

GRAND CHUTE PLAN COMMISSION MINUTES

July 19, 2016

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

Members Absent: Commissioner Pam Crosby

Also Present: James March, Town Administrator; Thomas Marquardt, Public Works Director; Karen Heyrman, Deputy Public Works Director; Julie Wahlen, Finance Director/Treasurer; Bob Heimann, IT Director; Robert Buckingham, Community Development Director; Michael Patza, Town Planner; other interested parties (audience attendance = approx. 16)

1. **ROLL CALL**

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

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA.**

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

4. **APPROVAL OF MINUTES** – JUNE 21, 2016 MEETING.

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

5. **PUBLIC INPUT** – None.

6. **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT** – AVAILABLE UPON REQUEST.

7. **NEIGHBORHOOD INFORMATION MEETING #1** – CONDITIONAL USE PERMIT (CUP-07-16) REQUESTED BY NATIONAL ASSOCIATION OF TAX PROFESSIONALS, INC., 3501 N. MCCARTHY ROAD, TO ALLOW GRADING AND FILLING AS REQUIRED FOR BUILDING CONSTRUCTION AND ASSOCIATED SITE IMPROVEMENTS.

Chairman Schowalter opened Information Meeting #1 at 6:04 p.m. There was no public input.

Motion (Sherman/Huth) to close Information Meeting #1 at 6:05 p.m. Motion carried, all voting aye.

8. **CONDITIONAL USE PERMIT (CUP-07-16)** – REQUEST BY NATIONAL ASSOCIATION OF TAX PROFESSIONALS, INC., 3501 N. MCCARTHY ROAD, TO ALLOW GRADING AND FILLING AS REQUIRED FOR BUILDING CONSTRUCTION AND ASSOCIATED SITE IMPROVEMENTS.

Motion (Hidde/Huth) to recommend approval of the Conditional Use Permit (CUP-07-16) requested by National Association of Tax Professionals, Inc., 3501 N. McCarthy Road, to allow grading and filling for construction of a new building and associated site improvements. Motion carried, all voting aye.

9. **SITE PLAN (SP-14-16)** – REQUEST BY NATIONAL ASSOCIATION OF TAX PROFESSIONALS, INC., 3501 N. MCCARTHY ROAD, FOR CONSTRUCTION OF AN OFFICE/WAREHOUSE AND ASSOCIATED SITE IMPROVEMENTS.

Planner Patza noted that bio-retention facilities are required for stormwater management because the site is located within the Airport Overlay District.

Motion (Sherman/Hidde) to approve the Site Plan (SP-14-16) requested by National Association of Tax Professionals, Inc., 3501 N. McCarthy Road, for construction of a new office/warehouse and associated site improvements, subject to: (1) Town Engineer approval of Stormwater Management

and Erosion Control Plans; (2) Staff approval of the Site Lighting and Landscaping Plans; and, (3) Town Board approval of Conditional Use Permit (CUP-07-16). Motion carried, all voting aye.

10. **PUBLIC HEARING #1** – REZONING (Z-06-16) REQUESTED BY PHILLIP C. ROMENESKO, TO REZONE FOUR ABUTTING PARCELS, LOCATED AT THE INTERSECTIONS OF W. PARKWAY BLVD/W. TRASINO WAY AND N. CASALOMA DRIVE, FROM C-2 OFFICE COMMERCIAL DISTRICT TO RTF TWO-FAMILY RESIDENTIAL DISTRICT.

Chairman Schowalter opened Public Hearing #1 at 6:08 p.m. There was no public input.

Motion (Huth/Sherman) to close Public Hearing #1 at 6:09 p.m. Motion carried, all voting aye.

11. **REZONING (Z-06-16)** – REZONING (Z-06-16) REQUESTED BY PHILLIP C. ROMENESKO TO REZONE FOUR ABUTTING PARCELS, LOCATED AT THE INTERSECTIONS OF W. PARKWAY BLVD/W. TRASINO WAY AND N. CASALOMA DRIVE, FROM C-2 OFFICE COMMERCIAL DISTRICT TO RTF TWO-FAMILY RESIDENTIAL DISTRICT.

Director Buckingham provided background on the original planned office use of the lots, noting that this change to residential use is more compatible with abutting residential properties.

Motion (Hidde/Huth) to recommend an amendment to the Comprehensive Plan to reflect Regional Center-Residential Use for four vacant properties at the intersection of W. Parkway Blvd/W. Trasino Way and N. Casaloma Dr., and to rezone the properties from C-2 Office Commercial District to RTF Two-Family Residential District (Ordinance O-09-2016).

In response to questions from Commissioner Sherman, Director Buckingham stated that while building plans have yet to be submitted for these duplexes, staff expects they will blend architecturally with the surrounding homes.

Chairman Schowalter stated that he had spoken to some of the neighbors, who indicated that they were pleased to know it would be two-family and not four-family housing.

Motion to approve Z-06-16 carried, all voting aye.

12. **PUBLIC HEARING #2** – SPECIAL EXCEPTION (SE-11-16) REQUESTED BY RAFAEL RAMIREZ ROJAS AND CARLOS BONILLA, DBA EL AGAVE MEXICAN RESTAURANT, 1750 N. CASALOMA DRIVE, FOR OPERATION OF AN OUTDOOR SERVICE/BEER GARDEN.

Chairman Schowalter opened Public Hearing #2 at 6:13 p.m. There was no input.

Motion (Stadel/Hidde) to close Public Hearing #2 at 6:14 p.m. Motion carried, all voting aye.

13. **SPECIAL EXCEPTION (SE-11-16)** - REQUEST BY RAFAEL RAMIREZ ROJAS AND CARLOS BONILLA, DBA EL AGAVE MEXICAN RESTAURANT, 1750 N. CASALOMA DRIVE, FOR OPERATION OF AN OUTDOOR SERVICE/BEER GARDEN.

Motion (Hidde/Sherman) to recommend approval of the Special Exception (SE-11-16) requested by Rafael Ramirez Rojas and Carlos Bonilla, dba El Agave Mexican Restaurant, 1750 N. Casaloma Drive, for operation of an outdoor service/beer garden. Motion carried, all voting aye.

14. **PUBLIC HEARING #3** – SPECIAL EXCEPTION (SE-12-16) REQUESTED BY GORDON BUBOLZ NATURE PRESERVE, 4815 N. LYNNDALE DRIVE, FOR CONSTRUCTION OF A NEW ENVIRONMENTAL CENTER AND ASSOCIATED SITE IMPROVEMENTS.

Chairman Schowalter opened Public Hearing #3 at 6:15 p.m.

Randy Tuma, Executive Director of the Bubolz Nature Preserve, stated that the existing center has become difficult to maintain and it is not large enough to serve the community. He noted that 6,500 school children attend programming each year and over 60,000 visitors come to the Preserve annually.

Motion (Hidde/Huth) to close Public Hearing #3 at 6:17 p.m. Motion carried, all voting aye.

15. **SPECIAL EXCEPTION (SE-12-16)** – REQUEST BY GORDON BUBOLZ NATURE PRESERVE, 4815 N. LYNNDALE DRIVE, FOR CONSTRUCTION OF A NEW ENVIRONMENTAL CENTER AND ASSOCIATED SITE IMPROVEMENTS.

Motion (Sherman/Huth) to recommend approval of the Special Exception (SE-12-16) requested by Gordon Bubolz Nature Preserve, 4815 N. Lynndale Drive, to allow construction of a new environmental center and associated site improvements. Motion carried, all voting aye.

16. **SITE PLAN (SP-12-16)** – REQUEST BY GORDON BUBOLZ NATURE PRESERVE, 4815 N. LYNNDALE DRIVE, FOR THE CONSTRUCTION OF A NEW ENVIRONMENTAL CENTER AND ASSOCIATED SITE IMPROVEMENTS.

Motion (Huth/Hidde) to approve the Site Plan (SP-12-16) requested by Gordon Bubolz Nature Preserve, 4815 N. Lynndale Drive, for the construction of a new environmental center and associated site improvements, subject to: (1) Staff approval of the Site Lighting Plan; and, (2) Town Board approval of Special Exception SE-12-16. Motion carried, all voting aye.

17. **PUBLIC HEARING #4** – SPECIAL EXCEPTION (SE-13-16) REQUESTED BY CONRADO LOPEZ MENDEZ AND OSCAR LOPEZ MENDEZ, DBA CASTILLA BISTRO & TAPAS, 213 S. NICOLET ROAD, FOR OPERATION OF AN OUTDOOR SERVICE/BEER GARDEN.

Chairman Schowalter opened Public Hearing #4 at 6:19 p.m. There was no public input.

Motion (Stadel/Boeckers) to close Public Hearing #4 at 6:19 p.m. Motion carried, all voting aye.

18. **SPECIAL EXCEPTION (SE-13-16)** – REQUEST BY CONRADO LOPEZ MENDEZ AND OSCAR LOPEZ MENDEZ, DBA CASTILLA BISTRO & TAPAS, 213 S. NICOLET ROAD, FOR OPERATION OF AN OUTDOOR SERVICE/BEER GARDEN.

Motion (Hidde/Sherman) to recommend approval of the Special Exception (SE-13-16) requested by Conrado Lopez Mendez and Oscar Lopez Mendez, dba Castilla Bistro & Tapas, 213 S. Nicolet Road, for operation of an outdoor service/beer garden. Motion carried, all voting aye.

19. **PUBLIC HEARING #5** – SPECIAL EXCEPTION (SE-14-16) REQUESTED BY APPLETON AREA SCHOOL DISTRICT AND WISCONSIN CONNECTIONS ACADEMY, 350 W. CAPITOL DRIVE, TO OPERATE A K-12 PUBLIC ONLINE SCHOOL AT THE FORMER APPLETON PUBLIC MONTESSORI SCHOOL PROPERTY.

Chairman Schowalter opened Public Hearing #5 at 6:20 p.m.

Rex Kessler, 343 W. Capitol Drive, asked how many people would normally be at the school, why this use requires a Special Exception, and requested to know if there are any plans to subdivide the property.

Director Buckingham stated that occupancy during a typical school day would be 22-24 teachers, with no students. He explained that the use required a new Special Exception because the building has been vacant for an extended period. He noted that the Town is not aware of any plans to subdivide the property.

Motion (Hidde/Sherman) to close Public Hearing #5 at 6:22 p.m. Motion carried, all voting aye

20. **SPECIAL EXCEPTION (SE-14-16)** – APPLETON AREA SCHOOL DISTRICT AND WISCONSIN CONNECTIONS ACADEMY, 350 W. CAPITOL DRIVE, TO OPERATE A K-12 PUBLIC ONLINE SCHOOL AT THE FORMER APPLETON PUBLIC MONTESSORI SCHOOL PROPERTY.

Motion (Hidde/Boeckers) to recommend approval of the Special Exception (SE-14-16) requested by the Appleton Area School District and Wisconsin Connections Academy, 350 W. Capitol Drive, to allow operation of a K-12 public online school at the former Appleton Public Montessori School property.

In response to a question from Commissioner Sherman, Director Buckingham confirmed that there is adequate parking on-site for this use.

Motion to recommend approval of SE-14-16 carried, all voting aye.

21. **SITE PLAN (SP-11-16)** – REQUEST BY JVL CONSTRUCTION, DBA FOX VALLEY STORAGE, 5325 N. BALLARD ROAD, FOR CONSTRUCTION OF SELF-STORAGE UNITS AND ASSOCIATED SITE IMPROVEMENTS.

Planner Patza said the applicant purposes the construction of 9 self-storage units on the western portion of the property. The project results in a reduction of impervious surface and an increase in greenspace, along with improved drainage patterns and stormwater management.

Motion (Stadel/Hidde) to approve the Site Plan (SP-11-16) requested by JVL Construction, dba Fox Valley Storage, 5325 N. Ballard Road, for the construction of self-storage units and associated site improvements, subject to Town Engineer approval of the Stormwater Management and Erosion Control Plans. Motion carried, all voting aye.

22. **SITE PLAN (SP-15-16)** – REQUEST BY THE ROCHELLE LEIGH GROUP, LLC, 1751 N. MARGARET STREET, FOR CONSTRUCTION OF AN OFFICE BUILDING AND ASSOCIATED SITE IMPROVEMENTS.

Motion (Sherman/Boeckers) to approve the Site Plan (SP-15-16) requested by The Rochelle Leigh Group, LLC, 1751 N. Margaret Street, for the construction of an office building and associated site improvements, subject to: (1) Town Engineer approval of the Stormwater Management and Erosion Control Plans; and, (2) Staff approval of the Site Lighting and Landscaping Plans. Motion carried, all voting aye.

23. **SITE PLAN (SP-17-16)** – REQUEST BY KONZ WOOD PRODUCTS CO., 616 N. PERKINS STREET, FOR CONSTRUCTION OF A COMMERCIAL BUILDING AND ASSOCIATED SITE IMPROVEMENTS.

Planner Patza provided background on the utility and stormwater management improvements associated with this building project.

Motion (Hidde/Huth) to approve the Site Plan (SP-17-16) requested by Konz Wood Products Co., 616 N. Perkins Street, for the construction of an industrial building and associated site improvements, subject to: (1) Town Engineer approval of the Stormwater Management and Erosion Control Plans; and, (2) Staff approval of the Site Lighting Plan. Motion carried, all voting aye.

24. **SITE PLAN (SP-19-16)** – REQUEST BY BIG RING STORAGE LLC, 925 N. BLUEMOUND DRIVE, FOR CONSTRUCTION OF ONE NEW SELF-STORAGE BUILDING, ONE SELF-STORAGE BUILDING ADDITION, AND ASSOCIATED SITE IMPROVEMENTS.

Motion (Hidde/Huth) to approve the Site Plan (SP-19-16) requested by Big Ring Storage LLC, 925 N. Bluemound Drive, for construction of one new self-storage building, one self-storage building addition, and associated site improvements, subject to: (1) Town Engineer approval of the Drainage and Erosion Control Plans; (2) Staff approval of the Site Lighting Plan; and, (3) Staff approval of building elevations. Motion carried, all voting aye.

25. **SITE PLAN AMENDMENT (SPA1-16-15)** – REQUEST BY GCDL TECH VILLAGE LLC, 15 TRI-PARK WAY, TO INSTALL A NEW MONUMENT SIGN.

Motion (Sherman/Hidde) to approve the Site Plan Amendment (SPA1-16-1) requested by GCDL Tech Village LLC, 15 Tri-Park Way, for installation of a new monument sign. Motion carried, all voting aye.

26. ADJOURNMENT.

Motion (Sherman/Huth) to adjourn at 6:34 p.m. Motion carried, all voting aye.

Respectfully Submitted,

Tracy Olejniczak/BB
Community Development Secretary