on a Building, Site, and Operations Plan (BSO) request from Eric Munt, DJ Kranz Co, Agent, for a canopy over the vacuum island on the Circle K property located at 1536 Silverstone Trail, Parcel D-52.

The applicant for a new vehicle vacuuming station with canopy on the north end of the parcel. The parcel is currently zoned B-2 and gas station and convenience stores are permitted by conditional use.

The proposed canopy appears to be construction of metal materials, supported by metal posts, The canopy columns must have brick exteriors matching the pump island columns and the brick must extend 12-feet high.

The ZPC recommended approval of the proposed development to the Board with conditions.

Motion by Supervisor R. Van Rossum to approve a Building, Site, and Operations Plan (BSO) request from Eric Munt, DJ Kranz Co, Agent, for a canopy over the vacuum island on the Circle K property located at 1536 Silverstone Trail, Parcel D-52, with the following conditions as recommended by ZPC:

- a) The canopy column must be clad in brick matching the existing canopy structures to a minimum height of 12-feet. (ADDRESSED)
- b) The canopy fascia color must match the color of the existing canopy. (ADDRESSED)
- c) If lighting will be proposed that the petitioner submit a lighting cutsheet and photometric plan.
- d) That no signage be allowed on the vacuum canopy at any time.

Motion seconded by Supervisor S. Shivaram. No further discussion. Motion carried unanimously 5-0.

4. Recommendation from the Zoning and Planning Commission on a Building, Site, and Operations Plan (BSO) request from Mike Selner, TCD Homes, for a duplex development located at 2220-2222 Blue Stem Drive, Parcel D-1988.

The applicant is proposing a duplex on the referenced property. Adjacent properties contain two-family residences, and multi-family development is located immediately to the south and across the street. ZPC approved the proposed duplex development and recommend approval to the Town Board, subject to conditions.

Motion by Supervisor R. Van Rossum to Building, Site, and Operations Plan (BSO) request from Mike Selner, TCD Homes, for a duplex development located at 2220-2222 Blue Stem Drive, Parcel D-1988, with the following conditions as recommended by ZPC:

- a) Add sconce lights to each side of the garage doors. (ADDRESSED)
- b) Dormers to be added to the front elevations or similar architectural elements to break up the roofline. (ADDRESSED)
- c) Provide details for the rear fence, including height, color, and materials. (ADDRESSED)
- d) Provide a landscape plan for review and approval by the Town Planning Staff prior to occupancy.
- e) Revise site plan to illustrate the location of building mechanicals on the site.
 - i) Mechanicals located in the side yard must be screened. (NO MECHANICALS WILL BE LOCATED IN THE SIDE YARD)
- f) Install a second storm sewer connection with details provided to Public Works Director with the building permit.

OLD BUSINESS:

None

NEW BUSINESS:

1. Request to approve the 2022 Financial Statements for the Town of Ledgeview.

Scott Sternhagen with CLA presented a summary of the Town's 2022 Financial Statements. The Town is in good financial shape moving into 2023 and everything from a record stand point was phenomenal.

Motion made by Chairman P. Danen to approve the 2022 Financial Statements for the Town of Ledgeview. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a unanimous voice vote, 5-0.

2. Request to Review and Approve the MS4 Permit.

Staff explained that the Town of Ledgeview is issued a Municipal Separate Storm Sewer System or MS4 permit every five years. This permit requires Ledgeview to reduce pollution in storm water by utilizing best management practices such as retention ponds in a new subdivision or updating current ponds to bio-filter ponds.

Motion made by Supervisor A. Matzke to approve the MS4 Permit Report. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a unanimous voice vote, 5-0.

3. Appointment and Swearing in of Town Board Chairperson, Supervisors and Constable for a two-year term.

Following the Spring Election, Chairman Philip J. Danen, incumbent Supervisor Alan Matzke and incoming Supervisor Karie Kellam recited their oaths of office. The Town Constable was unable to attend the meeting but stopped by to take his oath on Monday, April 17th. Christopher Lauder was the only registered write-in and won with none (0) votes.

A Certificate of Appreciation was presented to Supervisor Sachin Shivaram for his two years of service.

COMMUNICATIONS:

1. Proclamation for Municipal Treasures Appreciate week.
2. Tornado & Severe Weather Awareness Week in WI – April 17th – 21st [fyi]

ORDINANCES:

None

REPORTS:

Administrator:

- Received word earlier in the day that the Supreme Court will not be taking the Ledgeview Farms appeal request.
- Information will be available at the Annual Meeting of the Electors regarding TID #3 and the economic benefits from TID #3.
- Dedicated Systems and TCD Homes are looking to seek their occupancy permits.
- BelGioioso looking to submit a request for an expansion.

- Andy Tenor (PW) celebrated 18 years with the Town.
- Written report as submitted.

Planner:

- None

Zoning Administrator:

- None

Treasurer:

- Notified by the Brown County Sheriff that one of the Town of Ledgeview's checks was used in a 'washing fraud' scam. We did not lose any funds / checks were not cashed.
- Written report as submitted.

Clerk:

- Written report as submitted.

Engineer:

- None

Public Works Director:

- May 1st the County will be pulverizing CTH MM from CTH G to I-41/Main Street.
- 2 trucks purchased from De Pere will be arriving May 4th
- Boiler system is operating the way it should be.
- Written report as submitted.

Park & Recreation Director:

- Beautification Committee met on April 17th about trail paintings so next meeting will have a summary.
- 2nd clean-up site / community volunteer, rounded up 12 people. Clean-up will be at Ledgeview Park and Zelten Park.
- Recycling event is the first weekend of May.
- Getting 17 trees from the Green Bay Packers and one will be planted at Heritage Elementary for Arbor Day on April 28th.
- Written report as submitted.

Fire Department:

- None

Board Comments:

- None

APPROVAL OF THE VOUCHERS:

Motion made by Supervisor S. Shivaram to approve the vouchers. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a unanimous voice vote, 5-0.

CLOSED SESSION:

Motion made by Chairman P. Danen, **seconded by** Supervisor R. Van Rossum to go into closed session at 5:11 p.m. Roll call vote, Chairman Danen, Supervisors Van Rossum, Danen, Matzke and Shivaram all 'ayes'. Motion carried unanimously.

1. The Town Board may convene into closed session pursuant to WI State Statute 19.85(1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with

respect to litigation in which it is or is likely to become involved. The purpose of the closed session is to discuss the Petition for Certiorari Review from Petitioner J&A Lakeside Properties, LLC.

Motion made by Chairman P. Danen, **seconded by** Supervisor R. Van Rossum to go out of closed session at 5:42 p.m. Roll call vote, Chairman Danen, Supervisors Van Rossum, Danen, Matzke and Shivaram all 'ayes'. Motion carried unanimously.

The Town Board may then reconvene into open session to take action on items discussed in closed session. No action needed to be taken on closed session item.

ADJOURNMENT:

Motion made by Chairman P. Danen to adjourn, **seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a unanimous voice vote, 5-0. Meeting adjourned at 5:54 p.m.

Respectfully submitted,
Jennifer L. Broich
Clerk

Approved at the May 1, 2023 Town Board Meeting.