

1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Approval of Minutes – January 7, 2020 meeting.
5. Public Input.
6. Community Development Director’s Report.
7. **Public Hearing #1** – Special Exception Permit (SE-01-20) requested by the Fox Cities Amateur Sports Authority, 2400 N. Casaloma Drive, for operation of an electronic message center sign. **Action:** Hear testimony/close hearing.
8. **Special Exception Permit (SE-01-20)** – Request by the Fox Cities Amateur Sports Authority, 2400 N. Casaloma Drive, for operation of an electronic message center sign. **Action:** Recommend approval/denial of SE-01-20. (TOWN BOARD ACTION 2/4/2020)
9. **Site Plan Amendment (SPA1-00-02)** – Request by Fox Cities Amateur Sports Authority, 2400 N. Casaloma Drive, to remove a sign cabinet from an existing pylon and install a new sign cabinet, including an electronic message center. **Action:** Approve/Deny SPA1-00-02.
10. **Public Hearing #2** – Special Exception Permit (SE-02-20) requested by Missouri Real Estate & Insurance, dba Moto Mart, 3225 W. Glenpark Drive, to allow an attached sign that extends above the parapet/roof line of the convenience store. **Action:** Hear testimony/close hearing.
11. **Special Exception Permit (SE-02-20)** – Request by Missouri Real Estate & Insurance, dba Moto Mart, 3225 W. Glenpark Drive, to allow an attached sign that extends above the parapet/roofline of the convenience store. **Action:** Recommend approval/denial of SE-02-20 (TOWN BOARD ACTION 2/4/2020)
12. **Site Plan Amendment (SPA2-00-95)** – Request by Missouri Real Estate & Insurance, dba Moto Mart, 3225 W. Glenpark Drive, to install a new attached sign that extends above the parapet/roof line of the convenience store. **Action:** Approve/deny SPA2-00-95.
13. **Special Exception Amendment (SEA1-00-20)** – Request by Spencer GT, LLC, on behalf of Community Blood Center, Inc., 4330 W. Spencer Street, to allow operation of a donor center at a property zoned CP Planned Commercial District. **Action:** Recommend approval/denial of SEA1-00-20. (TOWN BOARD ACTION 2/4/2020)
14. Adjournment.

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**Public Notice:** Agendas are posted in the following locations: Town Hall bulletin boards & Town website [www.grandchute.net](http://www.grandchute.net) 2015 Wisconsin Act 79 allows the publication of certain legal notices on an Internet site maintained by a municipality. This law allows these types of legal notices to be posted in one physical location in the jurisdiction (instead of three) if also placed on an Internet site maintained by the local government.

**Special Accommodations:** Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Clerk’s Office at (920-832-5644) with at least 24-hour notice.

**Notice of Possible Quorum:** A quorum of the Town Board, Sanitary Districts, Board of Review, Community Development Authority, Licensing Committee, Parks Commission, Joint Review Board, Zoning Board of Appeals and/or Police and Fire Commission may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Town Board, Sanitary Districts, Board of Review, Community Development Authority, Licensing Committee, Parks Commission, Joint Review Board, Zoning Board of Appeals and/or Police and Fire Commission will be taken at this meeting.

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## GRAND CHUTE PLAN COMMISSION MINUTES

January 7, 2020

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

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; Tracy Olejniczak, Administrative Assistant; interested parties (audience attendance = 0) Supervisor Eric Davidson.

1. **ROLL CALL**

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

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA**

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

4. **APPROVAL OF MINUTES** – December 17, 2019 MEETING.

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

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

6. **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT**

Director Buckingham informed the Commission that the owner of 3540 W. Capitol Drive has withdrawn the request to rezone the property from RSF Single-Family Residential District to RTF Two-Family Residential District.

7. **PUBLIC HEARING #1** – ADOPTION OF A NEW TOWN OF GRAND CHUTE OFFICIAL MAP.

Chairman Schowalter opened Public Hearing #1 at 6:02 p.m. There was no public input.

**Motion (Hidde/Crosby) to close Public Hearing #1 at 6:02 p.m.** Motion carried, all voting aye.

8. **TOWN OF GRAND CHUTE OFFICIAL MAP** – CONSIDERATION OF ORDINANCE O-02-2020, ADOPTING A NEW OFFICIAL MAP FOR THE TOWN OF GRAND CHUTE.

**Motion (Sherman/Boeckers) to recommend Town Board adoption of Ordinance O-02-2020, adopting a new Official Map for the Town of Grand Chute.** Motion carried, all voting aye.

9. **PUBLIC HEARING #2** – ADOPTION OF AN AMENDMENT TO THE GRAND CHUTE SIGN CODE PERTAINING TO SIGNS AND BILLBOARDS.

Chairman Schowalter opened Public Hearing #2 at 6:03 p.m. There was no public input.

**Motion (Crosby/Weber) to close Public Hearing #2 at 6:03 p.m.** Motion carried, all voting aye.

10. **GRAND CHUTE SIGN CODE AMENDMENT** – CONSIDERATION OF ORDINANCE O-01-2020, AMENDING MUNICIPAL CODE CHAPTER 535-109 PERTAINING TO SIGNS AND BILLBOARDS.

**Motion (Hidde/Boeckers) to recommend Town Board adoption of Ordinance O-01-2020, amending Municipal Code Chapter 535-109 pertaining to signs and billboards.** Motion carried, all voting aye.

11. ADJOURNMENT.

**Motion (Sherman/Boeckers) to adjourn the meeting at 6:04 p.m.** Motion carried, all voting aye.

Respectfully Submitted,

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

DRAFT

**Town of Grand Chute  
Special Exception Request  
Fox Cities Amateur Sports Authority  
Electronic Message Center Sign**

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**To: Plan Commission**

**From: Michael Patza, Town Planner**

**Date: January 15, 2020**

**Address: 2400 N. Casaloma Drive**

**App. #: SE-01-20**

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**REQUEST**

- 1. Proposed Use(s):** Continued stadium and banquet facility use.
- 2. Project Description:** Operation of an electronic message center sign.
- 3. Plat/CSM Accurate parcel lines/lot recorded:** Yes.

**ANALYSIS**

Applicant seeks approval to operate an electronic message center sign (EMU) as part of a new sign cabinet for the I-41 pylon sign at Fox Cities Stadium. The sign will be 50'-0" in height with a total size of 196 sq. ft., including a 147 sq. ft. EMU. At its January 16, 2020 meeting, the Zoning Board of Appeals granted a variance to allow modification of an existing pylon sign that exceeds 25' in height and 144 sq. ft. in size. The EMU will be equipped with automatic light sensors that adjust sign brightness according to the intensity of ambient light levels. The Sign Code enumerates a series of standards and technical requirements that must be met in the operation of this electronic message center sign.

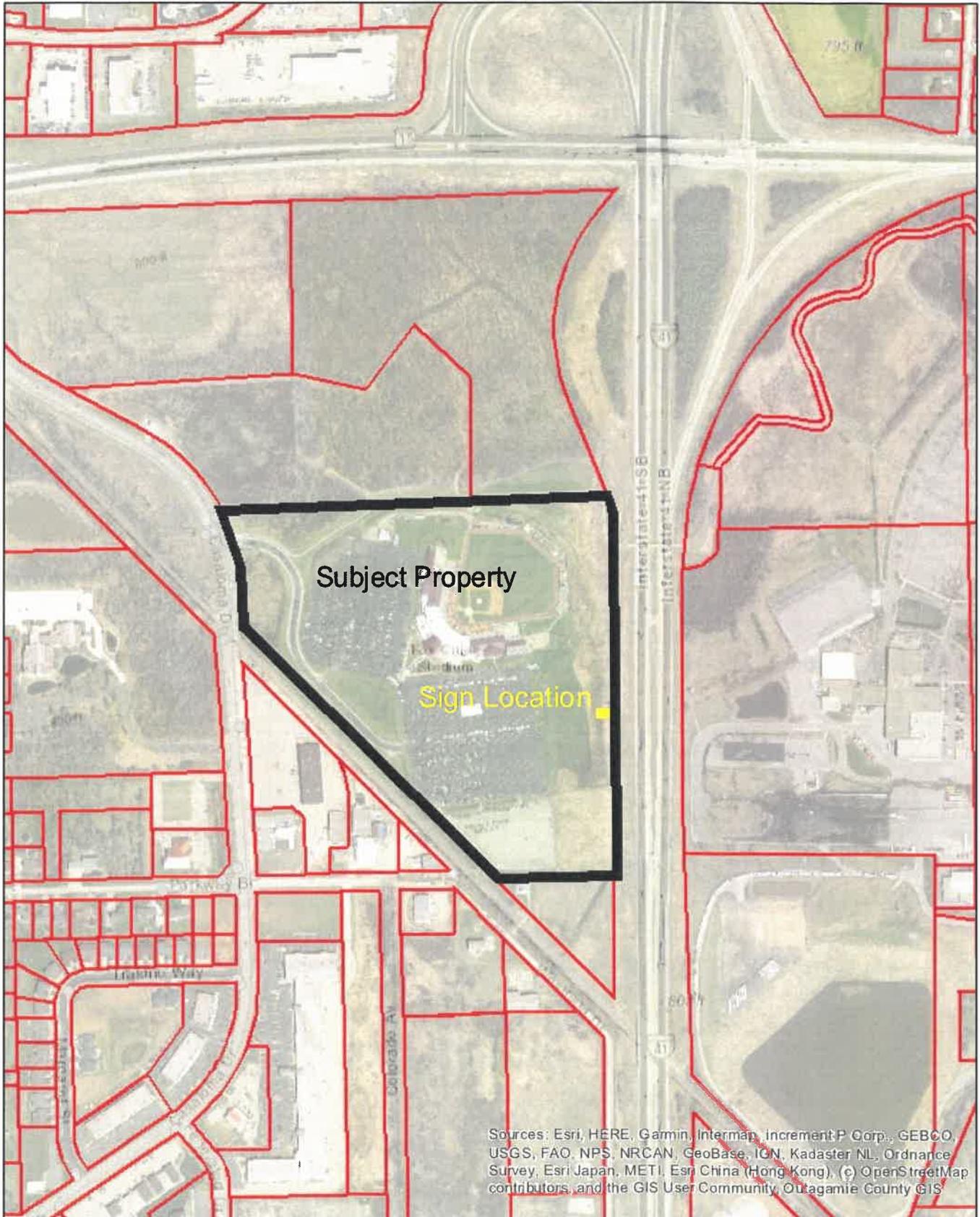
**FINDINGS OF FACT IN GRANTING OF A SPECIAL EXCEPTION**

- 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. *NA.***
- d. Adequate public facilities and services are available for the proposed Special Exception use of structure. *NA.***

**RECOMMENDATION**

Staff has reviewed and supports a Plan Commission recommendation for approval of the Special Exception Permit (SE-01-20) requested by Fox Cities Amateur Sports Authority, to allow operation of an electronic message center sign at Fox Cities Stadium, 2400 N. Casaloma Drive.

# SE-01-20 -- 2400 N. Casaloma Drive

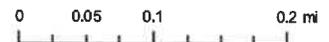


Sources: Esri, HERE, Garmin, Intermap, incrementP Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community, Outagamie County GIS

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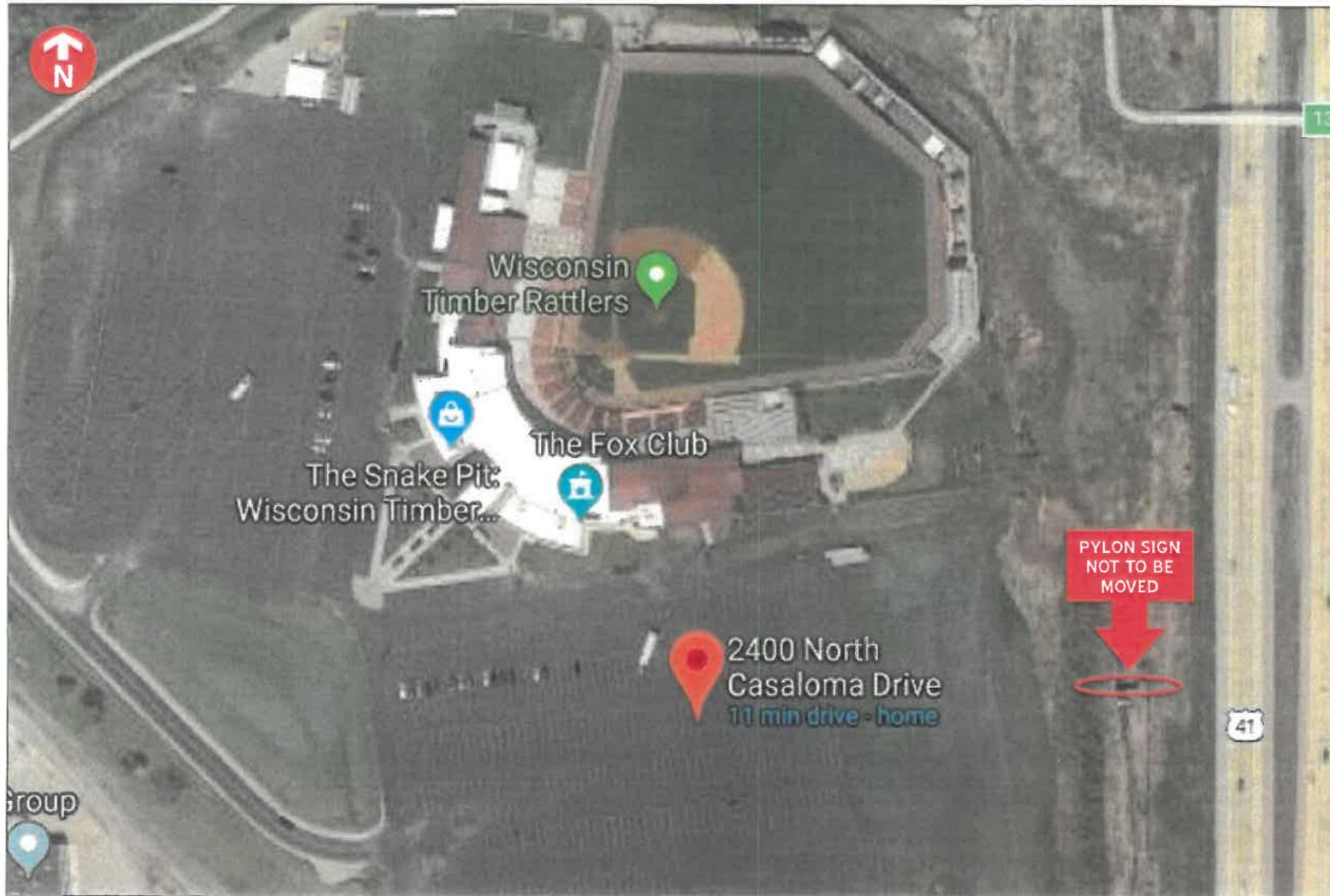
EXISTING PYLON SIGN NTS



NIGHT VIEW NTS

**DOUBLE-SIDED ILLUMINATED PYLON SIGN** QTY: 1  
 REMOVE EXISTING SIGN CABINETS  
 INSTALL DAKTRONICS G6 15.85 MM FULL COLOR DISPLAY  
 CABINET SIZE 7'-10" H x 18'-9" W / VIEWING AREA 7'-4" H x 18'-3" W  
 LED MATRIX 140 x 350 / MOUNT TBD  
 EXISTING PYLON SIGN SQ. FT. 218  
 NEW PYLON SIGN SQ. FT. 192.7

<p>TRUSTED. LOYAL. CREATIVE.   A DIVISION OF TIM'S LIGHTING COMPANY, INC.  <b>TLC SIGN .COM</b></p>	<p><b>KIMBERLY   OSHKOSH WEYAUWEGA</b>          920-731-4852 (4TLC)          558 EISENHOWER DR. SUITES A &amp; B          KIMBERLY, WI 54136</p>	<p><b>CLIENT: WISCONSIN TIMBER RATTTLERS</b> PG: 1 OF 2</p>	<p>CUSTOMER SIGNATURE FOR DESIGN APPROVAL</p>
		<p>ADDRESS: 2400 N CASALOMA DR, APPLETON, WI 54913          DATE: 11.12.19 SALESPERSON: TIM CULLEN          FILE NAME: 111511 REV 3 DESIGNER: MN          REV DATE: 1.7.20 SCALE: 1:80</p>	<p>THIS IS AN ORIGINAL DRAWING CREATED BY TIM'S LIGHTING COMPANY, INC. NO PART OF THIS DOCUMENT MAY BE USED OR REPRODUCED IN ANY FORM WITHOUT WRITTEN PERMISSION FROM TIM'S LIGHTING COMPANY, INC. COLORS SHOWN ON ART MAY VARY DUE TO VARYING SURFACE MATERIALS AND PAINT.</p>



SITE PLAN NTS

**Town of Grand Chute  
Site Plan Amendment Review  
Fox Cities Amateur Sports Authority**

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**To:** Plan Commission

**From:** Michael Patza, Town Planner

**Date:** January 15, 2020

**Address:** 2400 N. Casaloma Drive

**App. #:** SPA1-00-02

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**REQUEST**

- 1. Proposed Use(s):** Continued stadium and banquet facility use.
- 2. Project Description:** Remove sign cabinet on existing pylon and install a new cabinet, including an electronic message center.
- 3. Plat/CSM accurate parcel lines/lot recorded:** Yes.

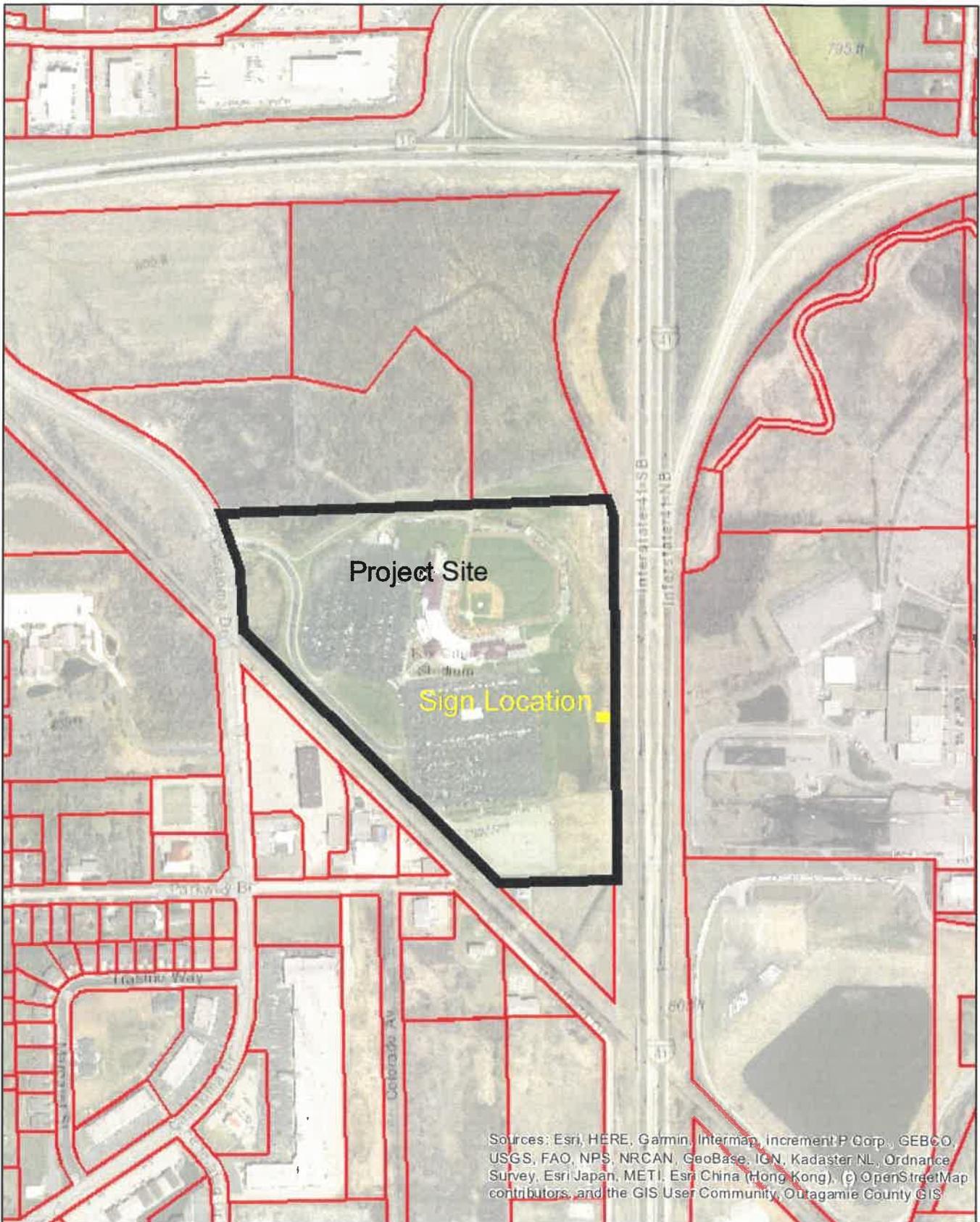
**ANALYSIS**

Applicant proposes to install a new sign cabinet on the I-41 pylon sign at Fox Cities Stadium. The existing support structure (pylon) will be reused. The sign will be 50'-0" in height with a total size of 196 sq. ft., including a 147 sq. ft. EMU. At its January 16, 2020 meeting, the Zoning Board of Appeals granted a variance to allow modification of an existing pylon sign that exceeds 25' in height and 144 sq. ft. in size. All other code requirements are met with this request.

**RECOMMENDATION**

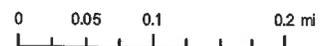
**Staff has reviewed and supports Plan Commission approval of the Site Plan Amendment (SPA1-00-02) requested by Fox Cities Amateur Sports Authority, to remove a sign cabinet on the existing pylon and install a new sign cabinet, including an electronic message center, at Fox Cities Stadium, 2400 N. Casaloma Drive, subject to Town Board approval of Special Exception SE-01-20.**

# SPA1-00-02 -- 2400 N. Casaloma Drive



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Copyright:



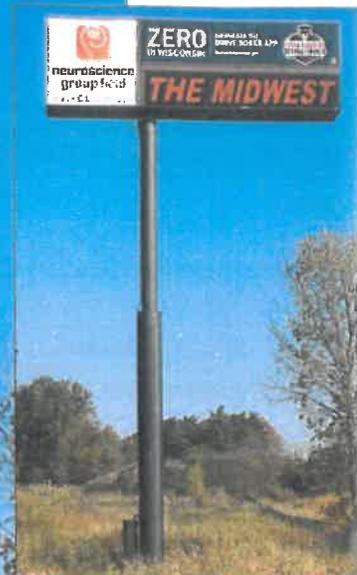
50'-0" OAH  
 39'-7" UNDERCLEARANCE  
 10'-5"  
 7'-10" EMC CABINET, 2'-7" ID CABINET

18'-9" EMC CABINET

196φ



49φ  
 147φ



EXISTING PYLON SIGN NTS



NIGHT VIEW NTS

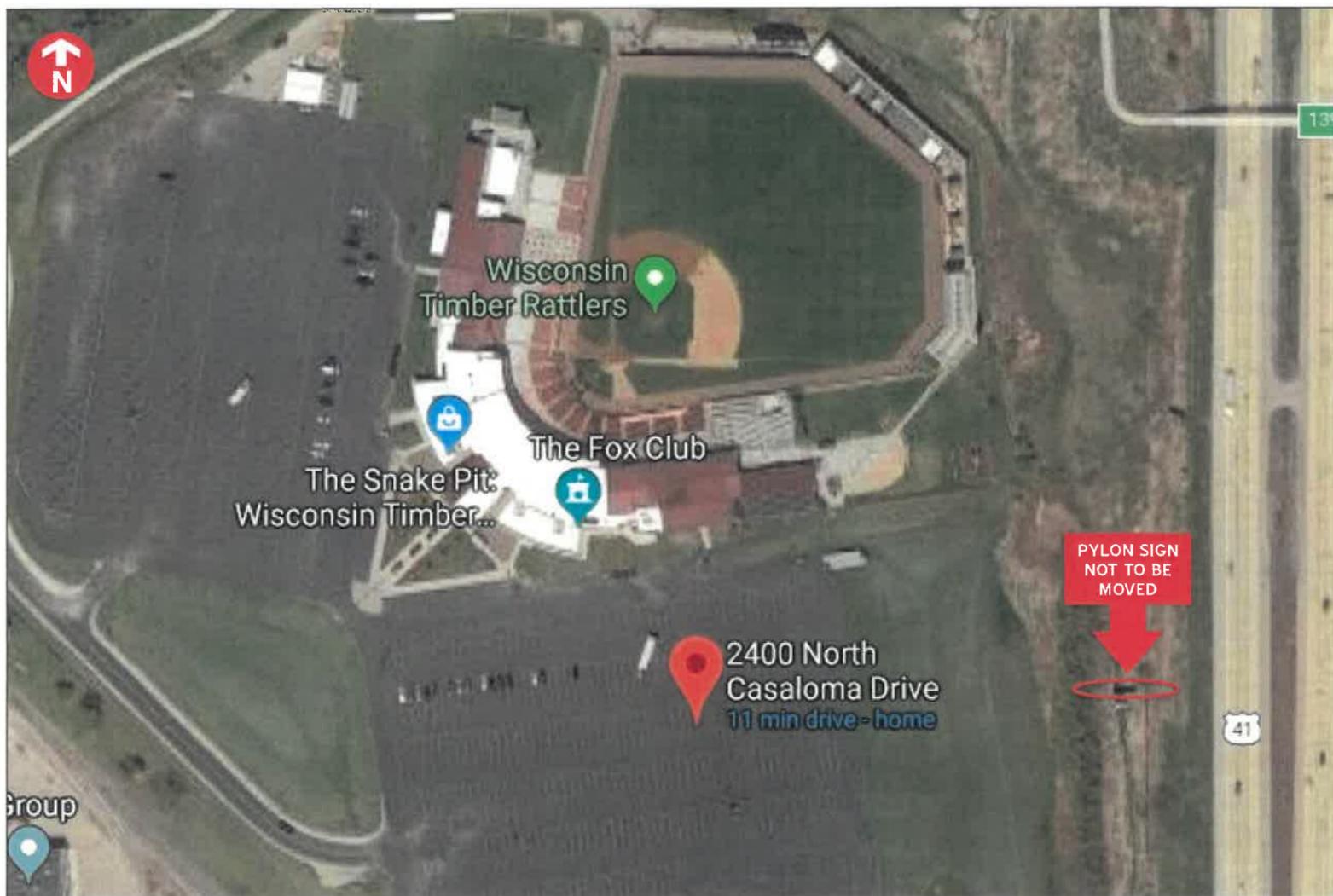
**DOUBLE-SIDED ILLUMINATED PYLON SIGN** QTY: 1  
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 CABINET SIZE 7'-10" H x 18'-9" W / VIEWING AREA 7'-4" H x 18'-3" W  
 LED MATRIX 140 x 350 / MOUNT TBD  
 EXISTING PYLON SIGN SQ. FT. 218  
 NEW PYLON SIGN SQ. FT. 192.7



**KIMBERLY | OSHKOSH WEYAUWEGA**  
 920-731-4852 (4TLC)  
 558 EISENHOWER DR. SUITES A & B  
 KIMBERLY, WI 54136

**CLIENT: WISCONSIN TIMBER RATTLES** PG: 1 OF 2  
 ADDRESS: 2400 N CASALOMA DR, APPLETON, WI 54913  
 DATE: 11.12.19 SALESPERSON: TIM CULLEN  
 FILE NAME: 111511 REV 3 DESIGNER: MN  
 REV DATE: 1.7.20 SCALE: 1:80

CUSTOMER SIGNATURE FOR DESIGN APPROVAL  
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SITE PLAN NTS

**Town of Grand Chute  
Special Exception Request  
Missouri Real Estate & Insurance, dba Moto Mart**

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**To:** Plan Commission

**From:** Michael Patza, Town Planner

**Date:** January 15, 2020

**Address:** 3225 W. Glenpark Drive

**App. #:** SE-02-20

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**REQUEST**

1. **Proposed Use:** Continued use for fueling station and convenience store.
2. **Project Description:** To allow an attached sign that extends above the parapet/roof line of the convenience store.
3. **Plat/CSM Accurate parcel lines/lot recorded:** Yes

**ANALYSIS**

Applicant seeks approval to install a building sign that will extend 41" above the parapet/roofline of the building. The Sign Code requires granting of a Special Exception Permit to allow a projection above this point. This signage will also require approval of a Site Plan Amendment.

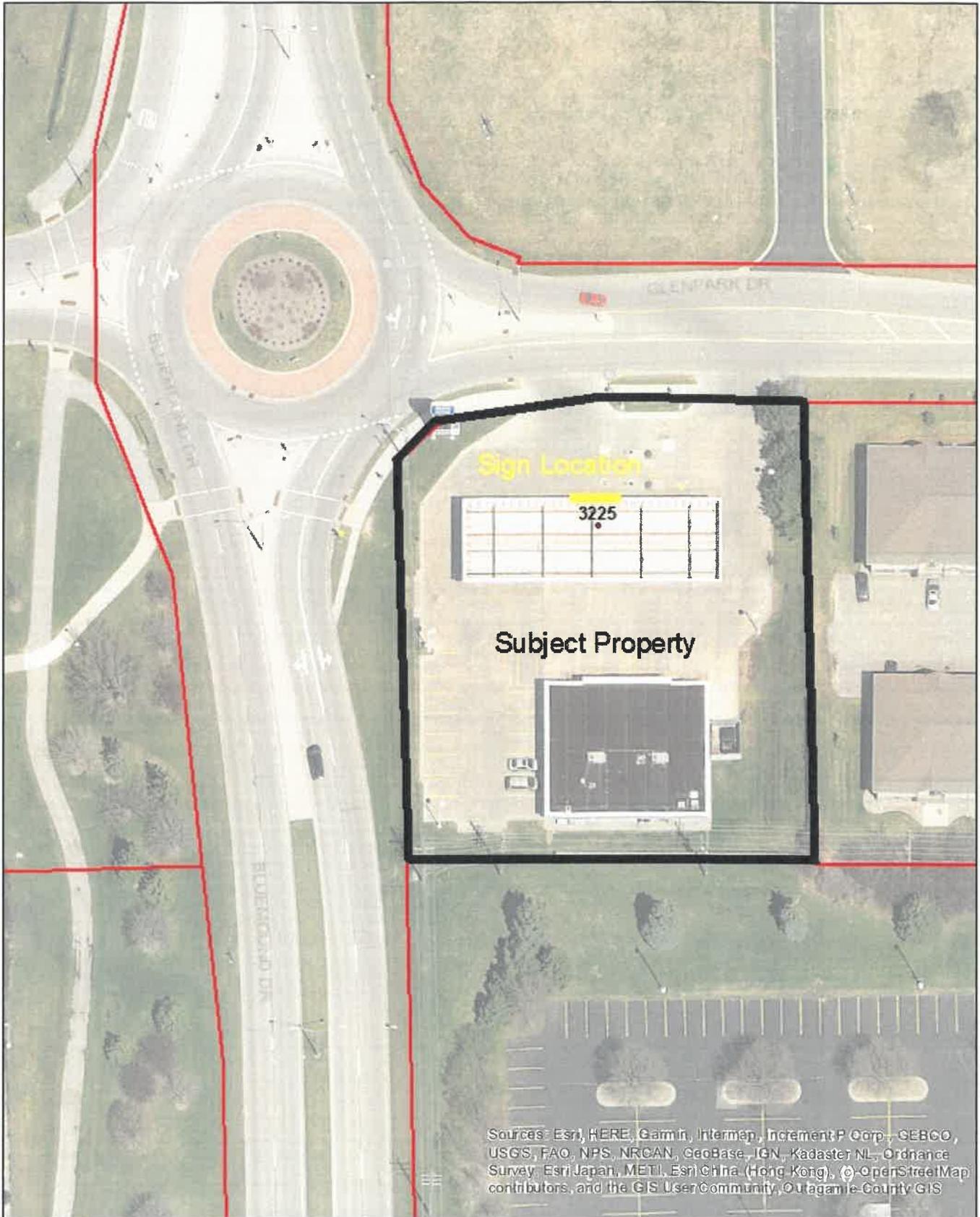
**FINDINGS OF FACT IN GRANTING OF A SPECIAL EXCEPTION**

- 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. *NA.*
- d. Adequate public facilities and services are available for the proposed Special Exception use of structure. *NA.*

**RECOMMENDATION**

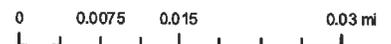
Staff has reviewed and supports a Plan Commission recommendation for approval of the Special Exception Permit (SE-02-20) requested by Missouri Real Estate & Insurance, dba Moto Mart, 3225 W. Glenpark Drive, to allow an attached sign that extends above the parapet/roofline of the convenience store.

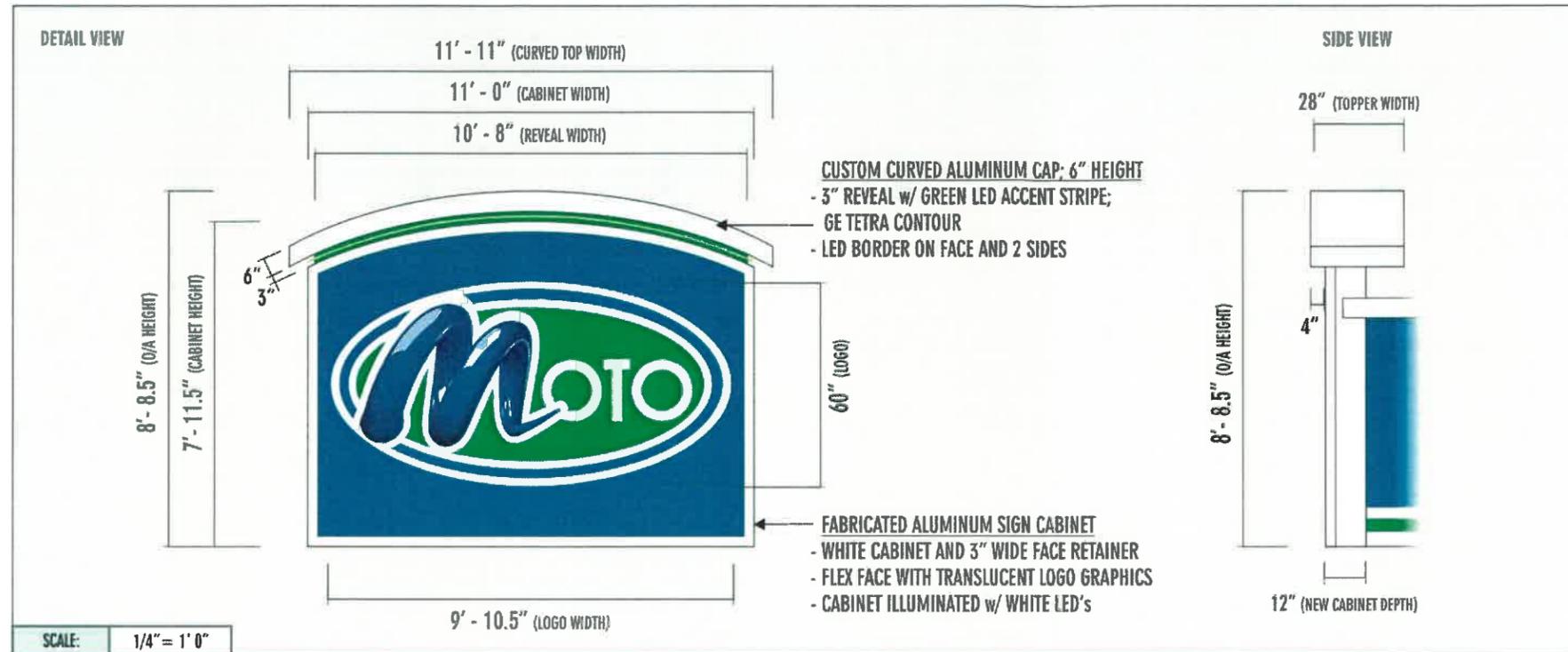
# SE-02-20 -- 3225 W. Glenpark Drive



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Author:  
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CLIENT:	MOTOMART
STREET ADDRESS:	5225 W GLENPARK DR
CITY / STATE:	APPLETON, WI
SCOPE:	EXTERIOR SIGNAGE
DATE:	11/19/19
SALES:	JASON MENGERT
DESIGNER:	MIKE FRASSETTO

GENERAL SPECIFICATIONS	
VOLTAGE:	
POWER DRAW:	
SQUARE FOOTAGE:	

COLOR SCHEDULE	
1	PAINT: MAP WHITE
2	PRINT/PAINT: TO MATCH PMS 347c GREEN
3	PRINT/PAINT: TO MATCH PMS 2945c BLUE

REQUIRED ITEMS	
CLEAN ART?	
FIELD SURVEY?	
COLORS?	
MISC. ITEMS ?	

REVISION SCHEDULE	


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FABRICATE AND INSTALL QTY: ONE(1) LIT WALL SIGN TO EXISTING STORE FRONT

OPT. #1 12996-2 1

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 CAN BE USED FOR PRODUCTION

**Town of Grand Chute  
Site Plan Amendment Review  
Missouri Real Estate & Insurance, dba Moto Mart**

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**To: Plan Commission**

**From: Michael Patza, Town Planner**

**Date: January 15, 2020**

**Address: 3225 W. Glenpark Drive**

**App. #: SPA2-00-95**

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**REQUEST**

- 1. Proposed Use(s):** Continued use for fueling station and convenience store.
- 2. Project Description:** Install a new attached sign that extends above the parapet/roofline of the convenience store.
- 3. Plat/CSM Accurate parcel lines/lot recorded:** Yes.

**ANALYSIS**

Applicant seeks approval to install a building sign that will extend 41" above the parapet/roofline of the building. Subject to Town Board approval of a Special Exception Permit allowing the sign to project above the parapet/roofline of the building, all code requirements are met with this request.

**RECOMMENDATION**

Staff has reviewed and supports Plan Commission approval of the Site Plan Amendment (SPA2-00-95) requested by Missouri Real Estate & Insurance, dba Moto Mart, 3225 W. Glenpark Drive, to allow an attached sign that extends above the parapet/roofline of the convenience store, subject to Town Board approval of Special Exception SE-02-20.

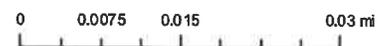
# SPA2-00-95 -- 3225 W. Glenpark Drive

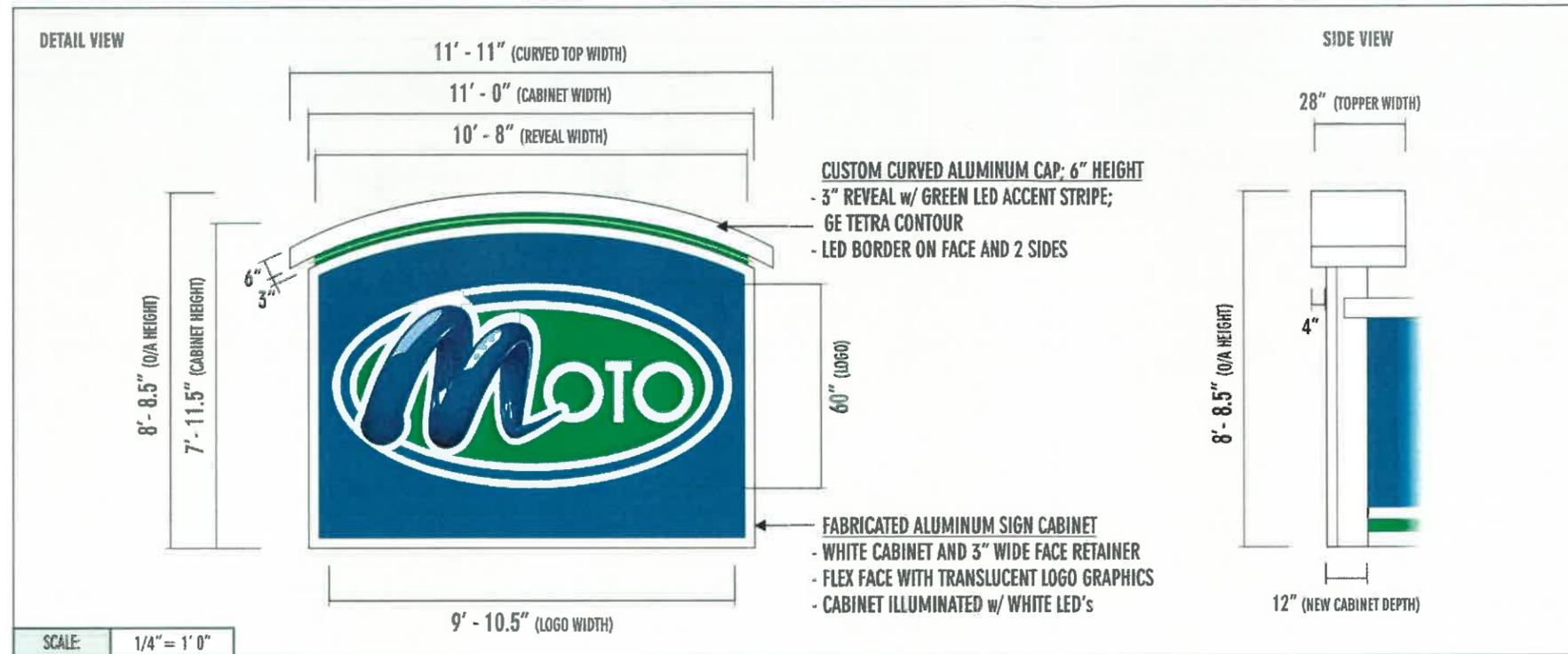


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Author:

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CLIENT:	MOTOMART
STREET ADDRESS:	3225 W GLENPARK DR
CITY / STATE:	APPLETON, WI
SCOPE:	EXTERIOR SIGNAGE
DATE:	11/19/19
SALES:	JASON MENGERT
DESIGNER:	MIKE FRASSETTO

GENERAL SPECIFICATIONS	
VOLTAGE:	
POWER DRAW:	
SQUARE FOOTAGE:	

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2	PRINT/PAINT: TO MATCH PMS 347c GREEN
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REQUIRED ITEMS	
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FIELD SURVEY?	
COLORS?	
MISC. ITEMS ?	

REVISION SCHEDULE	

REVISION SCHEDULE	

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FABRICATE AND INSTALL QTY: ONE(1) LIT WALL SIGN TO EXISTING STORE FRONT

**OPT. #1**      **12996-2**      **1**

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**Town of Grand Chute  
Special Exception Amendment Request  
Spencer GT, LLC, on behalf of Community Blood Center, Inc.**

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**To: Plan Commission**

**From: Robert Buckingham, Community Development Director**

**Date: January 15, 2020**

**Address: 4330 W. Spencer Street**

**App. #: SEA1-00-20**

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**REQUEST**

1. **Proposed Use:** Donor Center for Community Blood Center
2. **Project Description:** Interior remodel of vacant building for Donor Center and offices.
3. **Plat/CSM Accurate parcel lines/lot recorded:** Yes.

**ANALYSIS**

This property is immediately east of the Community Blood Center (CBC) headquarters at 4406 W. Spencer Street. The CBC intends to purchase the property at 4330 W. Spencer Street and expand its operation by relocating the Donor Center and some general offices to this new address. The most recent use of this building was for business and professional office, which is a permitted use in the CP Planned Commercial District. The change to use for donor center requires special exception approval. This will be accomplished by approving a Special Exception Amendment to the Community Blood Center's existing Special Exception Use at the adjoining property.

The method of approval is to grant the Special Exception Amendment to the current owner, on behalf of Community Blood Center, Inc. (future owner). If the sale of the property to the CBC is completed, the Special Exception Amendment approval passes to the benefit of CBC for the intended use of the property as a donor center. If the property is not sold to CBC, the Special Exception Amendment approval expires and any future use requiring Town consideration would have to be resubmitted for approvals.

**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 Amendment (SEA1-00-20) requested by Spencer G, LLC, on behalf of Community Blood Center, Inc., 4330 W. Spencer Street, to allow operation of a donor center at a property zoned CP Planned Commercial District.



Narrative:

The Community Blood Center is requesting approval for a Special Exception Amendment for the property located at 4330 W. Spencer Street in the Town of Grand Chute. The building has been vacant as of 10/31/2019 and the current use is Business and Professional Offices.

The proposed use will be a new Donor Center location and general offices for The Community Blood Center. The Community Blood Center is located at 4406 West Spencer, which is the neighboring property to the West. The project will require an interior remodel of the existing building which is approximately 6,000 sq.ft.