



**\*\*VIRTUAL MEETING PARTICIPATION OPTIONS\*\***

Web Access:

<https://grandchute.my.webex.com/grandchute.my/j.php?MTID=ma00f1d95576889fa02fc616d0358ea69>

Telephone Access:

Phone Number: (408)-418-9388

Meeting Number: 126 909 3174

Password: 1900

1. Roll Call.
2. Approval of Agenda.
3. Approval of Minutes – September 15, 2020 meeting.
4. Public Input. **No public input** will be permitted at this meeting out of a concern for fairness and safety as many attendees will be attending remotely without any meaningful ability to participate.
5. Community Development Director's Report.
6. **Public Hearing #1** – Special Exception Permit (SE-16-20) requested by Melvin D. Elim, dba Elim Motors LLC, 4321 W. College Avenue, for operation of an automobile wholesale business. **Action:** Hear testimony/close hearing.
7. **Special Exception Permit (SE-16-20)** – Requested by Melvin D. Elim, dba Elim Motors LLC, 4321 W. College Avenue, for operation of an automobile wholesale business. **Action:** Recommend approval/denial of SE-16-20. (TOWN BOARD ACTION 10/20/2020)
8. **Site Plan (SP-14-20)** – Requested by RW Properties LLC, dba Peotter's Collision Center, 5555 W. Wisconsin Avenue, for construction of a commercial storage building and associated site improvements. **Action:** Approve/deny SP-14-20.
9. 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**

September 15, 2020

Members Present: Chairman Dave Schowalter, Commissioners Brad Gehring, Robert Stadel, Julie Hidde, John Weber (*Joined at 6:08 p.m.*), Pam Crosby, Cheryl Ulrich. Members Absent: Commissioner Duane Boeckers.

Also Present: Katie Schwartz, Public Works Director; Karen Heyrman, Deputy Public Works Director; Brent Braun, IT Director; Michael Patza, Town Planner; Tracy Olejniczak, Administrative Assistant; other interested parties = 1.

1. **ROLL CALL**

Chairman Schowalter opened the virtual meeting at 6:02 p.m.

2. **APPROVAL OF AGENDA**

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

3. **APPROVAL OF MINUTES** – SEPTEMBER 1, 2020 MEETING.

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

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

5. **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT** – Planner Patza provided an update on the status of the Town of Grand Chute Comprehensive Plan 2020-2040. He provided a summary of progress and an updated timeline for completion.

6. **PUBLIC HEARING #1** – SPECIAL EXCEPTION (SE-15-20) REQUESTED BY BERGSTROM PROPERTIES INC., 2920 N. VICTORY LANE, FOR OPERATION OF AN AUTOMOBILE SERVICE AND AUTO BODY REPAIR BUSINESS.

Chairman Schowalter opened the Public Hearing #1 at 6:08 p.m.

There was no public input.

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

7. **SPECIAL EXCEPTION (SE-15-20)** – REQUESTED BY BERGSTROM PROPERTIES INC., 2920 N. VICTORY LANE, FOR OPERATION OF AN AUTOMOBILE SERVICE AND AUTO BODY REPAIR BUSINESS.

**Motion (Hidde/Crosby) to recommend approval of Special Exception Permit (SE-15-20) requested by Bergstrom Properties Inc., 2920 N. Victory Lane, to allow operation of an automobile service and auto body repair business.** Motion carried, all voting aye.

8. **SITE PLAN AMENDMENT (SPA1-44-00)** – REQUESTED BY BERGSTROM PROPERTIES INC., 2920 N. VICTORY LANE, FOR RENOVATION OF AN EXISTING BUILDING AND ASSOCIATED SITE IMPROVEMENTS.

**Motion (Crosby/Hidde) to approve Site Plan Amendment (SPA1-44-00) requested by Bergstrom Properties Inc., 2920 N. Victory Lane, for renovation of an existing building and associated site improvements.** Motion carried, all voting aye.

9. ADJOURNMENT.

**Motion (Stadel/Ulrich) to adjourn the meeting at 6:13 p.m.** Motion carried, all voting aye.

Respectfully Submitted,  
Tracy Olejniczak/MP  
Com. Dev. Admin. Asst.

6/7.

**Town of Grand Chute  
Special Exception Request  
Melvin D. Elim, dba Elim Motors LLC**

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**To: Plan Commission**  
**From: Michael Patza, Town Planner**  
**Date: September 29, 2020**  
**Address: 4321 W. College Avenue**

**App. #: SE-16-20**

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**REQUEST**

- 1. Proposed Use:** Operation of an automobile wholesale business.
- 2. Project Description:** No proposed changes to the building or site.
- 3. Plat/CSM Accurate parcel lines/lot recorded:** Yes

**ANALYSIS**

The applicant purposes to lease space within the existing commercial office building to operate an automobile wholesale business. Due to the underlying CP Planned Commercial District zoning classification, no vehicles can be displayed for sale on the site. This will be a condition of approval on the Special Exception Permit. No changes are proposed to 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-16-20) requested by Melvin D. Elim, dba Elim Motors LLC, to allow operation of an automobile wholesale business at 4321 W. College Avenue, with the condition that no vehicles can be displayed for sale on the site.



**Town of Grand Chute  
Site Plan Review  
RW Properties LLC, dba Peotter's Collision Center**

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**To: Plan Commission**

**From: Michael Patza, Town Planner**

**Date: September 29, 2020**

**Address: 5555 W. Wisconsin Avenue**

**App. #: SP-14-20**

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**REQUEST**

- 1. Proposed Use(s):** Continued auto body repair business.
- 2. Project Description:** Construction of a commercial storage building and associated site improvements
- 3. Plat/CSM Accurate parcel lines/lot recorded:** Yes

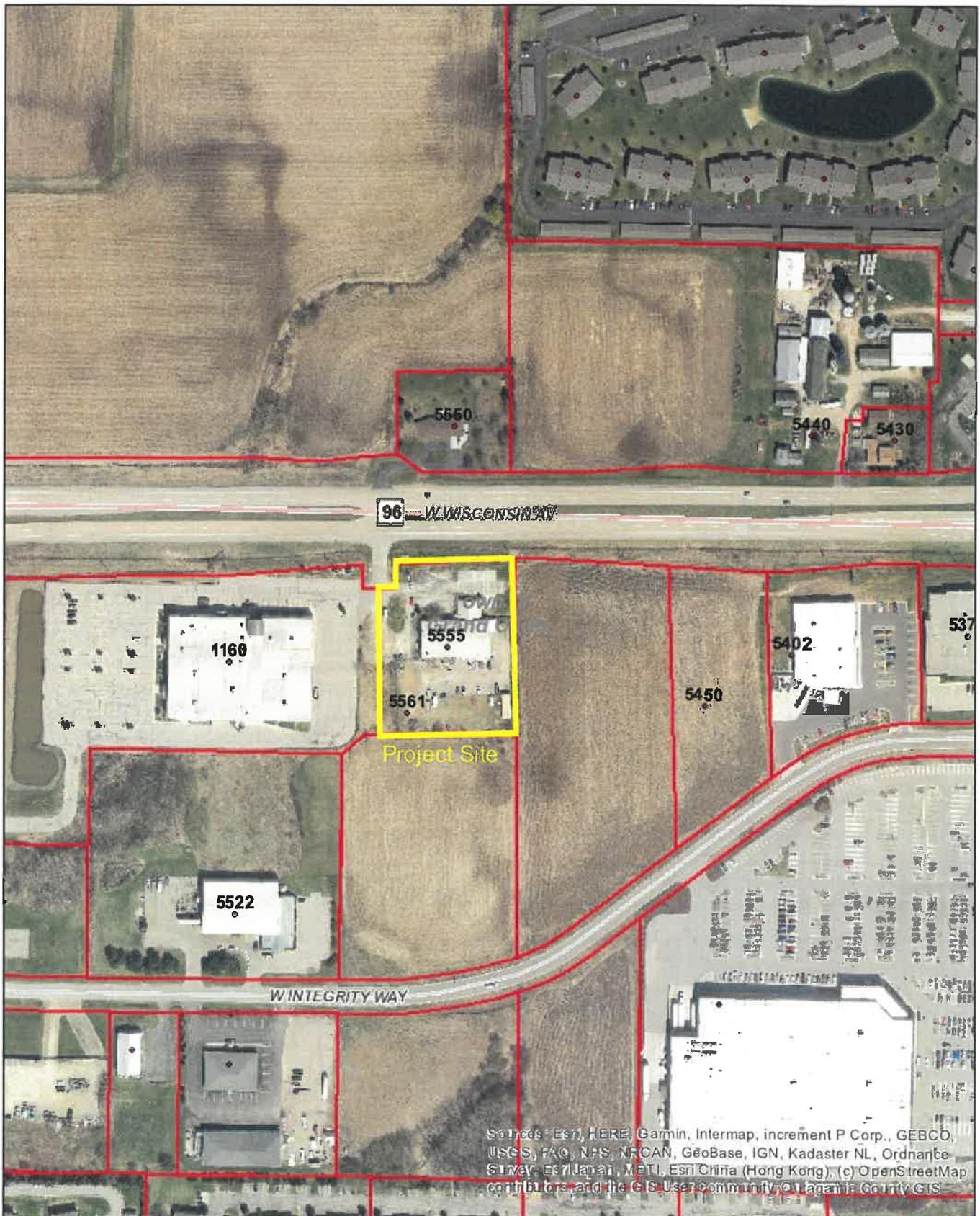
**ANALYSIS**

Applicant proposes the construction of a new cold storage building on the south side of the property. The new building will be used to store materials and equipment associated with the existing business. The building will be located on a portion of the site that is currently gravel/asphalt. Since the project will result in no new impervious surface, on-site stormwater management is not required. Staff has approved the Drainage and Erosion Control Plan. All code requirements are met with this request.

**RECOMMENDATION**

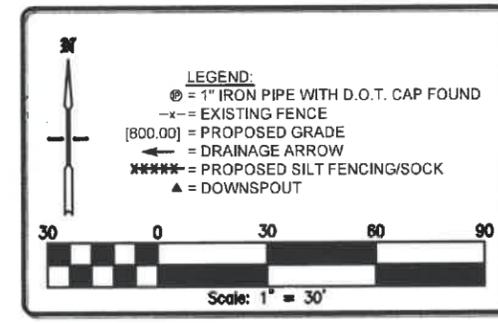
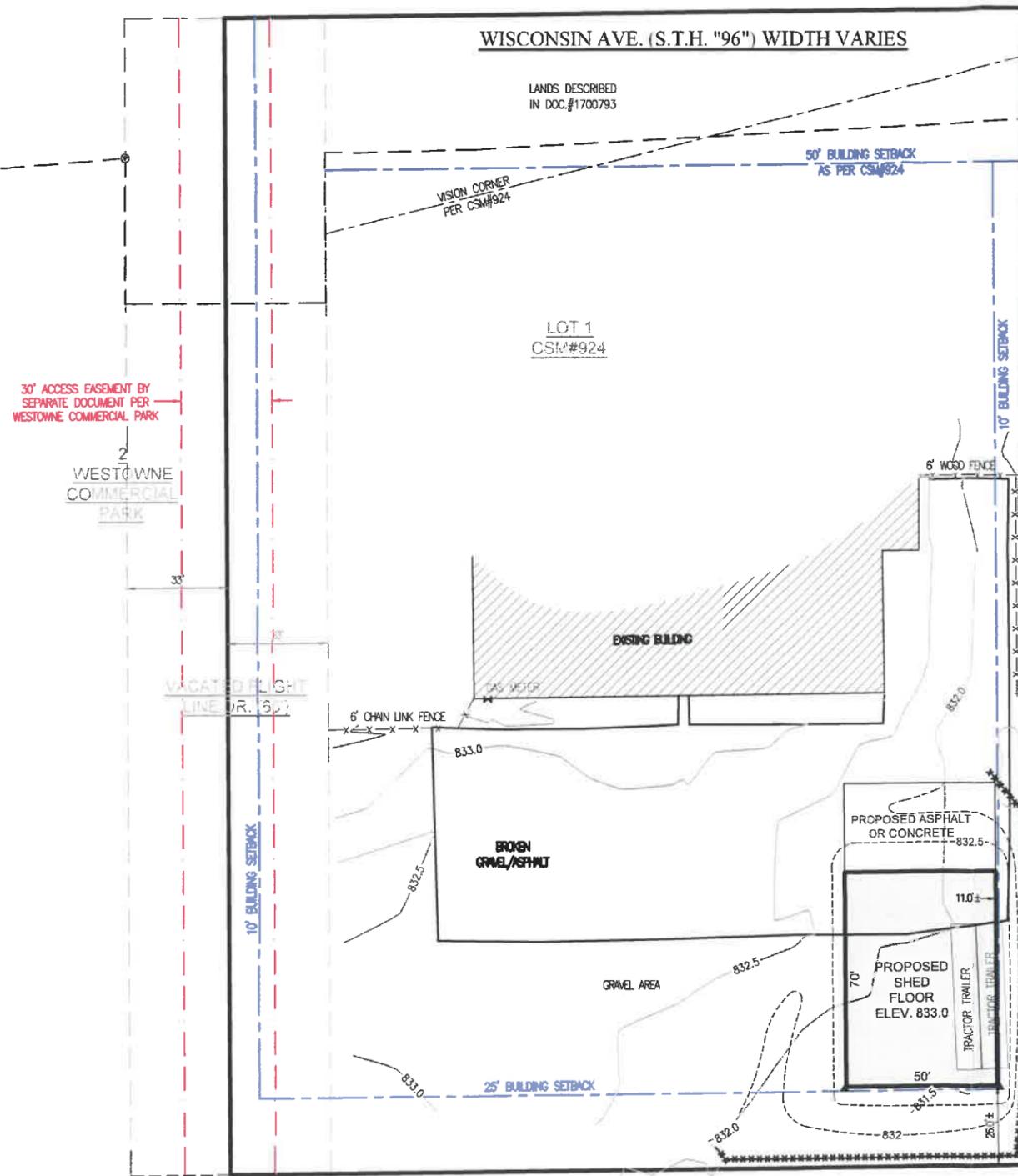
Staff has reviewed and supports Plan Commission approval of the Site Plan (SP-14-20) requested by RW Properties LLC, dba Peotter's Collision Center, 5555 W. Wisconsin Avenue, for construction of a commercial storage building and associated site improvements.

# SP-14-20 -- 5555 W. Wisconsin Avenue



# "EROSION CONTROL/STORM WATER MANAGEMENT PLAN"

PART OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 924 AS RECORDED IN VOLUME 5 OF CERTIFIED SURVEY MAPS ON PAGE 924 AS DOCUMENT NUMBER 1005092 AND PART OF VACATED FLIGHT LINE DRIVE, ALL LOCATED IN THE FRACTIONAL NORTHWEST 1/4 OF SECTION 30, TOWNSHIP 21 NORTH, RANGE 17 EAST, TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN.  
TAX PARCEL ID NUMBER: 101125102



### RESTORATION TIMING: (SEQUENCE OF CONSTRUCTION)

- 1) NOTIFY THE TOWN OF GRAND CHUTE (920-832-1599) 3 DAYS PRIOR TO EXCAVATION.
- 2) INSTALL EROSION CONTROL BEST MANAGEMENT PRACTICES. (SEPTEMBER, 2020)
- 3) BEGIN SITE WORK. (SEPTEMBER, 2020)
- 4) TEMPORARILY STABILIZE STOCKPILES. (SEPTEMBER, 2020)
- 5) TEMPORARILY STABILIZE GRADED AREAS. (OCTOBER, 2020)
- 6) FINAL SITE WORK. (NOVEMBER, 2020)
- 7) STABILIZE ENTIRE SITE WITH APPROPRIATE COVER NO LATER THAN ONE WEEK AFTER FINAL GRADE IS ESTABLISHED. (NOVEMBER, 2020)
- 8) REMOVE EROSION CONTROL BEST MANAGEMENT PRACTICES AFTER 70% VEGETATION. (JUNE, 2021)

**NOTE:**  
- THE DATES PROVIDED ARE APPROXIMATE AND SUBJECT TO WEATHER CONDITIONS AND OVERALL PROJECT SCHEDULE. SEVERAL WORK ITEMS AS LISTED ABOVE MAY OCCUR SIMULTANEOUSLY WITH OTHERS.  
- PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY PROPOSED SITE GRADES BY FIELD CHECKING BENCHMARKS AND A MINIMUM OF ONE (1) SITE FEATURE AS SHOWN ON THIS PLAN. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY CAROW LAND SURVEYING CO., INC. OF ANY DISCREPANCIES.  
- NO BOUNDARY SURVEY WORK HAS BEEN COMPLETED AT THIS TIME.

### NOTES:

- 1) EXISTING UTILITIES SHOWN ARE INDICATED IN ACCORDANCE WITH AVAILABLE RECORDS AND FIELD MEASUREMENTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING EXACT LOCATIONS & ELEVATIONS OF ALL UTILITIES FROM THE OWNERS OF THE RESPECTIVE UTILITIES. ALL UTILITY OWNERS SHALL BE NOTIFIED BY THE CONTRACTOR 72 HOURS PRIOR TO EXCAVATION. CONTACT DIGGER'S HOTLINE (1-800-242-8511) FOR EXACT UTILITY LOCATIONS.
- 2) WDOT APPROVED SILT FENCE OR COMPOST FILTER SOCKS (AVAILABLE AT REINDERS, INC., ZOLLBROCK WHITE, DAVIES WATER, ERO-TEX OR TRENCH-IT) SHALL BE INSTALLED PER TECHNICAL STANDARD 1056 PRIOR TO SITE GRADING AND MAINTAINED UNTIL VEGETATION IS ESTABLISHED. REMOVE SILT FENCING BY CUTTING MATERIAL AT GROUND LEVEL & PULLING UP STAKES AFTER SITE HAS BEEN VEGETATED.
- 3) THE CONTRACTOR OR PROPERTY OWNER SHALL MAKE WEEKLY INSPECTIONS AND INSPECTIONS, WITHIN 1 DAY OF ANY RAINFALL EXCEEDING 0.5 INCHES, OF THE SEDIMENT AND EROSION CONTROL DEVICES THROUGHOUT CONSTRUCTION. THE RESPONSIBLE PARTY SHALL REPAIR OR MAINTAIN EROSION CONTROL DEVICES AS NECESSARY. THE INSPECTION REPORTS SHALL BE MADE AVAILABLE TO THE OWNER AT THE END OF THE CONSTRUCTION OR UPON DEMAND DURING CONSTRUCTION.
- 4) INLET PROTECTION, IF REQUIRED, SHALL BE INSTALLED AROUND UPSTREAM END OF NEW CULVERT PIPES, IN ACCORDANCE WITH WISCONSIN DOT STANDARD DETAIL DRAWING 8E10-2.
- 5) STONE TRACKING PAD ACCESS SHALL BE PROVIDED TO HOUSE UNDER CONSTRUCTION PER TECHNICAL STANDARD 1057.
- 6) TRACKING PAD SHALL BE INSTALLED PRIOR TO ANY TRAFFIC LEAVING SITE.
- 7) TRACKING OF MUD ON EXISTING STREETS SHALL BE CLEANED UP DAILY.
- 8) VEGETATION BEYOND SLOPES SHALL REMAIN.
- 9) TOTAL AREA TO BE DISTURBED SHALL BE LESS THAN 1 ACRE. THE CONTRACTOR SHALL MINIMIZE THE AREA DISTURBED BY CONSTRUCTION AS THE PROJECT IS CONSTRUCTED. DISTURBED AREA SHALL BE SEEDED AS SOON AS FINAL GRADE IS ESTABLISHED. CONTRACTOR SHALL REPLACE TOPSOIL AND THEN SEED, FERTILIZE AND MULCH ALL LAWN AREAS WITHIN 1 WEEK OF FINAL GRADING.
- 10) FUTURE PERMITS MAY BE REQUIRED FOR ANY FUTURE DISTURBANCE.
- 11) NO ADDITIONAL BUILDING PLANS AT THIS TIME.
- 12) FOLLOW BEST MANAGEMENT PRACTICES THROUGHOUT CONSTRUCTION PROCESS.
- 13) TOTAL IMPERVIOUS AREA 4,950 SQUARE FEET MORE OR LESS.
- 14) TOTAL DISTURBED AREA 0.1877 ACRES MORE OR LESS.
- 15) IMMEDIATE MULCHING OF THE SITE AFTER LAWN INSTALLATION IS REQUIRED.
- 16) NO FILL BEING HAULED IN OR OUT OF SITE.
- 17) BUILDING DETACHED SHED MINIMAL GRADING.
- 18) NO EXTERIOR LIGHTING ON NEW BUILDING.



REVISIONS	DATE	
<b>CAROW LAND SURVEYING CO., INC.</b>		
615 N. LYNDALE DRIVE APPLETON, WISCONSIN 54912-1297 PHONE: (920)731-4168 FAX: (920)731-5673		
DESIGNED	DRAWN	CHECKED
<b>GUETZKE REMODELING &amp; CONTRACTING, INC.</b>		
ATTENTION: JEFF GUETZKE E2658 BAGSHILL ROAD WAUPACA, WISCONSIN 54981		
SCALE	DATE	PROJECT NO.
1" = 30'	9-2-2020	B2008.2
SHEET NO.		



*Robert F. Reider*  
ROBERT F. REIDER, PLS-1251 DATED: 9-2-2020

WESTOWNE COMMERCIAL PARK