



TOWN BOARD MINUTES
Monday, December 4, 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 P. Danen, Supervisors Mark Danen, Karie Kellam, Al Matzke, and Renee Van Rossum.

Staff present were Administrator Sarah Burdette, Clerk Jennifer Broich, Planner Dustin Wolff, Treasurer Renae Peters, Parks, and Recreation Director Stephanie Schlag, Public Works Director Greg Potts and Engineer Scott Brosteau.

AGENDA APPROVAL

Staff advised no changes to the agenda.

Motion by Supervisor A. Matzke 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: None
2. Routine Reports: None
3. Committee/Commission Reports:
4. Operator's Licenses: November 19, 2023, thru December 02, 2023
5. Other Committee 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 A. Matzke. No further discussion. Motion carried in a unanimous voice vote, 5-0.

PUBLIC COMMENT:

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

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

PUBLIC HEARING:

- 1. Public Hearing to receive comments on the proposed Amendment to the Transportation Impact Fee Study and Related Ordinance.

Staff explained the need to amend the current transportation impact fee based on a recent study.

Chairman P. Danen made note that the fees would need to be added in the fee schedule.

Chairman P. Danen opened the public hearing at 6:13 p.m.

After two more calls for public hearing closed at 6:14 p.m.

ORDINANCES:

1. Approving Ordinance O-2023-011 Amending Chapter §56-2B(2) Transportation Impact Fees.

Discussion continued among staff and the board over the details presented. Further clarification was made as to how the impact fee is calculated yearly.

Motion made by Chairman P. Danen to approve Ordinance O-2023-011 Amending Chapter §56-2B(2) Transportation Impact Fees. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a unanimous voice vote, 5-0.

ZONING & PLANNING:

None.

OLD BUSINESS:

1. Reconsideration of a (BSO) Building Site and Operations Plan request by Allison Smits (owner) for a new development at LedgeCrest Reserve Unit 11 located at 2200 Dickinson Road.

Staff presented the results from the parking analysis that was completed as requested by the board at the December 04, 2023, meeting. Staff went over the daytime needs vs. nighttime needs, and states there are currently 250 stalls available in the Olde School Square development and that patrons are able to park along Creamery Road and CTH G.

Chairman P. Danen asked what would happen with future development to which staff explained depending on the type of business that would come into Olde School Square, the Condo Association would have to provide and make parking arrangements. The success with Olde School Square is creating parking issues and the association will have to look at how they will be accommodating parking during their busiest times. Chairman would like the Town to be up front regarding this issue.

Supervisor A. Matzke states he is happy with the analysis, and it eases his mind, as such, he is satisfied and willing to reconsider his original vote.

Motion made by Supervisor A. Matzke made a motion to reconsider the approval of the (BSO) Building Site and Operations Plan request by Allison Smits (owner) for a new development at LedgeCrest Reserve Unit 11 located at 2200 Dickinson Road. **Motion seconded by** Supervisor K. Kellam. Motion to reconsider is carried in a unanimous voice vote, 5-0.

Motion made by Supervisor R. Van Rossum to approve the (BSO) Building Site and Operations Plan request by Allison Smits (owner) for a new development at LedgeCrest Reserve Unit 11 located at 2200 Dickinson Road with the following conditions as recommended by Zoning and Planning.

1. The following additions be made to the building elevation sheets:

- a. Material colors to be indicated in the elevation plans clearly label the colors of all materials including trim, doors, and roofing.
- b. Double access doors on west elevation cannot be plain/flat in appearance. Must match other Metal Embossed Doors on exterior.
- c. A lighting cut sheet for sconce lights on the building.
2. Provide WPS with approval of revised easement prior to the issuance of building permits.
3. Revise the site plan in the plan set.
 - a. Plans do not clearly illustrate new Unit 11 Boundary. Remove references to Imaginary Property Line. Label as Unit 11 Boundary. Please address on all sheets.
 - b. Correct plans sheet labels from “properly” to “property”
4. In the plan resubmitted to DSPS, the site plan resubmittal shall match the C4 site survey plan dated 11/13/2023.
5. Condominium replat matching plan sheet C4 shall be recorded at Brown County Register of Deeds office.
 - a. Revise Unit 11 boundary. The 4th Add Condo Plat will be similar to the 3rd Add Condo that will illustrate the new unit 11 boundary and building footprint and all pages.
 - b. Remove 10’ no build easement language and references.
 - c. Show an additional handicap parking stall on the east side of the site.
 - d. A certified copy of the Register of Deeds replat document shall submitted with the construction permit application.
6. Town and owner to execute an agreement for protection and replacement of the Town owned trees along the southern elevation.
 - a. Mature trees to be protected by the owner during construction with fencing.
 - b. Owner to guarantee the survival of the identified trees for three growing seasons after occupancy of the building.
 - c. If trees die in that time period, the owner will need to replace the lost diameter inches as determined by the Parks & Forestry Director.

Motion seconded by Supervisor K. Kellam. No further discussion. Motion carried in a unanimous voice vote, 5-0.

NEW BUSINESS:

1. Request to approve the 2024 Fee Schedule via Resolution R-2023-028.

Staff went over the proposed fee schedule for 2024.

Motion made by Supervisor M. Danen to approve the 2024 Fee Schedule via Resolution R-2023-028. **Motion seconded by** Supervisor K. Kellam. No further discussion. Motion carried in a unanimous voice vote, 5-0.

2. Request to approve a Class “A” Beer, “Class A” Liquor License for APG WI, LLC dba Dino Stop #7850 due to a change of ownership.

Received a request from the licensing agent, (Diversified Management Group) for 7E CO Minnesota dba Dino Stop #7850, notifying us of a change in ownership to APG WI, LLC. All appropriate paperwork has been submitted.

Motion made by Supervisor M. Danen to approve a Class “A” Beer, “Class A” Liquor License for APG WI, LLC dba Dino Stop #7850. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a unanimous voice vote, 5-0.

3. Request to approve a Cigarette License for APG WI, LLC dba Dino Stop #7850 due to a change of ownership.

Received a request from the licensing agent, (Diversified Management Group) for 7E CO Minnesota dba Dino Stop #7850, notifying us of a change in ownership to APG WI, LLC. All appropriate paperwork has been submitted.

Motion made by Supervisor R. Van Rossum to approve a Cigarette License for APG WI, LLC dba Dino Stop #7850. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a unanimous voice vote, 5-0.

COMMUNICATIONS:

None.

REPORTS:

Administrator:

- None

Planner:

- None

Zoning Administrator:

- None

Treasurer:

- Tax bills were sent out by Brown County on December 8th.

Clerk:

- Glenmore public hearing for quarry permits

Engineer:

- None.

Public Works Director:

- AMA is flushing the system for the boiler again as still issues

Park & Recreation Director:

- None

Fire Department:

- None

Board Comments:

- Chairman P. Danen received a letter from neighbor regarding a civil matter pertaining to a fence. Informed staff and board that fence a spite fence which by definition a private nuisance, It is in compliance according to our ordinances.

The board stated there needs to be something in writing from property owner stating he will maintain the area in between the fences. Until that is in place, a stop order is in existence and effective until clearance.

The board has not heard anything in response from the property owner.

APPROVAL OF THE VOUCHERS:

Motion made by R. Van Rossum approve the vouchers. **Motion seconded by** Supervisor A. Matzke. 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 6:45 p.m. Roll call vote, Chairman P. Danen, and Supervisors Danen, Kellam, Matzke and Van Rossum all 'ayes'. Motion carried unanimously.

1. The Town Board may convene into closed session pursuant to WI State Statute **19.85(1) (e)** deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The purpose will be to review and discuss concepts related to economic development in TID #1 and TID #3. The Town Board may then reconvene into open session to take action on items discussed in closed session.

Motion made by Chairman P. Danen, **seconded by** Supervisor R. Van Rossum to go out of closed session at 7:28 p.m. Roll call vote, Chairman P. Danen, and Supervisors Danen, Kellam, Matzke and Van Rossum all 'ayes.' Motion carried unanimously.

The Town Board may then reconvene into open session to take action on items discussed in closed session, to which no action was taken.

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 7:30 p.m.

Respectfully submitted,

Jennifer L. Broich

Jennifer L. Broich
Clerk

Approved at the December 19, 2023, Town Board Meeting.