



PLAN COMMISSION AGENDA
Tuesday, February 7, 2023 - 6:00 pm
Town Hall - 1900 W. Grand Chute Blvd.

****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. Pledge of Allegiance.
3. Approval of Agenda.
4. Approval of Minutes – January 17, 2023 meeting.
5. Public input pertaining to agenda items not included in a Public Hearing.
6. **Public Hearing #1** – Official Map Amendment for removal of parkland designation for one acre of land located within Town Center Park. **Action:** Hear testimony/close hearing.
7. **Official Map Amendment – Parkland Designation** – Request to remove parkland designation for one acre of land located within Town Center Park. **Action:** Recommend approval/denial to remove parkland designation and associated mapping. (TOWN BOARD ACTION 2/23/2023)
8. **Ordinance to Rename N. Pebble Creek Court to N. Hegner Farm Court** – Consideration of Ordinance to rename N. Pebble Creek Court to N. Hegner Farm Court and corresponding Affidavit of Correction to the Auburn Estates Plat. **Action:** Recommend approval/denial of Ordinance O-01-2023. (TOWN BOARD ACTION 2/07/2023).
9. 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

January 17, 2023

Members Present: Chair Brad Gehring, Commissioners Pam Crosby, John Weber, Cheryl Ulrich, Mark Heling and Ron Torrance. Members Absent: Commissioner Ron Wolff.

Also Present: James March, Town Administrator; Katie Schwartz, Public Works Director; Mark Van Der Wegen, Town Engineer; Nick VandeHey, Engineer-McMahon; Jason Herzog, IT Systems/Network Engineer; Lindsey Kemnitz, Town Planner; Michael Patza, Community Development Director; Tracy Olejniczak, Administrative Assistant; other interested parties, audience=10, sign-in sheet=6.

1. **ROLL CALL**

Chairman Gehring opened the meeting at 6:01 p.m. and roll call was taken.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA**

Motion (Heling/Torrance) to amend Item 10 correction to the date to schedule Public Hearing to be 2/7/2023 Plan Commission Meeting. Motion carried, all voting aye.

Motion (Heling/Torrance) to approve the agenda with date correction. Motion carried, all voting aye.

4. **APPROVAL OF MINUTES** – DECEMBER 20, 2022 MEETING.

Motion (Crosby/Heling) to approve the December 20, 2022 Plan Commission minutes. Motion carried, all voting aye.

5. **PUBLIC INPUT PERTAINING TO AGENDA ITEMS NOT INCLUDED IN A PUBLIC HEARING.**

There was no public input.

6. **PUBLIC HEARING #1** – SPECIAL EXCEPTION PERMIT (SE-01-2023) REQUESTED BY FOX CITIES SIGN, LLC, 2375 W. NORDALE DRIVE, FOR OPERATION OF AN ELECTRONIC MESSAGE CENTER SIGN.

Chairman opened Public Hearing #1 at 6:04 p.m.

Sara Geiger, 2375 W. Nordale Drive said she had nothing more to add to the request.

Motion (Ulrich/Crosby) to close Public Hearing #1 at 6:05 p.m. Motion carried, all voting aye.

7. **SPECIAL EXCEPTION PERMIT (SE-01-2023)** - REQUEST BY FOX CITIES SIGN, LLC, 2375 W. NORDALE DRIVE, FOR OPERATION OF AN ELECTRONIC MESSAGE CENTER SIGN .

Planner Kemnitz provided details on the proposed sign including its size and location.

Motion (Heling/Torrance) to recommend approval of Special Exception Permit (SE-01-2023) requested by Fox Cities Sign, LLC, 2375 W. Nordale Drive, for operation of an electronic message center sign. Motion carried, all voting aye.

8. **SITE PLAN AMENDMENT (SPA-02-2023)** – REQUEST BY BARTLETT CAPITOL GROUP, LLC, ON BEHALF OF FOX CITIES SIGN, LLC, 2375 W. NORDALE DRIVE, FOR INSTALLATION OF A NEW PYLON SIGN, INCLUDING AN ELECTRONIC MESSAGE CENTER.

Motion (Crosby/Heling) to approve Site Plan Amendment (SPA-02-2023) requested by Bartlett Capital Group, LLC, on behalf of Fox Cities Sign, LLC, 2375 W. Nordale Drive, for installation of a new pylon sign, including an electronic message center, subject to Town Board approval of Special Exception Permit SE-01-2023. Motion carried, all voting aye.

9. **AFFIDAVIT OF CORRECTION (AC-01-2023)** – RELEASE OF RIGHTS OF A 35' STORMWATER EASEMENT ON LOT 2 OF CERTIFIED SURVEY MAP NUMBER 8263.

Director Patza provided details regarding the establishment of the original easement to accommodate a new storm sewer interceptor pipe. A new alignment for the storm sewer interceptor has been determined and property owners for Lots 2 and 3 are in agreement. A new stormwater easement has been recorded meaning the original easement is no longer needed and can be released.

Motion (Weber/Crosby) to recommend approval/denial of Affidavit of Correction (AC-01-2023) to release a 35' stormwater easement lot 2 of Certified Survey Map Number 8263. Motion carried, all voting aye.

10. **REMOVAL OF PARKLAND DESIGNATION AND MAPPING** – REMOVE PARKLAND DESIGNATION AND REVISE ASSOCIATED MAPPING TO DETACH ONE ACRE OF LAND FROM TOWN CENTER PARK.

Director Patza provided background information including the 2022 Space Needs Study completed for the Town Hall property. The subject property includes one acre of land included in the Town Center Park directly adjacent to the Town Hall property. The area would be used for additional space for Public Works and the Police Dept. impound lot. The Park Commission has reviewed the request and prefers an alternative that would not impact Town Center Park. If there are no other viable alternatives, the Park Commission indicated they would reluctantly support this proposal with the condition that the Town Center Park is not reduced any further and the Town explore other options for additional Parkland.

Motion (Heling/Ulrich) to schedule a Public Hearing for the February 7, 2023 Plan Commission Meeting, to remove parkland designation and revise associated mapping to detach one acre of land from the Town Center Park. Motion carried, all voting aye.

11. ADJOURNMENT.

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

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

MEMORANDUM

To: Chairman Gehring and Plan Commissioners
From: Michael Patza, Community Development Director
Date: February 2, 2023
Subject: Official Map Amendment – Parkland Designation

BACKGROUND

The Town had a Space Needs Study completed by Zimmerman Architectural Studios, Inc. in 2022. The study determined a need for expansion of the Public Works yard and Police Department vehicles/evidence impoundment lot. The recommended location for the expansion was land north of the existing yard, approximately one acre of property currently included in the Town Center Park. The Space Needs Study reviewed several other Town-owned parcels for the yard expansion. The recommendation to expand north into existing parkland was ultimately recommended for the following reasons: (1) The land is directly adjacent to existing facilities and allows for the most efficient use of space and operations; (2) Other parcels/sites considered are all either in close proximity to residential and/or multi-family housing.

The Park Commission discussed this topic at their meetings in November, December, and January. At the January 9, 2023 Park Commission meeting, Commissioners supported a recommendation to Plan Commission and Town Board to look at alternative sites for additional yard space. If there are no other viable options, the Park Commission then reluctantly supports a recommendation to the Town Board to utilize a portion of the Town Center Park, with the condition that Town Center Park not be reduced any further and additional parkland is sought in the near future to enhance recreational opportunities in the Town.

The Town Board discussed the topic at a workshop on January 12, 2023. The Board supported the removal of one acre of land from Town Center Park. At that time additional discussions included designating a portion of the Town-owned land located north of Fire Station #1 and directly west of Town Center Park as parkland.

RECOMMENDATION

Staff supports Plan Commission recommendation to remove the parkland designation and revise associated mapping to detach one acre of land from Town Center Park.

TOWN OF GRAND CHUTE

RESOLUTION, SERIES OF TBR-01-2023

A RESOLUTION OF THE TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN, TO REMOVE ONE ACRE OF PARKLAND FROM TOWN CENTER PARK AND REFLECT THE CHANGE TO THE PARK BOUNDARY ON THE TOWN OF GRAND CHUTE OFFICIAL MAP.

WHEREAS, Town Center Park includes approximately 23.7 acres of land north of the Grand Chute Town Hall that was dedicated as parkland in 2016; and,

WHEREAS, the Town completed a Space Needs Study in 2022, which identified one acre of land located in the Town Center Park as the most ideal location for an expansion of Public Works and Police operations associated with the Town Hall facility; and,

WHEREAS, the Town of Grand Chute is authorized to designate parkland and to make amendments to the Town Official Map, said actions being undertaken in accordance with Wisconsin Statutes §62.23; and,

WHEREAS, the Town of Grand Chute Plan Commission has conducted a Public Hearing on said removal of a portion of parkland from Town Center Park and Official Map amendment, and has recommended approval of said actions.

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of Supervisors of the Town of Grand Chute, Outagamie County, Wisconsin that the following described property be and hereby is removed from parkland designation, and that the Town Official Map is amended to reflect the new park boundary on said Map:

PART OF LOT 4 OF CERTIFIED SURVEY MAP 4941, FILED IN THE OFFICE OF THE REGISTER OF DEEDS OUTAGAMIE COUNTY, WISCONSIN AS DOCUMENT NUMBER 1637094, BEING PART OF THE SOUTHEAST ¼ OF THE SOUTHEAST ¼ SECTION 9 T21N-R17E; TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 9; THENCE N00°50'32"W, 933.37 FEET ALONG THE EAST LINE OF THE SOUTHEAST ¼ OF SAID SECTION 9; THENCE N89°30'24"W, 87.09 FEET TO THE WEST RIGHT OF WAY LINE OF THE RAILROAD TO THE POINT OF BEGINNING; THENCE N89°30'24"W, 431.00 FEET; THENCE N00°00'00"W, 75.00 FEET; THENCE S89°59'08.3"E, 206.00 FEET; THENCE N00°03'37.01"W, 48.00 FEET; THENCE N89°58'07.72"E, 226.00 FEET TO THE WEST RIGHT OF WAY LINE OF THE RAILROAD; THENCE S00°17'51"W, 126.79 FEET ALONG SAID WEST RIGHT OF WAY LINE TO THE POINT OF BEGINNING.

AREA CONTAINS 44,001 SQUARE FEET 1.01 ACRES.

Approved and adopted this ____ day of _____, 2023.

TOWN OF GRAND CHUTE

Jason Van Eperen, Town Chairman



Kayla Raatz, Town Clerk

Subscribed and sworn to before me
this ____ day of _____, 20__

Notary Public, Outagamie County
State of Wisconsin
My Commission Expires: _____

Town Hall Land Addition

Legend

-  Town Hall Land Addition
-  Mapped Wetlands



0 100 200 Feet



This data was created for use by the Town of Grand Chute Geographic Information System. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. The Town of Grand Chute disclaims all liability regarding fitness of the information for any use other than for the Town of Grand Chute business.

Source: Town of Grand Chute (2023)

Prepared: January 2023

MEMORANDUM

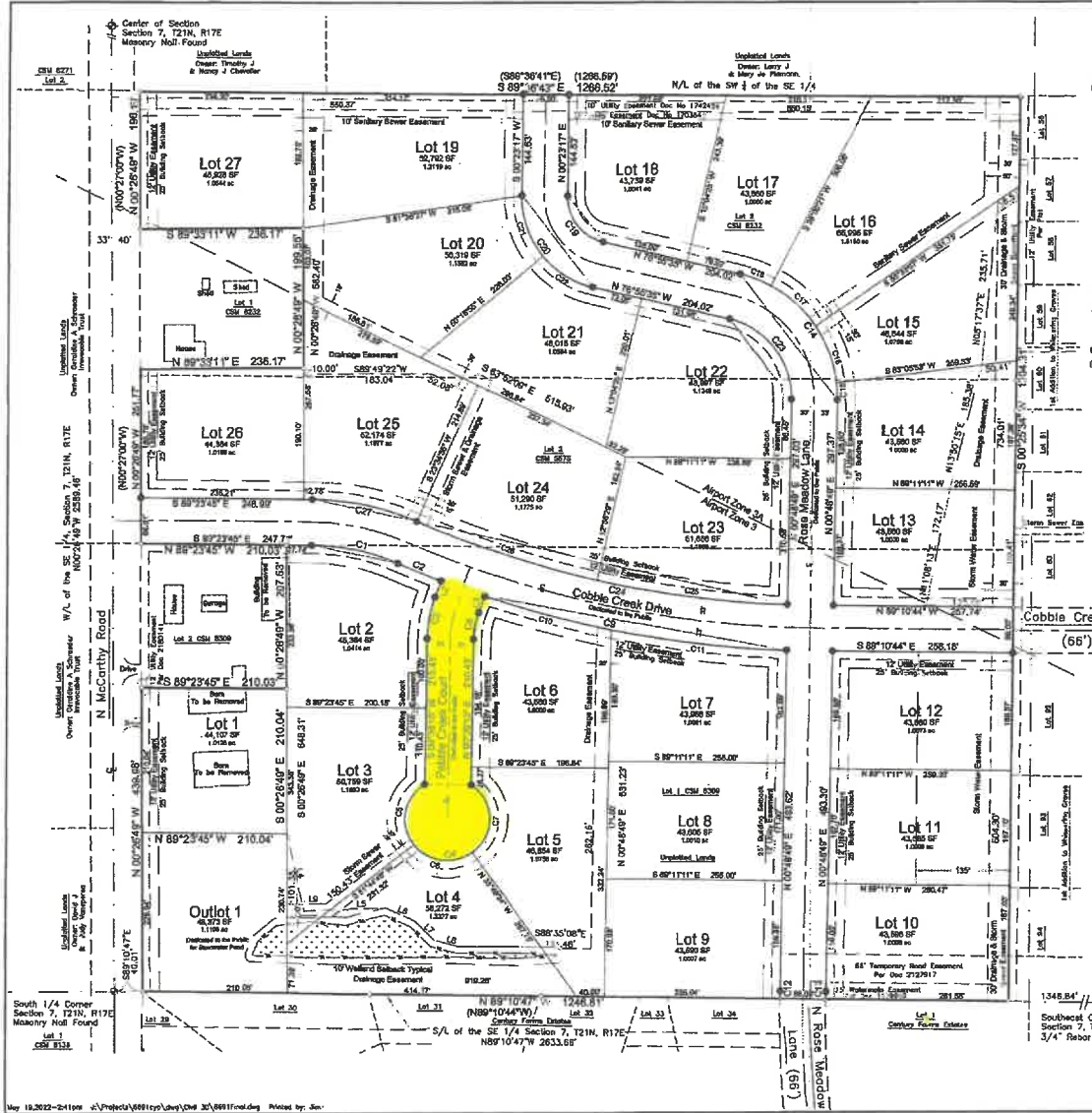
To: Chairman Gehring and Plan Commissioners
From: Michael Patza, Community Development Director
Date: February 2, 2023
Subject: Ordinance to Rename N. Pebble Creek Court to N. Hegner Farm Court in the Auburn Estates Plat

BACKGROUND

The Town Board has directed staff to move forward with the process to change the street name of N. Pebble Creek Court to N. Hegner Farm Court in the Auburn Estates Plat. The street name change will recognize the history and past ownership of the land abutting this street. If approved, the Town will draft and record an Affidavit of Correction to the Auburn Estates Plat to reflect the street name change. The Town of Grand Chute Official Map will also be updated to reflect the street name change.

ACTION

Recommend approval/denial of Ordinance O-01-2023 to rename N. Pebble Creek Court to N. Hegner Farm Court.



Auburn Estates

All of Lot 2 Certified Survey Map 8232 and all of Lot 2 of Certified Survey Map 5575 and all of Lot 1 Certified Survey Map 8309, all being part of the Southwest 1/4 of the Southeast 1/4 of Section 07, Township 21 North, Range 17 East, Town of Grand Chute, Outagamie County, Wisconsin

LOCATION MAP
 SE 1/4 SEC 7, T 21 N, R 17 E,
 TOWN OF GRAND CHUTE,
 OUTAGAMIE COUNTY, WI

NOTES

- All linear measurements have been made to the nearest one hundredth of a foot.
- All bearings are computed and measured to the nearest second.

LEGEND

- 1" Rubber Found
- 2" Rubber Found
- 12" x 18" Steel Rebar @ 4.00BA/F BIT
- All Other Corners
- 2" x 18" Steel Rebar @ 1.00BA/F BIT
- Lot Area in Square Feet
- Recorded As

Special Town of Grand Chute Rezonification
 The final plat is subject to all of the requirements of § 475-186 of the Code of the Town of Grand Chute. The applicant, for himself and his heirs, shall be responsible for all required improvements, including asphalt surface streets, gravelled road shoulders or curbs and gutter, sewer and water, sewer lift stations, storm sewers, indicated clear water drainage easements, and landscaping. Pursuant to § 475-152 of the Code of the Town of Grand Chute, the Town of Grand Chute reserves the right to withhold building permits for this subdivision if the above-stated required improvements have not been completed by the applicant according to the terms and conditions of § 475-186. Utility Connection Fees (as listed on the Town Fee Schedule) for sewer, water and storm services shall be payable by each lot within the plat subdivision to the Town of Grand Chute Sanitary District. A special engineering charge, in accordance with the procedure listed under § 475-21, Special Charges for current services, shall be assessed annually to property owners of each lot within the subdivision for the energy and facility maintenance costs of strengthening within the Town. Any costs due to strengthening in excess of the standards within the Street Lighting Policy, as requested by the Subdivider or property owners, shall be assessed directly to the subdividing property owners.

Impact Fee Note
 There is an impact fee due on each lot in accordance with Chapter 330 Impact Fees of the Town Code of Ordinances and as listed on the most current Town of Grand Chute Impact Fee Schedule.

Lot Grades, Easements and Easements

- The land on all sides and rear lot lines of all lots shall be graded by the property owner and maintained by the abutting property owners to provide for adequate drainage of surface water.
- Each lot owner shall grade the property to conform to the lot line grades established by the drainage plan for Auburn Estates. It is the responsibility of the lot owner to comply with these established elevations.
- No poles, pedestals, transformers or buried cables are to be placed within two (2) feet of any survey stake, or placed so as to obstruct vision along any lot line or street line. Any disturbance of a survey stake by any person is a violation of § 253.23 Wis. Stats.
- Utility easements on lots are for the use of public bodies and private utility providers having the right to use the area.

Retention of Easements, Maintenance Note
 Maintenance of all drainage ways, including easements as indicated on the plan and along sides and rear lot lines that convey stormwater runoff in accordance with the approved Drainage Plan, and associated structures within the lot, whether or not they are the responsibility of the lot owner, is the sole responsibility of the property owners of the lot and drainage, unless noted on the plan. Upon failure of property owners to perform maintenance of the drainage ways and associated structures within the lot and drain or serving the lot, the Town of Grand Chute and/or Outagamie County reserve the right to perform maintenance and/or repairs. The payment of the maintenance and repairs shall be assessed in equal amounts to the owners of all property within the lot and drainage, or, where the owner can be specifically identified, the payment shall be assessed to a specific property owner.

Unless otherwise noted, a drainage easement exists upon all existing navigable streams, between the meander line as shown.

No structures, fences or encroachments other than grass shall be allowed within the drainage easements herein set forth.

Notes:

- All linear measurements have been made to the nearest one hundredth of a foot.
- All angular measurements have been made to the nearest seconds.
- An airport zoning permit is required to develop each lot within the plat in Airport Zone 3 and 3A. Minimum lot coverage is 20%.
- Wildland Urban Use Vulnerability Report dated June 19th 2021, prepared by Bray & Associates, Cedar Corporation.

There are no objections to this plat with respect to s. 236.15, 236.16, 236.20 and 236.21 (1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified June 11, 2022

James R. Schloff
 JAMES R. SCHLOFF
 S-0002
 Notary Public
 State of Wisconsin

DAVE ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1154 Proctor Terrace, Neenah, WI 54956
 Ph: 920-841-1800 Fax: 920-841-0804
 www.daveinc.com

Plan: 00177Prelim.dwg
 Date: 05/16/2022
 Drafted By: Jm
 Sheet: 1 of 2
 Revision Date: May 19, 2022

TOWN OF GRAND CHUTE

ORDINANCE, SERIES OF O-01-2023

AN ORDINANCE OF THE TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN, CHANGING THE STREET NAME OF N. PEBBLE CREEK COURT TO N. HEGNER FARM COURT.

PURPOSE AND BACKGROUND

The Town Board of Supervisors for the Town of Grand Chute has directed staff to move forward with the process to change the name of N. Pebble Creek Court to N. Hegner Farm Court in the Auburn Estates Plat. The street name change is in the interest of the public for the reason it will recognize the history and past ownership of the land abutting this street. The Town of Grand Chute Plan Commission has reviewed and recommends the street name change as proposed. The Town will draft and record an Affidavit of Correction to the Auburn Estates Plat to reflect the street name change. To affect the street name change, it is necessary to amend the Town of Grand Chute Official Map.

THE TOWN BOARD OF SUPERVISORS OF THE TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN DOES HEREBY ORDAIN AS FOLLOWS:

The street name of N. Pebble Creek Court is hereby changed to N. Hegner Farm Court.

The Official Map of the Town shall be hereby amended to reflect the name change of the street currently known as N. Pebble Creek Court to N. Hegner Farm Court, and an Affidavit of Correction to the Auburn Estates Plat shall be prepared and recorded with the Register of Deeds for Outagamie County.

Approved and adopted this _____ day of _____, 2023.

TOWN OF GRAND CHUTE

Jason Van Eperen
Town Chairman

Kayla Raatz
Town Clerk

Number Voted For _____
Number Voted Against _____