



# AGENDA

## VILLAGE OF LITTLE CHUTE PLAN COMMISSION MEETING

PLACE: Little Chute Village Hall – Village Board Room

DATE: Monday, December 14, 2020

TIME: 6:00 p.m.

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

**Virtually attend the December 14th Plan Commission meeting at 6 PM by following the link here:**

**<https://www.gotomeet.me/JamesFenlon/1214-plan-commission>**

**Call-in Information: +1 (872) 240-3412      Access Code: 166-635-373**

1. Approval of Minutes from the Plan Commission Meeting of November 9, 2020
2. Recommendation—Van Dyn Hoven CSM
3. Discussion/Action—Long Term Temporary Sign for FVMPD K-9 Foundation
4. Unfinished Business
5. Items for Future Agenda
6. 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 December 9, 2020



### **Information for the Plan Commission Meeting – December 14, 2020 – 6:00 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 December 14<sup>th</sup> Plan Commission Meeting at 6:00 PM by following the link here: <https://www.gotomeet.me/JamesFenlon/1214-plan-commission>
2. Call-in Information: United States: [+1 \(872\) 240-3412](tel:+18722403412) **Access Code:** [166-635-373](tel:166635373)
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. New to GoToMeeting? Get the app now and be ready when your first meeting starts:
6. <https://global.gotomeeting.com/install/166635373>
7. 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>
8. 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.
9. 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 NOVEMBER 9, 2020

### Call to Order

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

### Roll Call

PRESENT: Bill Van Berkel  
President Vanden Berg  
Kent Taylor  
Larry Van Lankvelt  
Todd Verboomen  
EXCUSED: Richard Schevers

STAFF PRESENT: Administrator Fenlon, Community Development Director Kittel,

### Public Appearance for Items Not on the Agenda

None

### Approval of Minutes from the Plan Commission Meeting of October 12, 2020

*Moved by Commissioner Taylor, seconded by Commissioner Van Lankvelt to Approve the Plan Commission Minutes of October 12, 2020*

All Ayes– Motion Carried

### Recommendation—Site Plan for 1851 E. Elm Street

Director Kittel provided information on a site plan received for a storage building at 1851 E. Elm St.

*Moved by Commissioner Van Lankvelt, seconded by Commissioner Verboomen to recommend to the Village Board to Approve the site plan with the exception that the rear doors are eliminated.*

All Ayes– Motion Carried

### Discussion—Updates on Projects around the Village of Little Chute

Director Kittel gave a brief update on projects in the Village.

- Site Plan for 3110 Spirit Court - review process is complete for industrial flex building
- St. Johns parking lot - torn up and underway
- 2110 Bohm Drive - storage building, slab is poured and roughly framed
- Country Villa - all enclosed
- Van Dyn Hoven Insurance - building is all framed
- Bridgewater Apartments - 12 total units, 10 are up and framed and 4 have occupancy permits from the State
- Home of Evergreen Pond – road roughed in with gravel with 2 foundations completed and starting on a 3rd
- Downtown Hotel – Foundation complete and starting framing
- Peter Storage - building is complete and landscaping will be done in spring.

### Unfinished Business

Commissioner Verboomen thanked Administrator Fenlon and staff in the street department for working extra hours with impending weather due.

### Items for Future Agenda

None

**Adjournment**

*Moved by Commissioner Verboom, seconded by Commissioner Van Berkel to Adjourn the Plan  
Commission Meeting at 6:11 p.m.*

All Ayes– Motion Carried

**VILLAGE OF LITTLE CHUTE**

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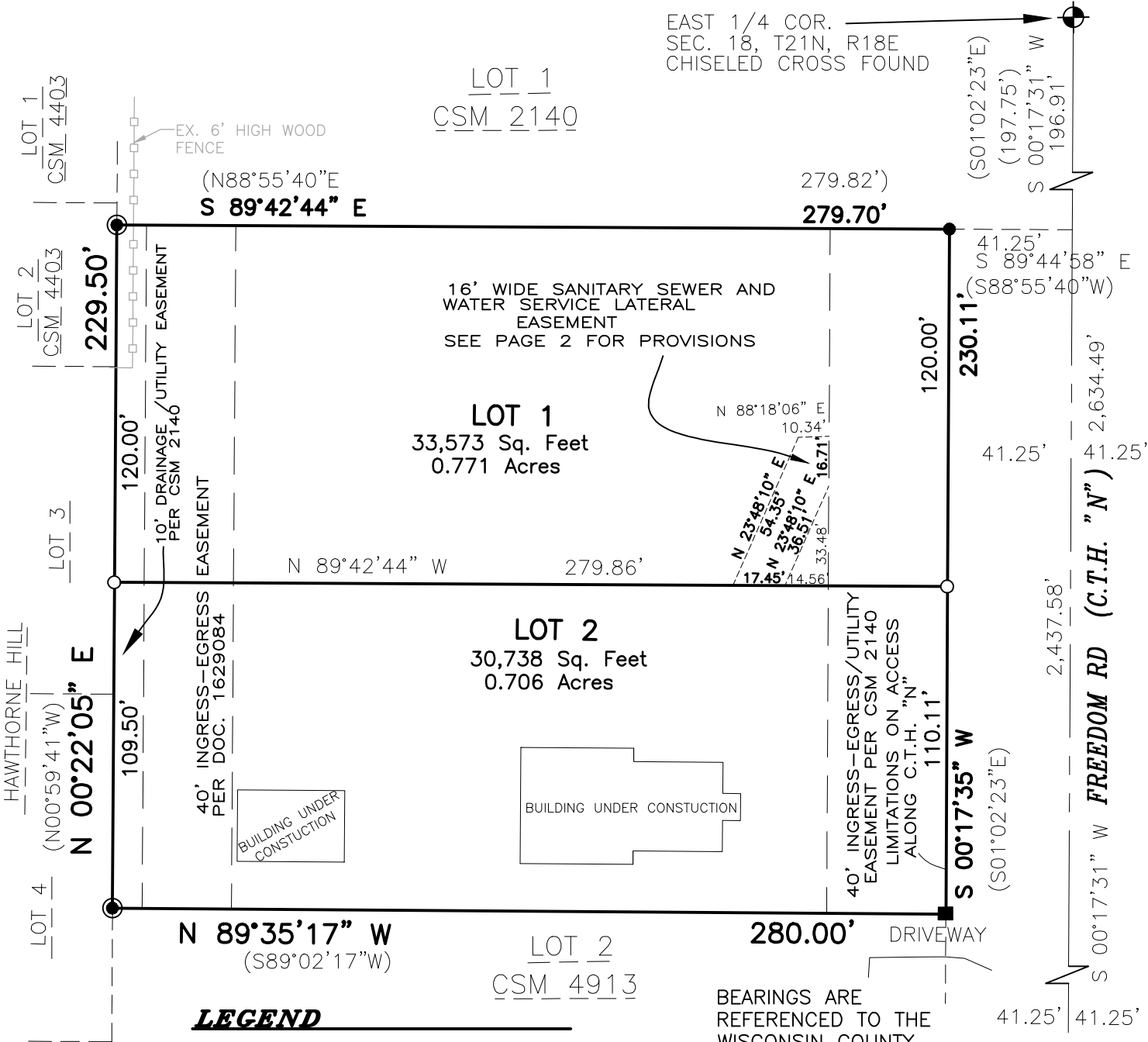
By: Michael Vanden Berg, Village President

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Attest: Laurie Decker, Village Clerk

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

ALL OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 4913  
RECORDED IN VOLUME 28 OF CERTIFIED SURVEY MAPS ON PAGE 4913  
AS DOCUMENT NO. 1631604 BEING LOCATED IN THE NORTHEAST 1/4  
OF THE SOUTHEAST 1/4 OF SECTION 16, TOWNSHIP 21 NORTH,  
RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY,  
WISCONSIN.



PREPARED FOR:  
**GUY VAN DYN HOVEN**  
534 PINE ST.  
LITTLE CHUTE, WI 54140

**SCHULER & ASSOCIATES, INC.**  
**LAND SURVEYORS & ENGINEERS**  
2711 N. MASON ST., SUITE F, APPLETON, WI 54914

L-20-4528  
SHEET 1 OF 2

**SURVEYOR'S CERTIFICATE:**

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND SURVEYED AND THE DIVISION OF THAT LAND.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020

**VILAGE OF LITTLE CHUTE APPROVAL:**

APPROVED BY THE VILLAGE OF LITTLE CHUTE ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020

MICHAEL VANDEN BERG, VILLAGE PRESIDENT	DATE	LAURIE DECKER, VILLAGE CLERK	DATE
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**TREASURER'S CERTIFICATE:**

WE HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR SPECIAL ASSESSMENTS ON ANY OF THE LANDS INCLUDED IN THIS CERTIFIED SURVEY MAP.

COUNTY TREASURER	DATE	VILLAGE TREASURER	DATE
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THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING  
RECORDED INSTRUMENT: DOCUMENT NO. 2108458.

THIS CERTIFIED SURVEY MAP IS ALL OF TAX PARCEL NUMBER 260132517, THE PROPERTY OWNERS OF RECORD ARE GUY VAN DYN HOVEN AND JANET VAN DYN HOVEN.

**OWNER'S CERTIFICATE:**

AS OWNERS, WE DO HEREBY CERTIFY THAT WE CAUSED THE LANDS ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, AND MAPPED AS REPRESENTED ON THIS MAP. WE ALSO CERTIFY THAT THIS PLAT IS REQUIRED BY s.236.10 OR 236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: VILLAGE OF LITTLE CHUTE.

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GUY R. VAN DYN HOVEN

STATE OF WISCONSIN) ss.  
\_\_\_\_\_) COUNTY)

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020, THE ABOVE NAMED, GUY R. VAN DYN HOVEN AND JANET L. VAN DYN HOVEN, TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC, \_\_\_\_\_ CO., WISCONSIN

MY COMMISSION EXPIRES \_\_\_\_\_

**SANITARY SEWER AND WATER SERVICE LATERAL EASEMENT PROVISIONS:**

AN EASEMENT FOR THE INSTALLATION, USE, MAINTENANCE AND REPLACEMENT OF UNDERGROUND SANITARY SEWER AND WATER SERVICE LATERAL PIPES ACROSS LOT 1 AS SHOWN ON THIS CERTIFIED SURVEY MAP FOR THE BENEFIT OF THE OWNERS OF LOT 2 AS SHOWN ON THIS CERTIFIED SURVEY MAP IS HEREBY GRANTED. THE OWNERS OF LOT 2 ARE ALLOWED TO USE THE EASEMENT AREA FOR THE PURPOSES STATED. THE OWNERS OF LOT 2 AGREE TO RESTORE OR CAUSE TO HAVE RESTORED THE PROPERTY ON LOT 1, AS NEARLY AS IS REASONABLY POSSIBLE, TO THE CONDITION EXISTING PRIOR TO ANY MAINTENANCE OR REPLACEMENT OF THE LATERALS. BUILDINGS SHALL NOT BE PLACED IN THE EASEMENT AREA BY THE OWNERS OF LOT 1. THIS GRANT OF EASEMENT SHALL BE BINDING UPON AND INURE TO THE BENEFIT OF THE PARTIES HERETO AND THEIR HEIRS, SUCCESSORS AND ASSIGNS.

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GUY R. VAN DYN HOVEN

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JANET L. VAN DYN HOVEN

Village of Little Chute  
**REQUEST FOR PLAN COMMISSION CONSIDERATION**

**ITEM DESCRIPTION:** K-9 Foundation Sign

**PREPARED BY:** David Kittel, Community Development Director

**REPORT DATE:** 12/9/2020

**ADMINISTRATOR'S REVIEW/COMMENTS:**

**EXPLANATION:**

The K-9 Foundation is requesting a long-term temporary sign to promote the fundraising for a K-9. A sign of this nature may be permitted for a period of time in any district with approval of the plan commission per Sec. 44-215(9). The sign is to be located on the grounds of FVMPD for about a year. It will be located on the corner of Madison Street and W McKinley Ave. The proposed sign is to be placed approximately ten feet off the property line, with the sign itself measuring approximately 4'x8'. In addition, there will be a solar powered light added to illuminate the sign at night. Below is photo of the sign and street view of the location. Attached is a map that also shows the proposed location.



**RECOMMENDATION:**

Staff has reviewed the request and recommends approval of the temporary sign for a year.



