



## ZONING and PLANNING COMMISSION MINUTES

Wednesday, January 10, 2024, at 6:00 p.m.

Ledgeview Community Center

3700 Dickinson Road, De Pere, WI 54115

### A. CALL TO ORDER

The meeting was called to order by Chairperson J. Tenor at 6:00 p.m.

### B. ROLL CALL

Members present were Chairperson Jane Tenor, Commission Members Kris Baran, Mark Chambers, Mari McAllister-Charles, Renee Van Rossum, and Alternate Member Jeffrey Thoms. Vice Chair Mark Handeland and Commission Member Chris Culotta were excused.

Staff present were Town Planner, Dustin Wolff, Zoning Administrator Kimberly Gierach and Clerk, Jennifer Broich.

### C. AGENDA APPROVAL

Chairperson J. Tenor recommended approving the agenda with the desire to move OLD BUSINESS agenda item #2 to the end, after NEW BUSINESS.

**Motion by** R. Van Rossum to approve the amended agenda with moving OLD BUSINESS Items #2 to the end.

**Motion seconded by** M. Chambers. No further discussion. Motion carried in a unanimous voice vote, 6-0.

### D. APPROVAL OF THE MINUTES

1. November 15, 2023

**Motion made by** J. Tenor to approve the minutes, **seconded by** M. Chambers. No further discussion. Motion carried in a unanimous voice vote, 6-0.

### E. PUBLIC COMMENT

None.

### F. OLD BUSINESS:

1. Review and make recommendation on a Building Site and Operations Plan request by Brian Juedes, Greenleaf Builders (agent) on behalf of Roger Van Nuland (owner), to construct a two-family residential duplex located on parcel D-559 at the southwest corner of Cavil Way and East River Drive.

Staff presented the updated plans that were requested from the previous ZPC meeting. A complete and revised set of plans that met the minimum code requirements and guidelines were submitted.

Commissioner M. Chambers made note that he appreciated and can see the effort that was put forth.

**Motion by** M. Chambers to approve the Building Site and Operations Plan (BSO) request for Roger Van Nuland, to construct a two-family residential duplex located on parcel D-559 at the southwest corner of Cavil Way and East River Drive with the following conditions:

- a. The landscape plan be revised and resubmitted to meet the following recommendation by staff:
  - i. Four (4) terrace street trees need to be included on the landscape plan.
  - ii. Add “Planting Notes” to landscape plan.
  - iii. Add table with all plant species, quantities, and size at time of planting.
- b. A detailed stormwater plan be submitted for review to the Public Works Director with the building permit.

**Motion seconded by J. Thoms.** No further discussion. Motion carried unanimously, 6-0.

- 2. Review and possible consideration on various updates to Chapter 135 Zoning of the Town of Ledgeview Code of Ordinances related to Permitted Uses via resolution ~~R-2024-007~~.

Staff presented the proposed changes to Permitted Uses at 6:45 p.m. after the New Business items.

Continued clarifying discussion regarding the bed and breakfast and greenhouse portion of the code was had between the Commission and staff.

No motion needed as the formal resolution will be brought to the next Commission.

**G. NEW BUSINESS:**

- 1. Review and make recommendation on a two lot Certified Survey Map request by Steve Bieda (agent) on behalf of Richard J & Patricia Denis Revocable Trust (owner) located on parcel D-423 on Monroe Road via resolution ~~R-2024-006~~.

The petitioner has applied to create two lots from the parent parcel. Lot 1 would be approximately 34.36-acres and have frontage onto CTH GV. Outlot 1 would be approximately 33.22-acres and have no frontages to any road. There is one building on the parent parcel located along GV on the eastern end of the property. This CSM application accompanies a rezoning request to rezone Outlot 1 from LI Light Industrial to C-1 Conservancy.

**Motion by R. Van Rossum** to approve a two lot Certified Survey Map request for Richard J & Patricia Denis Revocable Trust located on parcel D-423 on Monroe Road via resolution ~~R-2024-006~~ with the following conditions:

- a. Rezoning of Outlot 1 from LI Light Industrial to C-1 Conservancy.
- b. Revise the access easement illustrated along the southern lot line to 50-feet to provide access to Outlot 1 from Monroe Road.
- c. Any technical corrections required by the Town Engineer and Brown County.

**Motion seconded by M. McAllister-Charles.** No further discussion. Motion carried unanimously with a voice vote, 6-0.

- 2. Review and make recommendation on a rezoning request by Steve Bieda (agent) on behalf of Richard J & Patricia Denis Revocable Trust (owner), to rezone part of D-423 on Monroe Road from Light Industrial (LI) to Conservancy (C-1) via resolution ~~R-2024-008~~.

The petitioner is requesting to rezone Outlot 1 of Parcel D-423 from LI Light Industrial to C-1 Conservancy. This rezone accompanies a 2 lot CSM.

**Motion by** M. Chambers to approve the request to rezone part of D-423 on Monroe Road from Light Industrial (LI) to Conservancy (C-1) via resolution R-2024-008, for the following reasons:

- a. The proposed rezoning from LI to C-1 is consistent with the current zoning and development trends in the area.
- b. The lands are suitable for conservancy due to the extensive ESAs on the property.
- c. The proposed zoning district conforms to the goals and the land use illustrated on the Future Land Use Map of the adopted Comprehensive Plan.

**Motion seconded by** K. Baran. No further discussion. Motion carried unanimously with a voice vote, 6-0.

3. Review and make recommendation on a Building Site and Operations Plan (BSO) request by Bob Mach (agent) on behalf of Ledgeview Dental, CJS Real Estate LLC (owner) to construct a building addition and site improvements located on parcel D-375-4-1 at 2225 Kaftan Way.

The petitioner is requesting approval of a Building, Site, and Operation Plan for the construction of an addition to the existing dental office and parking lot.

Discussion ensued between staff and the Plan Commission.

**Motion by** M. McAllister-Charles to approve the Building Site and Operations Plan (BSO) request for Ledgeview Dental, CJS Real Estate LLC construct a building addition and site improvements located on parcel D-375-4-1 at 2225 Kaftan Way with the following conditions:

- a. The following revisions must be included on the landscape plan:
  1. Include some evergreen shrubs (Tauton Yew or similar are recommended) in the parking lot screening hedges to provide some winter foliage.
    - i. The proposed rezoning from LI to C-1 is consistent with the current zoning and development trends in the area.
- b. Include some evergreen shrubs on eastern property line to add additional screening.

**Motion seconded by** M. Chambers. No further discussion. Motion carried unanimously with a voice vote, 6-0.

4. Review and make recommendation on the **Official Town Map** via resolution **R-2024-003**.

The Town of Ledgeview annually updates the *Official Map* to reflect all Area Development Plans approved in 2023 and any changes recommended by the Public Works, Engineer, and Parks. This Official Town Map incorporates the following changes:

- Extension of Hyland (Ct) Road.
- Pedestrian connection from Big Sky Pass to Heritage Heights Drive.
- Revised road network on Van Straten lands future development due to topography.
- Future road network for lands at NE corner of Scray Hill and Lime Kiln Roads.
- Trellis Drive extension.

The ZPC recommended approval of the Official Zoning Map without conditions. A public hearing will need to occur before final approval at Town Board. which will be held on February 05, 2024.

**Motion by** R. Van Rossum to approve the Official Town Map via resolution **R-2024-003**, **seconded by** J. Thoms. Motion carried unanimously 6-0.

5. Review and make recommendations on the **Official Town Zoning Map** via resolution **R-2024-005**.

The Town of Ledgeview updates their *Official Zoning Map* to reflect all the actions taken in 2023 by the ZPC and Town Board. The Official Zoning Map incorporates the following changes:

- Rezone D-395-3 & D-395-4 from Rural Residential (RR) to Residential (R-1) .
- Rezone D-170 from Agricultural (A-2) to Rural Residential (RR).
- Rezone D-170-1 from Agriculture Farmland Preservation (AG-FP) to Agricultural (A-2).
- Creation of four (4) new parcels through approved CMSs

**Motion by** M. Chambers to approve the **Official Town Zoning Map** as presented via resolution **R-2024-005**, **seconded by** M. McAllister-Charles. Motion carried unanimously 6-0.

**H. STAFF REPORT:**

1. Update on future agenda items.
2. Review Town Board decisions.
  - i. October 21, 2023
  - ii. December 04, 2023
  - iii. December 19, 2023

**I. COMMUNICATION BY COMMISSION MEMBERS**

None.

**J. ADJOURNMENT:**

**Motion made by** M. Chambers to adjourn, **seconded by** K. Baran. No further discussion. Motion carried unanimously, 6-0. Meeting adjourned at 7:00 p.m.

**Next Regular Meeting: Wednesday, February 14, 2024, at 6:00 p.m.**

Respectfully submitted,

*Jennifer L. Broich*

Jennifer L. Broich, WCMC, Clerk  
Town of Ledgeview, Brown County, WI

Approved at the February 14, 2024, Zoning & Planning Commission Meeting.

Approved at the February 20, 2024, Town Board Meeting.