



PLAN COMMISSION AGENDA

May 3, 2016 6:00 p.m.

Town Hall - 1900 W. Grand Chute Blvd.

1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Approval of Minutes – April 21, 2016 meeting.
5. Public Input.
6. Community Development Director's Report.
7. **Public Hearing #1** – Special Exception Permit (SE-09-16) requested by Jeffrey G. Romenesko, 3801 W. Spencer Street, to allow expansion of an existing detached garage to a size greater than 1,000 sq. ft. **Action:** Hear testimony/close meeting.
8. **Special Exception (SE-09-16)** – Request by Jeffrey G Romenesko, 3801 W. Spencer Street, to allow expansion of an existing detached garage to a size greater than 1,000 sq. ft. **Action:** Recommend approval/denial of SE-09-16. (TOWN BOARD ACTION 5/17/2016)
9. **Public Hearing #2** – Special Exception Permit (SE-10-16) requested by Robert Wolter, dba B&R Auto, Inc., 3130 W. Wisconsin Avenue, for operation of an automobile sales business. **Action:** Hear testimony/close hearing.
10. **Special Exception (SE-10-16)** – Request by Robert Wolter, dba B&R Auto, Inc., 3130 W. Wisconsin Avenue, for operation of an automobile sales business. **Action:** Recommend approval/denial of SE-10-16. (TOWN BOARD ACTION 5/17/2016)
11. **Project Plan Amendment (PDD1: PPA-01-16)** – Request by Appleton Alliance Church, Inc., for approval to construct a privacy/boundary fence at the church mission house, 2691 W. Grand Chute Blvd. **Action:** Recommend approval/denial of PDD1: PPA-01-16. (TOWN BOARD ACTION 5/17/2016)
12. **Certified Survey Map (CSM-09-16)** – Request by M. Blank Properties, LLC, 1120 S. Bluemound Drive, for lot consolidation with roadway dedication. **Action:** Recommend approval/denial of CSM-09-16. (TOWN BOARD ACTION 5/17/2016)
13. 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

April 21, 2016

Members Present: Chairman Dave Schowalter, Commissioners Bruce Sherman, Robert Stadel, Julie Hidde, Vivian Huth, Pam Crosby, Duane Boeckers, John Weber

Members Absent: none

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. 18), Supervisors Nooyen and Pleuss.

1. **ROLL CALL**

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

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA.**

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

4. **APPROVAL OF MINUTES** – APRIL 7, 2016 MEETING.

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

5. **PUBLIC INPUT**

Jared Van Lanen, 2228 E. Stirling Parkway, Appleton, inquired about ditch cleaning along Mayflower Drive. He owns property on the west side of the road in the Town of Greenville. The road ditch floods after storms. Director Marquardt advised that Grand Chute maintains the Mayflower Road ditches and he would contact Mr. Van Lanen to discuss the problem.

6. **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT** - NO REPORT.

7. **NEIGHBORHOOD INFORMATION MEETING #1** – CONDITIONAL USE PERMIT (CUP-02-16) REQUESTED BY GCW INVESTMENTS, LLC, 4810 N. INDIGO LANE, TO ALLOW GRADING AND FILLING FOR ROADWAY, UTILITY AND STORMWATER POND CONSTRUCTION IN EDGEWOOD ACRES CONDOMINIUM SOUTH.

Chairman Schowalter opened Neighborhood Information Meeting #1 at 6:03 p.m., and Director Buckingham provided background on this phase of the Edgewood Acres subdivision. The Conditional Use Permit is required to allow filling, grading and pond construction within 300 feet of a navigable stream.

Joel Ehrfurth, Mach IV Engineering, spoke on behalf of the developer (Pat Kaster) and explained the proposed condominium project, consisting of 30 detached single-family homes. A condominium owners association will be responsible for all maintenance of common elements and the private roadways.

In response to a question from Leroy Menting, 4800 Indigo Lane, Pat Kaster stated that Tim Halbrook Builders would be constructing the condos

Reg Pfeifer, 4825 Indigo Lane asked if there will be a height limitation on the homes, whether the new roads will be public or private, and if the homes will have basements.

Director Buckingham advised that these will all be 1-story homes. The roads will be privately owned and maintained by the condominium association. The homes will have basements. He noted that this portion of Grand Chute has high groundwater levels and also has historically had surface drainage issues. However, these two conditions are unrelated to one another. The groundwater concerns will exist regardless of stormwater management practices being implemented per Town ordinance.

In response to a follow-up question from Mr. Pfeifer, Director Buckingham noted that both Elsner Road and Gillett Street will be urbanized with curb & gutter, storm sewer, and pedestrian accommodation.

Motion (Stadel/Huth) to close Neighborhood Information Meeting #1 at 6:12 p.m. Motion carried, all voting aye.

8. **CONDITIONAL USE PERMIT (CUP-02-16)** – REQUEST BY GCW INVESTMENTS, LLC, 4810 N. INDIGO LANE, TO ALLOW GRADING AND FILLING FOR ROADWAY, UTILITY AND STORMWATER POND CONSTRUCTION IN EDGEWOOD ACRES CONDOMINIUM SOUTH.

Chairman Schowalter stated that when Elsner Road is urbanized (2017 or 2018), all of the properties in the Edgewood Acres Subdivision will receive an areawide assessment for a portion of this project cost. This financing arrangement was agreed upon with the subdivision developer when this residential development was approved.

Motion (Hidde/Crosby) to recommend approval of the Conditional Use Permit (CUP-02-16) requested by GCW Investments, LLC, 4810 N. Indigo, to allow grading and filling for roadway, utility and stormwater pond construction. Motion carried, all voting aye.

9. **CONDOMINIUM PLAT (CP-01-16)** – REQUEST BY GCW INVESTMENTS, LLC, 4810 N. INDIGO LANE, TO APPROVE THE PLAT OF EDGEWOOD ACRES CONDOMINIUM SOUTH, A 30-UNIT SINGLE-FAMILY DEVELOPMENT AND ASSOCIATED SITE IMPROVEMENTS.

Motion (Stadel/Crosby) to recommend approval of the plat of Edgewood Acres Condominium South (CP-01-16). Motion carried, all voting aye.

10. **SITE PLAN (SP-06-16)** – REQUEST BY GCW INVESTMENTS, LLC, 4810 N. INDIGO LANE TO APPROVE THE SITE PLAN FOR EDGEWOOD ACRES CONDOMINIUM SOUTH, A 30-UNIT SINGLE-FAMILY DEVELOPMENT AND ASSOCIATED SITE IMPROVEMENTS.

Director Buckingham noted that a public bike/ped trail will be provided through the condominium with a connection point at Elsner Road. The trail will be continued north to CTH JJ with future phases of the Edgewood Acres plat.

Motion (Sherman/Huth) to approve the Site Plan (SP-06-16) requested by GCW Investments, LLC, 4810 N. Indigo Lane, for Edgewood Acres Condominium South, subject to approval of the Conditional Use Permit (CP-02-16) and the Condominium Plat (CP-01-16) for the project. Motion carried, all voting aye.

11. **PUBLIC HEARING #1** - REZONING (Z-05-16) REQUESTED BY JARED VAN LANEN, ON BEHALF OF DONALD J. VAN HANDEL FAMILY WISCONSIN LIMITED PARTNERSHIP, 5325 N. BALLARD ROAD, TO REZONING PROPERTY FROM RSF SINGLE-FAMILY RESIDENTIAL DISTRICT AND IND INDUSTRIAL DISTRICT TO CL LOCAL COMMERCIAL DISTRICT.

Chairman Schowalter opened Public Hearing #1 at 6:18 p.m.

There was no public input.

Motion (Sherman/Huth) to close Public Hearing #1 at 6:18 p.m. Motion carried, all voting aye.

12. **REZONING (Z-05-16)** – REQUEST BY JARED VAN LANEN, ON BEHALF OF DONALD J. VAN HANDEL FAMILY WISCONSIN LIMITED PARTNERSHIP, 5325 N. BALLARD ROAD, TO REZONING PROPERTY FROM RSF SINGLE-FAMILY RESIDENTIAL DISTRICT AND IND INDUSTRIAL DISTRICT TO CL LOCAL COMMERCIAL DISTRICT.

Director Buckingham said the historic use of this property was for heavy construction vehicles and materials stockpiling. The proposed zoning change is requested for future use of the site for self-storage buildings.

Motion (Hidde/Huth) to recommend approval of the Rezoning (Z-05-16) requested by Jared Van Lanen, on behalf of Donald J. Van Handel Family Wisconsin Limited Partnership, 5325 N. Ballard Road, from RSF Single-Family Residential District and IND Industrial District to CL Local Commercial District. Motion carried, all voting aye.

13. **PUBLIC HEARING #2** – SPECIAL EXCEPTION (SE-08-16) REQUESTED BY BAYLAKE CORP., DBA NICOLET NATIONAL BANK, 333 S. NICOLET ROAD FOR OPERATION OF AN ELECTRONIC MESSAGE CENTER SIGN.

Chairman Schowalter opened Public Hearing #2 at 6:21 p.m.

Brianna Buss, Jones Sign, spoke on behalf of the owner and provided background on the request for a new electronic message center.

Motion (Crosby/Huth) to close Public Hearing #2 at 6:23 p.m. Motion carried, all voting aye.

14. **SPECIAL EXCEPTION (SE-08-16)** – REQUEST BY BAYLAKE CORP., DBA NICOLET NATIONAL BANK, 333 S. NICOLET ROAD FOR OPERATION OF AN ELECTRONIC MESSAGE CENTER SIGN.

Motion (Huth/Crosby) to recommend approval of the Special Exception (SE-08-16) requested by Baylake Corp., dba Nicolet National Bank, 333 S. Nicolet Road, to allow operation of an electronic message center. Motion carried, all voting aye.

15. **SITE PLAN AMENDMENT (SPA2-00-04)** – REQUEST BY BAYLAKE CORP., DBA NICOLET NATIONAL BANK, 333 S. NICOLET ROAD, TO REPLACE AN EXISTING PYLON SIGN WITH A NEW PYLON SIGN, INCLUDING AN ELECTRONIC MESSAGE CENTER.

Motion (Stadel/Huth) to approve the Site Plan Amendment (SPA2-00-04) requested by Baylake Corp., dba Nicolet National Bank, 333 S. Nicolet Road, for a new pylon sign, including an electronic message center, subject to Town Board approval of Special Exception SE-08-16. Motion carried, all voting aye.

16. **SITE PLAN AMENDMENT (SPA1-36-04)** – REQUEST BY GRAND VIEW FAMILY & COSMETIC DENTISTRY, 381 S. KOOLS STREET, TO INSTALL A NEW PYLON.

Motion (Hidde/Huth) to approve the Site Plan Amendment (SPA1-36-04) requested by Grand View Family & Cosmetic Dentistry, 381 S. Kools Street, for a new pylon sign. Motion carried, all voting aye.

17. **SITE PLAN (SP-07-16)** – REQUEST BY THE D&D ENTERPRISES FAMILY LIMITED PARTNERSHIP, DBA HARLEY-DAVIDSON OF APPLETON, 2601 N. MCCARTHY ROAD, TO APPROVE CONSTRUCTION OF A BUILDING, MOTORCYCLE TRAINING RANGE AND ASSOCIATED SITE IMPROVEMENTS.

Motion (Crosby/Huth) to approve the Site Plan (SP-07-16) requested by The D & D Enterprises Family Limited Partnership, dba as Harley-Davidson of Appleton, 2601 N. McCarthy Road, for construction of a new building, an outdoor motorcycle training course, and associated site improvements. Motion carried, all voting aye.

18. **W. COLLEGE AVENUE RECONSTRUCTION** – ROADWAY DESIGN OPTION FOR FUTURE RECONSTRUCTION OF W. COLLEGE AVENUE (CASALOMA DRIVE TO CTH CB).

Chairman Schowalter noted the dangerous conditions at the College Avenue and McCarthy Road intersection, having witnessed the aftermath of an accident there earlier in the afternoon. He stated his opinion that the reconstruction needs to include reduced speed limits on College Avenue.

Director Buckingham provided evidence in support of a recommendation that the urban roadway section be supported by the Town of Grand Chute. He also advised that earlier in the week, the Greenville Town Board unanimously supported the urban roadway section. In response to a question from Chairman Schowalter, Director Buckingham advised that the project is scheduled for 2020-2021.

In response to a question from Commissioner Hidde, Director Marquardt noted that the project cost estimates are based on today's costs. He advised that since the project is scheduled out 4 – 5 years, it would be reasonable to plan for a 10% increase in costs over the current estimates.

Motion (Stadel/Sherman) to recommend Town Board support of the urban roadway design and cost option for the future reconstruction of W. College Avenue (Casaloma Drive to CTH CB). Motion carried, all voting aye.

19. ADJOURNMENT.

Motion (Huth/Sherman) to adjourn at 6:35 p.m. Motion carried, all voting aye.

Respectfully Submitted,

Tracy Olejniczak
Community Development Secretary/BB

7/8.

**Town of Grand Chute
Special Exception Request
Jeffrey Romenesko-Detached Garage Size Exception**

To: Plan Commission

From: Michael Patza, Town Planner

Date: April 28, 2016

Address: 3801 W. Spencer Street

App. #: SE-09-16

REQUEST

1. **Proposed Use:** Continued residential use
2. **Project Description:** Expansion of an existing detached garage to a size greater than 1,000 sq. ft.
3. **Plat/CSM Accurate parcel lines/lot recorded:** Yes

ANALYSIS

Applicant proposes an addition to an existing detached garage that will result in a total building size of 1093 sq. ft. The Zoning Code allows a detached garage/accessory building greater than 1,000 sq. ft. in size with a Special Exception Permit. There is not an attached garage associated with this residential property, and due to the configuration of the home adding an attached garage is not practical. The existing driveway will remain unchanged and provide access to the new addition of the detached garage. This residential property currently consists of two separate parcels. As a part of this process, staff will be approving a lot consolidation CSM resulting in a 1.57 acre parcel. All area and dimensional standards of the Zoning Code are met with this request.

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. *Found.***
- 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. *Found.***
- c. **Adequate provision is made for surface water drainage, ingress and egress to the property, and off-street parking. *Found.***
- d. **Adequate public facilities and services are available for the proposed Special Exception use of structure. *Found.***

RECOMMENDATION

Staff has reviewed and supports a Plan Commission recommendation for approval of the Special Exception Permit (SE-09-16) requested by Jeffrey G. Romenesko, 3801 W. Spencer Street, to allow expansion of an existing detached garage to a size greater than 1,000 sq. ft., with the following conditions: 1) Siding and roofing materials, and door/window treatments match those of the existing detached garage; and, 2) No other accessory buildings or structures be allowed on the property.

SE-09-16 -- 3801 W. Spencer Street



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-

FOR: Jeff Romenesko
3801 W. Spencer Street
Appleton, WI 54914

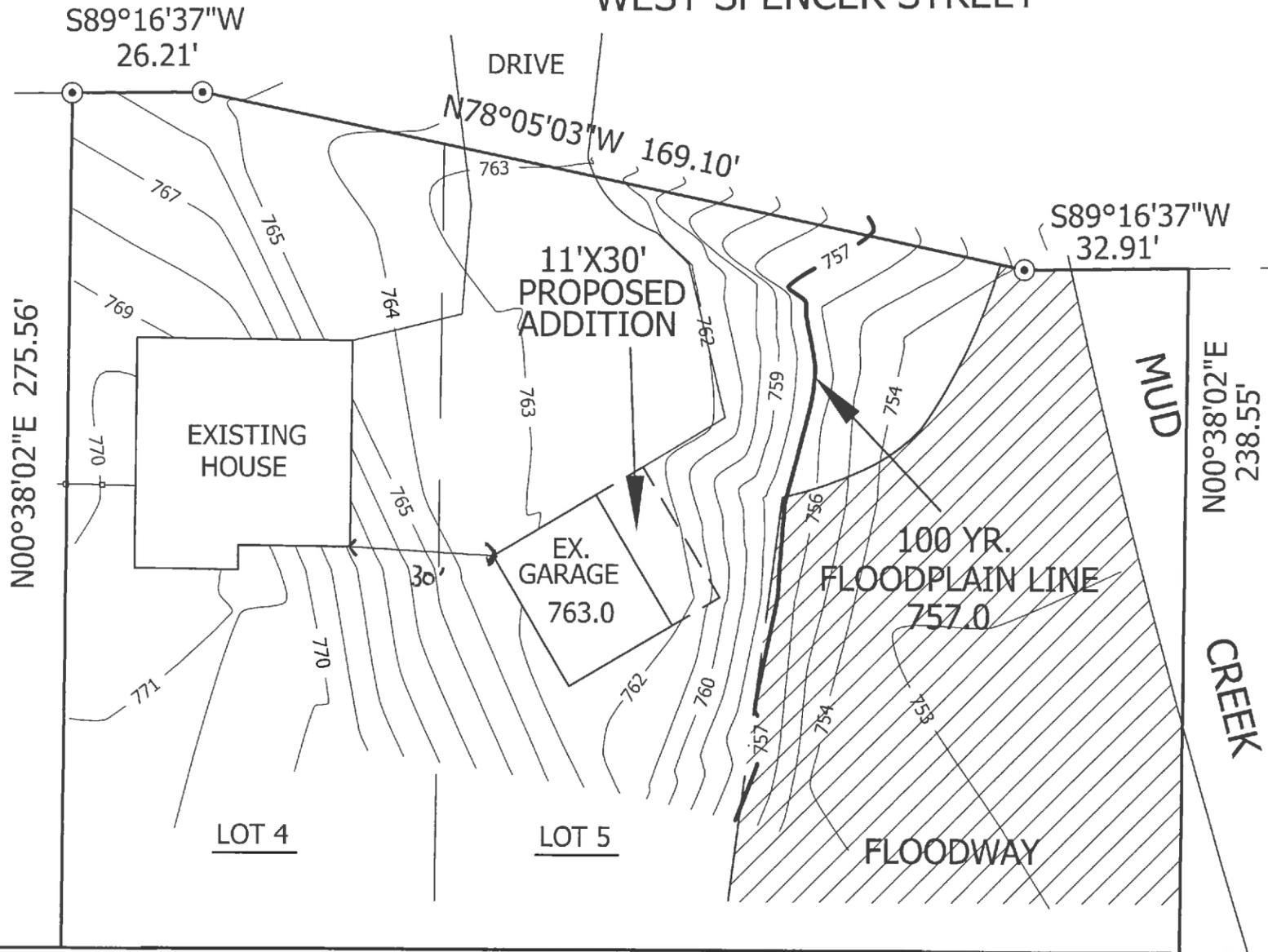
PROPOSED GARAGE ADDITION

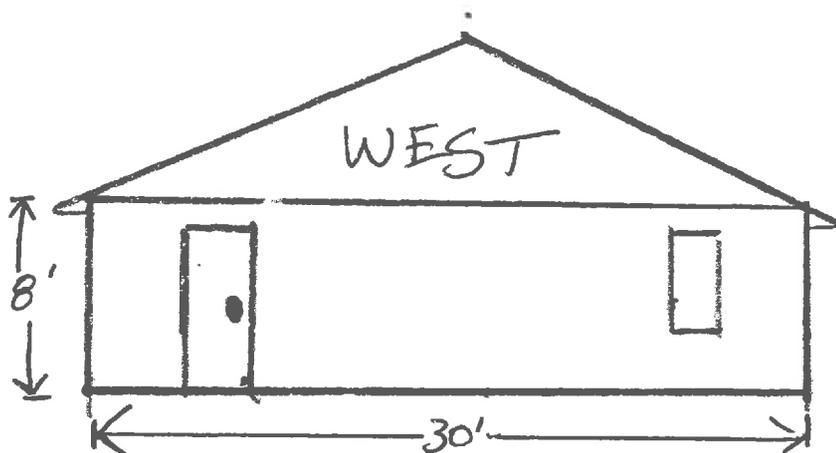
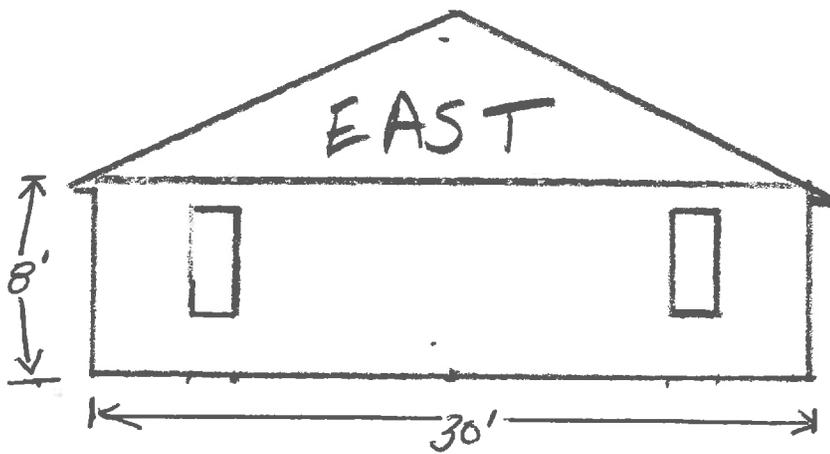
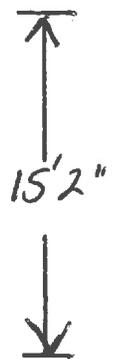
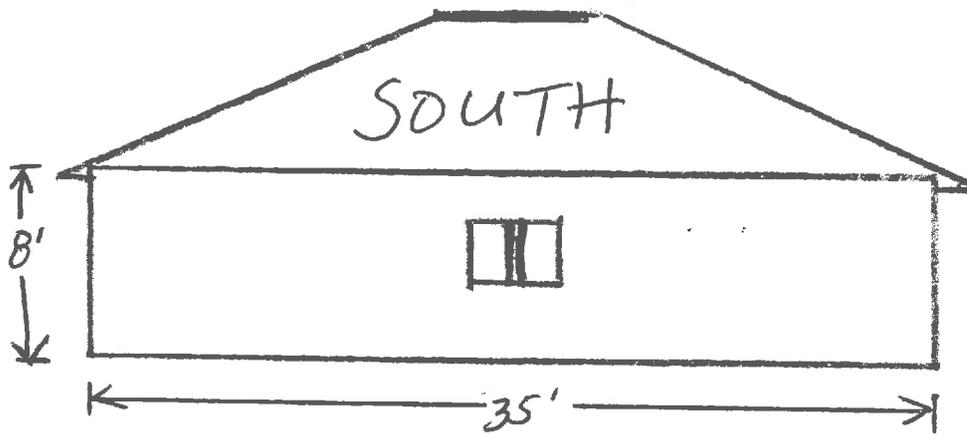
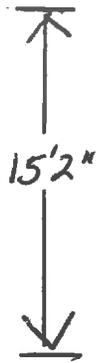
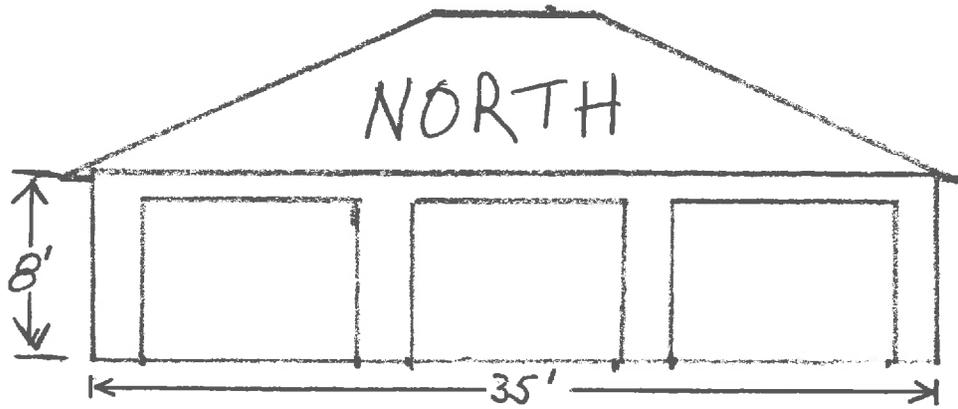
Part of Lots 4 and 5, REPLAT OF BLOCK 5, BUTTE DES MORTS
HEIGHTS, Section 32, T21N, R17E, Town of Grand Chute,
Outagamie County, Wisconsin.



SCALE: 1" = 30'

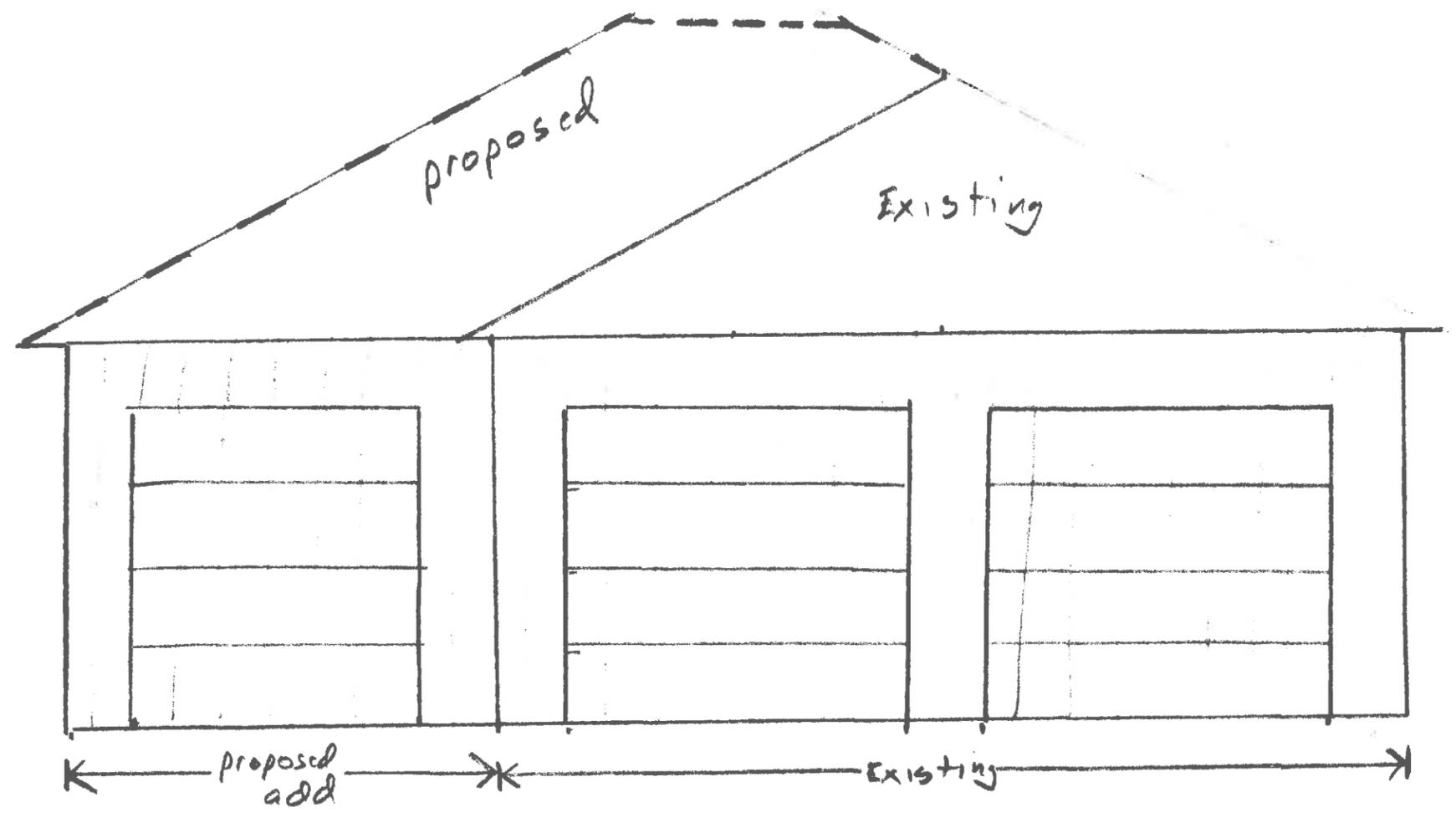
WEST SPENCER STREET





scale
1/4" = 1'

North
Face



Scale
1/4" = 1'

Proposed
Addition

Existing
Garage

9" thick
"pinned"
slab
with footings
on addition

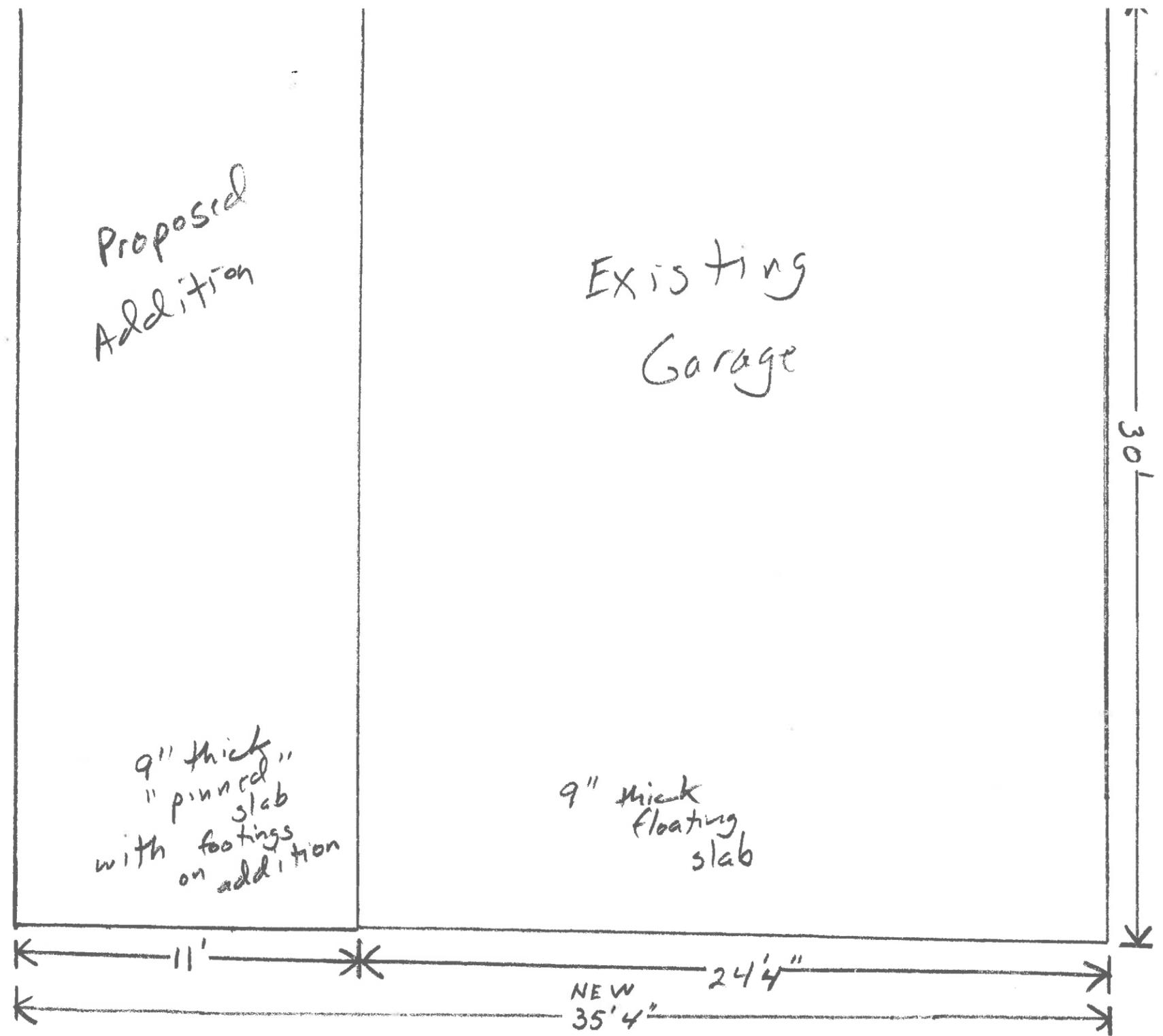
9" thick
floating
slab

30'

11'

24'4"

NEW
35'4"



9/10.

**Town of Grand Chute
Special Exception Request
Robert Wolter, dba B & R Auto, Inc.**

To: Plan Commission
From: Michael Patza, Town Planner
Date: April 28, 2016
Address: 3130 W. Wisconsin Avenue

App. #: SE-10-16

REQUEST

1. **Proposed Use:** Sale of automobiles
2. **Project Description:** Use of lot for automobile sales business
3. **Plat/CSM Accurate parcel lines/lot recorded:** Yes

ANALYSIS

Applicant seeks approval to use the parking lot on this property as part of their existing automobile sales business, which is located on an adjacent property. The parking lot will be used to display automobiles, the existing building on site will not be used. No changes are proposed for the existing building or site.

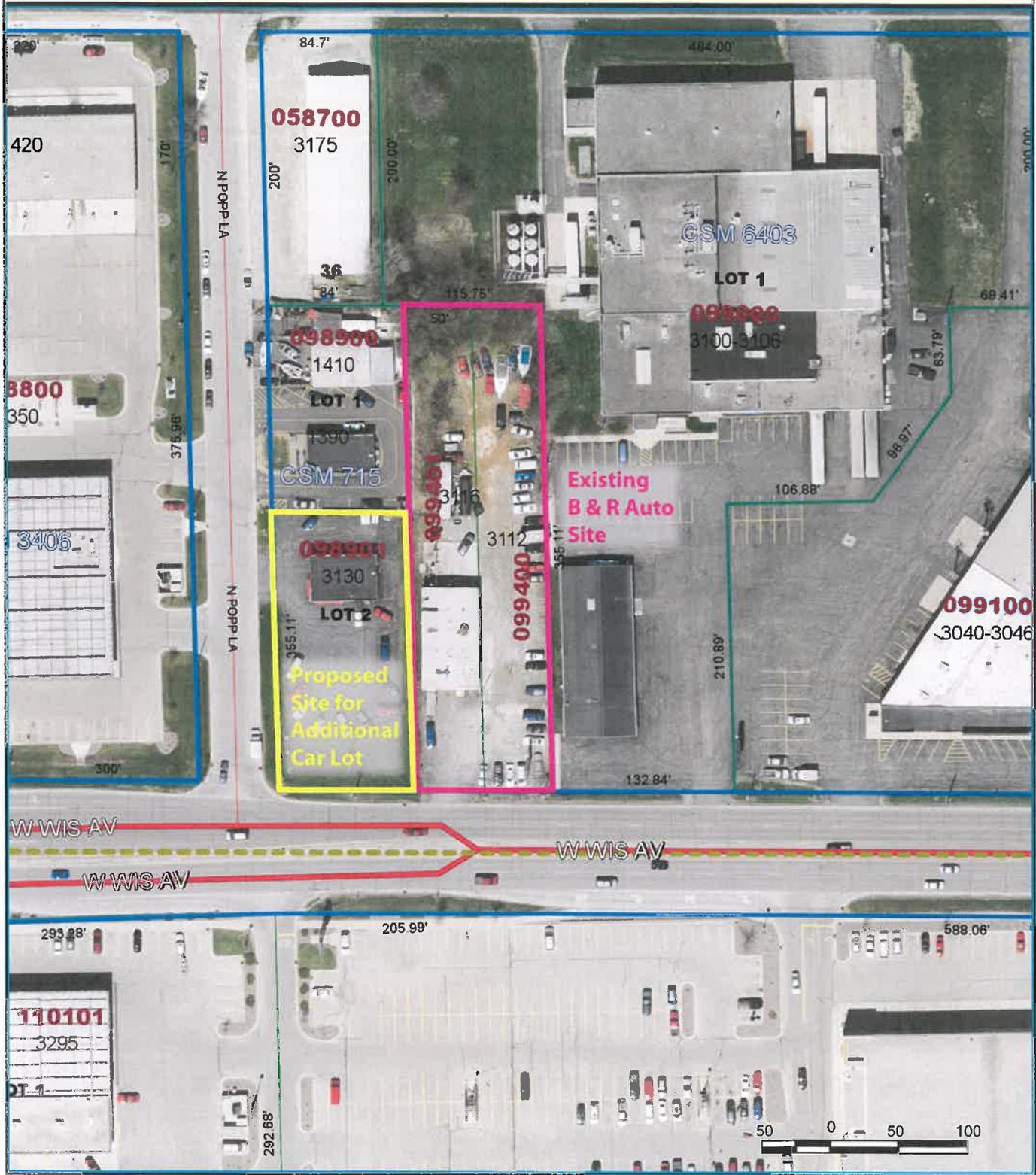
FINDINGS OF FACT IN GRANTING OF A SPECIAL EXCEPTION

- 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. *Found.***
- 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. *Found.***
- c. **Adequate provision is made for surface water drainage, ingress and egress to the property, and off-street parking. *Found.***
- d. **Adequate public facilities and services are available for the proposed Special Exception use of structure. *Found.***

RECOMMENDATION

Staff has reviewed and supports a Plan Commission recommendation for approval of the Special Exception Permit (SE-10-16) requested by Robert Wolter, dba B & R Auto, Inc., 3130 W. Wisconsin Avenue, to allow operation of an automobile sales business.

SE-10-16 -- 3130 W. Wisconsin Avenue



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**Town of Grand Chute
PDD Project Plan Review
Appleton Alliance Church Mission House**

To: Plan Commission
From: Robert Buckingham, Community Development Director
Date: April 27, 2016
Address: 2691 W. Grand Chute Blvd **App. # PDD1: PPA-01-16**

REQUEST

Proposed Use(s): No change to current residential use.
Project Description: Construct a privacy/boundary fence along the south and east sides of the home
Plat/CSM Accurate parcel lines/lot recorded: Yes.

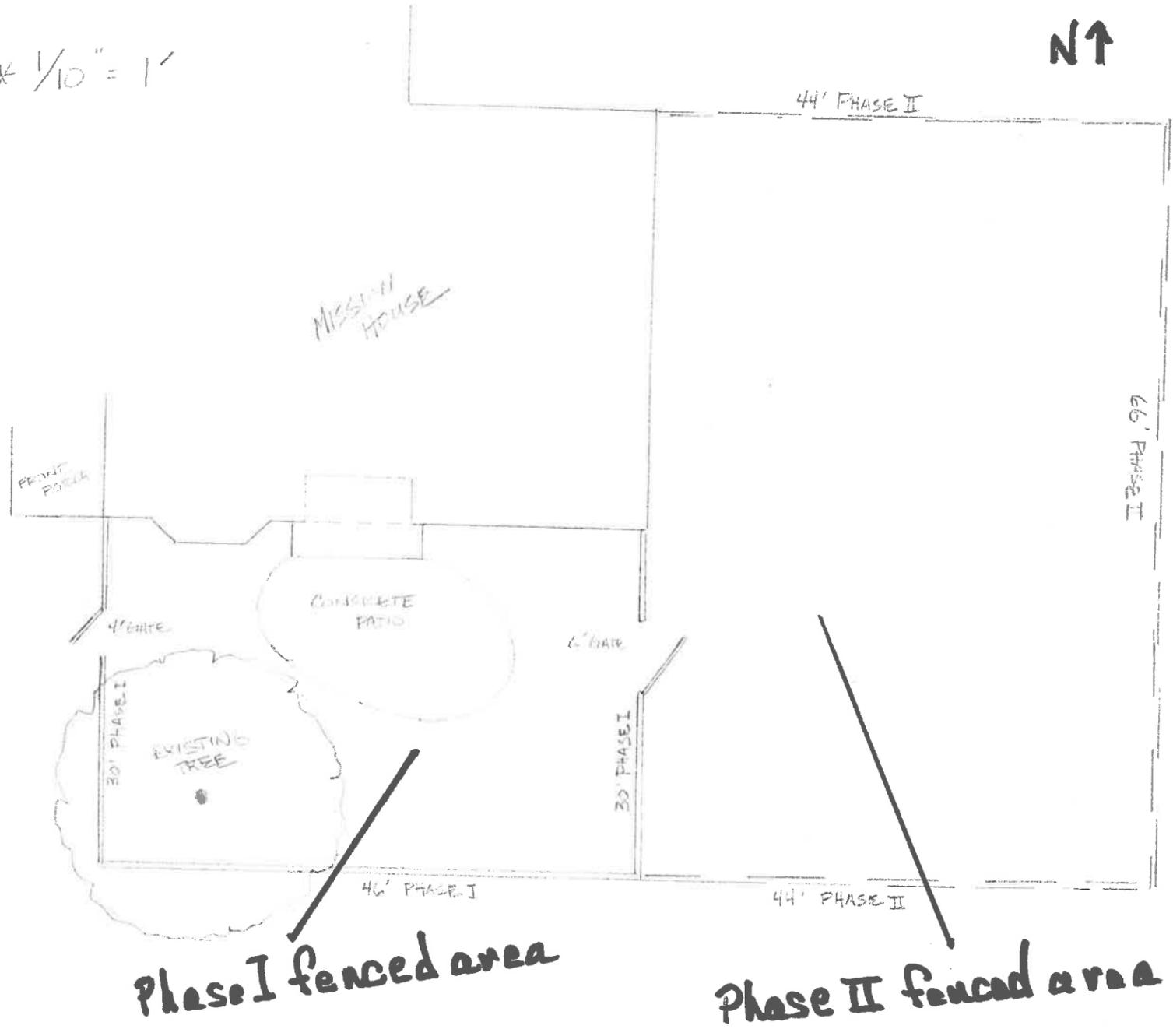
ANALYSIS

Appleton Alliance Church operates the mission house for use by visiting pastors/missionaries who are affiliated with the church community. Approval is requested to construct a standard residential privacy fence at the house. The fenced area will be built in phases along the south and east ends of the property. This will be a 6-foot tall cedar board fence. Under the Master Plan and prevailing zoning standards for the church property, Project Plan approval is required for all construction projects. All code requirements and Master Plan standards are met with this request.

RECOMMENDATION

Staff has reviewed and supports a Plan Commission recommendation for the approval of PDD1: PPA-01-16, the Project Plan of Appleton Alliance Church, Inc., , for construction of a privacy/boundary fence at the church mission house, 2691 W. Grand Chute Blvd. (Resolution TBR-10-2016)

* 1/10" = 1'



Phase I fenced area

Phase II fenced area

**Town of Grand Chute
Certified Survey Map Review
M Blank Properties, LLC**

To: Plan Commission
From: Robert Buckingham, Community Development Director
Date: April 27, 2016
Address: 1120 S. Bluemound Drive **App. #: CSM-09-16**

REQUEST

The CSM will consolidate the 2 existing parcels on the property into 1 parcel in advance of recording a condominium plat. The CSM also provides dedication of road right-of-way along S. Bluemound Drive. Because of the R/W dedication, this CSM needs Plan Commission and Town Board approval.

ANALYSIS

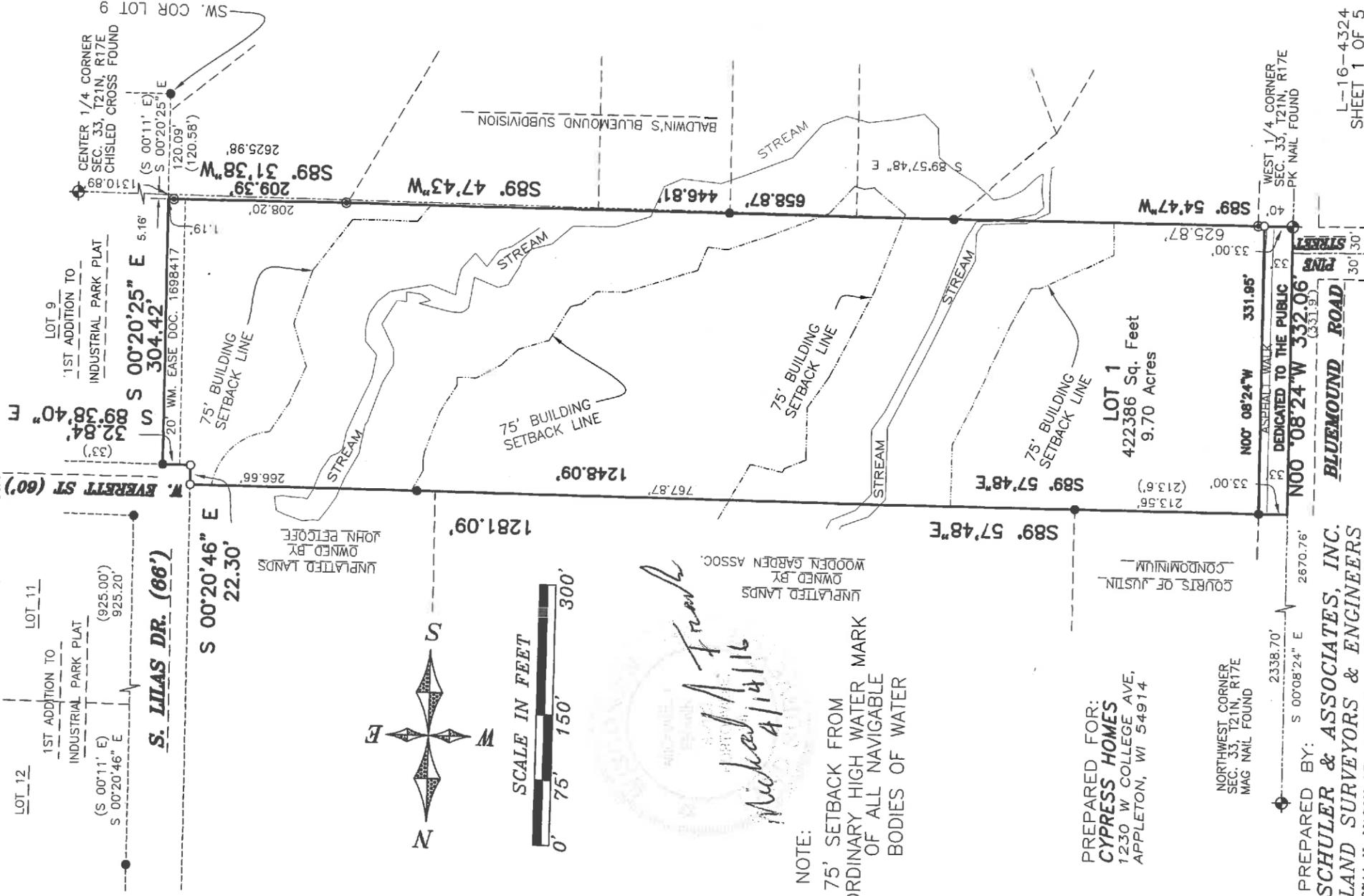
The CSM meets all Town requirements for division of land. The property previously was granted a Special Exception Permit (SE-06-16) for PUD designation of the Forestbrook Condominiums. This will be a 12-home condo development. Future Town approvals will include a Condominium Plat and Declaration of Condominium, a Conditional Use Permit, and a Site Plan for the condominium development.

RECOMMENDATION

Staff has reviewed and supports a Plan Commission recommendation for approval of the Certified Survey Map (CSM-09-16) for M Blank Properties, 1120 S. Bluemound Drive.

CERTIFIED SURVEY MAP NO. _____

PART OF THE SOUTH 10 ACRES OF THE SOUTHWEST
1/4 OF THE NORTHWEST 1/4 OF
SECTION 33, TOWNSHIP 21 NORTH, RANGE 17 EAST,
TOWN OF GRAND CHUTE,
OUTAGAMIE COUNTY, WISCONSIN



Nickal / Trade
4/14/16

NOTE:
75' SETBACK FROM
ORDINARY HIGH WATER MARK
OF ALL NAVIGABLE
BODIES OF WATER

PREPARED FOR:
CYPRESS HOMES
1230 W COLLEGE AVE,
APPLETON, WI 54914

PREPARED BY:
SCHULER & ASSOCIATES, INC.
LAND SURVEYORS & ENGINEERS
2711 N. MASON ST., SUITE F, APPLETON, WI 54914

L-16-4324
SHEET 1 OF 5