



## PLAN COMMISSION AGENDA

Tuesday, January 19, 2016 6:00 p.m.  
Town Hall - 1900 W. Grand Chute Blvd.

1. Roll Call.
2. Introduction of John Weber, Plan Commission alternate member.
3. Pledge of Allegiance.
4. Approval of Agenda.
5. Approval of Minutes – December 15, 2015 meeting.
6. Public Input.
7. Community Development Director's Report.
8. **Public Hearing #1** – Special Exception (SE-01-16) requested by Connections LLC, dba Connections, 2171 W. Pershing Street, for operation of a group day care facility. **Action:** Hear testimony/close public hearing.
9. **Special Exception (SE-01-16)** – Request by Connections LLC, dba Connections, 2171 W. Pershing Street, for operation of a group day care facility. **Action:** Recommend approval/denial of SE-01-16. (TOWN BOARD ACTION 2/2/2016)
10. **Site Plan Amendment (SPA1-00-10)** – Request by Connections LLC, dba Connections, 2171 W. Pershing Street, for site improvements associated with a group day care facility. **Action:** Approve/deny SPA1-00-10. **\*\*NOTE: ACTION DEFERRED TO 2/2/16 MEETING\*\***
11. **Certified Survey Map (CSM-01-16)** – Request by Kenneth J. and Karen M. Look, 3755 N. Casaloma Drive, for a 2-lot CSM with roadway dedication. **Action:** Recommend approval/denial of CSM-01-16. (TOWN BOARD ACTION 2/2/2016)
12. Adjournment.

A quorum of the Town Board, Park Commission, Police and Fire Commission, Board of Appeals, and Licensing Committee may be present at this meeting. No official action of these bodies will be taken. **Accommodation Notice**-Any person requiring special accommodation who wishes to attend this meeting should contact (**Administration at 832-1573**) at least 48 hours in advance.

# GRAND CHUTE PLAN COMMISSION MINUTES

December 15, 2015

Members Present: Chairman Dave Schowalter, Commissioners Bruce Sherman, Robert Stadel, Joe Malenofski, Julie Hidde, Pam Crosby, Duane Boeckers

Members Absent: Vivian Huth

Also Present: James March, Town Administrator; Thomas Marquardt, Public Works Director; Bob Heimann, IT Director; Michael Patza, Town Planner; Robert Buckingham, Community Development Director; other interested parties (audience attendance = approx. 6)

1. **ROLL CALL.**

Chairman Schowalter opened the meeting at 6:00 p.m.

2. **PLEDGE OF ALLEGIANCE.**

3. **APPROVAL OF AGENDA.**

**Motion (Sherman/Boeckers) to approve the agenda.** Motion carried, all voting aye.

4. **APPROVAL OF MINUTES** – DECEMBER 1, 2015 MEETING.

**Motion (Hidde/Crosby) to approve the December 1, 2015 minutes.** Motion carried, all voting aye.

5. **PUBLIC INPUT**

None.

6. **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT** – NO REPORT TONIGHT.

7. **SPECIAL EXCEPTION (SE-27-15)** – *(CONTINUED FROM PREVIOUS PLAN COMMISSION MEETINGS)* REQUEST BY JOSEPH E. & KAREN J. BERKEN, DBA J&B HOME IMPROVEMENT, 3225 E. FIRST AVENUE, TO ALLOW CONTRACTOR STORAGE USE OF A BUILDING ON PROPERTY ZONED AGD GENERAL AGRICULTURAL DISTRICT.

Director Buckingham provided background on the request, testimony and discussion from previous meetings, and additional comments received by the Town. He presented the findings of fact in the case, none of which have been met. Staff supports a Plan Commission recommendation for denial of the Special Exception.

**Motion (Sherman/Stadel) to recommend denial of the Special Exception Permit (SE-27-15) requested by Joseph E. & Karla J. Berken, dba J&B Home Improvement, 3225 E. First Avenue, to allow contractor storage use of a building on property zoned AGD General Agricultural District. In denying the Special Exception, the Plan Commission finds that: (1) The establishment, maintenance or operation of the proposed Special Exception use or structure at the proposed location will be detrimental or injurious to the use and enjoyment of existing uses on adjacent properties or properties in the vicinity; (2) The establishment, maintenance or operation of the proposed Special Exception use or structure, alone or in combination with other existing Special Exception uses and structures in the vicinity will cause traffic hazards; (3) Adequate provision is not made for surface water drainage, ingress and egress to the property, and off-street parking; and, (4) Adequate public facilities and services are not available for the proposed Special Exception use of structure.** Motion carried, all voting aye.

8. **SITE PLAN AMENDMENT (SPA1-02-15)** – REQUEST BY JAMES M. PETR, DBA WESTHILL RETAIL CENTER & MILWAUKEE PC, 330 N. WESTHILL BOULEVARD FOR CONSTRUCTION OF MULTI-TENANT PYLON SIGN.

**Motion (Malenofski/Hidde) to approve the Site Plan Sign Amendment (SPA1-02-15) requested by James M. Petr, dba Westhill Retail Center & Milwaukee PC, 330 N. Westhill Blvd., for the installation of an 88 sq. ft. multi-tenant pylon sign. Motion carried, all voting aye.**

9. PRESENTATION TO JOE MALENOFSKI, ON HIS FINAL MEETING AS A PLAN COMMISSIONER MEMBER.

10. ADJOURNMENT.

**Motion (Sherman/Stadel) to adjourn at 6:06 p.m. Motion carried, all voting aye.**

Respectfully Submitted,

Tracy Olejniczak  
Community Development Secretary

DRAFT

8/9.

**Town of Grand Chute  
Special Exception Request  
Connections LLC, dba Connections-Group Day Care Facility**

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**To:** Plan Commission  
**From:** Robert Buckingham, Community Development Director  
**Date:** January 14, 2016  
**Address:** 2171 W. Pershing Street **App. #: SE-01-16**

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**REQUEST**

1. **Proposed Use:** Daycare/therapy center for children with autism or other development disabilities
2. **Project Description:** Interior/exterior upgrades in south unit of this multi-tenant building
3. **Plat/CSM Accurate parcel lines/lot recorded:** Yes

**ANALYSIS**

Applicant seeks approval to operate this facility in a 10,000 sq. ft. tenant space. Connections provides center-based therapy and learning to children between 2 ½ and 14 years of age. The center is licensed and regulated by the State as a group day care. All therapy is provided on a 1:1 adult to child ratio. Connections currently operates a similar facility in Kimberly and needs more space to meet demand for its services. The Pershing Street facility's operating hours will be 7:30 am – 7:00 pm Monday through Friday, with limited daytime hours on Saturdays. Maximum licensed capacity will be 55 children. A small, enclosed outside play area will be provided directly south of the building. Because of the high adult to child licensing requirement, the need for on-site parking is greater than with most day care settings. Town staff continues to work through an acceptable parking arrangement with the applicant and the property owner. At the time of agenda issuance for the January 19 Plan Commission meeting, some of these details were not yet finalized. Consequently, the consideration of a Site Plan for the project will be deferred to the Commission's February 2 meeting. The consideration of the Special Exception Permit will establish the right of use for operation of the group day care facility by Connections, subject to approval of a site plan for the property.

**FINDINGS OF FACT IN GRANTING OF A SPECIAL EXCEPTION**

- a. **The establishment, maintenance or operation of the proposed Special Exception use or structure at the proposed location will not be detrimental or injurious to the use and enjoyment of existing uses on adjacent properties or properties in the vicinity. Yes.**
- b. **The establishment, maintenance or operation of the proposed Special Exception use or structure, alone or in combination with other existing Special Exception uses and structures in the vicinity will not cause traffic hazards. Yes.**
- c. **Adequate provision is made for surface water drainage, ingress and egress to the property, and off-street parking. Yes.**
- d. **Adequate public facilities and services are available for the proposed Special Exception use of structure. Yes.**

**RECOMMENDATION**

Staff has reviewed and supports a Plan Commission recommendation for approval of the Special Exception Permit (SE-01-16) requested by Connections LLC, dba Connections, 2171 W. Pershing Street, to allow operation of a group day care center. Approval of the Special Exception Permit is subject to Plan Commission approval of a Site Plan (SPA1-00-10) for the property.

SE-01-16 2171 W. Pershing St.

Grand Chute GIS Map



This map was compiled using data believed to be accurate; however, a degree of error is inherent in all maps. This map was distributed "AS-IS" without warranties of any kind, either expressed or implied, including but not limited to warranties of suitability to a particular purpose or use. No attempt has been made in either the design or production of the maps to define the limits or jurisdiction of any federal, state, or local government. Detailed on-the-ground surveys





**Robert Buckingham - Fwd: re: Site Plan Review Meeting 12/23/15 @ 8:30 AM**

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**From:** Cary Nate  
**To:** Robert Buckingham; Michael Patza; Tracy Olejniczak  
**Date:** 12/28/2015 7:55 AM  
**Subject:** Fwd: re: Site Plan Review Meeting 12/23/15 @ 8:30 AM  
**Attachments:** Badger Bay letter of recommendation.pdf

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Here is the info I received re: Connections.

Cary

>>> "Jessica Meyer" <jmeyer@connectionswi.com> 12/22/2015 4:27 PM >>>  
Hi Cary-

Please see our narrative below:

*Applicant Narrative*

Connections began operating its Center-Based Autism Clinic in February, 2012 in the city of Kimberly. When first beginning operating, we only rented 1/2 of our building and as our business grew, we developed the other portion of our building to encompass the full space it provided.

Connections had a next door neighbor immediately upon becoming tenants. We share the same parking lot and share fees associated with garbage's and other costs that we can share. We have had friendly relationships with all of our neighbors and have had no conflicts in regards to personal or professional issues regarding neither adult or child interactions.

Connections is center-based and therefore parents are not on site during therapy hours. Parents enter the driveway, park for a short time to drop off or pick up their child. We are licensed by DCF-251 standards for safety, consistency and learning for children between the ages of 2.5 to 14. Based on the same standards, Connections' clients can occupy the space by allowing 35 sq feet per child that is in the facility at one time. Our current operation holds 30 children at one time, and the numbers can vary per day because of the child's funding source.

Also according to the DCF-251 standards, we cannot withhold outside play time from children at any age or any day except for when the weather is too hot or too cold. We have very few kids outside at one time with the majority of the time spent outside around the lunch hour and after school hours (11:00a-12:30p and 3:15-4:30p). Additional time spent outside is based on the child's needs and abilities but would be small numbers of kids outside at one time.

All therapy is provided in a 1:1 ratio so that we promote the best learning and is also a requirement of funding. That means each kid has an adult that works with them throughout their entire day. This promotes not only consistency, but safety in regards to ensure that children do not elope onto outside properties.

Funding comes from the state's Medicaid program, CLTS Waivers or child's private or commercial insurance policies. Each day's length for each child depends on their funding and medical necessity but can range anywhere from 6-40 hours per week and is an outpatient treatment.

The majority of our treatment is within the interior space as these environments and repetition within those environment poses the most learning and progress for children with Autism or other developmental delays.

Please see the two letters from our current neighbors at our Kimberly location. The have written letters describing our interactions as neighbors (one is in an attachment and the other is copied and pasted below... I will also forward you their emails).

If you need any additional information, please let me know!

Thank You,  
Jessica Meyer

# Badger Bay Management Company, LLC

563 Carter Court, Suite B  
Kimberly, WI 54136  
920-560-5610 Phone  
920-882-3655 Fax

December 22, 2015

Re: Letter of Recommendation

To Whom It May Concern:

Badger Bay Management Company has had the pleasure of being neighbors with Connections for almost four years. Connections had moved in next door in February 2012 and have been a wonderful addition to our little business district.

We share the parking lot and there has been nothing but consideration and cooperation when we had the need of additional spaces around our side of the building for when we were expecting clients in our office. We also share the trash collection services with Connections. They've always been very prompt when making payment for their share, and they've been gracious to increase their portion of the fee due to an increase in refuse.

Our building and Connections' building have windows that face each other, but we continue to have a sense of privacy. When they work outside, their clientele is respectful and do not wander around the vicinity. There have been no disruptions or issues with Connections occupying the space next door. They have been wonderful neighbors.

If you have any questions or concerns, please feel free to reach out to me at 920.560.5615.

Sincerely,

Jodi Burton  
Accountant and Office Manager  
Badger Bay Management Company, LLC



To Whom It May Concern,

We have been neighbors with Connections since July 2012. We have had no problems with any of the staff or clients.

We share the same trash removal area and parking lot and have had no issues.

The children outside are not a nuisance.

Connections overall has been a great neighbor.

**Patricia Nelson**

Marketing Analyst

Specialty Packaging & Laminations / Kimberly, WI

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# Item 10

SPA1-00-10

Connections, 2171 W Pershing Street

DEFERRED TO 2/2/16

**Town of Grand Chute  
Certified Survey Map Review  
Kenneth J. & Karen M. Look**

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**To: Plan Commission**  
**From: Michael Patza, Town Planner**  
**Date: January 14, 2016**  
**Address: 3755 N. Casaloma Drive**

**App. #: CSM-01-16**

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**REQUEST**

The CSM will split the existing parcel into two lots of 4.84 acres and 4.11 acres respectively. Both lots will have 33' of access on the end of N. Cripple Creek Drive. Lot 1 will also retain access on N. Casaloma Drive. Along with the lot split, the CSM will dedicate 33' of right-of-way along N. Casaloma Drive.

**ANALYSIS**

The CSM meets all Town requirements for division of land.

**RECOMMENDATION**

**Staff has reviewed and supports a Plan Commission recommendation for approval of the Certified Survey Map (CSM-01-16) for Kenneth J. & Karen M. Look, 3755 N. Casaloma Drive.**

