



PLAN COMMISSION AGENDA
Tuesday, December 3, 2019 - 6:00 pm
Town Hall - 1900 W. Grand Chute Blvd.

1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Approval of Minutes – November 19, 2019 meeting.
5. Public Input.
6. Community Development Director's Report.
7. **Public Hearing #1** – Rezoning (Z-05-19) requested by Jill C. Johnson-Morgan to rezone the property at 3540 W. Capitol Drive from RSF Single-Family Residential District to RTF Two-Family Residential District. **Action:** Hear testimony/close hearing.
8. **Rezoning (Z-05-19)** – Request by Jill C. Johnson-Morgan, to rezone the property at 3540 W. Capitol Drive from RSF Single-Family Residential District to RTF Two-Family Residential District **Action:** Recommend approval/denial of Z-05-19. (TOWN BOARD ACTION 12/17/2019) *Ordinance O-13-2019*.
9. **Public Hearing #2** – Special Exception Permit (SE-20-19) requested by AADWYER LLC, dba Cheese Hut, 2711 N. Lynndale Drive, to allow signage that extends above the parapet/roof line on the gas island canopy. **Action:** Hear testimony/close hearing.
10. **Special Exception Permit (SE-20-19)** – Request by AADWYER LLC, dba Cheese Hut, 2711 N. Lynndale Drive, to allow signage that extends above the parapet/roof line on the gas island canopy. **Action:** Recommend approval/denial of SE-20-19. (TOWN BOARD ACTION 12/17/2019)
11. **Site Plan Amendment (SPA3-00-99)** – Request by AADWYER LLC, dba Cheese Hut, 2711 N. Lynndale Drive, to remove existing signage on the gas island canopy and install new signage. **Action:** Approve/deny SPA3-00-99.
12. **Grand Chute Parkland Designation and Mapping** – Discuss designation and mapping of expanded boundaries for Maple Edge Park, and schedule public hearing on the matter. **Action:** Schedule public hearing for 12/17/2019 Plan Commission Meeting.
13. Adjournment.

Public Notice: Agendas are posted in the following locations: Town Hall bulletin boards & Town website 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.

GRAND CHUTE PLAN COMMISSION MINUTES

November 19, 2019

Members Present: Chairman Dave Schowalter, Commissioners Robert Stadel, Bruce Sherman, Duane Boeckers, Pam Crosby, Cheryl Ulrich. Members Absent: Julie Hidde, 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; Tracy Olejniczak, Administrative Assistant; interested parties (audience attendance = 5)

1. **ROLL CALL**

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

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA**

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

4. **APPROVAL OF MINUTES** – NOVEMBER 5, 2019 MEETING.

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

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

6. **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT** – No report.

7. **PUBLIC HEARING #1** – SPECIAL EXCEPTION PERMIT (SE-19-19) REQUESTED BY VENTURE ONE STOP, INC., DBA APPLETON CAMPING CENTER, 2100 N. MCCARTHY ROAD, FOR OPERATION OF A RECREATIONAL VEHICLE SALES AND SERVICE BUSINESS.

Chairman Schowalter opened Public Hearing #1 at 6:03 p.m. There was no public input.

Motion (Sherman/Stadel) to close Public Hearing #1 at 6:03 p.m. Motion carried, all voting aye.

8. **SPECIAL EXCEPTION PERMIT (SE-19-19)** – REQUEST BY VENTURE ONE STOP, INC., DBA APPLETON CAMPING CENTER, 2100 N. MCCARTHY ROAD, FOR OPERATION OF A RECREATIONAL VEHICLE SALES AND SERVICE BUSINESS.

Planner Michael Patza stated that the Special Exception Permit recognizes a change in ownership of this business.

Motion (Sherman/Ulrich) to recommend approval of the Special Exception Permit (SE-19-19) requested by Venture One Stop, Inc., dba Appleton Camping Center, 2100 N. McCarthy Road, for operation of a recreational vehicle sales and service business. Motion carried, all voting aye.

9. **PUBLIC HEARING #2** – REQUEST BY MIDWEST PROPERTIES I, LLP, TO VACATE ALL OF THE RIGHT-OF-WAY OF N. CORPORATE COURT AND TO RELEASE THE VISION CORNER EASEMENT THEREON.

Chairman Schowalter opened Public Hearing #2 at 6:04 p.m. There was no public input.

Motion (Crosby/Sherman) to close Public Hearing #2 at 6:04 p.m. Motion carried, all voting aye.

10. **STREET VACATION** – REQUEST BY MIDWEST PROPERTIES I, LLP, TO VACATE ALL OF THE RIGHT-OF-WAY OF N. CORPORATE COURT AND TO RELEASE THE VISION CORNER EASEMENT THEREON.

Director Buckingham provided background on the street vacation petition, noting that the owner wishes to create one large parcel that can be developed with a new commercial use. The actual road for Corporate Court was never constructed.

Motion (Sherman/Ulrich) to recommend approval of Resolution TBR-18-2019, authorizing vacation and discontinuance of all the right-of-way of N. Corporate Court and release of the Vision Corner Easement thereon. Motion carried, all voting aye.

11. **SITE PLAN AMENDMENT (SPA1-00-03)** – REQUEST BY HUBBARD FEEDS, INC., 1915 W. EDGEWOOD DRIVE, TO REMOVE AN EXISTING MONUMENT SIGN AND INSTALL A NEW MONUMENT SIGN,

Motion (Boeckers/Crosby) to approve the Site Plan Amendment (SPA1-00-03) requested by Hubbard Feeds, Inc., 1915 W. Edgewood Drive, to remove an existing monument sign and install a new monument sign. Motion carried, all voting aye.

12. **SITE PLAN AMENDMENT (SPA2-00-04)** – REQUEST BY VICTORY LANE IMPORTS, INC., 3027 N. VICTORY LANE, TO REPLACE AN EXISTING PYLON SIGN FOR BERGSTROM HYUNDAI OF APPLETON (3023 N. VICTORY LANE) WITH A NEW MONUMENT SIGN IN THE SAME LOCATION.

Motion (Ulrich/Stadel) to approve the Site Plan Amendment (SPA2-00-04) requested by Victory Lane Imports, Inc., to remove an existing pylon sign and install a new monument sign in the same location. Motion carried, all voting aye.

13. ADJOURNMENT.

Motion (Sherman/Boeckers) to adjourn the meeting at 6:09 p.m. Motion carried, all voting aye.

Respectfully Submitted,

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

**Town of Grand Chute
Rezoning Request
Jill C. Johnson-Morgan**

To: Plan Commission
From: Michael Patza, Town Planner
Date: November 26, 2019
Address: 3540 W. Capitol Drive

App. #: Z-05-19

REQUEST

Applicant requests the rezoning of this 4.7 acre parcel from **RSF Single-Family Residential District to RTF Two-Family Residential District.**

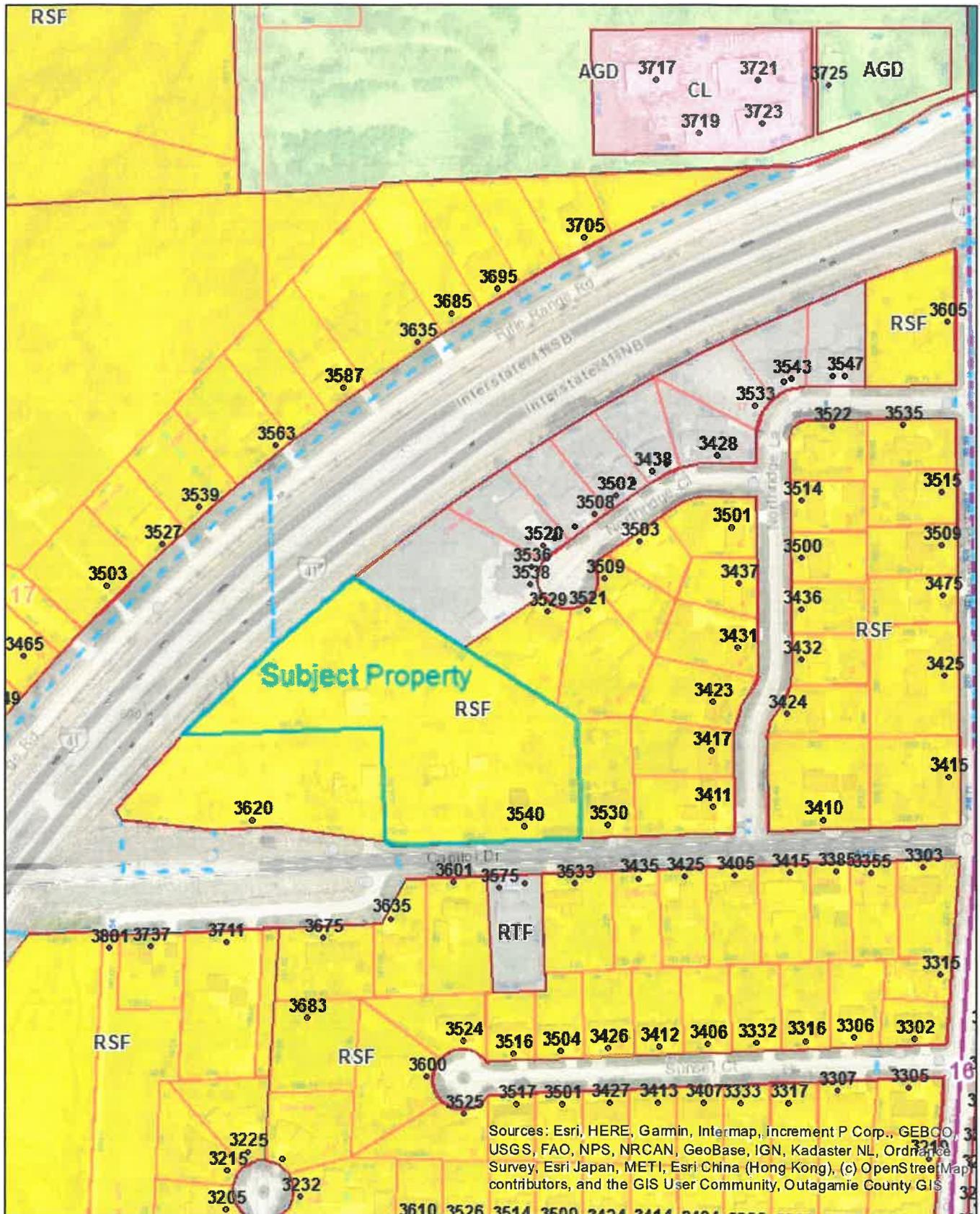
ANALYSIS

The rezoning is requested to allow development of two-family residential dwellings. The intended use of the property and rezone to a two-family residential classification is consistent with the adjacent two-family residential development to the northeast. The applicant plans to subdivide the property into four lots in the future, potentially allowing four two-family dwellings. The land division will require Plan Commission and Town Board approval, along with approval of a Stormwater Management Plan. The rezoning request and proposed use of this property are consistent with the Town of Grand Chute Comprehensive Plan.

RECOMMENDATION

Staff has reviewed and supports a Plan Commission recommendation to rezone the property from RSF Single-Family Residential District to RTF Two-Family Residential District (Ordinance No. O-13-2019).

Z-05-2019 -- 3540 W. Capitol Drive



Sources: Esri, HERE, Garmin, Intermap, increment P 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

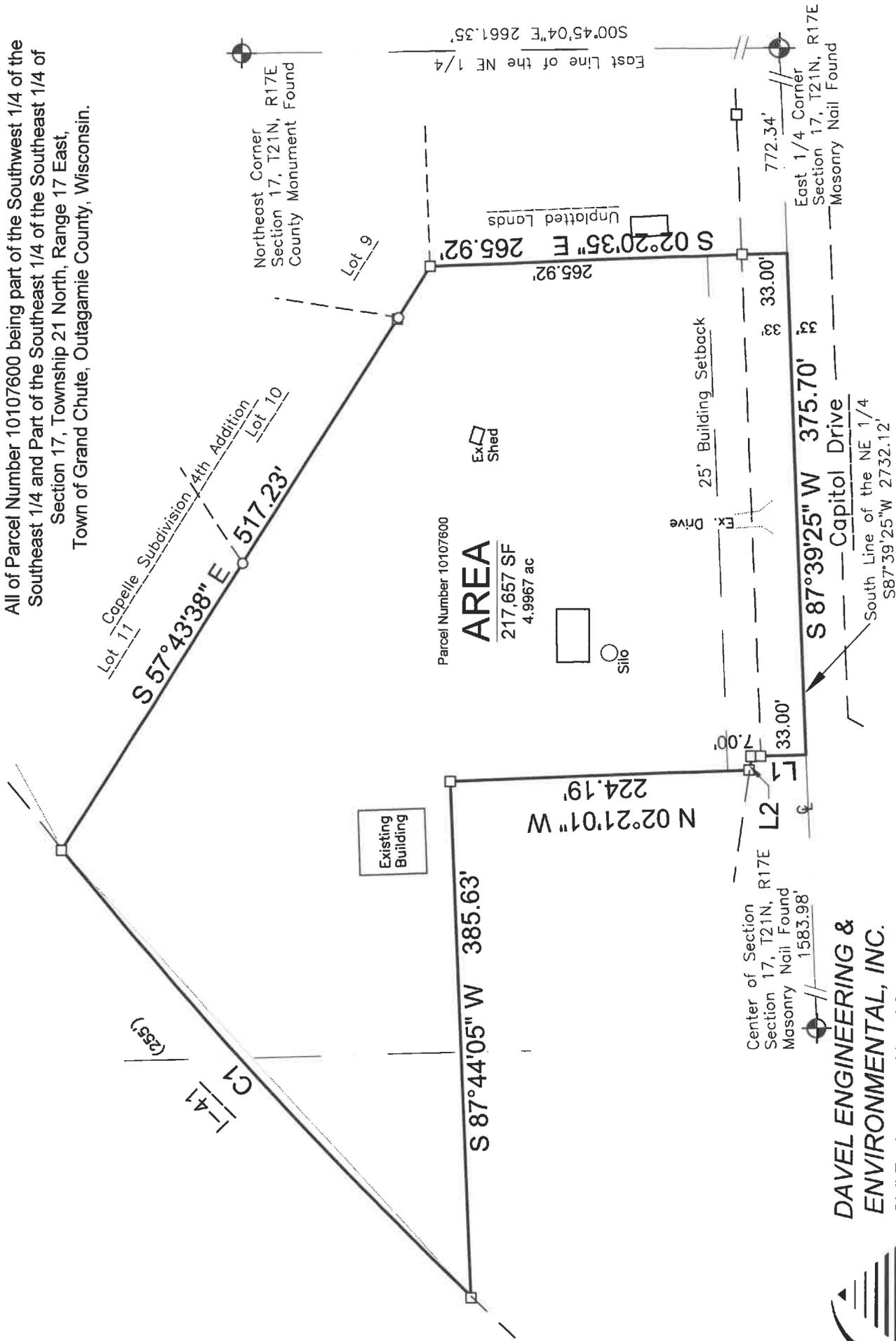
Disclaimer: The data provided in the Town of Grand Chute Interactive GIS Map was generated from multiple sources and agencies. Every effort has been made to offer the most accurate data. However, the Town provides this information with the understanding that it is not guaranteed to be accurate, correct, or complete. The Town may make improvements to the Interactive GIS Map periodically. Conclusions drawn from this information are the responsibility of the user. The user agrees that the Town of Grand Chute shall not be held responsible for actions, claims, damages, or judgments made from this data.

Author:
Copyright:



Rezoning Exhibit

All of Parcel Number 10107600 being part of the Southwest 1/4 of the Southeast 1/4 and Part of the Southeast 1/4 of the Southeast 1/4 of Section 17, Township 21 North, Range 17 East, Town of Grand Chute, Outagamie County, Wisconsin.



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro



File: 5789rezone.dwg
Date: 10/25/2019
Drafted By: jim
Sheet: 1 of 1

**Town of Grand Chute
Special Exception Request
AADWYER LLC, dba Cheese Hut**

To: Plan Commission
From: Robert Buckingham, Community Development Director
Date: November 25, 2019
Address: 2711 N. Lynndale Drive **App. #: SE-20-19**

REQUEST

- 1. Proposed Use:** Continued use for fueling station and convenience store.
- 2. Project Description:** Install BP logo signs that extend above the parapet/roof line of the gas island canopy.
- 3. Plat/CSM Accurate parcel lines/lot recorded:** Yes

ANALYSIS

This business is rebranding to a BP fueling station, which requires signage modifications. Among the changes, applicant will replace the existing bullnose/fascia signage on the gas island canopy. This includes installation of 3 Helios-style (circular) medallion signs, each of which will extend 4" above the parapet/roofline of the canopy. The Sign Code requires granting of a Special Exception Permit to allow a projection above this point. This is a reasonable request, given that it results in a minor projection above the roofline. This signage will also require approval of a Site Plan Amendment.

FINDINGS OF FACT IN GRANTING OF A SPECIAL EXCEPTION

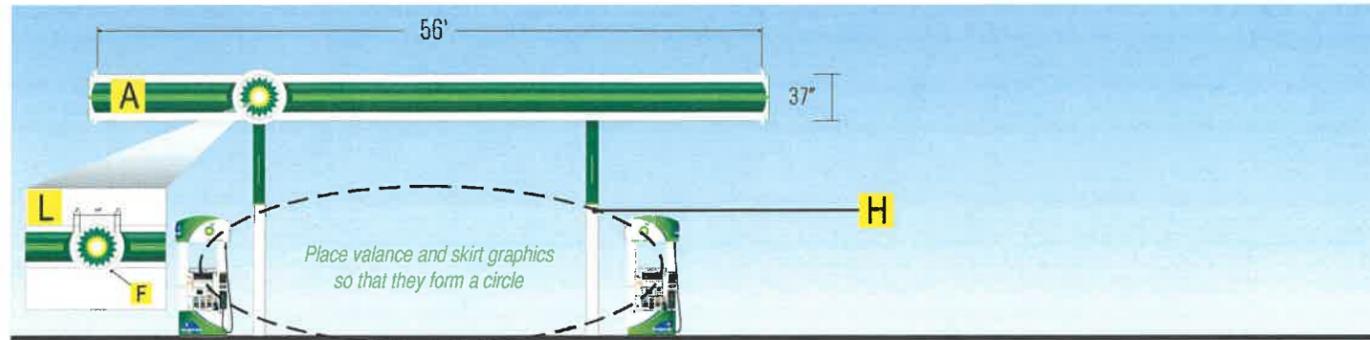
- a. The establishment, maintenance or operation of the proposed Special Exception use or structure at the proposed location will not be detrimental or injurious to the use and enjoyment of existing uses on adjacent properties or properties in the vicinity. Found.**
- b. The establishment, maintenance 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-20-19) requested by AADWYER LLC, dba Cheese Hut, 2711 N. Lynndale Drive, to allow signage that extends above the parapet/roofline of the gas island canopy.



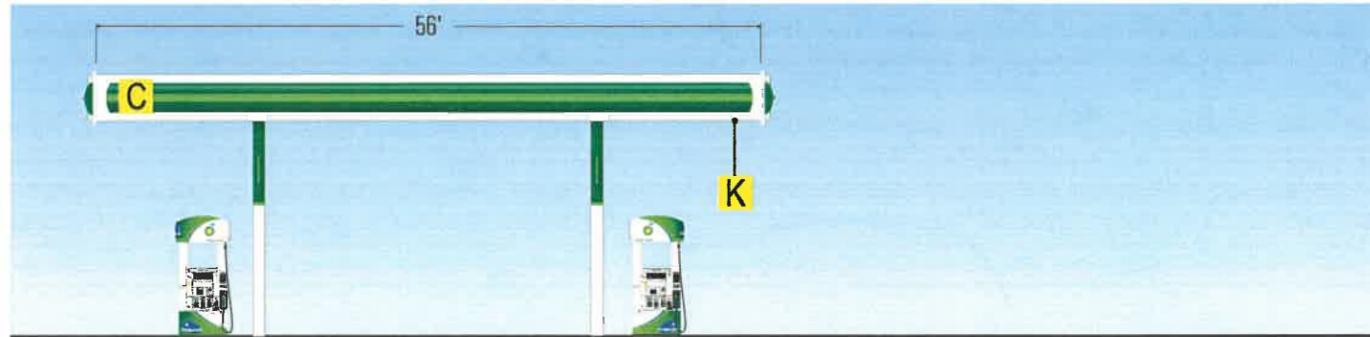
Front Elevation



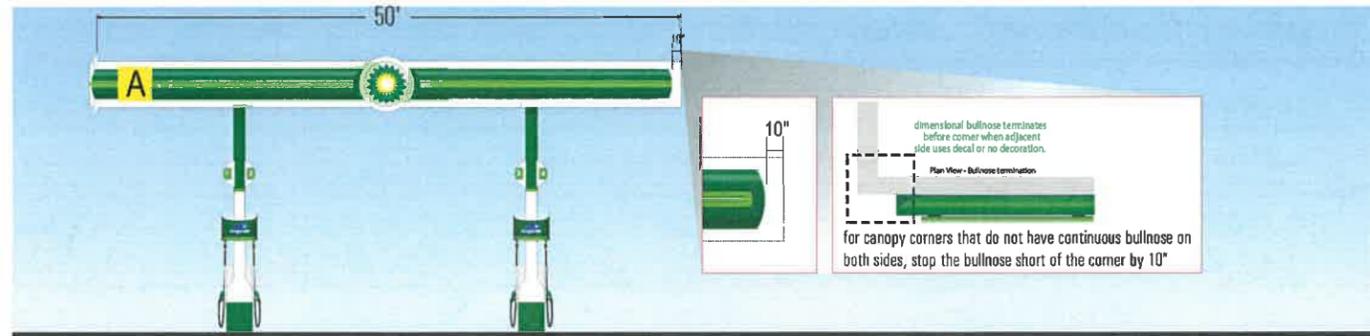
Left Elevation



Back Elevation

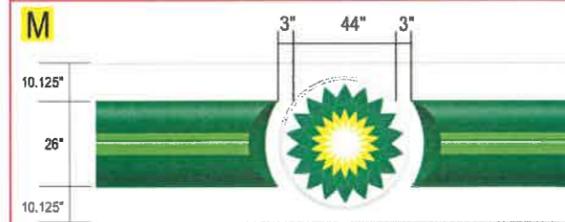


Right Elevation



See Site Notes page for specific paint codes and contact info.
REMOVE ALL EXISTING SIGNAGE

- A Install BGB bull nose fascia with light bar
- B Install BGB bull nose fascia with no light bar
- C Install BGB flat ACM with 3D decal applied
 - Light bar
 - No light bar
- D Install BGB Flat ACM (Jobber supplied ACM), decal only through BP Parts. Must have approval from BP Jobber Engineer.
 - Light bar
 - No light bar
- E Paint existing flat ACM white and install bullnose decal. Must have approval from BP Jobber Engineer.
- F Install Helios with No Helios arc
 - 39" Helios
 - 44" Helios
- G Install Helios (restricted P&Z only)
 - 30"
 - 36"
- H Paint canopy columns White and BP Retail Green (BP Retail Green to be painted 10' from the ground and above, per visual)
- I Apply BP Light Green stripe decal 10' from ground
- J Install flag signs 10'6" from the ground
- K Canopy deck to be BP High Hiding White
- L Canopy Corners
 - 90°
 - Non 90°



CANOPY DETAIL

NOTES

For a two tier fascia, please remove all layers of fascia and take it back to the deck. Then build the fascia height to 36".

Approved By _____
Date _____

Signoff indicates that the above product has been permitted with any municipalities involved. By signing this document, the product will be manufactured to these specifications.

AERIAL MAP



US VENTURE INC - 1936756
2711 N LYNNDALE, APPLETON, WI 54914
Site Level: C
Date: 09.05.2019



**Town of Grand Chute
Site Plan Amendment Review
AADWYER LLC, dba Cheese Hut**

To: Plan Commission

From: Robert Buckingham, Community Development Director

Date: November 25, 2019

Address: 2711 N. Lynndale Drive

App. #: SPA3-00-99

REQUEST

- 1. Proposed Use(s):** Continued use for fueling station and convenience store.
- 2. Project Description:** Remove existing signage on gas island canopy and install new signage.
- 3. Plat/CSM Accurate parcel lines/lot recorded:** Yes.

ANALYSIS

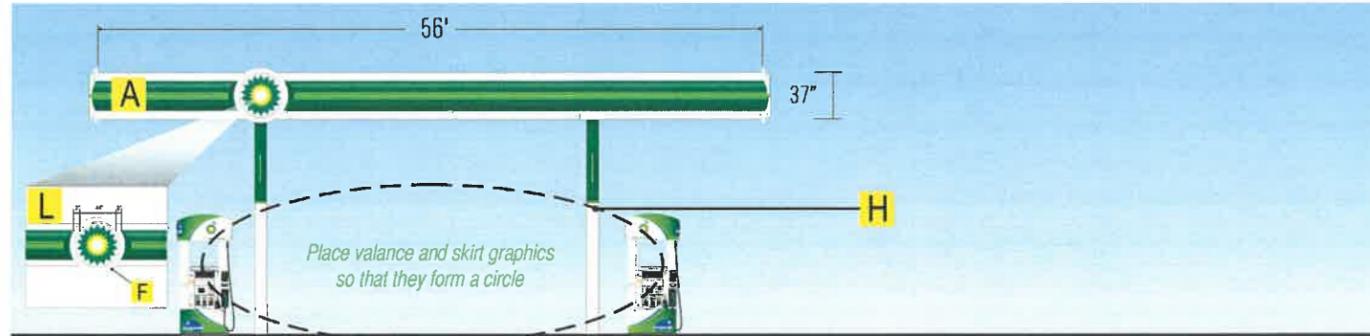
This business is rebranding to a BP fueling station, which requires signage modifications. Among the changes, applicant will replace the existing bullnose/fascia signage on the gas island canopy. This includes the installation of 3 Helios-style (circular) medallion signs. Subject to Town Board approval of a Special Exception Permit allowing the medallion signs to project above the parapet/roofline, all code requirements are met with this request.

RECOMMENDATION

Staff has reviewed and supports Plan Commission approval of the Site Plan Amendment (SPA3-00-99) requested by AADWYER LLC, dba Cheese Hut, 2711 N. Lynndale Drive, to allow the removal of existing signage on the gas island canopy and installation of new signage, subject to Town Board approval of Special Exception SE-20-19.



Front Elevation



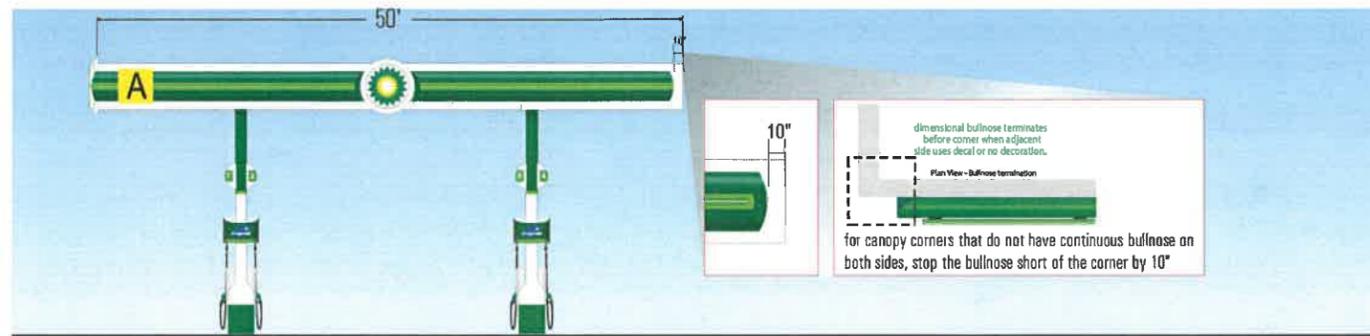
Left Elevation



Back Elevation

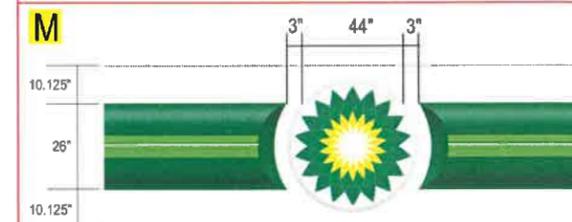


Right Elevation



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Date _____

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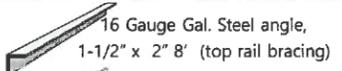
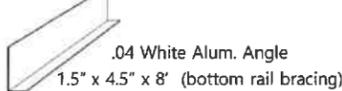
AERIAL MAP



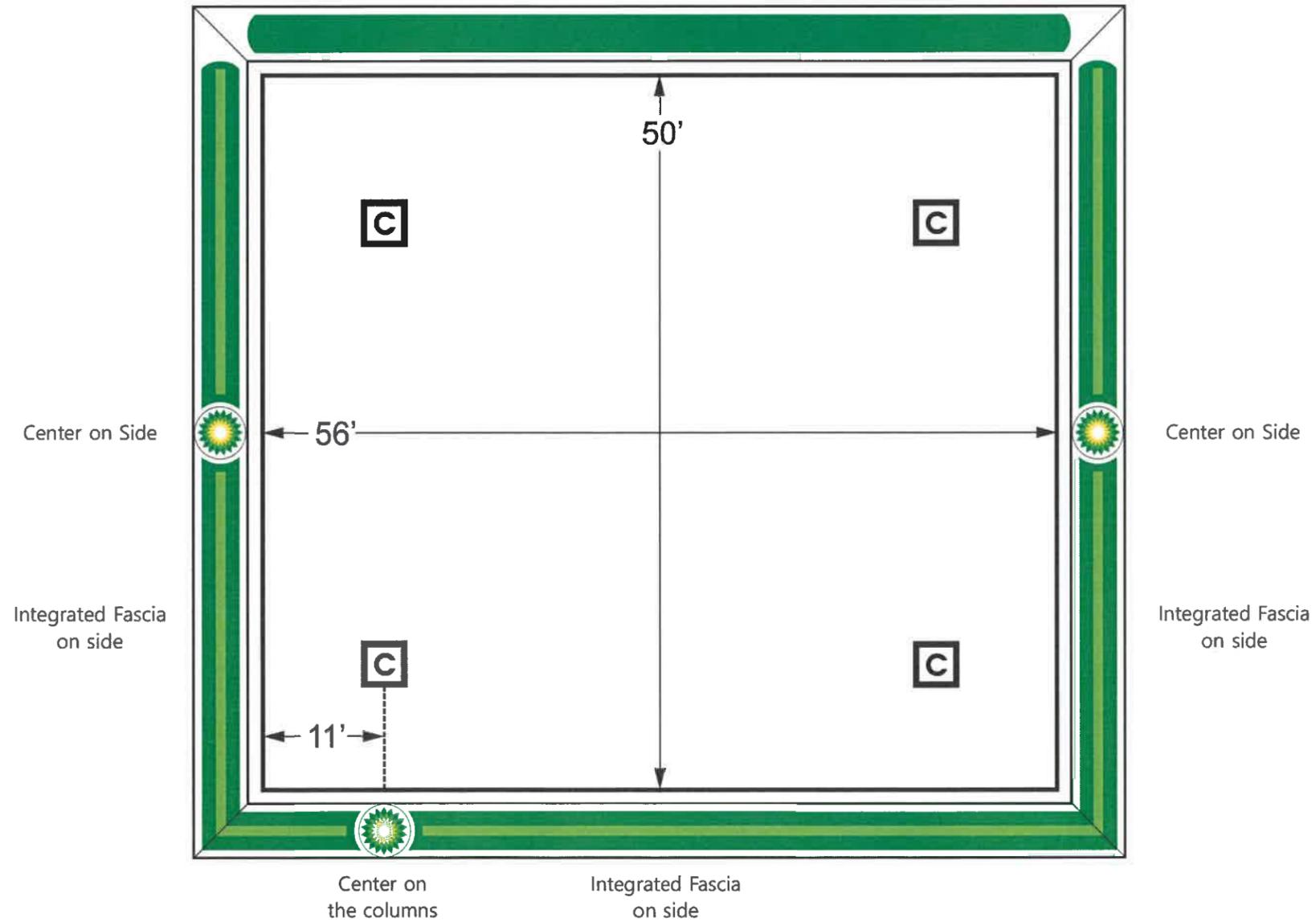
US VENTURE INC - 1936756
2711 N LYNNDALE, APPLETON, WI 54914
Site Level: C
Date: 09.05.2019



BGB CANOPY APPROVAL DRAWING - 37" FASCIA - 44" HELIOS - APPLETON, WI

			INSTALL SEQUENCE ① Corners ② Helios Base Panels ③ Tapered and Rounded End Cap Panels ④ Bullnose Panels
			
			

Flat panels with bullnose
decal applied to face



Approved By _____ Date _____	SITE#	1936756
	ADDRESS	2711 N. LYNNDALE DR.
	CITY, STATE	APPLETON, WI 54914
	REVISION-2	9/04/2019 - CP



MEMORANDUM

To: Chairman Schowalter and Plan Commission members

From: Michael Patza, Town Planner

Date: November 26, 2019

Subject: Designation and mapping of expanded boundaries for Maple Edge Park.

BACKGROUND

The Town owns the 1.14 acre property at 3800 W. Casaloma Drive, identified on Exhibit A. Located directly west of Maple Edge Park, the Town purchased the property with the intention of expanding the Park. The large shed on the property has been removed with the concrete slab remaining. At this point, the exact use of the proposed Park property remains uncertain. The property is zoned AGD General Agricultural District and parks are a permitted use under this classification.

The first step in expanding the boundaries of Maple Edge Park is to officially designate the property as parkland. The only action needed by the Plan Commission at the December 3, 2019 meeting would be to schedule a Public Hearing for its December 17, 2019 meeting.

RECOMMENDATION

Staff recommends the Plan Commission schedule a Public Hearing for its December 17, 2019 meeting to expand the boundaries of Maple Edge Park.

