



PLAN COMMISSION AGENDA
Tuesday, September 15, 2020 - 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=m97ee0d5a3c80813cd8b499a8e4907f9b>

Access Code: 620-057-177

Meeting Password: 1900

Telephone Access:

Dial: (408) 418-9388

Access Code: 620-057-177

Meeting Password: 1900

1. Roll Call.
2. Approval of Agenda.
3. Approval of Minutes – September 1, 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-15-20) requested by Bergstrom Properties Inc., 2920 N. Victory Lane, for operation of an automobile service and auto body repair business. **Action:** Hear testimony/close hearing.
7. **Special Exception Permit (SE-15-20)** – Request by Bergstrom Properties Inc., 2920 N. Victory Lane, for operation of an automobile service and auto body repair business. **Action:** Recommend approval/denial of SE-15-20. (TOWN BOARD ACTION 9/15/2020)
8. **Site Plan Amendment (SPA1-44-00)** – Request by Bergstrom Properties Inc., 2920 N. Victory Lane, for renovation of an existing building and associated site improvements. **Action:** Approve/deny SPA1-44-00.
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

September 1, 2020

Members Present: Chairman Dave Schowalter, Commissioners Brad Gehring, Robert Stadel, Julie Hidde, Duane Boeckers, John Weber, Pam Crosby, Cheryl Ulrich. Members Absent: none

Also Present: Katie Schwartz, Public Works Director; Karen Heyrman, Deputy Public Works Director; Robert Buckingham, Community Development Director; Brent Braun, IT Director; Michael Patza, Town Planner; Tracy Olejniczak, Administrative Assistant; other interested parties = 9.

1. **ROLL CALL**

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

2. **APPROVAL OF AGENDA**

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

3. **APPROVAL OF MINUTES** – AUGUST 4, 2020 MEETING.

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

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

5. **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT** – Director Buckingham stated that Commissioner Stadel is stepping down from both the Plan Commission and the Community Development Authority. He thanked Mr. Stadel for his many years of service to the Town. Commissioner Ulrich will fill this unexpired term, and a new Alternate member will be appointed in the future.

6. **NEIGHBORHOOD INFORMATION MEETING** – CONDITIONAL USE PERMIT (CUP-06-20) REQUESTED BY NATHAN AND LAURIE ABBOTT, 4286 N. BOUNTIFUL LANE, TO ALLOW GRADING AND FILLING ASSOCIATED WITH THE CONSTRUCTION OF A SINGLE-FAMILY HOME.

Chairman Schowalter opened the Neighborhood Information Meeting at 6:05 p.m. There was not public input.

Motion (Hidde/Crosby) to close Neighborhood Information Meeting #1 at 6:06 p.m. Motion carried, all voting aye.

7. **CONDITIONAL USE PERMIT (CUP-06-20)** – REQUEST BY NATHAN AND LAURIE ABBOTT, 4286 N. BOUNTIFUL LANE, TO ALLOW GRADING AND FILLING ASSOCIATED WITH THE CONSTRUCTION OF A SINGLE-FAMILY HOME.

Director Buckingham noted that this work would all be done on the upland portion of the lot so that a home can be constructed. The permitted work will have no impact to the navigable stream or flood fringe, and there will be no changes to required stream setbacks. He explained that these permit requests within Forest View Estates are necessitated by the expiration of a previously approved Conditional Use Permit for all lots in the subdivision.

Motion (Boeckers/Crosby) to recommend approval of the Conditional Use Permit (CUP-06-20) requested by Nathan and Laurie Abbott, 4286 N. Bountiful Lane, to allow grading, filling and house construction within the Shoreland Zoning District. Motion carried, all voting aye.

8. **PUBLIC HEARING #1** – SPECIAL EXCEPTION (SE-12-20) REQUESTED BY OMNI ASSOCIATES, A WESTWOOD COMPANY, 1 N. SYSTEMS DRIVE, FOR EXPANSION AND OPERATION OF A SOIL TESTING LABORATORY.

Chairman Schowalter opened the Public Hearing #1 at 6:10 p.m. There was no public input.

Motion (Hidde/Stadel) to close Public Hearing #1 at 6:10 p.m. Motion carried, all voting aye.

9. **SPECIAL EXCEPTION (SE-12-20)** – REQUEST BY OMNNI ASSOCIATES, A WESTWOOD COMPANY, 1 N. SYSTEMS DRIVE, FOR EXPANSION AND OPERATION OF A SOIL TESTING LABORATORY.

Motion (Stadel/Hidde) to recommend approval of the Special Exception Permit (SE-12-20) requested by OMNNI Associates, A Westwood Company, 1 N. Systems Drive, for expansion and operation of a soil testing laboratory. Motion carried, all voting aye.

10. **SITE PLAN AMENDMENT (SPA1-00-95)** – REQUEST BY OMNNI ASSOCIATES, A WESTWOOD COMPANY, 1 N. SYSTEMS DRIVE, FOR CONSTRUCTION OF A BUILDING ADDITION AND ASSOCIATED SITE IMPROVEMENTS.

Motion (Boeckers/Crosby) to approve the Site Plan Amendment (SPA1-00-95) requested by OMNNI Associates, a Westwood Company, 1 N. Systems Drive, for construction of a building addition and associated site improvements, subject to Town Board approval of Special Exception SE-12-20. Motion carried, all voting aye.

11. **PUBLIC HEARING #2** – SPECIAL EXCEPTION (SE-13-20) REQUESTED BY GRANT W. AND MICHELLE L. MAIMAN, 863 E. BROADWAY DRIVE, TO ALLOW CONSTRUCTION OF A DETACHED GARAGE GREATER THAN 1,000 SQUARE FEET IN SIZE.

Chairman Schowalter opened Public Hearing #2 at 6:13 p.m. There was no public input

Motion (Hidde/Crosby) to close Public Hearing #2 at 6:14 p.m. Motion carried, all voting aye.

12. **SPECIAL EXCEPTION (SE-13-20)** – REQUEST BY GRANT W. AND MICHELLE L. MAIMAN, 863 E. BROADWAY DRIVE, TO ALLOW CONSTRUCTION OF A DETACHED GARAGE GREATER THAN 1,000 SQUARE FEET IN SIZE.

Planner Patza explained the request for construction of a 2,160 sq. ft. detached garage. A certified survey map has been presented to combine 2 existing lots into 1 lot, enabling placement of the new garage in conformance with the Zoning Code.

Motion (Boeckers/Weber) to recommend approval of the Special Exception Permit (SE-13-20) requested by Grant E. & Michelle L. Maiman, 863 E. Broadway Drive, to allow construction of a detached garage greater than 1, 000 square feet in size, subject to Town Board approval of CSM-12-20, and with the condition that no other accessory buildings or structures may be constructed on the property. Motion carried, all voting aye.

13. **CERTIFIED SURVEY MAP (CSM-12-20)** – REQUEST BY GRANT W. AND MICHELLE L. MAIMAN, 863 E. BROADWAY DRIVE, FOR APPROVAL OF A LOT CONSOLIDATION CSM WITH ROADWAY DEDICATION.

Motion (Hidde/Stadel) to recommend approval of Certified Survey Map (CSM-12-20) requested by Grant E. & Michelle L. Maiman, 863 E. Broadway Drive, for a lot consolidation CSM with roadway dedication. Motion carried, all voting aye.

14. **SITE PLAN (SP-12-20)** – REQUEST BY BIG RING STORAGE, LLC, 5530 W. NEUBERT ROAD, FOR CONSTRUCTION OF A BUILDING ADDITION TO THE EXISTING COMMERCIAL CONDOMINIUM AND ASSOCIATED SITE IMPROVEMENTS.

Motion (Crosby/Hidde) to approve the Site Plan (SP-12-20) requested by Big Ring Storage LLC, 5530 W. Neubert Road, to allow construction of a building addition to the existing commercial condominium and

associated site improvements, subject to Town Engineer approval of the Stormwater Management and Erosion Control Plans. Motion carried, all voting aye.

15. **SITE PLAN AMENDMENT (SPA2-11-00)** – REQUEST BY WILLOW POINTE VENTURES, 4791 & 4797 W. GRANDE MARKET DRIVE, FOR INSTALLATION OF TWO MULTI-TENANT SIGNS.

Motion (Hidde/Crosby) to approve the Site Plan Amendment (SPA2-11-00) requested by Willow Pointe Ventures, 4791 & 4797 W. Grande Market Drive, for the installation of two multi-tenant pylon signs. Motion carried, all voting aye.

16. **CERTIFIED SURVEY MAP (CSM-10-20)** – REQUEST BY LARRY/JOYCE LOOS REVOCABLE LIVING TRUST AND ANDREW J. AND GINA M. GRIESBACH, 4700 & 4720 N. MAYFLOWER DRIVE, FOR APPROVAL OF A LOT CONSOLIDATION CSM WITH ROADWAY DEDICATION.

Motion (Boeckers/Stadel) to recommend approval of the Certified Survey Map (CSM-10-20) requested by Larry/Joyce Loos Revocable Living Trust and Andrew J. & Gina M. Griesbach, 4700 & 4720 N. Mayflower Drive for a two-lot certified survey map with roadway dedication. Motion carried, all voting aye.

17. **VARIANCE FROM CHAPTER 475 OF THE GRAND CHUTE MUNICIPAL CODE (SUBDIVISION OF LAND)** REQUEST BY DENNIS U. AND GAIL J. KRAUSE, 3325 W. BROADWAY DRIVE, FOR A VARIANCE FROM CH. 475-21(H)(2) TO CREATE A LOT WITH A DEPTH THAT EXCEEDS 2.5 TIMES THE WIDTH.

Director Buckingham explained the need for a variance to the ratio of lot width to lot depth, and the circumstances warranting approval.

Motion (Boeckers/Hidde) to recommend approval of a Variance from Chapter 475-21(H)(2) of the Grand Chute Municipal Code to Dennis U. and Gail J. Krause, 3325 W. Broadway Drive, allowing creation of a lot with a depth that exceeds 2.5 times its width. Motion carried, all voting aye.

18. ADJOURNMENT.

Motion (Stadel/Crosby) to adjourn the meeting at 6:25 p.m. Motion carried, all voting aye.

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

**Town of Grand Chute
Special Exception Request
Bergstrom Properties Inc.**

To: Plan Commission
From: Michael Patza, Town Planner
Date: September 8, 2020
Address: 2920 N. Victory Lane

App. #: SE-15-20

REQUEST

- 1. **Proposed Use:** Operation of an automobile service and auto body repair business.
- 2. **Project Description:** Renovation of an existing building and associated site improvements.
- 3. **Plat/CSM Accurate parcel lines/lot recorded:** Yes

ANALYSIS

The applicant plans to repurpose the existing building for operation of an automobile service and auto body repair business at this location. Services will include reconditioning, detailing, and auto body repair for used vehicles. The project includes interior renovations and three new overhead doors for vehicle access into the building. Access to the site will remain unchanged.

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-15-20) requested by Bergstrom Properties Inc., to allow operation of an automobile service and auto body repair business at 2920 N. Victory Lane.



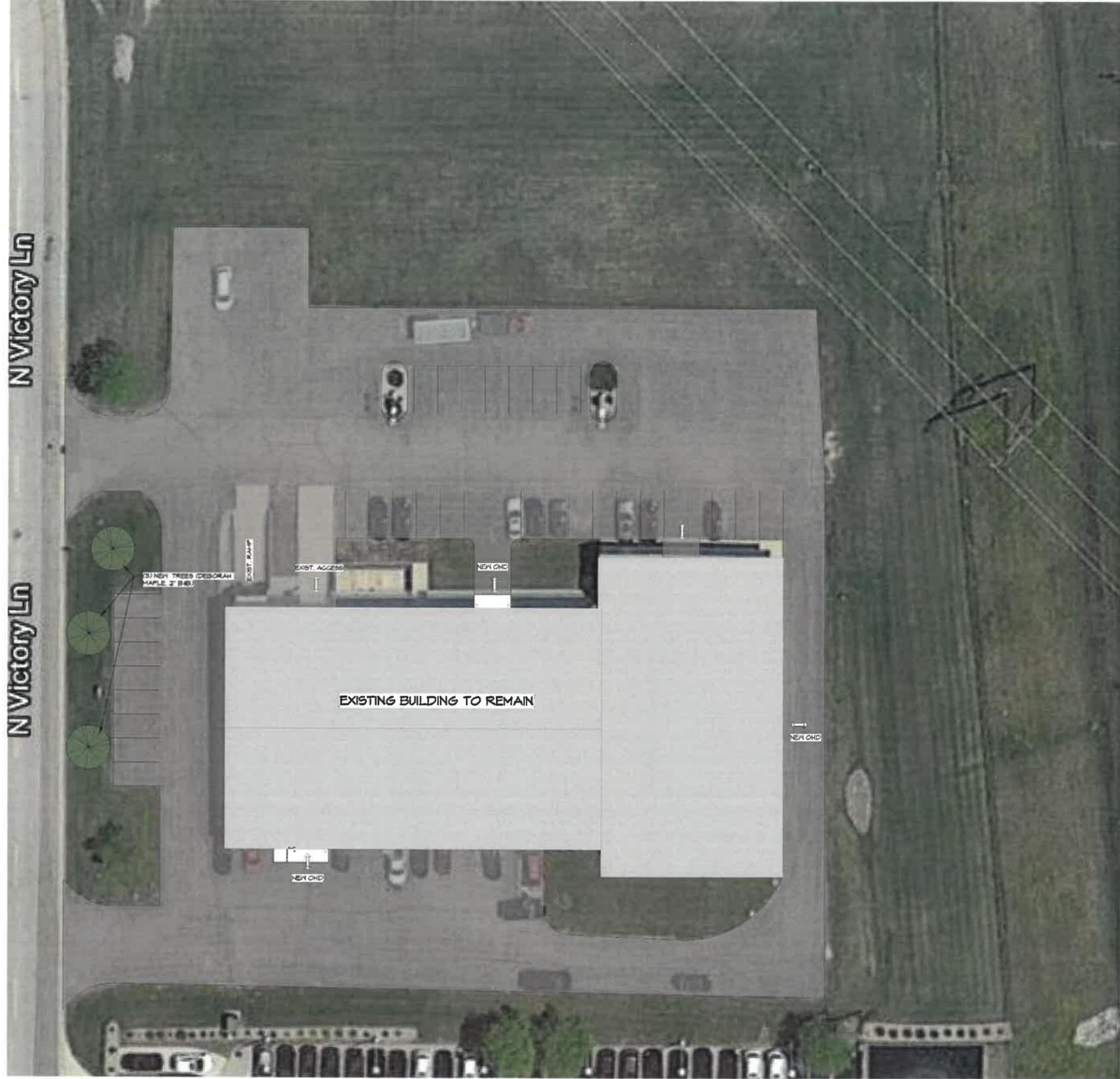
Gries
Architectural Group Inc.

500 North Commercial St.
Neenah, Wisconsin 54956
Phone: 920-722-2445
Fax: 920-722-6605

PROJECT NARRATIVE

1. Proposed use of property: Existing building for reconditioning, detailing, washing and dent repair operations for used vehicles. This is an internal use building and not open to the public.
2. Existing use of property: Vehicle inventory storage/storage
3. Identification of new structure:
 - a. Detail Facility: Not open to public
4. Compatibility of adjacent properties: Construction will occur in a developed area where buildings are predominantly used for the same purpose (automotive). This building is used for internal detailing, recon, washing of used vehicles and will not be open to the public. New street frontage trees will be added to meet code requirements.
5. Traffic generation. There is one access point provided for the overall development and should not hinder vehicular or pedestrian circulation.
6. Hours of Operation: 7am – 8pm Monday – Thursday
7am – 6pm Friday
7am – 5pm Saturday
Closed Sunday
7. Proposed site construction overview:
 - a. Re-construction of an existing building for detail, recon and washing of used vehicles.
 - b. Landscaping to be provided and will follow requirements as regulated in the Zoning Ordinance.
 - c. Minimal exterior changes

****Please refer to site plan submittal and Applications for additional information.**



1 ARCHITECTURAL SITE PLAN
A-0.1 1" = 20'-0"



date: 07-30-2020
 job: 20-060
 d. by: K.F
 rev.: REV. 04-01-2020

A-0.1

EXISTING PLAN FOR:
VICTORY LANE POWERSPORTS
 APPLETON, WISCONSIN

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 www.griesdesign.com

**Town of Grand Chute
Site Plan Amendment Review
Bergstrom Properties Inc.**

To: Plan Commission

From: Michael Patza, Town Planner

Date: September 8, 2020

Address: 2920 N. Victory Lane

App. #: SPA1-44-00

REQUEST

- 1. Proposed Use(s):** Automobile service and auto body repair business.
- 2. Project Description:** Renovation of an existing building and associated site improvements.
- 3. Plat/CSM Accurate parcel lines/lot recorded:** Yes.

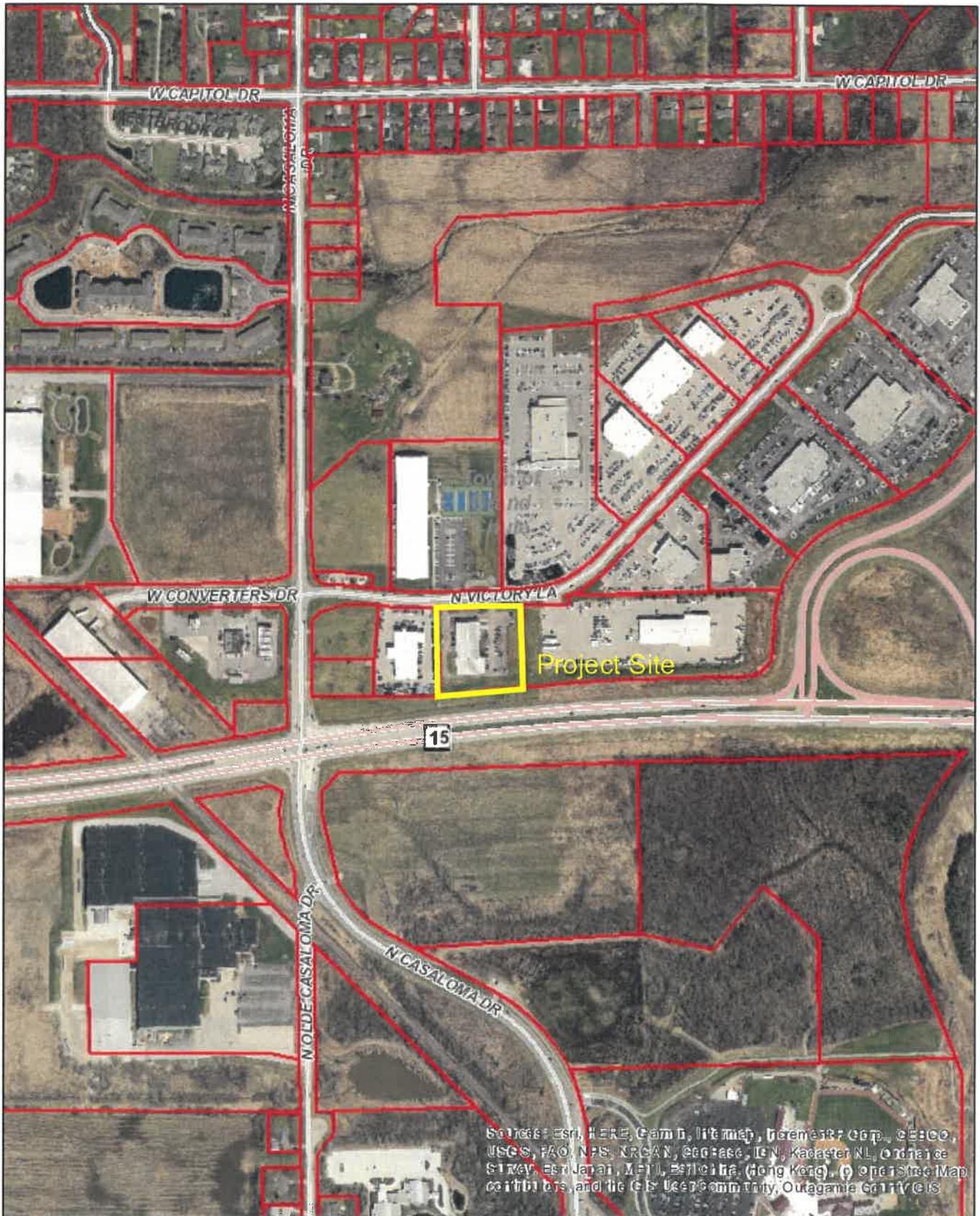
ANALYSIS

The applicant plans to repurpose the existing building for operation of an automobile service and auto body repair business at this location. The project includes interior renovations and three new overhead doors for vehicle access into the building. Access to the site will remain unchanged. The proposed landscaping improvements meet the frontage landscaping requirements prescribed in the Zoning Code. All other requirements are met with this request.

RECOMMENDATION

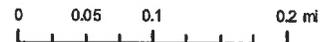
Staff has reviewed and supports Plan Commission approval of the Site Plan Amendment (SPA1-44-00) requested by Bergstrom Properties Inc., 2920 N. Victory Lane.

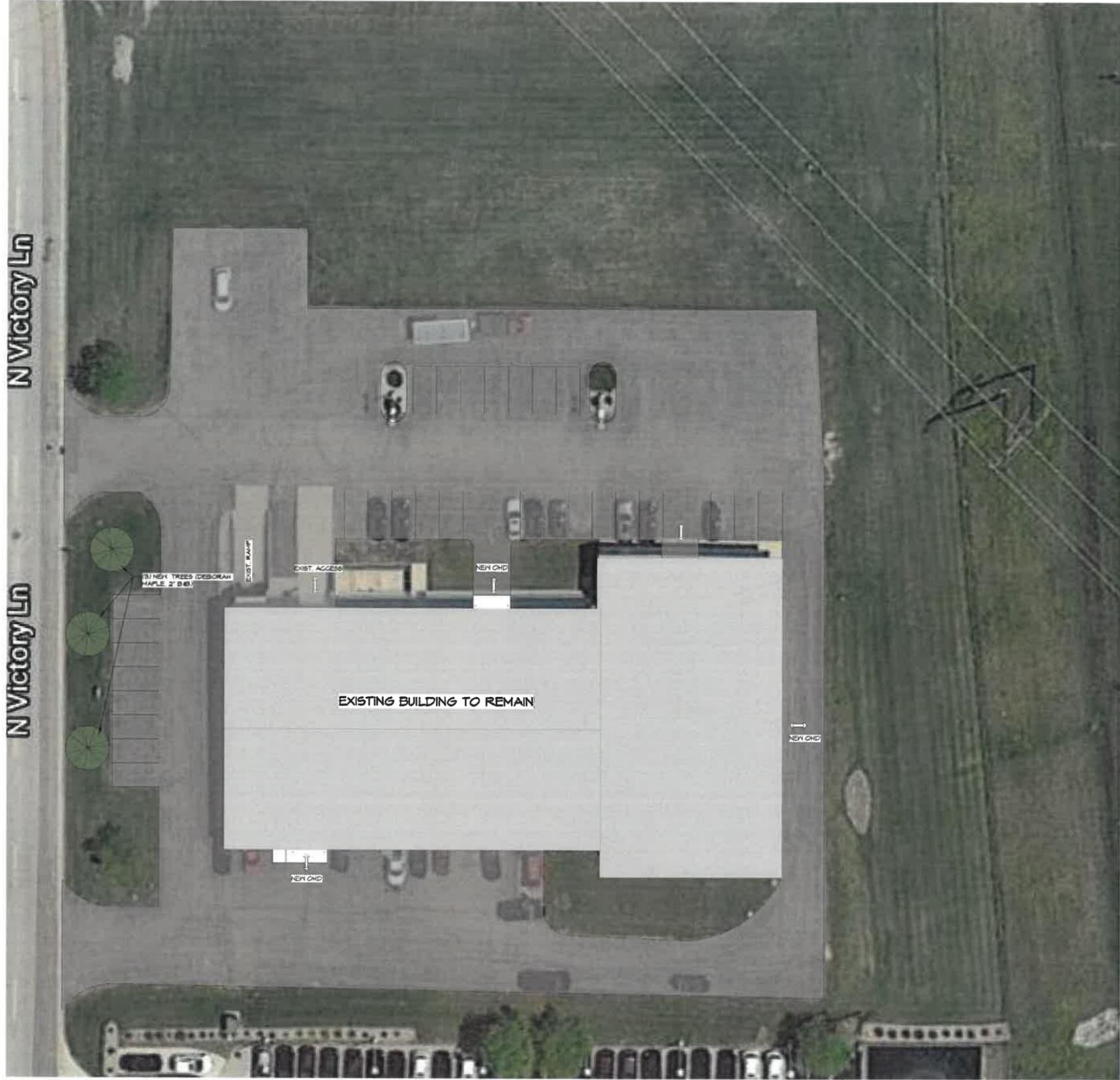
SPA1-44-00 -- 2920 N. Victory Lane



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.

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Copyright:





1 ARCHITECTURAL SITE PLAN
A-0.1 1" = 20'-0"



date: 07-30-2020
 job: 20-060
 d. by: J.F.
 rev.: REV. 04-01-2020

A-0.1

EXISTING PLAN FOR:
VICTORY LANE POWERSPORTS
 APPLETON, WISCONSIN

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