



AGENDA

VILLAGE OF LITTLE CHUTE PLAN COMMISSION MEETING

PLACE: Little Chute Village Hall – Village Board Room

DATE: Monday, June 12, 2023

TIME: 6:00 p.m.

Virtually attend the June 12th Plan Commission meeting at 6 PM by following the link here:

Join Zoom Meeting: <https://us06web.zoom.us/j/83400949626>

Meeting ID: 834 0094 9626

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 May 8, 2023
2. Recommendation—Kilgas CSM
3. Items for Future Agenda
4. 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 8, 2023

MINUTES OF THE PLAN COMMISSION MEETING OF MAY 8, 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 April 10, 2023

Moved by Commissioner Van Berkel, seconded by Commissioner L. Van Lankvelt to approve the Plan Commission Meeting Minutes of March 13, 2023.

All Ayes – Motion Carried

Discussion/Action – 1533 E Elm Drive Request

Director Kittel presented an application from the property owners as they update and repair property after a fire. They would like to add an overhead door and driveway. Staff has reviewed the request, it is in compliance with ordinances and recommendations approval by the Plan Commission.

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

All Ayes – Motion Carried

Discussion/Recommendation – Founders Estate Preliminary Plat

Director Kittel presented a request from Founders Estate Preliminary Plat. The Engineering firm is making updates to meet stormwater requirements and changing easement, no additional concerns from staff at this time. The firm is requesting we allow it to fit into our cluster subdivision ordinance. It would meet the requirements and would allow for the current setbacks on property. The plan commission would have to approve as well as the Village Board. It would need to meet additional requirements, which it currently does. Utilities are being addressed, some lots will need to have utilities in the front due to the nature of the setup, the developer will move as many utilities as they can to the rear yard areas, however a few will need to remain in the front. With the lot design double frontage may occur, staff would like to make sure it is clear when the properties are sold off and developed it is noted to the owners, they face the possibility of double assessments on the property. This could be done via sales documents. A public hearing with the Village Board on the Preliminary Plat is scheduled for May 17th. All homes in the area are planned and intended to be duplexes.

Moved by Commissioner Moes, seconded by Commissioner Verboomen to recommend approval of the Preliminary Plat subject to staff review and approval with Final Plat to include assessment liabilities.

All Ayes – Motion Carried

Discussion/Recommendation – CSM for 2000 Freedom Rd

Director Kittel presented a CSM to split a lot located on Freedom Road. Staff have concerns about the drainage on this property. Currently, our system is not able to handle the volume of this site as it currently exists. Mr. Joel Ehrfurth, a representative from Mach IV was available for comment and to answer questions on the site

and stormwater issues as well as intentions of the lot. Mr. Moes stated he felt until utilities are in place to serve this space, we should not approve the division. There is no current plan or timeline to update the utilizes on Kelly street.

Moved by Commissioner Moes, seconded by Commissioner Van Lankvelt to recommend to the board a denial of the CSM for 2000 Freedom Rd as presented due to inadequate utility services.

All Ayes – Motion Carried

Introduction – Lock Box Ordinance

Administrator Bernhoft presented an introductory item of an ordinance for Lock Boxes in the village. This was the request of fire and emergency services. A lock box is a system business use to store keys to the building, which are accessible to emergency services. This would create efficiencies in the process and create consistency.

Items for Future Agenda

Adjournment

Moved by Commissioner Van Lankvelt, seconded by Commissioner Taylor to Adjourn Plan Commission Meeting at 6:37 PM

All Ayes – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____
Michael Vanden Berg, Village President

Attest: _____

Laurie Decker, Village Clerk



APPLICATION FOR SUBDIVISION AND/ OR CSM REVIEW

Name of Subdivision: _____

Parent Parcel # 260112400 Number of Lots: _____

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

Property Owner Information:

Name: Dana + Adam Kilgas Telephone Number: 920-716-3020

Mailing Address: 176 Grant St Little Chute WI 54140

Surveyor Information:

Name: Steve DeJong Telephone Number: _____ email: _____

Engineer Information:

Name: Meridian Telephone Number: 920-993-0881 email: _____

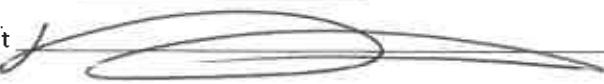
Required for plat review:

- 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.

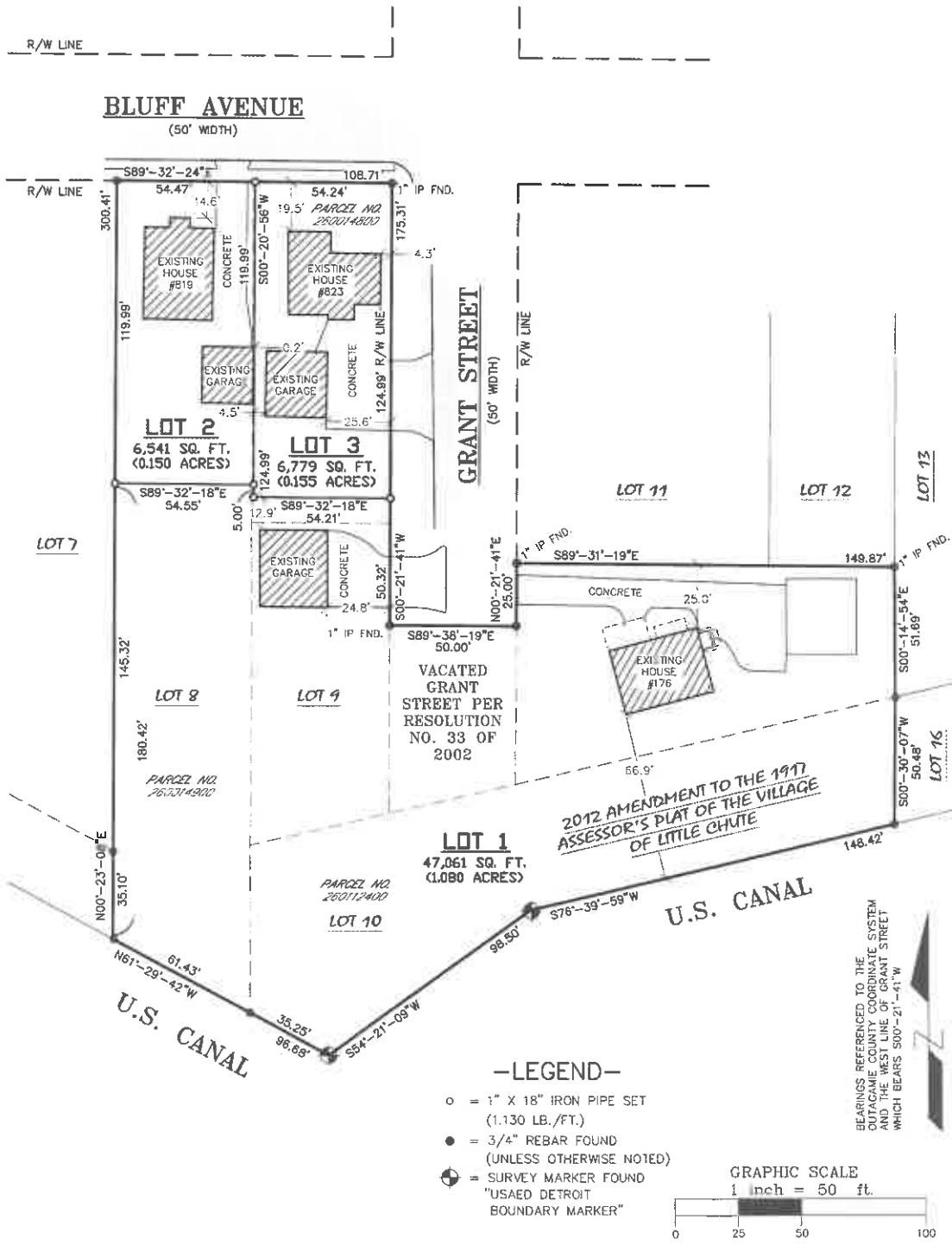
Amount of Fees submitted: \$ _____

Signature of Applicant  Date 5/16/23

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

CERTIFIED SURVEY MAP NO. _____

ALL OF LOTS 8, 9, & 10 OF THE 2012 AMENDMENT TO THE 1917
ASSESSOR'S PLAT OF THE VILLAGE OF LITTLE CHUTE,
GOVERNMENT LOT 3, SECTION 22, T.21N., R.18E., VILLAGE OF
LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN



MERIDIAN

SURVEYING, LLC

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

DRAWN BY: J.B. FIELD WORK DATE: 4-14-23

CHECKED BY: S.C.D.

JOB NO.: 14408

FIELD BOOK: X

SHEET 1 OF 5

SURVEYED FOR:
ADAM KILGAS
176 GRANT STREET
LITTLE CHUTE, WI 54140

CERTIFIED SURVEY MAP NO.

ALL OF LOTS 8, 9, & 10 OF THE 2012 AMENDMENT TO THE 1917 ASSESSOR'S PLAT OF THE VILLAGE OF LITTLE CHUTE, GOVERNMENT LOT 3, SECTION 22, T.21N., R.18E., VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

Sheet 2 of 5

SURVEYOR'S CERTIFICATE

I, Steven C. De Jong, Wisconsin Professional Land Surveyor of Meridian Surveying, LLC, certify that I have surveyed, divided, mapped and monumented under the direction of Adam Kilgas all of Lot Eight (8), Nine (9), and Ten (10) of the 2012 Amendment to the 1917 Assessor's Plat of the Village of Little Chute as recorded in Cabinet L on Pages 53-54 as Document No. 1996926 in the Office of the Register of Deeds for Outagamie County, located in Government Lot Three (3), Section Twenty-Two (22), Township Twenty-One (21) North, Range Eighteen (18) East, Village of Little Chute, Outagamie County, Wisconsin containing 60,381 square feet (1.386 acres) of land.

That such is a correct representation of all exterior boundaries of the land surveyed.

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Land Subdivision Ordinance of Outagamie County and the Village of Little Chute, in surveying, dividing, monumenting and mapping the same.

Dated this _____ day of _____, 2023.

Wisconsin Professional Land Surveyor
Steven C. De Jong S-2791

Survey Notes:

- This CSM is wholly located in lands described in Document No's: 2286391, 1406784, 1292046, 2134441, and 1509468
- Parcel No's.: 260112400, 260014900, and 26014800
- Owner(s) of Record: Adam L. Kilgas, Dana A. Kilgas, and DVR, LLC
- Site Address: 823 Bluff Avenue, 819 Bluff Avenue, and 176 Grant Street, Little Chute, WI

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ALL OF LOTS 8, 9, & 10 OF THE 2012 AMENDMENT TO THE 1917 ASSESSOR'S PLAT OF THE VILLAGE OF LITTLE CHUTE, GOVERNMENT LOT 3, SECTION 22, T.21N., R.18E., VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

Sheet 3 of 5

OWNER'S CERTIFICATE

As owner(s), I (we) hereby certify that I (we) caused the land on this Certified Survey Map to be surveyed, divided, monumented & mapped as represented on this map. I (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, Outagamie County.

Adam L. Kilgas

Date

NOTARY CERTIFICATE

Personally came before me this _____ day of _____ 2023.
The above owner(s) to me known to be the person(s) who executed the foregoing instrument and acknowledge the same.

Notary Public _____ Wisconsin.

My Commission Expires _____

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As owner(s), I (we) hereby certify that I (we) caused the land on this Certified Survey Map to be surveyed, divided, monumented & mapped as represented on this map. I (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, Outagamie County.

Dana A. Kilgas

Date

NOTARY CERTIFICATE

Personally came before me this _____ day of _____ 2023.
The above owner(s) to me known to be the person(s) who executed the foregoing instrument and acknowledge the same.

Notary Public _____ Wisconsin.

My Commission Expires _____

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Sheet 4 of 5

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DVR, LLC
(Representative)

Date

NOTARY CERTIFICATE

Personally came before me this _____ day of _____ 2023.
The above owner(s) to me known to be the person(s) who executed the foregoing instrument and acknowledge the same.

Notary Public _____ Wisconsin.

My Commission Expires _____

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ALL OF LOTS 8, 9, & 10 OF THE 2012 AMENDMENT TO THE 1917 ASSESSOR'S PLAT OF THE VILLAGE OF LITTLE CHUTE, GOVERNMENT LOT 3, SECTION 22, T.21N., R.18E., VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

Sheet 5 of 5

VILLAGE BOARD CERTIFICATE:

This Certified Survey Map has been approved by the Village Board of the Village of Little, Outagamie County, Wisconsin in the _____ day of _____, 2023.

Michael Vanden Berg
Village President

Date

Laurie Decker
Village Clerk

Date

VILLAGE TREASURER'S CERTIFICATE

I being the duly elected qualified and acting treasurer of the Village of Little Chute, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid assessments as of this _____ day of _____, 2023 on any lands included in this Certified Survey Map.

Lisa Remiker-Dewall
Finance Director

Date

COUNTY TREASURER'S CERTIFICATE

I being the duly elected qualified and acting treasurer of the County of Outagamie, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid assessments as of this _____ day of _____, 2023 on any lands included in this Certified Survey Map.

County Treasurer

Date