

GRAND CHUTE PLAN COMMISSION MINUTES

April 6, 2023

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

Also Present: James March, Town Administrator; Katie Schwartz, Public Works Director; Mark Van Der Wegen, Town Engineer; Nick VanDeHey, Engineer-McMahon; Brent Braun, IT Systems Director; Michael Patza, Community Development Director, Lindsey Kemnitz, Town Planner; Tracy Olejniczak, Administrative Assistant; other interested parties, audience=2, sign-in sheet=4.

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 (Ulrich/Heling) to approve the agenda. Motion carried, all voting aye.

4. **APPROVAL OF MINUTES** – MARCH 21, 2023 MEETING.

Motion (Torrance/Weber) to approve the March 21, 2023 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-05-2023) REQUESTED BY KELLY'S KITCHEN, LLC, DBA CINDER'S CHARCOAL GRILL-WEST, 2369 W. WISCONSIN AVENUE, FOR OPERATION OF AN ELECTRONIC MESSAGE CENTER SIGN.

Chairman opened Public Hearing #1 at 6:02 p.m.

Trevor (caller) said that he was with the sign company.

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

7. **SPECIAL EXCEPTION PERMIT (SE-05-2023)** - REQUEST BY KELLY'S KITCHEN, LLC, DBA CINDER'S CHARCOAL GRILL-WEST, 2369 W. WISCONSIN AVENUE, FOR OPERATION OF AN ELECTRONIC MESSAGE CENTER SIGN.

Planner Kemnitz provided details regarding specifications and operation of the proposed electronic message center sign.

Motion (Heling/Crosby) to recommend approval of Special Exception Permit (SE-05-2023) requested Kelly's Kitchen, LLC, dba Cinder's Charcoal Grill-West, 2369 W. Wisconsin Avenue, to allow operation of an electronic message center sign. Motion carried, all voting aye.

8. **SITE PLAN AMENDMENT (SPA-06-2023)** – REQUEST BY KELLY'S KITCHEN, LLC, DBA CINDER'S CHARCOAL GRILL-WEST, 2369 W. WISCONSIN AVENUE, FOR MODIFICATIONS TO AN EXISTING PYLON SIGN, INCLUDING THE ADDITION OF AN ELECTRONIC MESSAGE CENTER SIGN.

Motion (Heling/Crosby) to approve Site Plan Amendment (SPA-06-2023) requested by Kelly's Kitchen, LLC, dba Cinder's Charcoal Grill-West, 2369 W. Wisconsin Avenue, to modify an existing pylon sign, including the addition of an electronic message center, subject to Town Board approval of Special Exception SE-05-2023. Motion carried, all voting aye.

9. **SITE PLAN (SP-03-2023)** – REQUEST BY TOWER CLOCK APPLETON HOLDINGS, LLC, DBA TOWER CLOCK EYE CENTER, 3142 N. RICHMOND STREET, FOR CONSTRUCTION OF A BUILDING ADDITON AND ASSOCIATED SITE IMPROVEMENTS.

Planner Kemnitz provided project details including the size of the building addition and other site improvements. Site access will remain unchanged. The project does not trigger onsite stormwater management based on the Town of Grand Chute Municipal Code, but the City of Appleton is requiring a dry detention basin to control peak flow stormwater runoff in order to connect to the City's stormwater system.

Motion (Heling/Weber) to approve Site Plan (SP-03-2023) requested by Tower Clock Appleton Holdings, LLC, dba Tower Clock Eye Center, 3142 N. Richmond Street, for construction of a building addition and associated site improvements, subject to Town Engineer approval of the Drainage and Erosion Control Plans. Motion carried, all voting aye.

10. **SITE PLAN (SP-04-2023)** – REQUEST BY TOWN OF GRAND CHUTE – TOWN HALL MUNICIPAL COMPLEX, 1900 W. GRAND CHUTE BOULEVARD, FOR CONSTRUCTION, OF A NEW SALT STORAGE BUILDING, STORAGE YARD EXPANSION, AND RELOCATION/EXPANSION OF THE POLICE DEPARTMENT IMPOUND LOT.

Director Patza provided project details including the location of the site, size and location of the proposed building and Police Department impound lot. Small areas of wetlands will be impacted by the project. Staff has submitted applications to the Wisconsin DNR for those impacts.

In response to a question by Commissioner Torrance regarding whether the DNR permit would be considered a condition on approval, Director Patza stated it would but typically approvals of permits issued by other entities, such as the Wisconsin DNR or Outagamie County, are not placed as conditions on Town approvals. Director Patza confirmed that staff would ensure the DNR permit is approved before construction could begin.

Motion (Ulrich/Heling) to approve Site Plan (SP-04-2023) requested by the Town of Grand Chute, 1900 W. Grand Chute Boulevard, for construction of a new salt storage building, storage yard expansion, and relocation/expansion of the Police Department impound lot, subject to Town Board approval of Rezoning Z-01-2023. Motion carried, all voting aye.

11. **CERTIFIED SURVEY MAP (CSM-03-2023)** – REQEUST BY TOWN OF GRAND CHUTE FOR APPROVAL OF A CERTIFIED SURVEY MAP TO DEDICATE ADDITIONAL RIGHT-OF-WAY FOR A NEW CUL-DE-SAC AT THE NORTH END OF N. GALAXY DRIVE.

Director Patza provided details on the extension of N. Galaxy Drive and new cul-de-sac that will be installed.

Motion (Heling/Crosby) to recommend approval/denial of Certified Survey Map (CSM-03-2023) requested by the Town of Grand Chute. Motion carried, all voting aye.

12. ADJOURNMENT.

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

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