



## AGENDA

### VILLAGE OF LITTLE CHUTE PLAN COMMISSION MEETING

PLACE: Little Chute Village Hall – Village Board Room

DATE: Wednesday, July 1, 2020

TIME: 4:00 p.m.

- A. Call to order
- B. Roll Call
- C. Public Appearance for Items Not on the Agenda

- Until further notice, the Village of Little Chute will be providing the following means for residents to interact, engage, and participate in Village Board proceedings. The proceedings of all Village of Little Chute public meetings are recorded and available for review.
- Virtually attend the July 1<sup>st</sup> Plan Commission meeting at 4 PM by following the link here:
- Web registration: <https://www.gotomeet.me/JamesFenlon/july-1st-plan-commission-meeting>
- **Call-in Information:** 1 (646) 749-3122 with Access Code: 832-822-701
- Note: The web-based registration is recommended as the best way to engage in this meeting as the call-in feature only provides audio access and there is not the ability to engage in the discussion.
- We strongly urge you to register in advance of the meeting and testing your connection to avoid any connection issues. If you have questions, please email the Village Administrator at [james@littlechutewi.org](mailto:james@littlechutewi.org) or 920-423-3850
- Immediately following the agenda is more information on virtual public meetings.

1. Approval of Minutes from the Plan Commission Meeting of June 8, 2020
2. Public Hearing—Variance of the Zoning Code Request for 176 Grant Street
3. Public Hearing—Variance of the Zoning Code Request for 409 West Main Street
4. Action—Variance of the Zoning Code Request for 176 Grant Street
5. Action—Variance of the Zoning Code Request for 409 West Main Street
6. Unfinished Business
7. Items for Future Agenda
8. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852 June 25, 2020



### **Information for the Little Chute Plan Commission Meeting – July 1<sup>st</sup>, 2020 – 4:00 PM**

The Village of Little Chute is taking precautions related COVID-19 as it relates to Village Board meetings. On March 16<sup>th</sup>, 2020, the Wisconsin Attorney General released guidance for local communities related to Open Meetings and the use of technology while still complying with Wisconsin's Open Meeting laws. You can find Wisconsin Department of Justice guidance here: [DOJ Guidance on Open Meetings](#).

Until further notice, the Village of Little Chute will be providing the following means for residents to interact, engage, and participate in Village Board proceedings. The proceedings of all Village of Little Chute public meetings are recorded and available for review.

1. Virtually attend the July 1<sup>st</sup> Plan Commission meeting at 4 PM by following the link here: <https://www.gotomeet.me/JamesFenlon/july-1st-plan-commission-meeting>
2. **Call-in Information: United States: +1 (646) 749-3122 Access Code: 832-822-701**
3. If you are experiencing connectivity issues or have questions on the options above, please contact James Fenlon at [james@littlechutewi.org](mailto:james@littlechutewi.org)
4. The Board Room at Village Hall will be open, but board members and staff have the option to attend virtually. We urge residents to participate in our meetings by utilizing the virtual options above.
5. If you have questions or comments regarding the agenda or potential items on the agenda, we urge you to contact Board or staff members regarding your concerns. You can find Board Member contact information here: <http://www.littlechutewi.org/59/Meet-the-Village-Board>
6. If you have questions or comments regarding the agenda, you can also contact the Village Administrator, James Fenlon, at [james@littlechutewi.org](mailto:james@littlechutewi.org) or 920-423-3850.
7. If you have questions or comments regarding the agenda and want to contact a Village of Little Chute Department Head, you can find a complete staff directory here: <http://www.littlechutewi.org/directory.aspx>

## MINUTES OF THE PLAN COMMISSION MEETING JUNE 8, 2020

### Call to Order

The Plan Commission meeting was called to order at 6:00 p.m. by President Vanden Berg

### Roll Call

PRESENT: President Vanden Berg  
Bill Van Berkel  
Larry Van Lankvelt (arrived 6:07)  
Todd Verboomen  
Richard Schevers  
EXCUSED: Kent Taylor

STAFF PRESENT: Administrator Fenlon, Community Development Director Kittel,  
Attorney Tyler Claringbole

### Public Appearance for Items Not on the Agenda

None

### Approve Minutes from the Plan Commission Meeting of May 11, 2020

*Moved by Commissioner Schevers, seconded by Commissioner Verboomen to Approve the Minutes from the Plan Commission Meeting of May 11, 2020*

All Ayes– Motion Carried

### Public Hearing—Conditional Use Request for 208 West Main Street

*Moved by Commissioner Verboomen, seconded by Commissioner Van Berkel to enter Public Hearing*

### Roll Call Vote

Todd Verboomen	Aye
Bill Van Berkel	Aye
Richard Schevers	Aye
President Vanden Berg	Aye

Director Kittel went over the Conditional Use Request for 208 W. Main Street. Mr. Nate Hoffmann, 701 Monroe Street, asked where the lights will be facing, Director Kittel replied that lights will face down at the parking lot and should not affect neighbors. Mr. Hoffmann also asked if he will be able to see when backing out of his driveway and was assured by Director Kittel that fencing will not affect or inhibit neighbors. Mr. Bill Peerenboom, 726 Monroe Street, asked about the ingress/egress off of Madison Street, Director Kittel advised this is the drawing being proposed and any changes can be addressed. A question was asked regarding the Main and Monroe intersection; Administrator Fenlon advised that improvements will be looked at and include requirements from the Department of Transportation. Director Kittel is expecting the final site plan to be received in the next two weeks. Commissioner Van Lankvelt asked if there is enough room for the ingress/egress off of Monroe and Director Kittel advised that yes, there is enough room. Commissioner Verboomen asked if Madison Street is part of Highway N or under the Village control; Administrator Fenlon advised that it is county controlled, also was asked if the Little Chute Fire Department has looked at or been involved in looking at the site plan, Director Kittel advised that it will be part of the site plan review process and the final plan will come back to the Plan Commission. Commissioner Van Berkel stated he was concerned with the back of the hotel being right up by the sidewalk; Director Kittel advised that a requirement for landscaping could be requested. Jerry Lewis, 615 Madison Street, asked why anyone is worrying about the windmill and felt it isn't worth the time to discuss the wind factor.

*Moved by Commissioner Van Lankvelt, seconded by Commissioner Van Berkel to exit Public Hearing*

**Roll Call Vote**

Todd Verboomen	Aye
Richard Schevers	Aye
Larry Van Lankvelt	Aye
Bill Van Berkel	Aye
President Vanden Berg	Aye

All Ayes– Motion Carried

**Recommendation—Conditional Use Request for 208 West Main Street**

Commissioner Verboomen stated that the recommendation should include the Capital Improvement costs and also all the recommendations made; Director Kittel stated that a written overview of all the conditions, including fencing, the buffer between the sidewalk and hotel, lighting, set back easement and all other ordinance requirements and that the site plan would be reviewed by Fox Valley Metro and Little Chute Fire Department.

*Moved by Commissioner Van Lankvelt, seconded by Commissioner Van Berkel to recommend to the board to grant the Conditional Use Request for 208 West Main Street with the above conditions presented by Director Kittel.*

**Roll Call Vote**

Richard Schevers	Aye
Larry Van Lankvelt	Aye
Bill Van Berkel	Aye
President Vanden Berg	Aye
Todd Verboomen	Aye

All Ayes– Motion Carried

**Unfinished Business**

None

**Items for Future Agenda**

None

**Adjournment**

*Moved by Commissioner Verboomen, seconded by Commissioner Schevers to Adjourn the Plan Commission Meeting at 6:47 p.m.*

All Ayes– Motion Carried

**VILLAGE OF LITTLE CHUTE**

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By: Michael Vanden Berg, Village President

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Attest: Laurie Decker, Village Clerk

**VILLAGE OF LITTLE CHUTE  
PLAN COMMISSION  
NOTICE OF PUBLIC HEARING**

**VARIANCE REQUEST**

**NOTICE IS HEREBY GIVEN** that a Public Hearing will be held on July 1, 2020 at 4:00 p.m. by the Plan Commission, for consideration of the granting of Variance under authority provided in Section 44 Village Code of Ordinance. The request is for property located at:

Address: 176 Grant St

Parcel #260112400

Legal Description: 2012 AMENDMENT TO THE 1917 F ASSESSORS PLAT OF THE VILLAGE OF LITTLE CHUTE LOT 10 #1292046 & #1509468

Current Owner: Adam Kilgas & Dana Elrick

Applicant: Adam Kilgas

Applicant is requesting a variance for setbacks on a detached garage to move existing garage to a new location. Per Sec 44-46 and Sec. 44-391 the set back is 25 feet from the road. The request is to have the garage between 20 to 18 feet off the road due to topography and the unique nature of this lot.

Notice is further given that the said meeting is open to the public and that the applicants and any other persons interested may appear and be heard for or against the granting of variance by this Commission.

If you have any questions please contact the Zoning Administrator at (920) 423-3870

DATE OF HEARING:	July 1, 2020
TIME OF HEARING:	4:00pm
PLACE OF HEARING:	Village Hall Board Room 108 West Main Street Little Chute, WI 54140

Publish: June 17, 2020

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

NICHOLAS C PINGEL  
SARA A PINGEL  
813 BLUFF AV  
LITTLE CHUTE, WI 54140

JEFFREY KEEN  
819 BLUFF AV  
LITTLE CHUTE, WI 54140

DVR LLC  
W5840 MANITOWOC RD  
APPLETON, WI 54915

ROBERT/KATHRYN BERKEN LV TRT  
182 GRANT ST  
LITTLE CHUTE, WI 54140

CHRISTINE A MCMAHON  
W5366 FARO SPRINGS RD  
HILBERT, WI 54129

DANA ELRICK  
ADAM KILGAS ET AL  
176 GRANT ST  
LITTLE CHUTE, WI 54140

Fee \$175  
Receipt No \_\_\_\_\_  
11.018293



**Little Chute**

ESTABLISHED 1846

**VILLAGE OF LITTLE CHUTE**

**APPLICATION FOR REQUEST OF VARIANCE OF THE ZONING CODE**

PROPERTY APPEAL SITE ADDRESS 176 Grant St. Little Chute  
APPLICANT Adam Kilgas  
ADDRESS/ZIP 176 Grant St. TELEPHONE 920-716-7531  
CITY/ZIP Little Chute 54140 FAX \_\_\_\_\_  
Email address adam.k@apfabolutions.com

Appellant named above, files herewith this application of variance of the zoning code.

Description of variance requested and reasons for appeal:

We would like to move a garage as close to the road as possible and need to know dimensions. This is on a dead end in which I own both East, west, and south sides. I'd like to avoid all of unnecessary fill and tree cutting if possible.

Attach any and all documentation to this application which applicant wishes to be reviewed at hearing.

Scale drawings of proposed and existing structures showing all heights and setbacks from property lines as well as percentage of lot coverage MUST be included with application for variance.

Applicant or their representative should attend hearing to answer questions of the review board or commission.

Appellant herewith requests to fix a time for public hearing within as short a reasonable time as possible to give proper notice of such hearing as well as due notice to parties of interest.

**I CERTIFY THAT THIS APPLICATION AND ANY ATTACHMENTS ARE, TO THE BEST OF MY KNOWLEDGE, COMPLETE IN ACCORDANCE WITH ALL APPLICABLE CODES.**

APPLICANT SIGNATURE Adam Kilgas

DATE 6/1/20

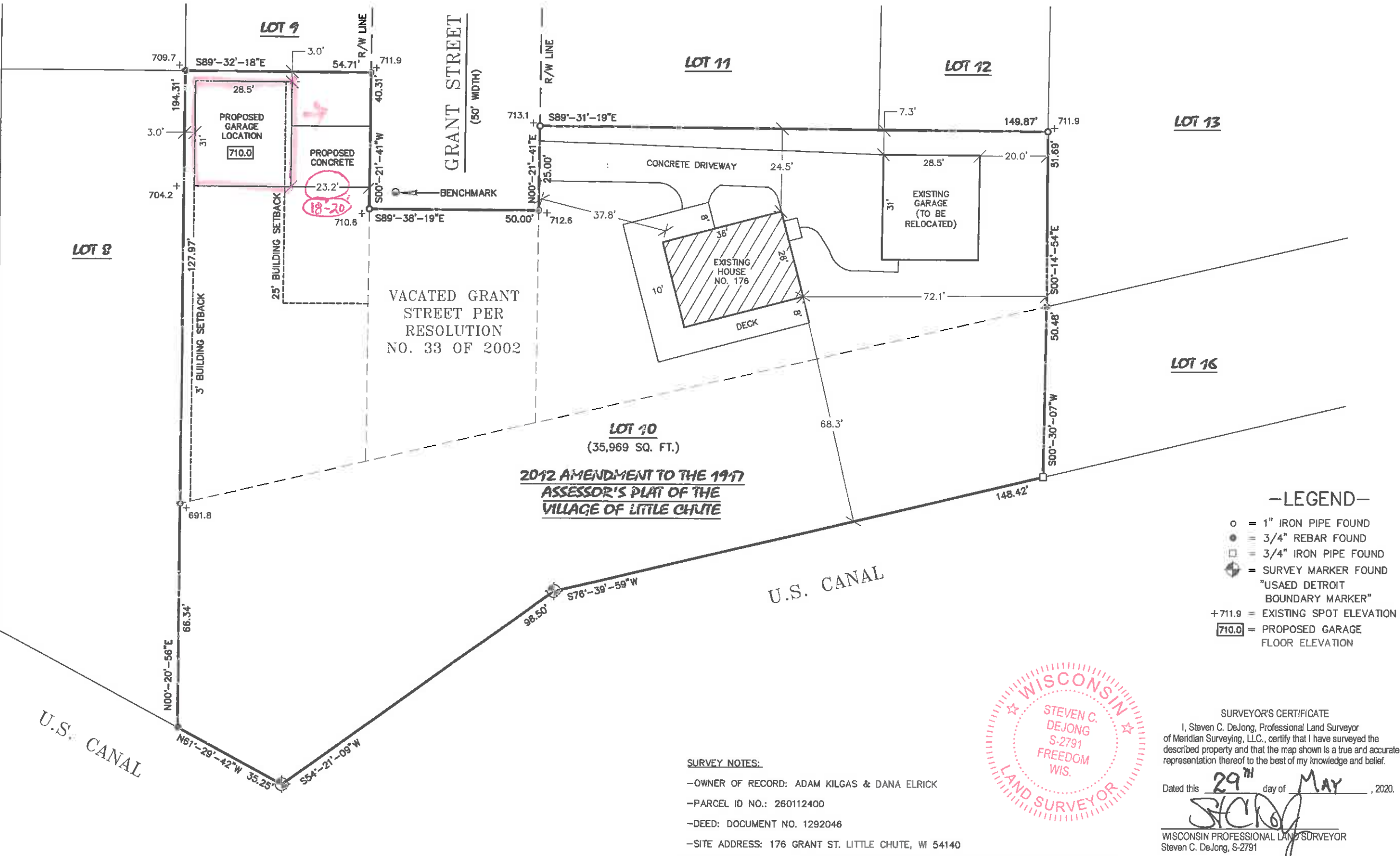
APPLICATION FEE of \$175.00 must accompany application at time of submittal.

Date received and Village person receiving application David Kott 6/1/20



PLAT OF SURVEY

LOT 10, 2012 AMENDMENT TO THE 1917 ASSESSOR'S PLAT OF THE VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN



BEARINGS REFERENCED TO THE OUTAGAMIE COUNTY COORDINATE SYSTEM AND THE WEST LINE OF GRANT STREET WHICH BEARS S00°-21'-41"W



**MERIDIAN SURVEYING, LLC**

N9637 Friendship Drive Kaukauna, WI 54130 Office: 920-993-0881 Fax: 920-273-6037

DRAWN BY:	J.B.	FIELD WORK DATE:	5-26-20
CHECKED BY:	S.C.D.	FIELD BOOK:	X
JOB NO.:	12067	SHEET	1 of 1

**SURVEYED FOR:**  
ADAM KILGAS  
176 GRANT ST.  
LITTLE CHUTE, WI 54140

**VILLAGE OF LITTLE CHUTE  
PLAN COMMISSION  
NOTICE OF PUBLIC HEARING**

**VARIANCE REQUEST**

**NOTICE IS HEREBY GIVEN** that a Public Hearing will be held on July 1, 2020 at 4:00 p.m. by the Plan Commission, for consideration of the granting of Variance under authority provided in Section 44 Village Code of Ordinance. The request is for property located at:

Address: 409 W Main St

Parcel # 260054800

Legal Description: 2009 AMENDMENT TO THE 1917 ASSESSOR'S PLAT OF THE VILLAGE OF LITTLE CHUTE LOT 21

Current Owner: Daniel & Christina Heindl

Applicant: Daniel & Christina Heindl

Applicant is requesting a variance for side yard setbacks to place an addition on the back of their existing house. Due to an amendment to the Assessors plat the house currently sits about 4.4 feet off the property line and the addition would be 4.4ft off the lot line. Per Sec. 44-46 the current set back is 7 feet for any lot platted after 1950 and 5ft for lots platted prior to 1950 for existing single-family detached dwellings. This lot was platted originally in 1917 and amended in 2009.

Notice is further given that the said meeting is open to the public and that the applicants and any other persons interested may appear and be heard for or against the granting of variance by this Commission.

If you have any questions please contact the Zoning Administrator at (920) 423-3870

DATE OF HEARING:	July 1, 2020
TIME OF HEARING:	4:00 p.m.
PLACE OF HEARING:	Village Hall Board Room 108 West Main Street Little Chute, WI 54140

Publish: June 17, 2020

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

JOSEPH FARAH  
MICHAEL OURADA, MARY OURADA  
325 W MAIN ST  
LITTLE CHUTE, WI 54140

MOLLY A HOULIHAN  
329 W MAIN ST  
LITTLE CHUTE, WI 54140

THOMAS L SPRISTER  
PHYLLIS M SPRISTER  
403 W MAIN ST  
LITTLE CHUTE, WI 54140

JAMES K MARTIN  
PATRICIA A MARTIN  
326 W LINCOLN AV  
LITTLE CHUTE, WI 54140

THEODORE A VANTHIEL  
LINDA S VANTHIEL  
400 W. LINCOLN AVE.  
LITTLE CHUTE, WI 54140

ALLISON L JANSEN  
ANTHONY J EVERS  
404 W LINCOLN AV  
LITTLE CHUTE, WI 54140

JAMES R NIELING  
SARA L NIELING  
408 W LINCOLN AV  
LITTLE CHUTE, WI 54140

WILLIAM & IDA HAMMEN (LE)  
JACKLYN A NELSON ET AL  
412 W LINCOLN AV  
LITTLE CHUTE, WI 54140

KELLY JANSSEN  
417 W. MAIN STREET  
LITTLE CHUTE, WI 54140

RONALD E JIRIKOWIC  
EUNICE R JIRIKOWIC  
425 W MAIN ST  
LITTLE CHUTE, WI 54140

FRANCIS J LAMERS  
JODI L LAMERS  
326 W MAIN ST  
LITTLE CHUTE, WI 54140

DAVID P VANDEHEY  
MARY VANDEHEY  
402 W MAIN ST  
LITTLE CHUTE, WI 54140

BENJAMIN LENZ  
86 E FOX POINT DR  
APPLETON, WI 54911

ANTHONY DENIL  
424 W MAIN ST  
LITTLE CHUTE, WI 54140

DANIEL J HEINDL  
409 W MAIN ST  
LITTLE CHUTE, WI 54140

Fee \$175  
Receipt No 11-018919



## VILLAGE OF LITTLE CHUTE

### APPLICATION FOR REQUEST OF VARIANCE OF THE ZONING CODE

PROPERTY APPEAL SITE ADDRESS 409 W Main St, Little Chute  
APPLICANT Dan + Christina Heindl  
ADDRESS/ZIP 409 W Main St TELEPHONE 920-427-5215  
CITY/ZIP Little Chute 54140 FAX (Christina)  
Email address cheindl13@gmail.com

Appellant named above, files herewith this application of variance of the zoning code.

Description of variance requested and reasons for appeal:

We are seeking a variance due to the fact that we would like to add on to our house. We believe the village caused a hardship with our ability to do this based on straightening out Lincoln Street and moving all our lot lines on main st. We would need a variance on the West lot line to allow for the 30' addition we'd like to do to the back of our house.

Attach any and all documentation to this application which applicant wishes to be reviewed at hearing.

Scale drawings of proposed and existing structures showing all heights and setbacks from property lines as well as percentage of lot coverage MUST be included with application for variance.

Applicant or their representative should attend hearing to answer questions of the review board or commission.

Appellant herewith requests to fix a time for public hearing within as short a reasonable time as possible to give proper notice of such hearing as well as due notice to parties of interest.

**I CERTIFY THAT THIS APPLICATION AND ANY ATTACHMENTS ARE, TO THE BEST OF MY KNOWLEDGE, COMPLETE IN ACCORDANCE WITH ALL APPLICABLE CODES.**

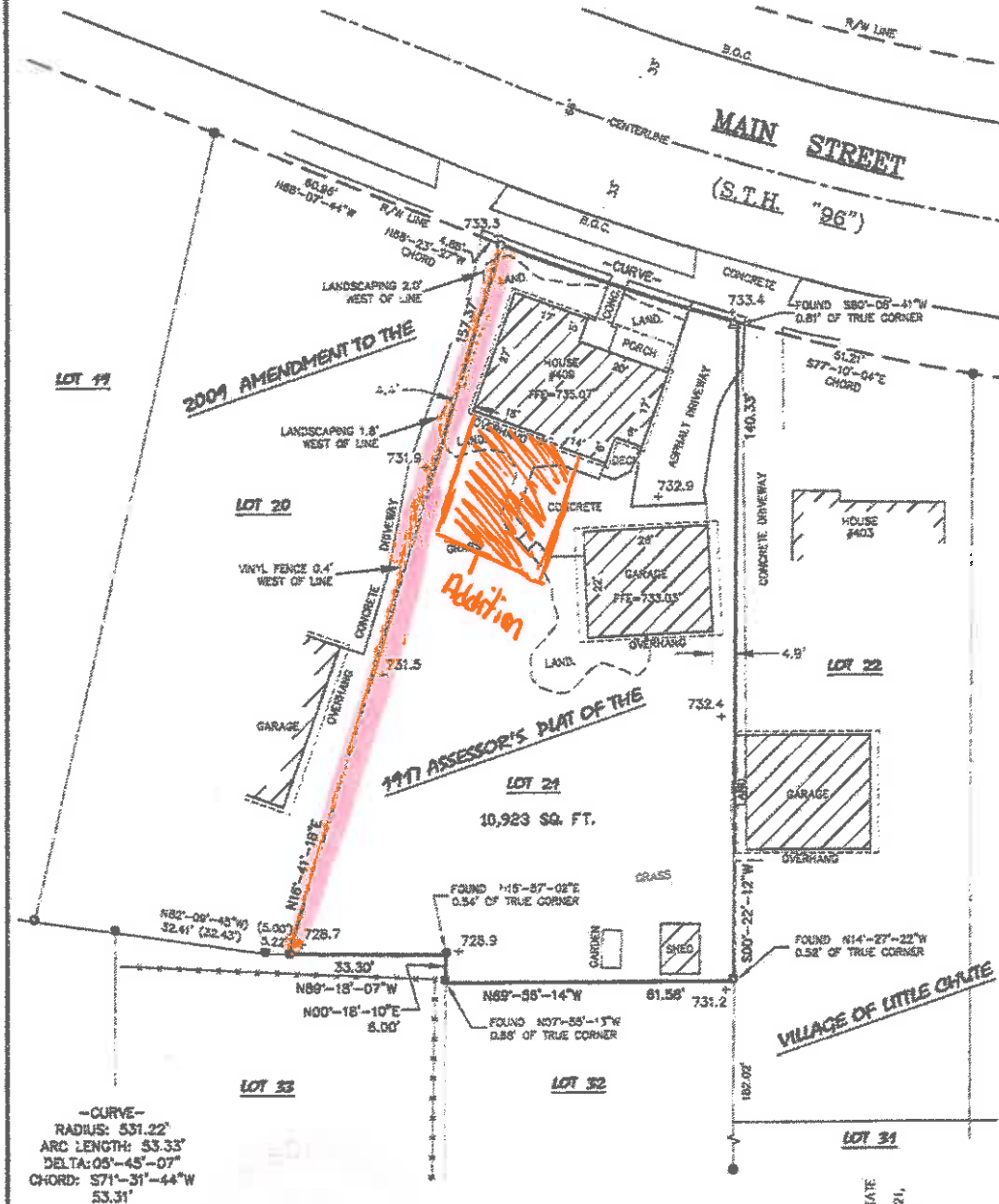
APPLICANT SIGNATURE ~~Christina~~ Heindl DATE 6/9/2020

**APPLICATION FEE of \$175.00 must accompany application at time of submittal.**

Date received and Village person receiving application Jim Utth 6/9/2020

# PLAT OF SURVEY

LOT 21, 2008 AMENDMENT TO THE 1917 ASSESSOR'S PLAT OF THE VILLAGE OF LITTLE CHUTE,  
LOCATED IN SECTION 21, T.21N.. R.18E., VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN



**SURVEYOR'S CERTIFICATE**  
I, Steven C. DeJong, Professional Land Surveyor  
of Meridian Surveying, LLC, certify that I have surveyed the  
described property and that the map shown is a true and accurate  
representation thereof to the best of my knowledge and belief.

Dated this 4<sup>TH</sup> day of JUNE, 2020.

*Steven C. DeJong*  
WISCONSIN PROFESSIONAL LAND SURVEYOR  
Steven C. DeJong, 9-2791

## -LEGEND-

- = 3/4" REBAR FOUND
- ▲ = "P.K." MASONRY NAIL FOUND
- ( ) = RECORDED INFORMATION
- +777.7 = EXISTING SPOT ELEVATION
- FFE = FIRST FLOOR ELEVATION
- LAND. = LANDSCAPING

GRAPHIC SCALE  
1 inch = 30 ft.



BEARINGS REFERENCED TO THE WISCONSIN STATE  
PLANE COORDINATE SYSTEM (NAD83/2011) -  
CENTRAL ZONE AND THE EAST LINE OF LOT 21,  
2008 AMENDMENT TO THE 1917 ASSESSOR'S  
PLAT OF THE VILLAGE OF LITTLE CHUTE,  
ASSUMED TO BEAR S00°22'-12"W

**MERIDIAN**  
**SURVEYING, LLC**

18637 Friendship Drive Office: 920-993-0881  
Kaukauna, WI 54130 Fax: 920-273-8037

DRAWN BY:	J.D.	FIELD WORK DATED:	5-30-20
CHECKED BY:	S.C.D.	FIELD BOOK:	N/A
JOB NO.:	12065	SHEET	1 OF 1

SURVEYED FOR:  
DANIEL HEINDL  
409 W. MAIN STREET  
LITTLE CHUTE, WI 54140  
PARCEL NUMBER: 280054800  
DEED: DOC. NO. 1857964