

GRAND CHUTE PLAN COMMISSION MINUTES

August 19, 2025

Members Present: Chair Brad Gehring, Commissioners Tim Bantes, Pam Crosby, John Weber, Cheryl Ulrich, Ron Torrance, Mary Klasen, and Dave Schowalter. Members Absent: none.

Also Present: Richard Downey, Town Administrator; Nick VandeHey, Town Engineer-McMahon; Brent Braun, IT Director; Michael Patza, Community Development Director; Tanner Russell, Town Planner; Tracy Olejniczak, Community Development Administrative Assistant; other interested parties, sign-in sheet = 5, audience = 6.

1. **ROLL CALL**

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

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA**

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

4. **APPROVAL OF MINUTES** – AUGUST 7, 2025 MEETING.

Director Patza noted an error in the recommendation for Agenda Item 7, the recommendation should read “Motion (Torrance/Klasen) to recommend approval of.....”.

Motion (Klasen/Torrance) to approve the August 7, 2025 Plan Commission minutes with the correction to Agenda Item 7. Motion carried.

5. PUBLIC INPUT PERTAINING TO AGENDA ITEMS. There was no public input.

6. **PUBLIC HEARING #1** – REZONING (SE-08-2025) REQUESTED BY GRANITE MASTERS AND DESIGN INC., 1200 N. PERKINS STREET, FOR OPERATION OF A BUILDING TRADES CONTRACTOR BUSINESS.

The Chairman opened the hearing at 6:03 p.m.

Froy Garcia, 94 Fox Street, Menasha, WI, introduced himself as the owner of the business seeking the Special Exception Permit and indicated he was available to answer any questions.

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

7. **SPECIAL EXCEPTION PERMIT (SE-08-2025)** – REQUESTED BY GRANITE MASTERS AND DESIGN INC., 1200 N. PERKINS STREET, FOR OPERATION OF A BUILDING TRADES CONTRACTOR BUSINESS.

Planner Russell provided details regarding the proposed use which includes a granite countertop business.

In response to a question from Commissioner Torrance regarding the previous use of the building as a printing business and any potential contamination, Director Patza indicated that Town Building Inspectors would be inside the building for inspections associated with any building permits required for interior renovations.

Motion (Torrance/Ulrich) to recommend approval of Special Exception Permit (SE-08-2025) requested by Granite Masters and Design, Inc., 1200 N. Perkins Street, for the operation of a building trades contractor business on property zoned CL Local Commercial District. Motion carried, all voting aye.

8. **PUBLIC HEARING #2** – SPECIAL EXCEPTION PERMIT (SE-09-2025) REQUESTED BY JOE'S COLLISION AND RESTORATION, 1750 PROSPECT COURT, FOR OPERATION OF AN AUTOMOBILE RESTORATION BUSINESS.

The Chairman opened the hearing at 6:07 p.m.

Joseph F. Theisen, introduced himself as the owner of the automobile restoration business and provided a summary of the proposed use.

Motion (Klasen/Crosby) to close Public Hearing #2 at 6:09 p.m. Motion carried, all voting aye.

9. **SPECIAL EXCEPTION PERMIT (SE-09-2025)** – REQUESTED BY JOE'S COLLISION AND RESTORATION, 1750 PROSPECT COURT, FOR OPERATION OF AN AUTOMOBILE RESTORATION BUSINESS.

Planner Russell provided additional details regarding the proposed use including that the new spray booth would meet all the Town's standards for fire suppression.

Motion (Ulrich/Torrance) to recommend approval of Special Exception Permit (SE-09-2025) requested by Joe's Collision and Restoration, 1750 Prospect Court, for the operation of an automobile restoration business. Motion carried, all voting aye.

10. **SITE PLAN (SP-17-2025)** – REQUESTED BY CENTRE ON COLLEGE LLC, DBA COLLEGE CENTRE, 3305-3395 W. COLLEGE AVENUE, FOR EXTERIOR BUILDING RENOVATIONS.

Planner Russell provided details regarding the proposed improvements to the building exterior.

Motion (Crosby/Weber) to approve Site Plan (SP-17-2025) requested by Centre on College LLC, dba College Centre, 3305-3395 W. College Avenue, for exterior building renovations. Motion carried, all voting aye.

11. ADJOURNMENT.

Motion (Ulrich/Weber) to adjourn the Plan Commission meeting at 6:12 p.m. Motion carried, all voting aye.

Respectfully Submitted,
Tracy Olejniczak/MP
Community Development Administrative Assistant