

TOWN OF GRAND CHUTE
1900 W. Grand Chute Blvd.
REGULAR MEETING OF PLAN COMMISSION
REGULAR MEETING MINUTES

June 7, 2011
6:00 pm, Tuesday

Although a quorum of the Town Board of Supervisors may have been present, no Town Board action was taken.

MEMBERS PRESENT: Chairman Dave Schowalter, Commissioners Bruce Sherman, Julie Hidde, Joe Malenofski, Bob Stadel, Vivian Huth, Pam Crosby

MEMBERS EXCUSED: none

ALSO PRESENT: Mark Heling, Road Superintendent; Tom Marquardt, Public Works Director; Jim March Town Administrator; Mary Baxter, Executive Secretary; Kevin Vonck, Special Project Coordinator/Grants Administrator; Tim Bantes, Fire Chief; Robert Buckingham, Community Development Director; other interested parties, (audience attendance = approx. 8) Supervisors Nooyen, Thyssen

1. ROLL CALL.

Chairman Schowalter called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE.

3. INTRODUCTION OF NEW PLAN COMMISSION MEMBER – PAM CROSBY.

Chairman Schowalter welcomed Pam Crosby to the Plan Commission.

4. APPROVAL OF AGENDA.

Motion (Hidde/Sherman) to approve the agenda, with a change to move item #22 after item #19. Motion carried, all voting aye.

5. APPROVAL OF MINUTES - REGULAR MEETING & PUBLIC HEARING OF MAY 17, 2011.

Motion (Stadel/Malenofski) to approve the minutes as printed. Motion carried, all voting aye.

6. PUBLIC INPUT.

There was no public input.

7. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT.

Director Buckingham provided an update on the proposed County Highway CB extension between State Highway 15 and County JJ. Officials from Grand Chute, Greenville and the County have met several times to discuss alternate routes, and there has been one public informational meeting held to date. There were nine alternate routes considered. At this time, the preferred route is labeled Alternate 2C. This route would align the extension of CB to run parallel to and east of Mayflower Drive through Grand Chute. He said that initially, the Town was supportive of utilizing an expanded Mayflower Drive for this route. However, this proved to be the most costly alternative because there would be a number residential relocations required to secure enough right-of-way. Also, a fair number of private access points would remain after the project was completed, increasing safety concerns. Alternate 2C has a better safety rating, with access points limited to intersecting Town/County roads, and would be less costly to build and maintain. The distance between Mayflower Drive and the new road extension would provide adequate spacing for local roads and development. From a Town staff perspective, Alternate 2C is the preferred option and that has been communicated to the County Highway Commissioner, with the caveat that this assumes there would be no cost responsibility to the Town for property acquisition, design or construction of this future road extension. Director Buckingham advised that this is not a road that is going to be installed anytime soon. The County's intent right now is to get the proposed roadway extension placed on the Official Maps for Grand Chute and Greenville.

Chairman Schowalter asked how soon in the future the Town may be asked to amend the Official Map.

Director Buckingham said that the request could be made yet this summer or fall.

Commissioner Hidde asked why Alternate 2B was not considered, since there would be no relocation required.

Director Buckingham said that when 2B was reviewed, the problem was spacing with Mayflower Drive and McCarthy Road. Placing the roadway in that location would result in useless, undevelopable back acreage.

Director Buckingham provided an update on the Outagamie County Airport Overlay Ordinance project. The AdHoc Committee has formally voted to recommend against using Purchase of Development Rights Districts near the airport. The land use matrix and airport zoning overlay map that were presented to Plan Commission

have been recommended for approval. The next, and possibly last meeting of the Committee will be held June 15.

(Community Development Director Buckingham's June 7, 2011 report is available upon request.)

8. **PUBLIC HEARING #1** – CONSIDER ADOPTION OF ORDINANCE O-14-2011, CREATING CHAPTER 27.05 (4)(A)(D)(15) OF THE TOWN OF GRAND CHUTE MUNICIPAL CODE, TO ESTABLISH DOG KENNELS AS A SPECIAL EXCEPTION USE IN THE RSF SINGLE-FAMILY RESIDENTIAL DISTRICT. **ISSUE:** HEAR TESTIMONY AND CLOSE PUBLIC HEARING.

Chairman Schowalter opened the Public Hearing #1 at 6:11 p.m.

There was no public input.

Motion (Huth/Sherman) to close Public Hearing #1 at 6:11 p.m. Motion carried, all voting aye.

9. CONSIDER ADOPTION OF ORDINANCE O-14-2011, CREATING CHAPTER 27.05 (4)(A)(D)(15) OF THE TOWN OF GRAND CHUTE MUNICIPAL CODE, TO ESTABLISH DOG KENNELS AS A SPECIAL EXCEPTION USE IN THE RSF SINGLE-FAMILY RESIDENTIAL DISTRICT. **ISSUE:** SHALL THE PLAN COMMISSION RECOMMEND APPROVAL/DENIAL OF O-14-2011. (TOWN BOARD ACTION 6/21/11)

Motion (Sherman/Huth) to recommend adoption of Ordinance O-14-2011, creating Chapter 27.05 (4)(A)(D)(15) of the Town of Grand Chute Municipal Code, to establish dog kennels as a Special Exception Use in the RSF Single-Family Residential District.

Director Buckingham noted that at a previous meeting, a Commissioner had asked how many dog kennels are currently licensed in the Town. There are two (2), both are in commercial districts.

Motion carried, all voting aye.

10. **PUBLIC HEARING #2** – CONSIDER ADOPTION OF ORDINANCE O-15-2011, CREATING CHAPTER 27.10(4) OF THE TOWN OF GRAND CHUTE MUNICIPAL CODE, TO ESTABLISH ENFORCEMENT AND PENALTY PROVISIONS FOR SITE PLAN VIOLATIONS. **ISSUE:** HEAR TESTIMONY AND CLOSE PUBLIC HEARING.

Chairman Schowalter opened the Public Hearing #2 at 6:12 p.m.

There was no public input.

Motion (Stadel/Hidde) to close Public Hearing #2 at 6:13 p.m. Motion carried, all voting aye.

11. CONSIDER ADOPTION OF ORDINANCE O-15-2011, CREATING CHAPTER 27.10(4) OF THE TOWN OF GRAND CHUTE MUNICIPAL CODE, TO ESTABLISH ENFORCEMENT AND PENALTY PROVISIONS FOR SITE PLAN VIOLATIONS. **ISSUE:** SHALL THE PLAN COMMISSION RECOMMEND APPROVAL/DENIAL OF O-15-2011. (TOWN BOARD ACTION 6/21/11)

Motion (Hidde/Huth) to recommend adoption of Ordinance O-15-2011, creating Chapter 27.10(4) of the Town of Grand Chute Municipal Code, to establish enforcement and penalty provision for site plan violations. Motion carried, all voting aye.

12. **PUBLIC HEARING #3** – CONSIDER ADOPTION OF ORDINANCE O-16-2011, AMENDING CHAPTER 27.03 OF THE TOWN OF GRAND CHUTE MUNICIPAL CODE, TO ESTABLISH ZONING DEFINITIONS FOR “AUTOMOBILE,” “COMMERCIAL VEHICLE,” AND “RECREATIONAL/UTILITY VEHICLE.” **ISSUE:** HEAR TESTIMONY AND CLOSE PUBLIC HEARING.

Chairman Schowalter opened Public Hearing #3 at 6:14 p.m.

There was no public input.

Motion (Huth/Malenofski) to close Public Hearing #3 at 6:14 p.m. Motion carried. All voting aye.

13. CONSIDER ADOPTION OF ORDINANCE O-16-2011, AMENDING CHAPTER 27.03 OF THE TOWN OF GRAND CHUTE MUNICIPAL CODE, TO ESTABLISH ZONING DEFINITIONS FOR “AUTOMOBILE,” “COMMERCIAL VEHICLE,” AND “RECREATIONAL/UTILITY VEHICLE.” **ISSUE:** SHALL THE PLAN COMMISSION RECOMMEND APPROVAL/DENIAL OF ORDINANCE O-16-2011. (TOWN BOARD ACTION 6/21/11)

Motion (Malenofski/Sherman) to recommend approval of Ordinance O-16-2011, amending Chapter 27.03 of the Town of Grand Chute Municipal Code, to establish zoning definitions for “automobile, “commercial vehicle”, and “recreational/utility vehicle”. Motion carried, all voting aye.

14. **PUBLIC HEARING #4** – CONSIDER ADOPTION OF ORDINANCE O-18-2011, REPEALING CHAPTER 27.06 (A)(8)(q)(3) OF THE TOWN OF GRAND CHUTE MUNICIPAL CODE, WHICH PROVIDES FOR REGULATION OF FIREWOOD STORAGE IN RESIDENTIAL DISTRICTS, AND RECREATING SAME AS CHAPTER 27.06 (A)(14). **ISSUE:** HEAR TESTIMONY AND CLOSE PUBLIC HEARING.

Chairman Schowalter opened Public Hearing #4 at 6:15 p.m.

There was no public input.

Motion (Hidde/Sherman) to close Public Hearing #4 at 6:15 p.m. Motion carried, all voting aye.

15. CONSIDER ADOPTION OF ORDINANCE O-18-2011, REPEALING CHAPTER 27.06 (A)(8)(q)(3) OF THE TOWN OF GRAND CHUTE MUNICIPAL CODE, WHICH PROVIDES FOR REGULATION OF FIREWOOD STORAGE IN RESIDENTIAL DISTRICTS, AND RECREATING SAME AS CHAPTER 27.06 (A)(14). **ISSUE:** SHALL THE PLAN COMMISSION RECOMMEND APPROVAL/DENIAL OF ORDINANCE O-18-2011. (TOWN BOARD ACTION 6/21/11)

Motion (Huth/Sherman) to recommend approval of Ordinance O-18-2011, repealing Chapter 27.06 (A)(8)(q)(3) of the Town of Grand Chute Municipal Code, which provides for regulation of firewood storage in Residential Districts, and recreating same as Chapter 27.06 (A)(14). Motion carried, all voting aye.

16. **PUBLIC HEARING #5** – CONSIDER ADOPTION OF ORDINANCE O-19-2011, REPEALING AND RECREATING CHAPTER 27.06 (A)(8) OF THE TOWN OF GRAND CHUTE MUNICIPAL CODE, TO ADOPT NEW REGULATIONS GOVERNING OFF-STREET PARKING. **ISSUE:** HEAR TESTIMONY AND CLOSE PUBLIC HEARING.

Chairman Schowalter opened Public Hearing #5 at 6:17 p.m.

There was no public input.

Motion (Sherman/Hidde) to close Public Hearing #5 at 6:17 p.m. Motion carried, all voting aye.

17. CONSIDER ADOPTION OF ORDINANCE O-19-2011, REPEALING AND RECREATING CHAPTER 27.06 (A)(8) OF THE TOWN OF GRAND CHUTE MUNICIPAL CODE, TO ADOPT NEW REGULATIONS GOVERNING OFF-STREET PARKING. **ISSUE:** SHALL THE PLAN COMMISSION RECOMMEND APPROVAL/DENIAL OF ORDINANCE O-19-2011.

Motion (Sherman/Hidde) to recommend approval of Ordinance O-19-2011, repealing and recreating Chapter 27.06 (A)(8) of the Town of Grand Chute Municipal Code, to adopt new regulations governing off-street parking.

Motion carried, all voting aye.

18. **PUBLIC HEARING #6** – SPECIAL EXCEPTION APPLICATION (SE-09-11) REQUESTED BY SCOTT LLC, 710 W. EVERGREEN DRIVE, FOR FUELING STATION/CONVENIENCE STORE/CAR WASH. **ISSUE:** HEAR TESTIMONY AND CLOSE PUBLIC HEARING.

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

There was no public input.

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

19. SPECIAL EXCEPTION APPLICATION (SE-09-11) REQUESTED BY SCOTT LLC, 710 W. EVERGREEN DRIVE, FOR FUELING STATION/CONVENIENCE STORE/CAR WASH. **ISSUE:** SHALL THE PLAN COMMISSION RECOMMEND APPROVAL/DENIAL OF SE-09-11.

Motion (Sherman/Stadel) to recommend approval of Special Exception Application (SE-09-11) requested by Scott LLC, 710 W. Evergreen Drive, for fueling station station/convenience store/car wash, conditioned on future site plan approval prior to development occurring on the site.

Commissioner Sherman requested confirmation that a project site plan would be presented at a later date.

Both Chairman Schowalter and the Community Development Director confirmed that approval sequence.

Motion carried, all voting aye.

20. CERTIFIED SURVEY MAP APPLICATION (CSM-05-11) REQUESTED BY TEAM DEVELOPMENT, FOR A 3-LOT DIVISION OF PROPERTY ON THE NORTHWEST CORNER OF W. EVERGREEN DRIVE AND N. RICHMOND STREET. **ISSUE:** SHALL THE PLAN COMMISSION RECOMMEND APPROVAL/DENIAL OF CSM. (TOWN BOARD ACTION 6/7/11)

Motion (Malenofski/Huth) to recommend approval of Certified Survey Map Application (CSM-05-11) requested by Team Development, for a 3-lot division of property on the northwest corner of W. Evergreen Drive and N. Richmond Street. Motion carried, all voting aye.

21. **PUBLIC HEARING #7** – SPECIAL EXCEPTION APPLICATION (SE-10-11) REQUESTED BY KWIK TRIP, INC., 4735 W. CONVERTERS DRIVE, TO ALLOW AN ELECTRONIC MESSAGE UNIT SIGN. **ISSUE:** HEAR TESTIMONY AND CLOSE PUBLIC HEARING.

Chairman Schowalter opened Public Hearing #7 at 6:19 p.m.

Motion (Stadel/Huth) to close Public Hearing #7 at 6:20 p.m. Motion carried, all voting aye.

22. SPECIAL EXCEPTION APPLICATION (SE-10-11) REQUESTED BY KWIK TRIP, INC., 4735 W. CONVERTERS DRIVE, TO ALLOW AN ELECTRONIC MESSAGE UNIT SIGN. **ISSUE:** SHALL THE PLAN COMMISSION RECOMMEND APPROVAL/DENIAL OF SE-10-11. (TOWN BOARD ACTION 6/21/11)

Motion (Huth/Sherman) to recommend approval of Special Exception Application (SE-10-11) requested by Kwik Trip, Inc., 4735 W. Converters Drive, to allow an electronic message unit sign. Motion carried, all voting aye.

23. SITE PLAN AMENDMENT APPLICATION (SPA1-05-04) REQUESTED BY KWIK TRIP, INC., 4735 W. CONVERTERS DRIVE FOR TWO (2) PYLON SIGNS. **ISSUE:** SHALL THE PLAN COMMISSION APPROVE/DENY SPA1-05-04.

Motion (Stadel/Huth) to approve Site Plan Amendment Application (SPA1-05-04) requested by Kwik Trip, Inc., 4735 W. Converters Drive for two (2) pylon signs. Motion carried, all voting aye.

24. SITE PLAN AMENDMENT APPLICATION (SPA2-00-77) REQUESTED BY GUSTMAN SUBARU, 310 S. LYNNDALE DRIVE, FOR ONE (1) PYLON SIGN. **ISSUE:** SHALL THE PLAN COMMISSION APPROVE/DENY SPA2-00-77.

Motion (Huth/Sherman) to approve Site Plan Amendment Application (SPA2-00-77) requested by Gustman Subaru, 310 S. Lynndale Drive, for one (1) pylon sign, conditioned on an existing Lincoln-Mercury pylon sign at the northeast corner of S. Lynndale Drive and West Spencer Street being removed before issuance of a sign permit for the new Subaru sign.

Commissioner Malenofski noted said that the Community Development Director's memo calls out the application number to be SPA2-00-77, however the agenda is calling out SPA3-00-77.

Community Development Director Buckingham said that the correct application number should be SPA2-00-77.

Chairman Schowalter asked the Secretary to reflect this corrected application number in the minutes.

Motion carried, all voting aye.

25. UPDATE ON COUNTY HIGHWAY CB EXTENSION, BETWEEN STATE HIGHWAY 15 AND COUNTY HIGHWAY JJ. (MATERIAL TO BE DISTRIBUTED AT MEETING.)

Previously covered under Community Development Director's Report.

26. CONTINUED DISCUSSION OF OUTAGAMIE COUNTY AIRPORT OVERLAY ORDINANCE UPDATE. (MATERIAL TO BE DISTRIBUTED AT MEETING.)

Previously covered under Community Development Director's Report.

27. ADJOURNMENT.

Motion (Sherman/Hidde) to adjourn the meeting at 6:22 p.m. Motion carried, all voting aye.

Respectfully Submitted,

Tracy Olejniczak
Community Development Secretary