

GRAND CHUTE PLAN COMMISSION MINUTES

June 4, 2019

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

Also Present: James March, Town Administrator; Mary Baxter, Executive Secretary; Julie Wahlen, Finance Director/Town Treasurer; 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 = 12)

1. **ROLL CALL**

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

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA**

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

4. **APPROVAL OF MINUTES** – MAY 21, 2019 MEETING.

Motion (Hidde/Weber) 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 commission members the July 2, 2019 Plan Commission meeting is canceled.

7. **PUBLIC HEARING #1** – REZONING (Z-01-19) REQUESTED BY JOSEPH K. REIS, TO REZONE PROPERTIES AT THE NORTHEAST CORNER OF N. FRENCH ROAD AND E. EVERGREEN DRIVE FROM AGD GENERAL AGRICULTURAL DISTRICT TO CL LOCAL COMMERCIAL DISTRICT.

Chairman Schowalter opened Public Hearing #1 at 6:03 p.m.

Lawrence Rekoske, 4040 N. French Road expressed concerns regarding filling and potential drainage issues associated with future development. Mr. Rekoske explained his property has poor drainage and was concerned additional water could be directed to his property from future development.

Chris Curry, 4114 N. French Road, stated he shares the same concerns as Mr. Rekoske. Mr. Curry explained he feels unprepared and hopes there would not be a decision on the rezoning request at the meeting tonight to allow additional time to gather information.

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

8. **REZONING (Z-01-19)** - REQUEST BY JOSEPH K. REIS, TO REZONE PROPERTIES AT THE NORTHEAST CORNER OF N. FRENCH ROAD AND E. EVERGREEN DRIVE FROM AGD GENERAL AGRICULTURAL DISTRICT TO CL LOCAL COMMERCIAL DISTRICT.

Planner Patza explained that he spoke to Mr. Rekoske and Mr. Curry prior to the meeting regarding the rezoning process and potential future uses of the subject property under the proposed zoning classification. He explained that any future development would require Site Plan approval, which would include review of filling, grading, and stormwater management to ensure adjacent properties would not be negatively impacted. Plans for future development include additional self-storage buildings on the east side of the property. Future development on the west side of the property, closest to the two residents, remains unknown at this point. Planner Patza noted the rezoning request would require an amendment to the Town Comprehensive Plan to reflect Urban - Commercial Use. It was also noted that any future development requiring public sewer and water utilities would require annexation into the Village of Little Chute. The Village of Little Chute Comprehensive Plan identifies this property as Future Commercial Use.

Motion (Stadel/Crosby) to recommend approval to amend the Comprehensive Plan to reflect Urban – Commercial for the properties at the Northeast Corner of N. French Road and E. Evergreen Drive, and to rezone the property from AGD General Agricultural District to CL Local Commercial District (Ordinance No. O-06-2019).

In response to a question by Commissioner Sherman, Planner Patza explained that developing additional self-storage buildings would not require sewer and water utilities. Most other types of commercial development would require those utilities. Planner Patza also described the provisions in the Zoning Code that provide protections to single-family residential properties adjacent to commercial development.

In response to a question by Commissioner Sherman regarding the potential of delaying Plan Commission action to allow additional time for adjacent residents to gather information, Director Buckingham explained a real estate transaction for this property is in progress and the rezoning action is likely tied to that transaction. Director Buckingham also shared details from a similar property that was rezoned in the Town. The provisions provided in the Zoning Code are relied upon to provide protections to single-family residential properties in situations like these. Director Buckingham explained delaying action until the next Plan Commission meeting would not provide additional information to adjacent residents due to the uncertainty of future development on the west side of the subject property.

Commissioner Sherman stated the rezoning request would go before the Town Board for final Town approval at the June 16th meeting. Commissioner Sherman encouraged the residents to attend the Town Board meeting and express any concerns or questions through the public input process.

Director Buckingham agreed and also encouraged residents to reach out to staff with any additional questions or concerns.

Motion to recommend approval of Z-01-19 carried, all voting aye.

9. **PUBLIC HEARING #2** – SPECIAL EXCEPTION (SE-08-19) REQUESTED BY D&J CUSTOM RENOVATIONS LLC, DBA SASSMAN INSURANCE AGENCY, LLC, 3030 N. RICHMOND STREET, FOR OPERATION OF AN ELECTRONIC MESSAGE CENTER SIGN.

Chairman Schowalter opened Public Hearing #2 at 6:16 p.m.

Kristina Coppo, Fox Cities Sign & Lighting Services, stated she was representing the applicant and available to answer any questions.

Motion (Hidde/Sherman) to close Public Hearing #2 at 6:17 p.m. Motion carried, all voting aye.

10. **SPECIAL EXCEPTION (SE-08-19)** - REQUEST BY D&J CUSTOM RENOVATIONS LLC, DBA SASSMAN INSURANCE AGENCY, LLC, 3030 N. RICHMOND STREET, FOR OPERATION OF AN ELECTRONIC MESSAGE CENTER SIGN.

Motion (Hidde/Sherman) to recommend approval of Special Exception Permit (SE-08-19) requested by D&J Custom Renovations LLC, dba Sassman Insurance Agency, LLC, 3030 N. Richmond Street, to allow operation of an electronic message center sign. Motion carried, all voting aye.

11. **SITE PLAN AMENDMENT (SPA1-00-87)** – REQUEST BY D&J CUSTOM RENOVATIONS LLC, DBA SASSMAN INSURANCE AGENCY, LLC, 3030 N. RICHMOND STREET, FOR INSTALLATION OF A PYLON SIGN, INCLUDING AN ELECTRONIC MESSAGE CENTER.

Motion (Crosby/Hidde) to approve Site Plan Amendment (SPA1-00-87) requested by D&J Custom Renovations LLC, dba Sassman Insurance Agency, LLC, 3030 N. Richmond Street, for installation of a pylon sign, including an electronic message center, subject to Town Board approval of Special Exception SE-08-19. Motion carried, all voting aye.

12. **PUBLIC HEARING #3** – SPECIAL EXCEPTION (SE-09-19) REQUESTED BY APPLETON AREA SCHOOL DISTRICT FOR OPERATION OF AN ELECTRONIC MESSAGE CENTER SIGN AT BADGER ELEMENTARY SCHOOL, 501 S. BLUEMOUND DRIVE.

Chairman Schowalter opened Public Hearing #3 at 6:19 p.m.

Susan Nagel, Creative Sign Company, stated she was available to answer any question.

Sheri Sieth, 502 S. Bluemound Drive, questioned which way the sign would be facing.

Planner Patza stated the sign would face northeast, towards the apartments, and perhaps Ms. Nagel could verify.

Ms. Nagel stated the sign would be placed on an angle and shared a plan sheet illustrating the sign orientation with Ms. Sieth.

Ms. Sieth asked how bright the sign would be.

Planner Patza said that the EMC is equipped with automatic light sensors that adjust sign brightness based on ambient light levels.

Motion (Hidde/Weber) to close Public Hearing #3 at 6:21 p.m. Motion carried, all voting aye.

13. **SPECIAL EXCEPTION (SE-09-19)** - REQUEST BY APPLETON AREA SCHOOL DISTRICT FOR OPERATION OF AN ELECTRONIC MESSAGE CENTER SIGN AT BADGER ELEMENTARY SCHOOL, 501 S. BLUEMOUND DRIVE.

Motion (Sherman/Hidde) to recommend approval of Special Exception (SE-09-19) requested by Appleton Area School District, to allow operation of an electronic message center sign at Badger Elementary School, 501 S. Bluemound Drive. Motion carried, all voting aye.

14. **SITE PLAN AMENDMENT (SPA2-00-02)** - REQUEST BY APPLETON AREA SCHOOL DISTRICT FOR OPERATION OF AN ELECTRONIC MESSAGE CENTER SIGN AT BADGER ELEMENTARY SCHOOL, 501 S. BLUEMOUND DRIVE.

Motion (Crosby/Boeckers) to approve Site Plan Amendment (SPA2-00-02) requested by Appleton Area School District, for installation of a pylon sign, including an electronic message center, at Badger Elementary School, 501 S. Bluemound Drive, subject to Town Board approval of Special Exception SE-09-19. Motion carried, all voting aye.

15. **SITE PLAN AMENDMENT (SPA1-02-05)** – REQUEST BY ORAL & MAXILLOFACIAL SURGERY FOX CITIES, S.C., 5395 W. MICHAELS DRIVE, FOR REMOVAL OF AN EXISTING SIGN CABINET AND INSTALLATION OF A NEW SIGN CABINET ON THE SAME BASE.

Motion (Hidde/Crosby) to approve Site Plan Amendment (SPA1-02-05) requested by Oral & Maxillofacial Surgery Fox Cities, S.C., 5395 W. Michaels Drive, to remove an existing monument sign cabinet and install a new sign cabinet on the existing base. Motion carried, all voting aye.

16. **CERTIFIED SURVEY MAP (CSM-08-19)** – REQUEST BY JOSEPH K. REIS FOR APPROVAL OF A ONE-LOT CSM WITH ROADWAY DEDICATION ON PROPERTY AT THE NORTHEAST CORNER OF N. FRENCH ROAD AND E. EVERGREEN DRIVE.

Planner Patza stated the proposed CSM would move an existing property line west to accommodate future development.

Motion (Boeckers/Stadel) to recommend approval of Certified Survey Map (CSM-08-19) requested by Joseph K. Reis for property at the Northeast corner of N. French Road and E. Evergreen Drive. Motion carried, all voting aye.

17. **CERTIFIED SURVEY MAP (CSM-11-19)** – REQUEST BY MARK A. VIVODA, 3340 N. LYNNDALE DRIVE, FOR APPROVAL OF A ONE-LOT CSM WITH ROADWAY DEDICATION.

Planner Patza stated the proposed CSM will combine the two existing lots to allow construction of an accessory structure in the location desired by the property owner.

Motion (Sherman/Boeckers) to recommend approval of the Certified Survey Map (CSM-11-19) requested by Mark A. Vivoda at 3340 N. Lynndale Drive for a one-lot CSM with roadway dedication. Motion carried, all voting aye.

18. ADJOURNMENT.

Motion (Sherman/Boeckers) to adjourn the meeting at 6:26 p.m. Motion carried, all voting aye.

Respectfully Submitted,

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