



# AGENDA

## VILLAGE OF LITTLE CHUTE PLAN COMMISSION MEETING

PLACE: Little Chute Village Hall – Village Board Room

DATE: Monday, August 15, 2022

TIME: 6:00 p.m.

**Virtually attend the August 11 Plan Commission meeting at 6 PM by following the link here:**

Join Zoom Meeting: <https://us06web.zoom.us/j/83495509640>

Meeting ID: 834 9550 9640

Dial by your location: 1 312 626 6799 US (Chicago)

A. Call to Order

B. Roll Call

C. Public Appearance for Items Not on the Agenda

1. Approval of Minutes from the Plan Commission Meeting of July 11, 2022
2. Public Hearing—Variance Request at 1609 Ceil St
3. Recommendation—CSM Plaster Masters
4. Recommendation—Rezoning Evergreen Drive
5. EMC signs in RC District
6. Recommendation— Ordinance Update to Sec 44-464 Site plan approval
7. Unfinished Business
8. Items for Future Agenda
9. 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 August 11, 2022

## MINUTES OF THE PLAN COMMISSION MEETING JULY 11, 2022

### Call to Order

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

### Roll Call

PRESENT: Larry Van Lankvelt  
President Vanden Berg  
Jim Moes  
Bill Van Berkel  
Todd Verboomen  
EXCUSED: Kent Taylor

STAFF PRESENT: Administrator Bernhoft, Community Development Director Dave Kittel

### Public Appearance for Items Not on the Agenda

None

### Approval of Minutes from the Plan Commission Meeting of June 13, 2022

*Moved by Commissioner Van Lankvelt, seconded by Commissioner Van Berkel to approve the Plan Commission Meeting Minutes of June 13, 2022.*

All Ayes—Motion Carried

### Recommendation—CSM Lot 20 Little Chute North Estates

*Moved by Commissioner Moes, seconded by Commissioner Van Lankvelt to approve the CSM as presented.*

All Ayes—Motion Carried

### Unfinished Business

None

### Items for Future Agenda

None

### Adjournment

*Moved by Commissioner Van Lankvelt, seconded by Commissioner Van Berkel to Adjourn the Plan Commission Meeting at 6:02 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 August 15, 2022 at 6:00 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: 1609 Ceil St.

Parcel # 260299800

Legal Description: SECOND ADDITION TO TALENT ESTATES LOT 60

Current Owner: RYAN K BLASER

Applicant: RYAN K BLASER

Applicant is requesting a variance for a 960 square foot Green House to be built as an accessory structure, per Sec. 44-391 accessory structures are not to exceed 200 square feet and detached Garages not to exceed 960 square feet. The proposed Green House would not classify as a garage for parking vehicles as defined in Sec. 44-5.

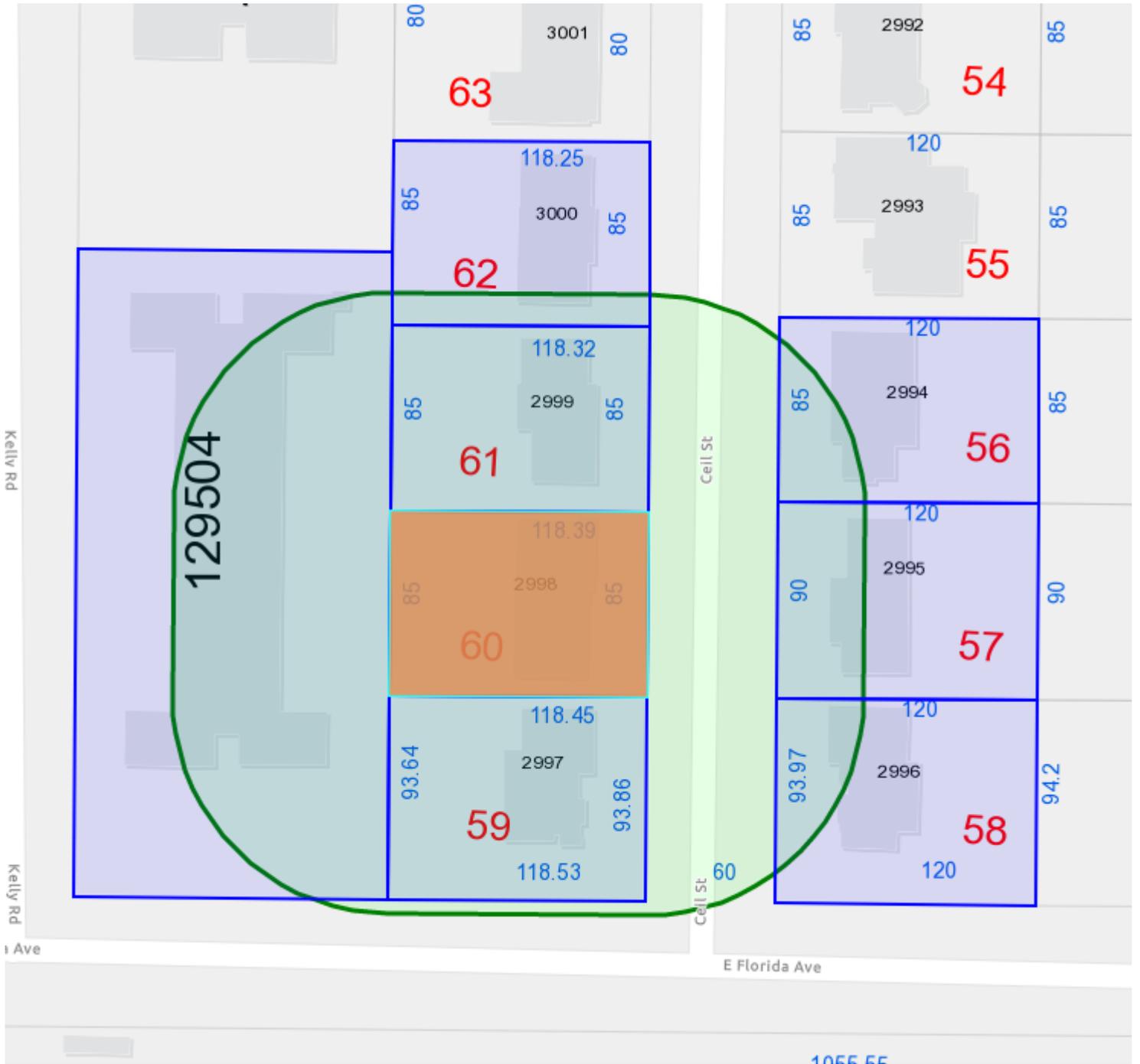
Notice is further given that the said meeting is open to the public and that the applicants and any other persons interested may appear and be heard for or against the granting of variance by this Commission.

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

DATE OF HEARING: August 15, 2022  
TIME OF HEARING: 6:00pm  
PLACE OF HEARING: Village Hall  
Board Room  
108 West Main Street  
Little Chute, WI 54140

Publish: August 3, 2022 and August 10, 2022

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





**APPLICATION FOR SUBDIVISION AND/ OR CSM REVIEW**

Name of Subdivision: \_\_\_\_\_

Parent Parcel # \_\_\_\_\_ Number of Lots: \_\_\_\_\_

Preliminary Plat       Final Plat       CSM      Will deed restrictions be recorded?  Yes  No

**Property Owner Information:**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Surveyor Information:**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ email \_\_\_\_\_

**Engineer Information:**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ email \_\_\_\_\_

**Required for plat review:**

- Lot Layout (4 full size copies) and (24) 11" x 17" copies
- Topographic survey (4 full size copies) and (2) 11" x 17" copies
- Drainage plan (4 full size copies) and (2) 11" x 17" copies
- Pavement Design Catalog (3 copies)
- Stormwater Pollution Prevention Plan / Erosion Prevention & Sediment Control Plan (3 copies)
- Final plans and specifications of public improvements (4 full size copies) and (2) 11" x 17" copies
- Proposed CSM (24) copies**
- Plat restrictions or covenants to be recorded (3 copies)

**Filing Fees:**

Preliminary Plat \$100.00 plus \$5.00 per lot.       Final Plat \$50.00 plus \$2.00 per lot.       CSM \$50.00 flat fee.

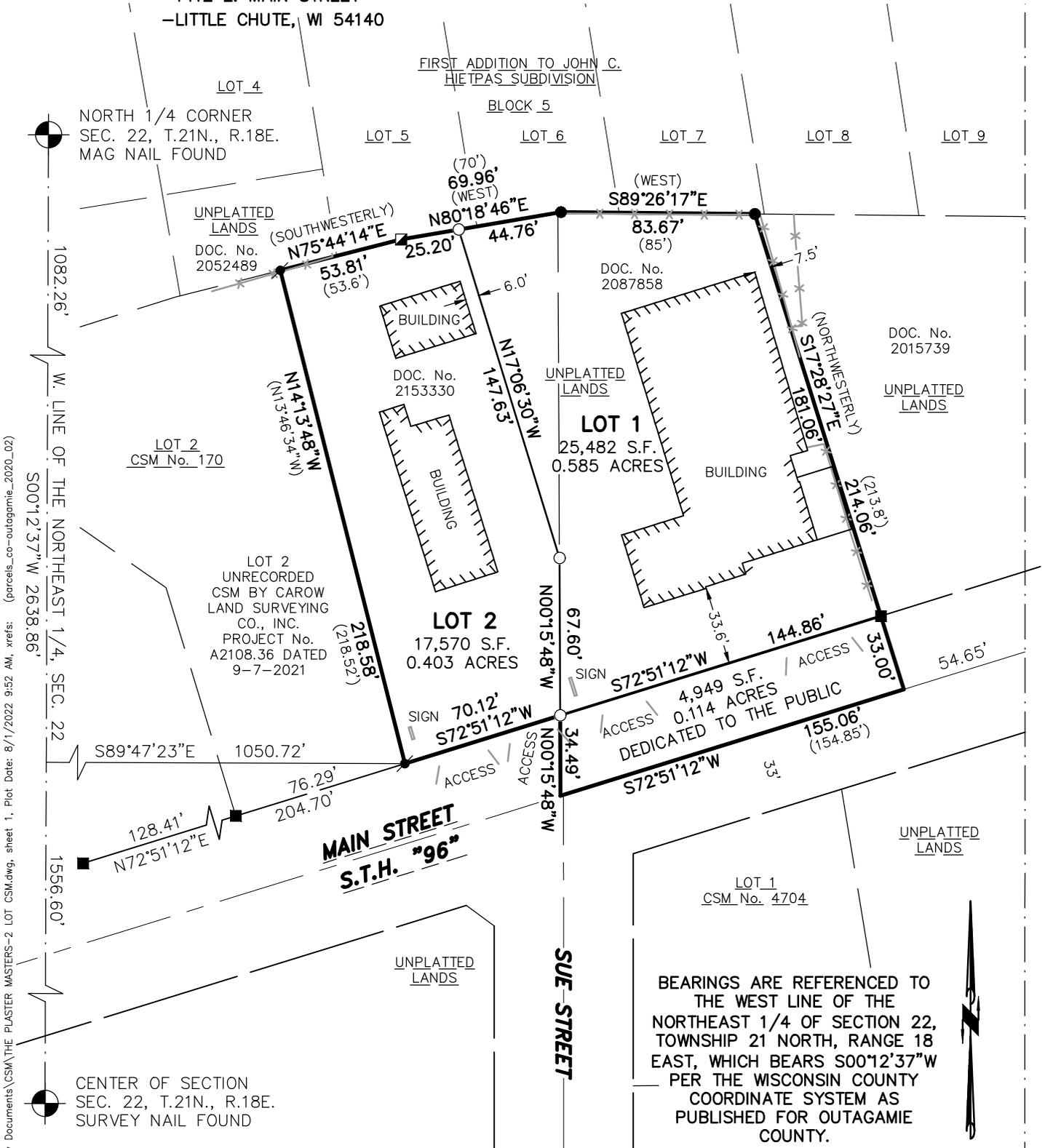
Amount of Fees submitted: \$ \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Submit to:      Director of Community Development  
108 W Main Street, Little Chute, Wisconsin 54140  
(920)423-3870 jim@littlechutewi.org

A PART OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 22, NORTH OF THE FOX RIVER IN TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN

FOR: -THE PLASTER MASTERS  
 -ATTN: TRAVIS BOEGH  
 -1412 E. MAIN STREET  
 -LITTLE CHUTE, WI 54140



c:\kalkofen\_wi\PROJECTS\PI020\092200448\CADD\Civil3D\Survey Documents\CSM\THE PLASTER MASTERS-2 LOT CSM.dwg, sheet 1, Plot Date: 8/1/2022 9:52 AM, xrefs: (parcels\_co-outagamie\_2020\_02)



SCALE - FEET

**McMAHON**  
 ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.  
 1445 McMAHON DRIVE NEENAH, WI 54956  
 Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025  
 PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

DRAFTED BY: Corey W. Kalkofen, PLS

**LEGEND**

- - 3/4" x 18" ROUND IRON REBAR WEIGHING 1.5 lbs./lineal ft. SET
- - 3/4" ROUND STEEL REBAR FOUND
- - 1" IRON PIPE FOUND
- - 2" IRON PIPE FOUND
- - MAG NAIL FOUND
- ⊙ - CERTIFIED LAND CORNER OUTAGAMIE COUNTY
- S.F. - SQUARE FEET
- ( ) - RECORDED AS BEARING/DISTANCE
- x—x— - EXISTING FENCE

A PART OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 22, NORTH OF THE FOX RIVER IN TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, Corey W. Kalkofen, Wisconsin Professional Land Surveyor S-2726, certify that I have surveyed, divided and mapped a part of the Northwest 1/4 of the Northeast 1/4 of Section 22, North of the Fox River in Township 21 North, Range 18 East, Village of Little Chute, Outagamie County, Wisconsin containing 48,001 square feet (1.102 acres) of land and more particularly described as follows:

Commencing at the North 1/4 corner of said Section 22; thence S00°12'37"W, 1082.26 feet along the West line of said said Northeast 1/4 of Section 22; thence S89°47'23"E, 1050.72 feet to Southeast corner of Lot 2 of Certified Survey Map No. 170 and the Point of Beginning; thence N14°13'48"W, 218.58 feet along the East line of said Lot 2 to the Northeast corner thereof; thence N75°44'14"E, 53.81 feet along the South line of Lands described in Document No. 2052489 and Lot 5, Block 5 of the First Addition to John C. Hietpas Subdivision; thence N80°18'46"E, 69.96 feet along the South line of Lots 5 & 6 of said Block 5 of the First Addition to John C. Hietpas Subdivision; thence S89°26'17"E, 83.67 feet along the South line of Lots 6 & 7 of said Block 5 of the First Addition to John C. Hietpas Subdivision to the Northeast corner of Lands described in Document No. 2087858; thence S17°28'27"E, 214.06 feet along the East line of said Lands to the centerline of Main Street (S.T.H. "96"); thence S72°51'12"W, 155.06 feet along said centerline to the Southwest corner of Lands described in Document No. 2087858; thence N00°15'48"W, 34.49 feet along the West line of said Lands to the Northerly right-of-way line of Main Street (S.T.H. "96"); thence S72°51'12"E, 70.12 feet along said Northerly right-of-way line to the Point of Beginning.

That I have made this survey by the direction of the Owner(s) of said Land.

I further certify that this map is a correct representation of the exterior boundary lines of the land surveyed and the division of that land, and that I have complied with section 236.34 of the Wisconsin Statutes and the Village of Little Chute Subdivision Ordinance in surveying, dividing and mapping the same.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Corey W. Kalkofen, WI Professional Land Surveyor S-2726

NOTES

-THIS CSM IS ALL OF TAX PARCEL No. 26-0-1346-00 & 26-0-1354-00.

-THE PROPERTY OWNER OF RECORD IS JAMES R. BOEGH.

-THIS PROPERTY IS CONTAINED WHOLLY WITHIN LANDS DESCRIBED IN DOCUMENTS No. 2087858 & 2153330.



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

SHEET 4 OF 4

A PART OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 22, NORTH OF THE FOX RIVER IN TOWNSHIP 21 NORTH, RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN

OWNER'S CERTIFICATE

James R Boegh, As Owner, I hereby certify that I caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented on this Certified Survey Map. I also certify that this Certified Survey Map is required by s. 236.10 or 236.12 of the Wisconsin Statutes to be submitted to the following or approval.

Village of Little Chute

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
James R. Boegh

State of \_\_\_\_\_)  
\_\_\_\_\_ )ss  
\_\_\_\_\_ County)

Personally appeared before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above named person(s) to me known to be the person(s) who executed the foregoing instrument, and acknowledged the same.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_ County, \_\_\_\_\_

My commission expires \_\_\_\_\_

**VILLAGE OF LITTLE CHUTE  
VILLAGE BOARD  
NOTICE OF PUBLIC HEARING  
ZONING CHANGE REQUEST**

**NOTICE IS HEREBY GIVEN** that a Public Hearing will be held for a request of zoning change from CH – Commercial Highway to ID– Industrial, certain property in the Village of Little Chute, Outagamie County, Wisconsin as follows:

Address 1401 W. Evergreen Dr

Parcel# 260439600

More particularly described as follows:

The Northwest ¼ of the Northwest ¼ of Section Sixteen, Township twenty-one North, Range Eighteen East, less the Northwest one square acre and Less the premises as described in Volume 532 of Deeds on Page 443 and those premises in Jacket 18727, Image 56; Also less and except that portion lying within CSM No. 7671

Applicant: Bayland Buildings, Inc

A copy of the proposed zoning map may be seen at the Administrative Office at the Village Hall.

|                   |  |
|-------------------|--|
| DATE OF HEARING:  | August 17, 2022  |
| TIME OF HEARING:  | 6:00 p.m.  |
| PLACE OF HEARING: | Village Hall<br>Board Room<br>108 West Main Street<br>Little Chute, WI 54140 |

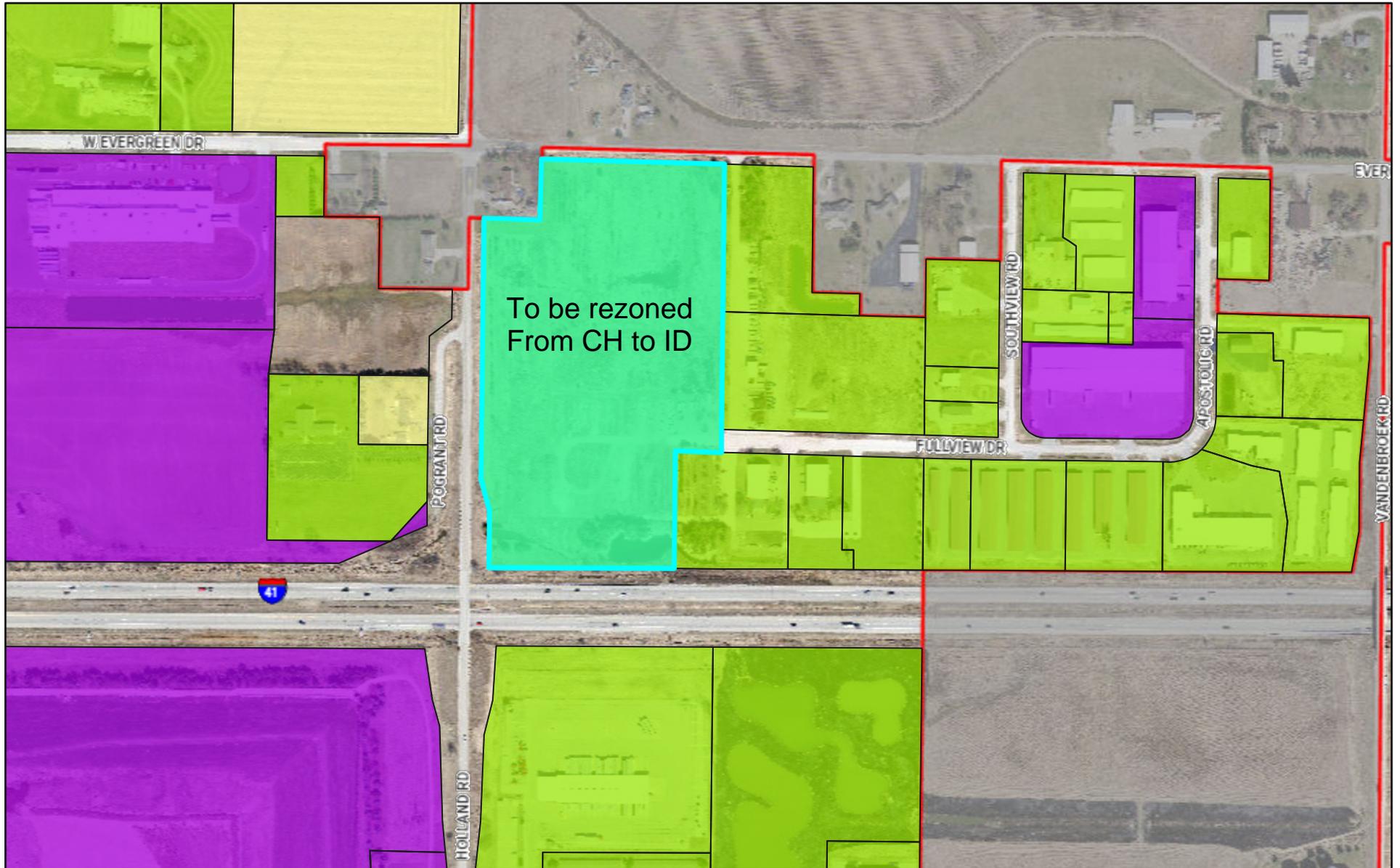
Laurie Decker  
Village Clerk

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

Publish: August 3<sup>rd</sup> and August 10<sup>th</sup> 2022

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

# Print From Village of Little Chute GIS Web Map



7/26/2022, 12:28:17 PM

Parcels

Zoning

CH: Commercial Highway District

ID: Industrial District

RC: Residential Single-Family

1:4,800

0 0.04 0.08 0.16 mi

0 0.05 0.1 0.2 km

Robert E. Lee & Associates, Brown County, Outagamie County



## Item For Consideration

**For Plan Commission Review On:** 8/15/2022  
**Agenda Item Topic:** Updates to Sec 44-464

**Prepared On:** 8/11/2022  
**Prepared By:** Dave Kittel CDD

**Report:** Over the last few years there has been many changes in our internal processes. To continue to provide a timely and effect review process for site plans a few updates are needed to incorporate these changes and clarify Requirements. The changes are to remove unnecessary language, update fees, add Village specifications, design guidelines to requirements and adding the Village Engineer to the site plan committee (internal review team). These changes better reflect how our review process has been occurring and captures true costs the Village incurs during the process. The changes proposed are attached below.

**Fiscal Impact:** None

**Recommendation/Board Action:** To Recommend approval of the updates to Sec 44-464 to the Village Board.

Respectfully Submitted,

Dave Kittel, Community Development Director



## Item For Consideration

### Sec. 44-464. Site plan approval.

- (a) *Required for construction or other development.* All applications for zoning permits for any construction, reconstruction, expansion or conversion, except for one- and two-family residences in residential districts, shall require site plan approval by a site plan review committee consisting of the village administrator, director of public works, Village Engineer and director of community development, plus one available plan commission member in accordance with the requirements of this section.
- (b) *Application.* The applicant for a zoning permit shall also submit a site plan and sufficient plans and specifications of proposed buildings, machinery and operations to enable the site plan review committee or its expert consultants to determine whether the proposed application meets all the requirements applicable thereto in this zoning chapter. |
- (c) *Administration.* ~~The building inspector shall make a preliminary review of the application and plans and refer them, along with a report of the findings, to the site plan review committee within 30 days.~~ The site plan review committee shall review the application and may refer the application and plans to any expert consultants selected by the committee to advise whether the application and plans meet the requirements applicable thereto in this section. ~~Within 30 days of its receipt of the application, the~~ Once the committee has convened and reviewed plans the committee shall authorize the zoning administrator to issue or refuse a zoning permit once all comments from the committee have been addressed to the satisfaction of the site plan review committee.
- (d) *Requirements.* In acting on any site plan, the site plan review committee shall consider the following:
- (1) The appropriateness of the site plan and buildings in relation to the physical character of the site and the usage of adjoining land areas.
  - (2) The layout of the site with regard to entrances and exits to public streets; the arrangement and improvement of interior roadways; the location, adequacy and improvement of areas for parking and for loading and unloading and shall, in this connection, satisfy itself that the traffic pattern generated by the proposed construction or use shall be developed in a manner consistent with the safety of residents and the community, and the applicant shall so design the construction or use as to minimize any traffic hazard created thereby.
  - (3) The adequacy of the proposed water supply, drainage facilities and sanitary and waste disposal.
  - (4) The landscaping and appearance of the completed site. The site plan review committee may require that those portions of all front, rear and side yards not used for off-street parking shall be attractively planted with trees, shrubs, plants or grass lawns and that the site be effectively screened so as not to impair the value of adjacent properties nor impair the intent or purposes of this section.
- (5) Follow Village Specs and Site Design Guidelines
- (e) *Effect on municipal services.* Before granting any site approval, the site plan review committee may, besides obtaining advice from consultants, secure such advice as may be deemed necessary from the village engineer or other municipal officials, with special attention to the effect of such approval upon existing municipal services and utilities. Should additional facilities be needed, the site plan review committee shall forward its recommendations to the village board and shall not issue final approval until the village board has entered into an agreement with the applicant regarding the development of such facilities.
- (f) *Site plan review fees.* All plans and applications filed with the site plan review committee shall be accompanied by payment of a required fee of ~~\$300.00~~ \$500.00 to cover administrative costs involved for the first and a second submittal if needed, any additional submittal will be charged the review fee again.

(Code 2006, § 13-1-245; Ord. No. 8(Ser. of 1996), 4-17-1996; Ord. No. 25(Ser. of 2005), 11-2-2005)