



## AGENDA

### VILLAGE OF LITTLE CHUTE PLAN COMMISSION MEETING

PLACE: Little Chute Village Hall – Village Board Room

DATE: Monday, May 8, 2023

TIME: 6:00 p.m.

**Virtually attend the May 8<sup>th</sup> Plan Commission meeting at 6 PM by following the link here:**

Join Zoom Meeting: <https://us06web.zoom.us/j/89765287088>

Meeting ID: 897 6528 7088

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 April 10, 2023
2. Discussion/Action—1533 E Elm Driveway Request
3. Discussion/Recommendation—Founders Estate Preliminary Plat
4. Discussion/Recommendation – CSM for 2000 Freedom Rd LLC
5. Introduction – Lock Box Ordinance
6. Items for Future Agenda
7. 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 May 4, 2023

## MINUTES OF THE PLAN COMMISSION MEETING OF APRIL 10, 2023

### Call to Order

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

### Roll Call

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

STAFF PRESENT: Dave Kittel, Beau Bernhoft

### Public Appearance for Items Not on the Agenda

None

### Approval of Minutes from the Plan Commission Meeting of March 13, 2023

*Moved by Commissioner Moes, seconded by Commissioner Verboomen to approve the Plan Commission Meeting Minutes of March 13, 2023.*

All Ayes – Motion Carried

### Public Hearing – 418 Florida Home Occupation

*Moved by Commissioner Van Berkel, seconded by Commissioner Van Lankvelt to enter Public Hearing at 6:00PM.*

All Ayes – Motion Carried

Director Kittel presented an application continuing a conditional use for an automobile detailing business. The original use was granted by plan commission for a one-year trial. No comments, concerns, or complaints were received in regard to this request. Staff recommends the home occupancy.

*Moved by Commissioner Moes, seconded by Commissioner Van Berkel to exit Public Hearing at 6:01pm.*

All Ayes – Motion Carried

### Discussion/Action – Widening of Driveway for 2125 W Evergreen Dr

Item moved up from Agenda. Director Kittel presented a request to widen the driveway for Faith Technologies due to accommodate deliveries and over-sized loads leaving the facility. Staff have reviewed and recommend.

*Moved by Commissioner Moes, seconded by Commissioner Van Lankvelt to approve the extra width of driveway.*

5 Ayes (Verboomen Abstain) – Motion Carried

### Action – 418 Florida Home Occupation

*Moved by Commissioner Moes, seconded by Commissioner Van Berkel to approve conditional use as requested.*

All Ayes – Motion Carried

### Discussion/Recommendation – 1206 Rosehill Rezone

Director Kittel presented a request for a zoning change from single family to multifamily to allow more opportunities for the lot. This is a recommendation to Village Board who would hold a hearing and make final zoning decision.

*Moved by Commissioner Moes, seconded by Commissioner Verboomen to recommend the Village Board move forward with a Public Hearing and rezoning of the lot.*

All Ayes – Motion Carried

#### **Discussion/Recommendation – Sec 44-191 Update**

Director Kittel presented the updated ordinance from previous Plan Commission meeting.

*Moved by Commissioner Moes, seconded by Commissioner Van Lankvelt to recommend approval of the Ordinance Change to the Village Board.*

All Ayes – Motion Carried

#### **Discussion/Recommendation – Sec 44-192 Update**

Director Kittel presented the updated ordinance from previous Plan Commission meeting.

*Moved by Commissioner Moes, seconded by Commissioner Taylor to recommend approval of the Ordinance Change to Village Board.*

All Ayes – Motion Carried

#### **Recommendation – Founders Preliminary Plat**

Director Kittel presented a plat for an area on Patriot Drive. Staff is still reviewing the preliminary plat. Including drainage and double lot frontage along with additional areas. The area is zoned residential two family.

*Moved by Commissioner Verboomen, seconded by Commissioner Van Lankvelt to resubmit after staff review and addressing staff comments that occur.*

All Ayes – Motion Carried

#### **Discussion/Recommendation – Site Plan for Midwest Truck**

Director Kittel for a new development on the corner of Buchanan and Evergreen Dr. Staff has started the review process on this project. Commissioner Taylor wished to make the planning commission aware down the middle of the property resides the 30 inch interceptor sewer, 17 feet deep. Within 10 feet of that is our 16 inch water main that feeds the water tower. Parking lot is not an issue but down the road there is potential plan to build around the easement.

*Moved by Commissioner Moes, seconded by Commissioner Van Berkel to approve as submitted.*

All Ayes – Motion Carried

#### **Discussion/Recommendation – Site Plan for Grit 365**

Director Kittel presented the site plan for a development, no comments from staff.

*Moved by Commissioner Moes, seconded by Commissioner Verboomen to recommend the site plan to the Village Board for approval.*

All Ayes – Motion Carried

#### **Discussion/Recommendation – Sec 44-394 Update**

Director Kittel presented the updated fence ordinance as discussed in previous plan commission.

*Moved by Commissioner Moes, seconded by Commissioner Van Lankvelt to recommend ordinance changes to Village Board.*

All Ayes – Motion Carried

**Discussion/Recommendation – Section 8 Updates**

Director Kittel presented updates to Section 8, he is still working on updates and will present to Plan Commission when ready. No action taken.

**Items for Future Agenda****Adjournment**

*Moved by Commissioner Van Lankvelt, seconded by Commissioner Verboomen to Adjourn Plan Commission Meeting at 6:30 PM*

All Ayes – Motion Carried

**VILLAGE OF LITTLE CHUTE**

By: \_\_\_\_\_  
Michael Vanden Berg, Village President

Attest: \_\_\_\_\_

Laurie Decker, Village Clerk



## Item For Consideration

For Plan Commission Review On: 5/8/2022  
Agenda Item Topic: Driveway for 1533 E Elm Dr

Prepared On: 4/26/2022  
Prepared By: Dave Kittel CDD

### Report:

A request for an additional driveway at 1533 E Elm Dr has recently come in. Per Sec. 40-124 (b)(4) "The number of driveways to serve an individual commercial, industrial, or multi-family property fronting on a street shall be determined by the plan commission through site plan review". The Driveway would be at least 75feet from the intersection of Elm and Lamers Dr. Below is a layout of the proposed 16-foot driveway:





## **Item For Consideration**

Fiscal Impact: None

Recommendation/Board Action: This Item is up for discussion and Action of the Plan Commission

Respectfully Submitted,

Dave Kittel, Community Development Director

# CERTIFIED SURVEY MAP

ALL OF LOT 2 OF CERTIFIED SURVEY MAP #8088 (DOCUMENT #2228318), OUTAGAMIE COUNTY RECORDS, BEING PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, T21N-R18E, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

100 50 0 100

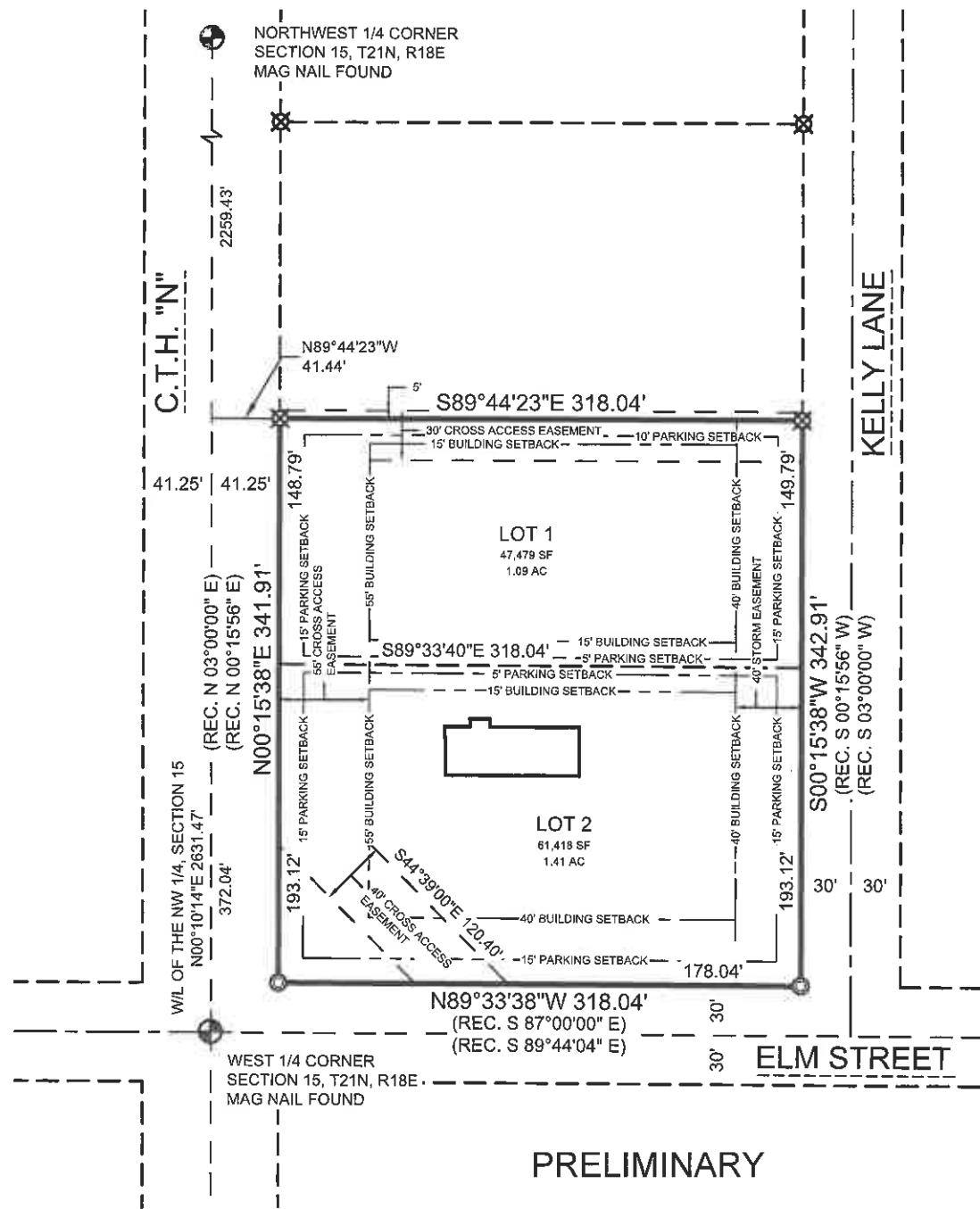
GRAPHIC SCALE

## LEGEND

- ◎ 2" IRON PIPE FOUND
- ☒ 3/4" IRON ROD FOUND
- MONUMENT FOUND,  
TYPE NOTED

BEARINGS ARE REFERENCED TO  
THE WEST LINE OF THE  
NORTHWEST 1/4 OF  
SECTION 15, T21N-R18E, WHICH  
BEARS S00°10'14"W.

THIS MAP IS BASED ON THE  
CURRENT COUNTY COORDINATE  
SYSTEM OF RECORD.



# CERTIFIED SURVEY MAP

ALL OF LOT 2 OF CERTIFIED SURVEY MAP #8088 (DOCUMENT #2228318), OUTAGAMIE COUNTY RECORDS, BEING PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, T21N-R18E, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

## SURVEYOR'S CERTIFICATE

I, \_\_\_\_\_, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED ALL OF LOT 2 OF CERTIFIED SURVEY MAP #8088 (DOCUMENT #2228318), OUTAGAMIE COUNTY RECORDS, BEING PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, T21N-R18E, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN

SAID PARCEL CONTAINS \_\_\_\_\_ SQ. FT. \ \_\_\_\_\_ ACRES OF LAND, MORE OR LESS.  
SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT SUCH PLAT IS A CORRECT REPRESENTATION OF ALL THE EXTERIOR BOUNDARIES OF THE LAND SURVEY AND THE DIVISION THEREOF. THAT I HAVE MADE SUCH A SURVEY AND PLAT BY THE DIRECTION OF THE OWNERS LISTED HEREON. THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236, SECTION 236.34 OF THE WISCONSIN STATUTES, THE VILLAGE OF LITTLE CHUTE AND OUTAGAMIE COUNTY DEVELOPMENT AND LAND SERVICES IN SURVEYING AND MAPPING THE SAME.

PLS-\_\_\_\_\_

MAY \_\_\_. 2023

## OWNER INFORMATION

- THE CURRENT OWNER OF RECORD IS THE 2000 FREEDOM ROAD LLC.
- THE TAX PARCEL NUMBER IS 260291201.
- THE CURRENT DEED ON RECORD IS DOC. #2263734.

## TREASURER'S CERTIFICATE

I, BEING THE DULY ELECTED, QUALIFIED AND ACTING TREASURER, DO HEREBY CERTIFY THAT IN ACCORDANCE WITH THE RECORDS IN MY OFFICE THERE ARE NO UN-PAID TAXES OR UN-PAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS INCLUDED IN THE CERTIFIED SURVEY MAP AS OF:

LISA REMIKER-DEWALL DATE  
VILLAGE FINANCE DIRECTOR

TRENTEN WOELFEL DATE  
COUNTY TREASURER

PRELIMINARY



CLIENT: 2000 FREEDOM ROAD LLC  
DRAFTED BY: RPH  
TAX PARCEL NO.: 260291201

SCALE:

SHEET: 2 OF 3  
PROJECT NO. 1889-05-23  
DRAWING NO.

# CERTIFIED SURVEY MAP

ALL OF LOT 2 OF CERTIFIED SURVEY MAP #8088 (DOCUMENT #2228318), OUTAGAMIE COUNTY RECORDS, BEING PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, T21N-R18E, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

## LIMITED LIABILITY COMPANY OWNER'S CERTIFICATE

2000 FREEDOM ROAD LLC, A LIMITED LIABILITY COMPANY DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, DOES HEREBY CERTIFY THAT SAID LIMITED LIABILITY COMPANY CAUSED THE LAND ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, AND MAPPED AS REPRESENTED HEREON.

IN WITNESS WHEREOF, THE SAID 2000 FREEDOM ROAD LLC HAS CAUSED THESE PRESENTS TO BE SIGNED BY \_\_\_\_\_, ITS MEMBER, ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

MEMBER

PERSONALLY CAME BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, THE ABOVE NAMED MEMBER OF SAID LIMITED LIABILITY COMPANY AND ACKNOWLEDGED THAT HE EXECUTED THE FOREGOING INSTRUMENT AS SUCH MEMBER AS THE DEED OF SAID LIMITED LIABILITY COMPANY, BY ITS AUTHORITY.

NOTARY PUBLIC \_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_

STATE OF WISCONSIN ] \_\_\_\_\_ ISS  
COUNTY OF \_\_\_\_\_ ]

PRELIMINARY



CLIENT: 2000 FREEDOM ROAD LLC  
DRAFTED BY: RPH  
TAX PARCEL NO.: 260291201

SCALE:

SHEET: 3 OF 3  
PROJECT NO. 1889-05-23  
DRAWING NO.



## Item For Consideration

**For Board Review On:** 05/03/2023

**Agenda Item Topic:** Lock Box Ordinance Introduction

**Prepared On:** 04/04/2023

**Prepared By:** Admin. Bernhoft

**Report:** Back in 2022, it had been brought to our attention that there was a need to create a policy regarding lock box requirements for new developments. A lock box is an exterior secured box that houses entry keys for a structure. The key to the box is held by the Fire Department and can be used during an emergency to access a secure area quickly. Our emergency services are requesting formal recognition through the code to require developers to include lock box locations in specific designated areas for ease of emergency access. Currently, these locations vary and cause severe delays when responding to an emergency.

Any addition to the code would need to be “structures constructed after January 1, 2024 shall be equipped with a key lock box at or near the main entrance or such location designated by the Fire chief.”

We discussed this ordinance update with the Administrator for the Village of Kimberly as well as we do share emergency services with them and to create continuity for that service, in case it is needed.

**Fiscal Impact:** N/A

**Recommendation/Board Action:** Provide staff with initial feedback and give us direction to proceed with drafting the ordinance. No formal action required at this meeting. We are awaiting information from the Village of Kimberly before we proceed with a public hearing.

**Respectfully Submitted,**  
Beau Bernhoft, Village Administrator