

# GRAND CHUTE PLAN COMMISSION MINUTES

January 15, 2019

Members Present: Chairman Dave Schowalter, Commissioner Bruce Sherman, Julie Hidde, Pam Crosby, Duane Boeckers, Cheryl Ulrich. Members Absent: Commissioner John Weber.

Also Present: James March, Town Administrator; Brent Braun, IT Director; Katie Schwartz, Public Works Director; Karen Heyrman, Deputy Public Works Director; Robert Buckingham, Community Development Director; Michael Patza, Town Planner; interested parties (audience attendance = 4)

1. **ROLL CALL**

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

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA**

**Motion (Crosby/Sherman) to approve the agenda as revised with a change to Item 15, removing Electronic and replacing with Electric for the Wisconsin Electric Power Company name.** Motion carried, all voting aye.

4. **APPROVAL OF MINUTES** – JANUARY 3, 2019 MEETING.

**Motion (Ulrich/Hidde) to approve the minutes as revised changing the second paragraph of Item 7 to read as follows: Motion (Hidde/Crosby) to recommend approval of the Grand Chute Official Map 2018 Amendments.** Motion carried, all voting aye. Motion carried, all voting aye.

5. **PUBLIC INPUT** – There was no public input.

6. **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT** - Director Buckingham stated that the February 5, 2019 Plan Commission meeting will be cancelled, and the meeting previously scheduled for Thursday, February 21, 2019 is changed to Tuesday, February 19, 2019.

7. **PUBLIC HEARING #1** – SPECIAL EXCEPTION (SE-01-19) REQUESTED BY COVANTAGE CREDIT UNION, 665 W. RIDGEVIEW DRIVE, FOR OPERATION OF AN ELECTRONIC MESSAGE CENTER SIGN.

Chairman Schowalter opened Public Hearing #1 at 6:03 p.m.

Mike Johnson, representing Graphic House, spoke on behalf of the applicant and made himself available for any questions.

**Motion (Crosby/Hidde) to close Public Hearing #1 at 6:04 p.m.** Motion carried, all voting aye.

8. **SPECIAL EXCEPTION (SE-01-19)** – REQUEST BY COVANTAGE CREDIT UNION, 665 W. RIDGEVIEW DRIVE, FOR OPERATION OF AN ELECTRONIC MESSAGE CENTER SIGN.

**Motion (Stadel/Crosby) to recommend approval of the Special Exception (SE-01-19) requested by CoVantage Credit Union, 665 W. Ridgeview Drive, to allow operation of an electronic message center sign.** Motion carried, all voting aye.

9. **SITE PLAN AMENDMENT (SPA1-30-00)** – REQUEST BY COVANTAGE CREDIT UNION, 665 W. RIDGEVIEW DRIVE, TO REMOVE AN EXISTING MONUMENT SIGN AND INSTALL A NEW MONUMENT SIGN, INCLUDING AN ELECTRONIC MESSAGE CENTER SIGN.

Planner Patza stated that the new sign will be placed in the same location as the existing sign.

**Motion (Boeckers/Ulrich) to approve the Site Plan Amendment (SPA1-30-00) requested by CoVantage Credit Union, 665 W. Ridgeview Drive, to replace an existing monument sign with a new monument sign, including an electronic message center.**

In response to a questions from Commissioner Hidde, Planner Patza stated that the Sign Code imposes standards for electronic message center signs in order to mitigate possible driver distraction..

**Motion to approve SPA 1-30-00 carried, all voting aye.**

10. **PUBLIC HEARING #2** – SPECIAL EXCEPTION (SE-02-19) REQUESTED BY KWIK TRIP, INC., 1300 N. WESTHILL BOULEVARD, FOR OPERATION OF AN AUTOMOTIVE FUELING STATION AND CONVENIENCE STORE.

Chairman Schowalter opened Public Hearing #2 at 6:08 p.m.

Troy Mleziva, Real Estate Development Manager for Kwik Trip, informed the Commission that he was available to answer any questions.

Jim Greene, Greene Development PUD and current owner of the property in question, informed the Commission that he was available to answer any questions.

**Motion (Crosby/Sherman) to close Public Hearing #2 at 6:09 p.m.** Motion carried, all voting aye.

11. **SPECIAL EXCEPTION (SE-02-19)** – REQUEST BY KWIK TRIP, INC., 1300 N. WESTHILL BOULEVARD, FOR OPERATION OF AN AUTOMOTIVE FUELING STATION AND CONVENIENCE STORE.

Planner Patza provided background information on this proposed fueling station and convenience store. He noted that access to the property will be restricted to N. Westhill Blvd.

**Motion (Sherman/Hidde) to recommend approval of the Special Exception (SE-02-19) requested by Kwik Trip, Inc., 1300 N. Westhill Boulevard, for operation of an automotive fueling station and convenience store.** Motion carried, all voting aye.

12. **PUBLIC HEARING #3** – SPECIAL EXCEPTION (SE-03-19) REQUESTED BY KWIK TRIP, INC., 1300 N. WESTHILL BOULEVARD, FOR OPERATION OF AN ELECTRONIC MESSAGE CENTER SIGN.

Chairman Schowalter opened Public Hearing #3 at 6:12 p.m. There was no public input.

**Motion (Sherman/Hidde) to close Public Hearing #3 at 6:12 p.m.** Motion carried, all voting aye.

13. **SPECIAL EXCEPTION (SE-03-19)** – REQUEST BY KWIK TRIP, INC., 1300 N. WESTHILL BOULEVARD, FOR OPERATION OF AN ELECTRONIC MESSAGE CENTER SIGN.

**Motion (Ulrich/Crosby) to recommend approval of the Special Exception (SE-03-19) requested by Kwik Trip, Inc., 1300 N. Westhill Boulevard, for operation of an electronic message center sign, subject to Town Board approval of a Special Exception Amendment to the Greene Development PUD.** Motion carried, all voting aye.

14. **SITE PLAN (SP-02-19)** – REQUEST BY KWIK TRIP, INC., 1300 N. WESTHILL BOULEVARD, FOR CONSTRUCTION OF AN AUTOMOTIVE FUELING STATION, CONVENIENCE STORE, SIGNAGE, AND ASSOCIATED SITE IMPROVEMENTS.

**Motion (Hidde/Ulrich) to approve the Site Plan (SP-02-19) requested by Kwik Trip, Inc., 1300 N. Westhill Boulevard, for construction of an automotive fueling station, convenience store, signage, and associated site improvements, subject to: (1) Town Board approval of a Special Exception Amendment to the Greene Development PUD; (2) Town Board approval of Special Exception SE-02-19; and, (3) Town Board approval of Special Exception SE-03-19.**

In response to a question from Commissioner Crosby, Planner Patza noted the Special Exception Amendment will address signage change across the entire PUD, as well as other site development modifications made since the PUD was first created.

**Motion to approve SP-02-19 carried, all voting aye.**

15. **CERTIFIED SURVEY MAP (CSM-03-19)** – REQUEST BY WISCONSIN ELECTRIC POWER COMPANY, TERRY A. PILLER AND LORI L. MUELLER, OWNERS OF PROPERTIES IN THE 5000 BLOCK OF W. GREENVILLE DRIVE, FOR APPROVAL OF A 3-LOT CSM WITH ROADWAY DEDICATION.

**Motion (Sherman/Hidde) to recommend approval of the Certified Survey Map (CSM-03-19) requested by Wisconsin Electric Power Company, Terry A. Piller, and Lori L. Mueller in the 5000 block of W. Greenville Drive, for a 3-lot CSM with roadway dedication. Motion carried, all voting aye.**

16. ADJOURNMENT.

**Motion (Sherman/Boeckers) to adjourn the meeting at 6:18 p.m. Motion carried, all voting aye.**

Respectfully Submitted,

Tracy Olejniczak/BB  
Com. Dev. Admin. Asst.