

GRAND CHUTE PLAN COMMISSION MINUTES

December 21, 2021

Members Present: Chairman Brad Gehring, Commissioner Julie Hidde, John Weber, Pam Crosby, Cheryl Ulrich, Duane Boeckers, Ron Wolff, and Mark Heling. Members Absent: none.

Also Present: Katie Schwartz, Public Works Director; James March, Town Administrator; Brent Braun, IT Director; Michael Patza, Community Development Director; Lindsey Kemnitz, Town Planner; Tyler DeBruin, GIS Utility Technician; Tracy Olejniczak, Administrative Assistant; other interested parties, audience=14 sign-in sheet=15, virtual=2.

1. **ROLL CALL**

Chairman Gehring opened the meeting at 6:00 p.m. and roll call was taken.

2. **PLEDGE OF ALLEGIANCE.**

3. **APPROVAL OF AGENDA**

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

4. **APPROVAL OF MINUTES** – DECEMBER 7, 2021 MEETING.

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

5. PUBLIC INPUT. There was not public input.

6. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

- JANUARY 4, 2022 PLAN COMMISSION MEETING CANCELLATION
- CHANGES TO OUTAGAMIE COUNTY REQUIREMENTS FOR CONDITIONAL USE PERMITS
- TOWN OF GRAND CHUTE COMPREHENSIVE PLAN PUBLIC WORKSHOP-JANUARY 11, 2022

Director Patza stated the next meeting for the Plan Commission would be on January 18, 2022. He provided details regarding changes for Outagamie County review of Conditional Use Permits for projects in the Shoreland Zoning District. Conditional Use Permits will no longer need to be brought to the Plan Commission or Town Board for consideration as in most cases Outagamie County will be reviewing/approving them administratively at the staff level. Director Patza also shared that staff will be holding a Public Workshop for the Comprehensive Plan update on January 11, 2022 at Town Hall.

7. **PUBLIC HEARING #1** – REZONING (Z-08-21) REQUESTED BY APPLETON VALLEY HOMES, LLC, 215 S. MAPLE HILL DRIVE, TO REZONE FROM C-2 OFFICE COMMERCIAL DISTRICT TO R-3 SINGLE-FAMILY ATTACHED RESIDENCE DISTRICT.

Chairman Gehring opened Public Hearing #1 at 6:07 p.m. There was no public input.

Motion (Hidde/Crosby) to close Public Hearing #1 at 6:08 p.m. Motion carried, all voting aye.

8. **REZONING (Z-08-21)** – REQUEST BY APPLETON VALLEY HOMES, LLC, 215 S. MAPLE HILL DRIVE, TO REZONE FROM C-2 OFFICE COMMERCIAL DISTRICT TO R-3 SINGLE-FAMILY ATTACHED RESIDENCE DISTRICT.

Director Patza provided details on the proposed development and surrounding properties. He also provided information and shared neighborhood concerns that were discussed at pre-application Neighborhood Information Meeting on November 17, 2021. Director Patza also outlined additional steps, including Site Plan approval and approval of a Condominium Plat/Declaration, which are required prior to site development.

Motion (Ulrich/Boeckers) to recommend approval of Rezoning (Z-08-21) requested by Appleton Valley Homes, LLC, to rezone the property located at 215 S. Maple Hill Drive from C-2 Office Commercial District to R-3 Single-Family Attached Residence District. (Ordinance No. O-02-2022). Motion carried, all voting aye.

9. **PUBLIC HEARING #2** – SPECIAL EXCEPTION PERMIT (SE-19-21) REQUESTED BY APPLETON VALLEY HOMES, LLC, 215 S. MAPLE HILL DRIVE, FOR A PLANNED UNIT DEVELOPMENT (PUD) DESIGNATION TO ALLOW THE CONSTRUCTION OF A RESIDENTIAL CONDOMINIUM DEVELOPMENT.

Chairman Gehring opened Public Hearing #2 at 6:10 p.m. There was no public input.

Motion (Hidde/Weber) to close Public Hearing #2 at 6:10 p.m. Motion carried, all voting aye.

10. **SPECIAL EXCEPTION (SE-19-21)** – REQUEST BY APPLETON VALLEY HOMES, LLC, 215 S. MAPLE HILL DRIVE, FOR A PLANNED UNIT DEVELOPMENT (PUD) DESIGNATION TO ALLOW THE CONSTRUCTION OF A RESIDENTIAL CONDOMINIUM DEVELOPMENT.

Director Patza provided details on the PUD designation and a small wetland impact that is part of the proposed development which has been approved by the Wisconsin DNR and U.S. Army Corps of Engineers.

Motion (Boeckers/Ulrich) to recommend approval of Special Exception Permit (SE-19-21) requested by Appleton Valley Homes, LLC, 215 S. Maple Hill Drive, for a Planned Unit Development designation to allow development of a residential condominium development, subject to the following conditions: (1) Approval of a Condominium Plat and Declaration of Condominium; (2) Approval of a Site Plan for the development; (3) Execution of a PUD Agreement for the development; and, (4) Town Board approval of Rezoning Z-08-21. Motion carried, all voting aye.

11. **PUBLIC HEARING #3** – AMENDMENT TO CHAPTER 535 OF THE TOWN OF GRAND CHUTE MUNICIPAL CODE PERTAINING TO THE KEEPING OF BEES AND FOWL ON RESIDENTIAL PROPERTIES.

Chairman Gehring opened Public Hearing #3 at 6:13 p.m. There was no public input.

Motion (Hidde/Ulrich) to close Public Hearing #3 at 6:13 p.m. Motion carried, all voting aye.

12. **MUNICIPAL CODE AMENDMENT (Z-01-22)** – AMENDMENT TO CHAPTER 535 OF THE TOWN OF GRAND CHUTE MUNICIPAL CODE PERTAINING TO THE KEEPING OF BEES AND FOWL ON RESIDENTIAL PROPERTIES.

Planner Kemnitz provided details regarding the restrictions and requirements included in the Municipal Code Amendment. The amendment was drafted at the direction of Town Board to allow the keeping of chickens on residential properties in the Town.

In response to a question from Commissioner Hidde, Planner Kemnitz explained that she had not received any calls from residents but explained she understood that some Town Board Supervisors had received inquiries from residents. Director Patza explained that over the past several years there had typically been a few inquiries each year regarding the keeping fowl on residential properties.

Chairman Gehring explained that he had reached out to a number of Town residents that initially provided fairly negative feedback regarding the potential of allowing the keeping of fowl on residential properties. He continued to explain that after sharing a draft of the amended Ordinance, feedback was much more positive and he expressed his appreciation to staff for their work on drafting the Ordinance amendment.

Motion (Boeckers/Crosby) to recommend approval of Amendment to Chapter 535 of the Town of Grand Chute Municipal Code pertaining to the keeping of bees and fowl on residential properties under Town Board Ordinance O-01-2022. Motion carried, all voting aye.

13. **PUBLIC HEARING #4** – GRAND CHUTE OFFICIAL MAP 2021 AMENDMENTS.

Chairman Gehring opened Public Hearing #4 at 6:17 p.m. There was no public input.

Motion (Ulrich/Crosby) to close Public Hearing #4 at 6:18 p.m. Motion carried, all voting aye.

14. **TOWN OF GRAND CHUTE OFFICIAL MAP 2021 AMENDMENTS**

Tyler DeBruin, GIS/Utility Technician, provided details regarding the changes to the Town of Grand Chute Official Map.

Motion (Hidde/Crosby) to recommend approval of the Grand Chute Official Map 2021 Amendment for Town Board adoption of Ordinance O-14-2021. Motion carried, all voting aye.

15. **SITE PLAN (SP-23-21)** – REQUEST BY KT REAL ESTATE HOLDINGS, LLC DBA KWIK TRIP, 650 W. NORTHLAND AVENUE, FOR CONSTRUCTION OF CAR WASH BUILDING AND ASSOCIATED SITE IMPROVEMENTS.

Motion (Crosby/Hidde) to approve Site Plan SP-23-21 requested by KT Real Estate Holdings, LLC, dba Kwik Trip, 650 W. Northland Avenue, for construction of car wash building and associated site improvements, subject to: (1) staff approval of the Landscaping Plan; and (2) staff approval of the Site Lighting Plan. Motion carried, all voting aye.

16. ADJOURNMENT.

Motion (Ulrich/Weber) to adjourn the meeting at 6:24 p.m. Motion carried, all voting aye.

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