



ZONING and PLANNING COMMISSION MINUTES

Wednesday, February 14, 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 Jan Tenor, Commission Members Chris Culotta, Mari McAllister-Charles, Renee Van Rossum, and Alternate Member Jeffrey Thoms. Vice Chair Mark Handeland and Commission Members Kris Baran and Mark Chambers were excused.

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

C. AGENDA APPROVAL

Planner Dustin Wolff recommended approving the agenda with the desire to move OLD BUSINESS to be held after NEW BUSINESS.

Motion by R. Van Rossum to approve the amended agenda with moving OLD BUSINESS item to be held after NEW BUSINESS. **Motion seconded by** C. Culotta. No further discussion. Motion carried in a unanimous voice vote, 5-0.

D. APPROVAL OF THE MINUTES

1. January 10, 2024

Motion made by M. McAllister-Charles to approve the minutes with the typo correction of Jane Tenor's name under the Attendance, and the correction of 'Chairperson Jane Tenor' instead of Renee Van Rossum under Agenda Approval. **Motion seconded by** R. Van Rossum. No further discussion. Motion carried in a unanimous voice vote, 5-0.

E. PUBLIC COMMENT

None.

F. OLD BUSINESS:

1. 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 matrix at 7:30 p.m. after the New Business items. No motion needed as the formal resolution will be brought to the next Commission in March.

G. NEW BUSINESS:

1. Review and make recommendation on a Certified Survey Map request by Steve Bieda (agent) on behalf of Radue Homes, Inc (owner) located on parcel D-2319 and D-2355 at 3652 Bower Creek Road and 1585 Red Hawk Landing Trail.

The petitioner has applied to retrace two (2) lots, Lot 48, and Outlot 35 of the Red Hawk Landing Subdivision. Lot 1 would have frontage onto Bower Creek Road and Red Hawk Landing Trail. The existing outlot with frontage on Bower Creek Road would be divided into three residential parcels. Utilities are not currently in that area and these lots would need to get sewer from the Village of Bellevue.

Discussion continued amongst the Commission and staff.

Motion by J. Tenor to approve the Certified Survey Map request by Steve Bieda (agent) on behalf of Radue Homes, Inc (owner) located on parcel D-2319 and D-2355 at 3652 Bower Creek Road and 1585 Red Hawk Landing Trail with the following conditions:

1. Access restriction preventing Lot 1 from having access to Bower Creek Road must be noted on the CSM.
2. The northeast lot line of Lot 1 be adjusted to be in line with Red Hawk Landing Lot 47 (D-2318).
3. Lots 2 – 4 be combined into 1 Outlot.
4. Any technical corrections required by the Town Engineer and Brown County.

Motion seconded by C. Culotta. No further discussion. Motion carried unanimously with a voice vote, 5-0.

2. Review and make recommendations on a Building Site and Operations Plan (BSO) request by Town of Ledgeview (owner) to construct a park shelter and related site improvements located on parcel D-209-3 at 1865 Scray Hill Road.

The applicant is requesting approval of a Building, Site, and Operation Plan for the construction of a 1,467 square-foot park shelter at Scray Hill Park.

Discussion continued with Commission Members wanting staff to see architectural changes to make the plan less utilitarian by evaluating the use of two different brick styles and possibly changing of the flat panel doors.

Commission member C. Culotta who is also on the Parks, Recreation Committee spoke in favor of this plan and explained the severe need and desire for these improvements.

Motion by M. McAllister-Charles to approve the Building Site and Operations Plan (BSO) request by Town of Ledgeview (owner) to construct a park shelter and related site improvements located on parcel D-209-3 at 1865 Scray Hill Road, conditioned upon the submittal of a landscape plan for the shelter area, and asking the developer

Motion seconded by R. Van Rossum. No further discussion. Motion carried by a voice vote of 4-1 with J. Thoms voting 'nay'.

3. Review and possible consideration on the Public Participation Plan for the 2045 Comprehensive Plan Update.

WI State Statute requires Towns to update their twenty-year Comprehensive Plan every ten years. Staff explained the use of StoryMap and Micro Surveys, and the various ways this will be communicated to Town residents.

Motion by R. Van Rossum to approve the Public Participation Plan for the 2045 Comprehensive Plan Update via resolution R-2024-015. **Motion seconded by** J. Thoms. No further discussion. Motion carried unanimously with a voice vote, 5-0.

4. Review and possible consideration on updates to Chapter 135 Zoning of the Town of Ledgeview Code of Ordinances related to Fences via resolution R-2024-013.

Staff explained the need to change the current fence code with updated language and future requirements that will need to be met in order for a fence permit to be issued.

Nothing needed to be approved at this meeting as this was the first introduction to code changes.

H. STAFF REPORT:

1. Update on future agenda items.
2. Review Town Board decisions.
 - i. January 16, 2024
 - ii. February 05, 2024

I. COMMUNICATION BY COMMISSION MEMBERS

Chairperson J. Tenor special thanks to the Parks and Recreation Department for securing the grant.

J. ADJOURNMENT:

Motion made by C. Culotta to adjourn, **seconded by** R. Van Rossum. No further discussion. Motion carried unanimously, 5-0. Meeting adjourned at 7:41 p.m.

Next Regular Meeting: Wednesday, March 13, 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 March 13, 2024, Zoning & Planning Commission Meeting.

Approved at the March 19, 2024, Town Board Meeting.