



# AGENDA

## VILLAGE OF LITTLE CHUTE PLAN COMMISSION MEETING

PLACE: Little Chute Village Hall – Village Board Room

DATE: Monday, May 12, 2025

TIME: 5:00 p.m.

**Virtually attend the May 12th, Plan Commission meeting at 5 PM by following the link here:**  
Laurie Decker is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/82597683981>

Meeting ID: 825 9768 3981

Dial by your location

• +1 312 626 6799 US (Chicago)

Meeting ID: 825 9768 3981

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 14, 2025
2. Public Hearing – Variance Request – Little Chute Elementary School Sign, 901 Grand Avenue
3. Discussion/Action – Variance Request – Little Chute Elementary School Sign, 901 Grand Avenue
4. Discussion/Action – Duplex Condo Plat (602/604 Founders Way, 515/517 Founders Way and 503/505 Founders Way)
5. Discussion/Action – Enriquez Annexation (W2793 Evergreen Drive, Town of Vandenbroek)
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 8, 2025

## MINUTES OF THE PLAN COMMISSION MEETING OF APRIL 14, 2025

### Call to Order

The Plan Commission meeting was called to order at 5:03 PM by President Vanden Berg

### Roll Call

PRESENT: President Vanden Berg  
Jim Moes  
Larry Van Lankvelt  
Todd Verboomen  
Tom Lonsway  
EXCUSED: Kent Taylor

STAFF PRESENT: Jessical Titel  
Beau Bernhoft

### Public Appearance for Items Not on the Agenda

None

### Approval of Minutes from the Plan Commission Meeting of December 9, 2024

*Moved by Commissioner T. Lonsway, seconded by Commissioner Van Lankvelt to approve the Plan Commission Meeting Minutes of November 11, 2024.*

All Ayes – Motion Carried

### Public Hearing – Conditional Use Request for a Hair Salon Home Occupation, 1819 W. Main St.

*Moved by Commissioner Moes, seconded by Commissioner L. Van Lankvelt to Enter Public Hearing at 5:04 p.m.*

All Ayes – Motion Carried

Director Titel presented a request for conditional use permit for a single person hair salon which is a special exemption in the Commercial Single-Family District.

*Moved by Commissioner Moes, seconded by Commissioner Lonsway to Exit Public Hearing at 5:06 p.m.*

All Ayes – Motion Carried

### Discussion/Action – Conditional Use Request for a Hair Salon Home Occupation, 1819 W. Main St.

*Moved by Commissioner Moes, seconded by Commissioner Van Lankvelt to Approve the Conditional Use Request as presented.*

All Ayes – Motion Carried

### Items for Future Agenda

None

### Adjournment

*Moved by Commissioner Van Lankvelt, seconded by Commissioner B. Van Lankveldt to Adjourn the Plan Commission Meeting at 5:07 p.m.*

All Ayes – Motion Carried

**VILLAGE OF LITTLE CHUTE**

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

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 May 12, 2025 at 5:00 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: 901 Grand Avenue (Little Chute Elementary School)

Parcel # 260089000

Legal Description: CSM 5539 LOT 1 (PLATTED OUT OF PRT LOTS 39, 40 & 41 & PRT LOTS 47, 38 & 42 BLK 49 OF 1990 AMENDMENT TO 1917 ASSESSORS PLAT SEC21-21-18) 3.95AC M/L

Current Owner: Little Chute Area School District

Applicant: Nathan C. Frailey, Sr. – Director of Buildings, Grounds & Energy

Applicant is requesting a variance from Section 44-127(a), which prohibits illuminated signs in residential zoning districts. The subject parcel is zoned RC Conventional Single-Family District. The applicant is requesting a variance to replace the existing sign with an illuminated sign that includes an electronic message board.

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 Community Development Director Jessica Titel at (920) 423-3870

DATE OF HEARING:	May 12, 2025
TIME OF HEARING:	5:00pm
PLACE OF HEARING:	Village Hall - Board Room 108 West Main Street Little Chute, WI 54140

Publish: April 30 and May 7

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



## Item For Consideration Plan Commission

Plan Commission Meeting Date: 5/12/25  
Agenda Item Topic: Variance – 901 Grand Avenue  
Prepared By: Jessica Titel, Community Development Department

Prepared On: 5/8/25

**Applicant:** Nathan C. Frailey, Sr – Director of Buildings, Grounds & Energy, Little Chute Area School District

**Address/Parcel #:** 901 Grand Avenue (Little Chute Elementary School) / Parcel #260089000

**Request:** Applicant is requesting a variance from Section 44-127(a), which prohibits illuminated signs in residential zoning districts. The subject parcel is zoned RC Conventional Single-Family District. The applicant is requesting a variance to replace the existing sign with an illuminated sign that includes an electronic message board. The applicant's request and justification are attached.

**Zoning Classification:** RC Conventional Single-Family District

**Background:** The parcel is approximately 03.9 acres in area. Little Chute Elementary School is located on this parcel. There is an existing non-illuminated sign in the southeast corner. This variance request would allow the applicant to install a new illuminated sign, with message board, consistent with their other property.

The application and notice of public hearing are attached to this report. Letters to notice this public hearing have been mailed to all property owners within 100 feet and published in the paper.

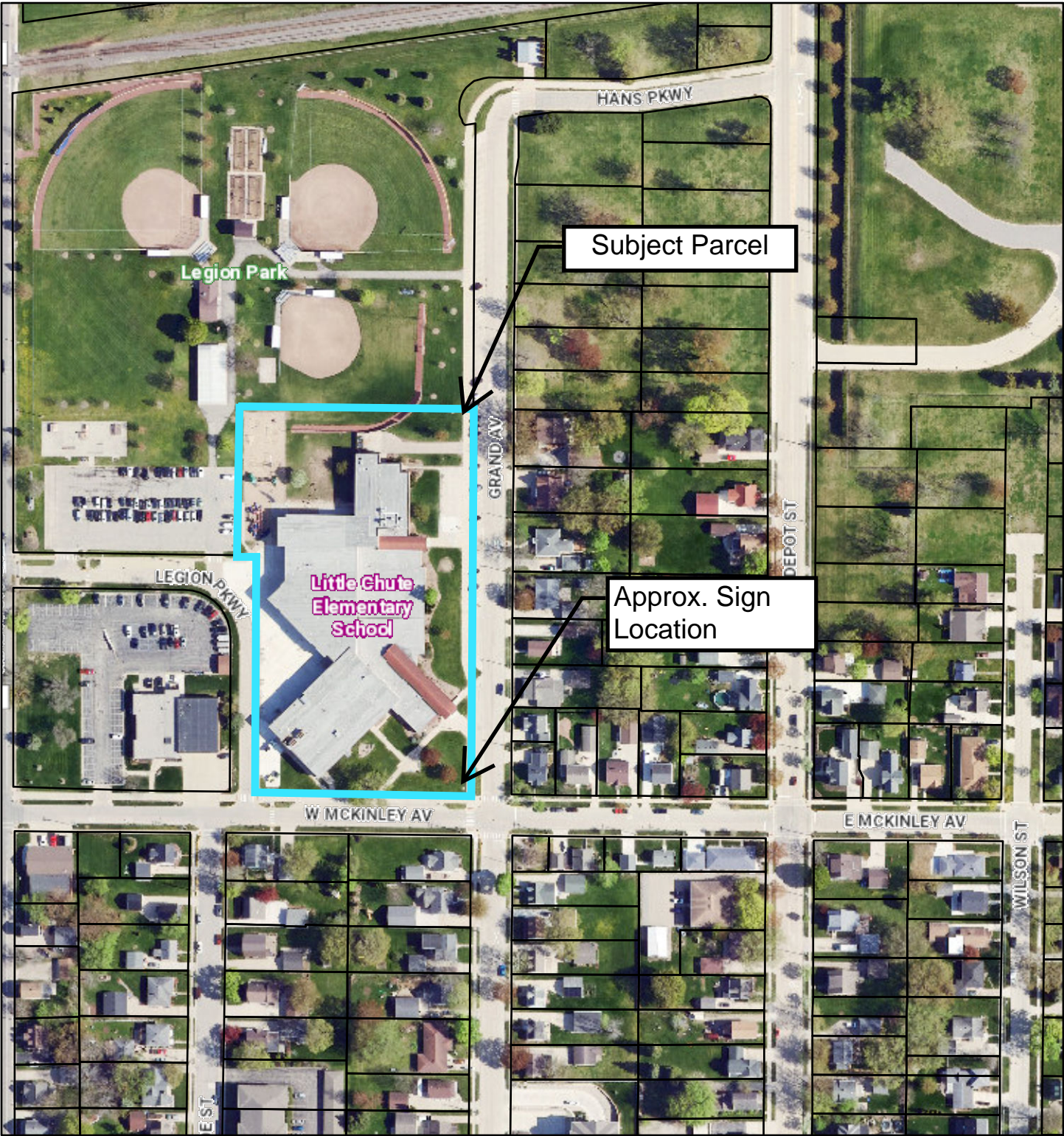
### **RECOMMENDATION/PLAN COMMISSION ACTION:**

Staff has reviewed the request and finds no concerns regarding public health safety and welfare. It is the responsibility of the Plan Commission to review the ordinance in question and determine if there is an undo hardship from the ordinance in this situation that would warrant the approval of the requested Variance.


Respectfully Submitted,  
Jessica Titel, Community Development Director

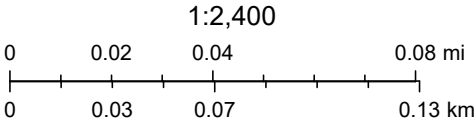


Vicinity Map



4/21/2025, 3:57:13 PM

 Parcels

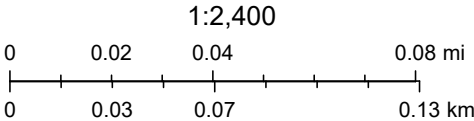


# Zoning Map



4/21/2025, 3:58:37 PM

- Zoning
- RC: Conventional Single-Family District
  - CB: Central Business District
  - CH: Commercial Highway District
  - ID: Industrial District
  - RM: Multi-Family Residential District
  - RT: Two-Family Residential District
  - Parcels



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



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



## VILLAGE OF LITTLE CHUTE

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

PROPERTY APPEAL SITE ADDRESS 901 Grand Ave (Little Chute Elementary School)

APPLICANT Little Chute Area School District

ADDRESS/ZIP 1402 Freedom Rd

TELEPHONE 920-766-7617

CITY/ZIP , Little Chute, WI 54140

FAX \_\_\_\_\_

Email address nfrailey@littlechute.k12.wi.us

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

Description of variance requested and reasons for appeal:

Please see attached letter.

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

DATE

4, 4, 2025

**APPLICATION FEE of \$450.00 must accompany application at time of submittal.**

Date received and Village person receiving application \_\_\_\_\_





Little Chute Area School District  
1402 Freedom Rd  
Little Chute, WI 54140

4/4/2025

Plan Commission  
Village of Little Chute  
108 West Main Street  
Little Chute, WI 54140

Dear Mr. Vanden Berg & Plan Commission Members,

I am writing to request a variance to the Little Chute Sign Code. My hope is the plan commission will allow Little Chute Area School District, via Sign Country, to update the marquee sign at Little Chute Elementary School, located at 901 Grand Ave.

As you may know, Little Chute Elementary School was built circa 1991. By its appearance, I assume the existing marquee was built at the same time. The existing marquee is currently capable of illumination; however, the lighting controls were disabled at an unknown time prior to my tenure, therefore it never turns on. As the technology of the time, the message on the sign must be manually updated using traditional individual marquee letters. This manual process is opposite of the current technology utilized by the District Office/High School/Middle School Complex, as the sign on County N has been updated to a digital LED marquee. My vision is for both buildings to have similar fixtures and operations to make sure we are maintaining both facilities equally.

I ask that the Village of Little Chute Pan Commission allow the district to update the marquee to a new digital sign. I understand that nighttime illumination may not be ideal in a residential area; therefore, I propose the village allow us to have the digital display fully illuminated between the hours of 5am and 9pm, preferably dimming to an acceptable level during the off hours. In the scenario, that dimming during off hours is not acceptable; we are willing to turn it off.

Please let me know what other information you need from me and how I can help.

Thank you for your time and consideration,

Nathan C. Frailey, Sr.  
Director of Buildings, Grounds & Energy



#### CLIENT

Little Chute Elementary

#### JOB

Monument Sign Update

#### DESIGNER

Jeff Kirsch

#### CONTACT INFO

NAME: Nathan C. Frailey, Sr.

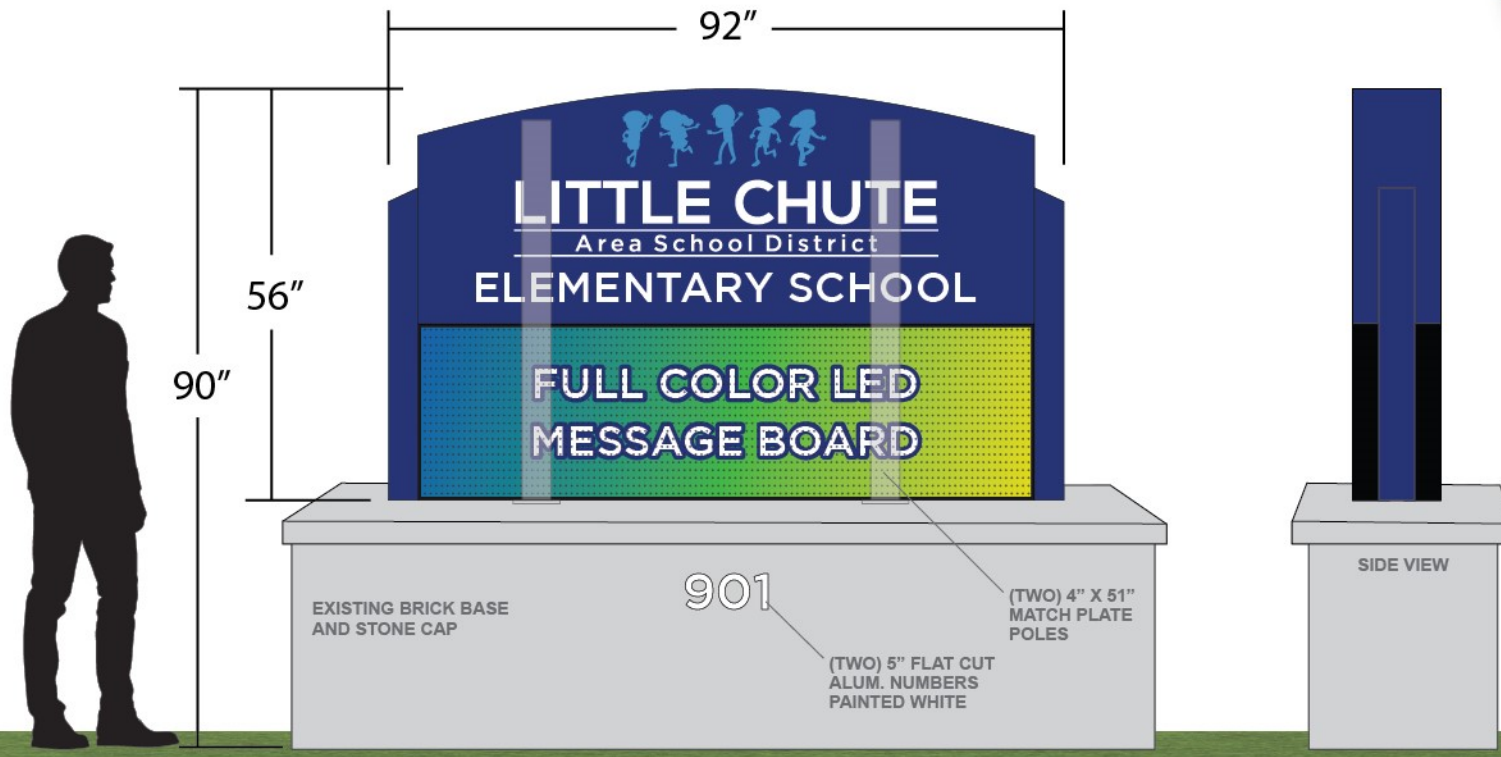
☎ (920) 788-7617

✉ Email

📍 Address or Site Location

#### SUMMARY

Remove existing monument sign cabinet and replace with updated cabinet and full color EMC.



NIGHT VIEW



EXISTING SIGN



#### Notes:

Colors shown are conceptual only and do not represent actual paint, vinyl, or sign components colors. Please refer to actual color samples.

This document is owned by Sign Country and is protected under Title 17 of the copyright code.

By accepting this document, the client agrees not to share the design concept or specifications with a third party unless pre-approved by Sign Country or with purchase of the design. Any violation will constitute a charge of the conception and design hours. This shows an approximate representation of the logo placement, size, and color.

**SignCountryWI.com**  
920.734.SIGN (7446)  
235 Allegiance Ct.  
Appleton, WI 54913

Acceptance of Sketch

Signature: \_\_\_\_\_



## Item For Consideration Plan Commission

Plan Commission Meeting Date: 5/12/25

Prepared On: 5/8/25

Agenda Item Topic: Founders Estates Duplex Condo Plats

Prepared By: Jessica Titel, Community Development Department

**Applicants:** Randall Oettinger - Vierbicher

**Owner (s):** Arlen Bauman

**Address/Parcel #:** 602/604 Founders Way (Parcel 260446402), 515/517 Founders Way (Parcel 260446421) and 503/505 Founders Way (Parcel 260556419)

**Request/Project Summary:** The applicant has submitted a condo plat for three lots within the Founders Estate Subdivision. The condo plat will create two separate ownership/condo units over each of the three subject parcels. The applicant is planning to construct duplexes on those lots. The Final Plat for Founders Estate Subdivision was approved by the Village Board on September 6, 2023. The site development review was completed with the subdivision review. This Condo Plat has been reviewed by staff and follows the requirements in Sec 42-8. After Plan Commission review, this Condo Plat will move to the Village Board on May 21 for final action. The Condo Plat is attached to this report for Plan Commission review.

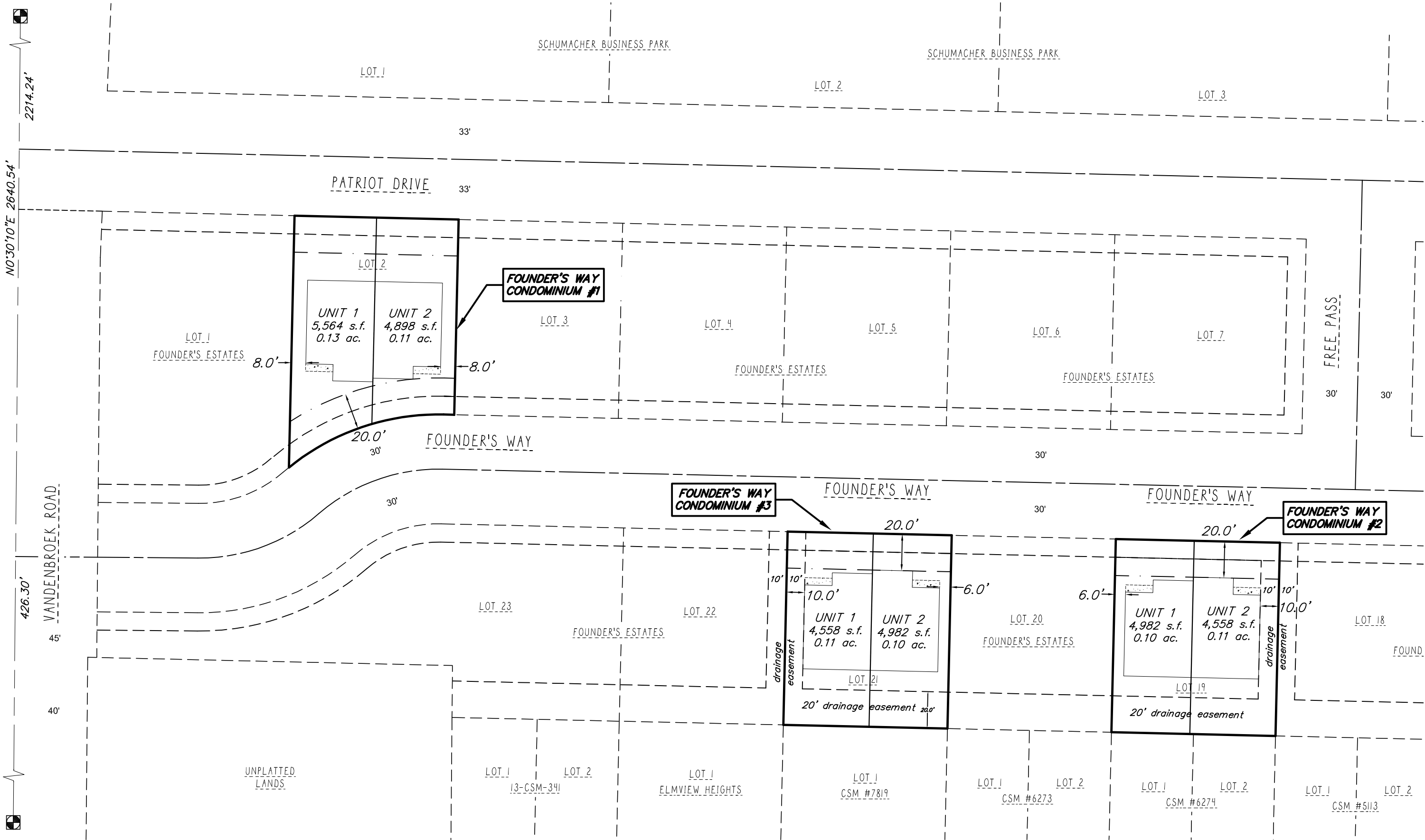
**Zoning Classification:** RT Two-Family District w/ Cluster Subdivision Overlay

**Recommendation/Board Action:** Staff is recommending adoption of a resolution for approval of the three duplex condo plats to the Village Board, subject to the satisfaction of all staff comments.

Respectfully Submitted,  
Jessica Titel, Community Development Director

-OVERALL EXHIBIT-  
**FOUNDER'S WAY CONDOMINIUM #1, 2 & 3**  
A LAND ONLY CONDOMINIUM

ALL OF LOTS 2, 19 & 21 OF THE PLAT OF FOUNDER'S ESTATES, RECORDED IN CABINET N, PAGES 193-194 (DOCUMENT #2300715), BEING  
PART OF LOT 11 OF THE PLAT OF SCHUMACHER BUSINESS PARK, RECORDED IN CABINET J, PAGES 71-72 (DOCUMENT #1661814),  
OUTAGAMIE COUNTY RECORDS, LOCATED IN THE SOUTHWEST ¼ OF THE NORTHEAST ¼ OF SECTION 16, T21N-R18E, VILLAGE OF LITTLE CHUTE,  
OUTAGAMIE COUNTY, WISCONSIN



**SURVEYED FOR:**  
ARLY BAUMANN  
FOUNDER'S WAY  
VILLAGE OF LITTLE CHUTE  
OUTAGAMIE COUNTY

**SURVEYED BY:**  
Vierbicher Associates, Inc.  
400 Security Blvd, Ste 1  
Green Bay, WI 54313  
(920) 434-9670

Job #: 250453  
Date: 05/01/2025

Rev:

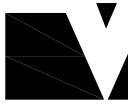
Drafted By: ROET

Checked By: MAND

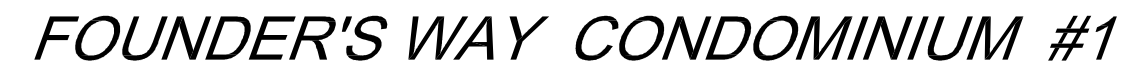
Sheet 1 of 1

TAX PARCEL: 260446402, 260446419 & 260446421  
DRAWING #: X-2120

**vierbicher**  
planners | engineers | advisors







ALL OF LOT 2 OF THE PLAT OF FOUNDER'S ESTATES, RECORDED IN CABINET N, PAGES 193-194 (DOCUMENT #2300715), BEING PART OF LOT 12 OF THE PLAT OF SCHUMACHER BUSINESS PARK, RECORDED IN CABINET J, PAGES 71-72 (DOCUMENT #1661814), OUTAGAMIE COUNTY RECORDS, LOCATED IN THE SOUTHWEST ¼ OF THE NORTHEAST ¼ OF SECTION 16, T21N-R18E, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN



1. *All areas and improvements not shown or defined as part of Units or Limited Common Elements are Common Elements. See the Condominium Declaration for additional information regarding Common Elements and Limited Common Elements.*
2. *This Plat is subject to any and all easements, both recorded and unrecorded.*
3. *Bearings are referenced the West line of the Northeast  $\frac{1}{4}$  of Section 16, T21N-R18E, which bears N00°30'10"E, and are based on the Outagamie County Coordinate System.*
4. *The building footprint shown is shown for reference only and is not intended to delineate unit boundaries.*

*I, Randall J. Oettinger, Professional Land Surveyor No. S-2349, hereby certify that in full compliance with the provisions of Section 703 of the Wisconsin Statutes regarding condominium plats, I have surveyed and mapped the following described lands:*

ALL OF LOTS 2 OF THE PLAT OF FOUNDER'S ESTATES, RECORDED IN CABINET N, PAGES 193-194 (DOCUMENT #2300715), OUTAGAMIE COUNTY RECORDS, LOCATED IN THE SOUTHWEST  $\frac{1}{4}$  OF THE NORTHEAST  $\frac{1}{4}$  OF SECTION 16, T21N-R18E, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN

*Said description contains 10,462 square feet or 0.24 acres, more or less.*

*I further certify that this condominium plat correctly represents the condominium described; that the floor plans are reproduced from plans furnished by the client; and the location and identification of each unit and the common elements can be determined from the plat.*

Vierbicher Associates, Inc.  
By: Randall J. Oettinger

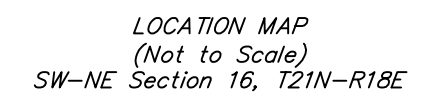
Dated this \_\_\_\_\_ day of May, 2025.

Randall J. Oettinger, P.L.S. No. S-2349



- ☐ PUBLIC LAND CORNER AS NOTED
- ◎ FOUND 1" DIA. IRON PIPE W/ CAP
- SET 1.32" x 18" DIA. IRON PIPE W/CAP, WEIGHING 1.18# PER L.F.
- FOUND 3/4" DIAMETER IRON ROD
- ⊗ FOUND 2" DIAMETER IRON PIPE

TAX PARCEL: 260446402, 260446419 & 260446421  
FIELDWORK COMPLETED: XX/XX/XX  
Drawing X-2122



*There are no objections to this condominium instrument with respect to Section 703 Wis. Stats. and it is hereby approved for recording.*

Date: \_\_\_\_\_, 20\_\_\_\_,

Village of Little Chute

SURVEYED FOR:  
ARLY BAUMANN  
FOUNDERS WAY  
VILLAGE OF LITTLE CHUTE  
OUTAGAMIE COUNTY

**SURVEYED BY:**  
Vierbicher Associates, Inc.  
400 Security Blvd, Ste 1  
Green Bay, WI 54313  
(920) 434-9670

Job #: 250453  
Date: 05/01/2025

Rev:

*Drafted By: ROET*

Checked By: MAND

Sheet 1 of 1

**vierbicher**  
planners | engineers | advisors

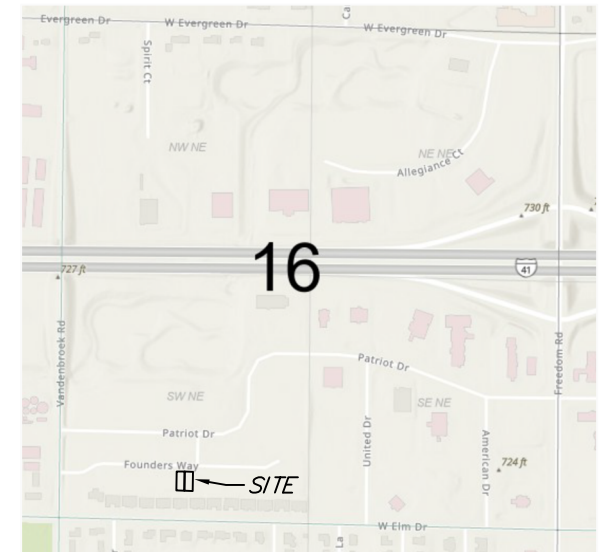




*A LAND ONLY CONDOMINIUM PLAT*

GRAPHIC SCALE, FEET

0 10 20 40



GENERAL CONDOMINIUM NOTES:

- SURVEYOR'S CERTIFICATE

*Said description contains 10,462 square feet or 0.24 acres, more or less.*

Vierbicher Associates, Inc.  
By: Randall J. Oettinger

Dated this \_\_\_\_\_ day of May, 2025.

Randall J. Oettinger, P.L.S. No. S-2349



- ☐ PUBLIC LAND CORNER AS NOTED
- ◎ FOUND 1" DIA. IRON PIPE W/ CAP
- SET 1.32" x 18" DIA. IRON PIPE W/ CAP, WEIGHING 1.18# PER L.F.
- FOUND 3/4" DIAMETER IRON ROD

**vierbicher**  
planners | engineers | advisors



*There are no objections to this condominium instrument with respect to Section 703 Wis. Stats. and it is hereby approved for recording.*

Date: \_\_\_\_\_, 20\_\_\_\_,

Village of Little Chute

SURVEYED FOR:  
ARLY BAUMANN  
FOUNDERS WAY  
VILLAGE OF LITTLE CHUTE  
OUTAGAMIE COUNTY

SURVEYED BY:  
Verbicher Associates, Inc.  
400 Security Blvd, Ste 1  
Green Bay, WI 54313  
(920) 434-9670

Job #: 250453  
Date: 05/01/2025

Rev:

*Drafted By: ROET*

Checked By: MAND

Sheet 1 of 4

N 1/4 Corner  
Section 16,  
T21N-R18E  
(Fd. cut cross)

N0°30'10"E 2640.54'

???'

LOT 22  
FOUNDER'S ESTATES

LOT 1  
ELMVIEW  
HEIGHTS

Center Corner  
Section 16,  
T21N-R18E  
(Fd. cut cross)

TAX PARCEL: 260446421  
FIELDWORK COMPLETED: XX/XX/XX  
Drawing #X-2124

S88°40'25"E

10'

drainage easement

UNIT 1  
4,982 s.f.  
0.11 ac.

FOUNDER'S ESTATES  
20' drainage easement

N88°42'45"W 90.00'

LOT 1  
CSM #7819

S88°42'11"E 2652.34'

E 1/4 Corner  
Section 16,  
T21N-R18E  
(Fd. masonry nail)

S88°42'45"E 90.00'

47.00'

10' utility easement

10.00'

15.00'

drainage easement

37.00'

UNIT 2  
4,558 s.f.  
0.10 ac.

FOUNDER'S ESTATES

20' drainage easement

47.00'

N88°42'45"W 90.00'

LOT 1  
CSM #7819

30'

30'

43.00'

20.0'

2.00'

22.00'

9.00'

15.00'

6.0'

46.00'

37.00'

37.00'

20.0'

43.00'

47.00'

N88°42'45"W 90.00'

LOT 1  
CSM #6273

43.00'

20.0'

47.00'

43.00'

47.00'

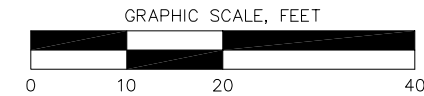
43.00'

47.00'

## FOUNDER'S WAY CONDOMINIUM #3

### A LAND ONLY CONDOMINIUM PLAT

ALL OF LOT 21 OF THE PLAT OF FOUNDER'S ESTATES, RECORDED IN CABINET N, PAGES 193-194 (DOCUMENT #2300715), BEING PART OF LOT 11 OF THE PLAT OF SCHUMACHER BUSINES PARK, RECORDED IN CABINET J, PAGES 71-72 (DOCUMENT #1661814), OUTAGAMIE COUNTY RECORDS, LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 16, T21N-R18E, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN



#### GENERAL CONDOMINIUM NOTES:

- All areas and improvements not shown or defined as part of Units or Limited Common Elements are Common Elements. See the Condominium Declaration for additional information regarding Common Elements and Limited Common Elements.
- This Plat is subject to any and all easements, both recorded and unrecorded.
- Bearings are referenced the West line of the Northeast 1/4 of Section 16, T21N-R18E, which bears N00°30'10"E, and are based on the Outagamie County Coordinate System.
- The building footprint shown is shown for reference only and is not intended to delineate unit boundaries.

#### SURVEYOR'S CERTIFICATE

I, Randall J. Oettinger, Professional Land Surveyor No. S-2349, hereby certify that in full compliance with the provisions of Section 703 of the Wisconsin Statutes regarding condominium plats, I have surveyed and mapped the following described lands:

ALL OF LOT 21 OF THE PLAT OF FOUNDER'S ESTATES, RECORDED IN CABINET N, PAGES 193-194 (DOCUMENT #2300715), OUTAGAMIE COUNTY RECORDS, LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 16, T21N-R18E, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN

Said description contains 10,462 square feet or 0.24 acres, more or less.

I further certify that this condominium plat correctly represents the condominium described; that the buildings depicted are reproduced from plans furnished by the client; and the location and identification of each unit and the common elements can be determined from the plat.

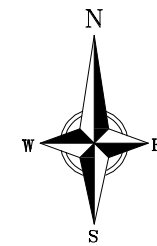
Vierbicher Associates, Inc.  
By: Randall J. Oettinger

Dated this \_\_\_\_\_ day of May, 2025.

Randall J. Oettinger, P.L.S. No. S-2349

#### SURVEY LEGEND

- PUBLIC LAND CORNER AS NOTED
- FOUND 1" DIA. IRON PIPE W/ CAP
- SET 1.32" x 18" DIA. IRON PIPE W/CAP, WEIGHING 1.18# PER L.F.
- FOUND 3/4" DIAMETER IRON ROD



LOCATION MAP  
(Not to Scale)  
SW-NE Section 16, T21N-R18E

#### VILLAGE OF LITTLE CHUTE APPROVAL CERTIFICATE

There are no objections to this condominium instrument with respect to Section 703.01 Wis. Stats. and it is hereby approved for recording.

Date: \_\_\_\_\_, 20\_\_\_\_

Village of Little Chute

SURVEYED FOR:  
ARLY BAUMANN  
FOUNDERS WAY  
VILLAGE OF LITTLE CHUTE  
OUTAGAMIE COUNTY

SURVEYED BY:  
Vierbicher Associates, Inc.  
400 Security Blvd, Ste 1  
Green Bay, WI 54313  
(920) 434-9670

Job #: 250453  
Date: 05/01/2025

Rev:

Drafted By: ROET

Checked By: MAND

Sheet 1 of 4

**vierbicher**  
planners | engineers | advisors





## Item For Consideration Plan Commission

Plan Commission Meeting Date: 5/12/25

Prepared On: 5/7/25

Agenda Item Topic: Enriquez Annexation

Prepared By: Jessica Titel, Community Development Department

**Applicants/Owners:** Alfredo Vargas Enriquez

**Address/Parcel #:** W2793 Evergreen Drive (Town of Vandebroek) / Parcel #s 200031801 and 200031806

**Request:** Annexation of the subject properties into the Village of Little Chute.

**Background:** The subject properties are 1.25 acres in size and contain an existing single-family home and detached garage. The applicant is requesting annexation to connect to Village water. Water and sanitary mains are available and located in Evergreen Drive. The annexation petition and supporting documentation have been sent to WI Department of Administration for review. The state has 20 days from date of receipt to provide a response.

**Proposed Zoning:** RC Conventional Single-Family Residential District. Section 44-43(b) states that annexations shall be placed in the RC, conventional single-family district, unless the annexation ordinance places the land in another district.

**Recommendation/Board Action:** Staff is recommending approval of the proposed annexation to the Village Board. An annexation ordinance will be prepared for adoption.

Respectfully Submitted,

Jessica Titel, Community Development Director



# Vicinity Map



5/8/2025, 11:44:23 AM

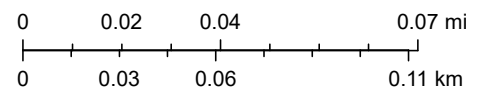
 Tax Parcel Information

Streets

 LOCAL

 PLSS Sections

1:3,009



### Petition for Annexation

The undersigned, constituting 100 percent of the owners of the following described territory located in the Town of Vandebroek, Outagamie County, Wisconsin, lying contiguous to the Village of Little Chute, petition the Village of Little Chute Board to annex the territory described below and shown upon the attached map, as permitted by Chapter 66 of the Wisconsin Statutes, to the Village of Little Chute, Outagamie County, Wisconsin.

Two parcels of land located in the northeast  $\frac{1}{4}$  of the northwest  $\frac{1}{4}$  in Section 16, Township 21 North, Range 18 East, in the Town of Vandebroek, Outagamie County, Wisconsin, more fully described as follows:

Commencing at the north  $\frac{1}{4}$  corner of said section 16; thence north 89 degrees 44 minutes 04 seconds west 1,107.81 feet, along the north line of the Northwest  $\frac{1}{4}$  of said Section 16; thence south 00 degrees 45 minutes 25 seconds east 33.01 feet to the point of beginning; thence south 00 degrees 45 minutes 25 seconds east 256.99 feet; thence north 89 degrees 44 minutes 04 seconds west 213.00 feet; thence north 00 degrees 45 minutes 25 seconds west 256.99 feet; thence south 89 degrees 44 minutes 04 seconds east 213.00 feet to the point of beginning.

Said parcel number 1 contains 38,548.50 square feet (0.88 acres) and said parcel number 2 contains 16,190.37 square feet (0.37 acres).

Parcel Numbers: 200031806 and 200031801

There are 5 persons residing in this territory.

Dated the \_\_\_\_ day of \_\_\_\_\_ 2025

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Alfredo Vargas Enriquez – owner/elector

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Kensy Nunez - elector

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Name:

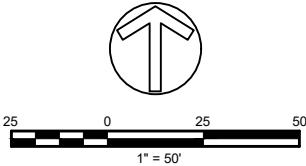
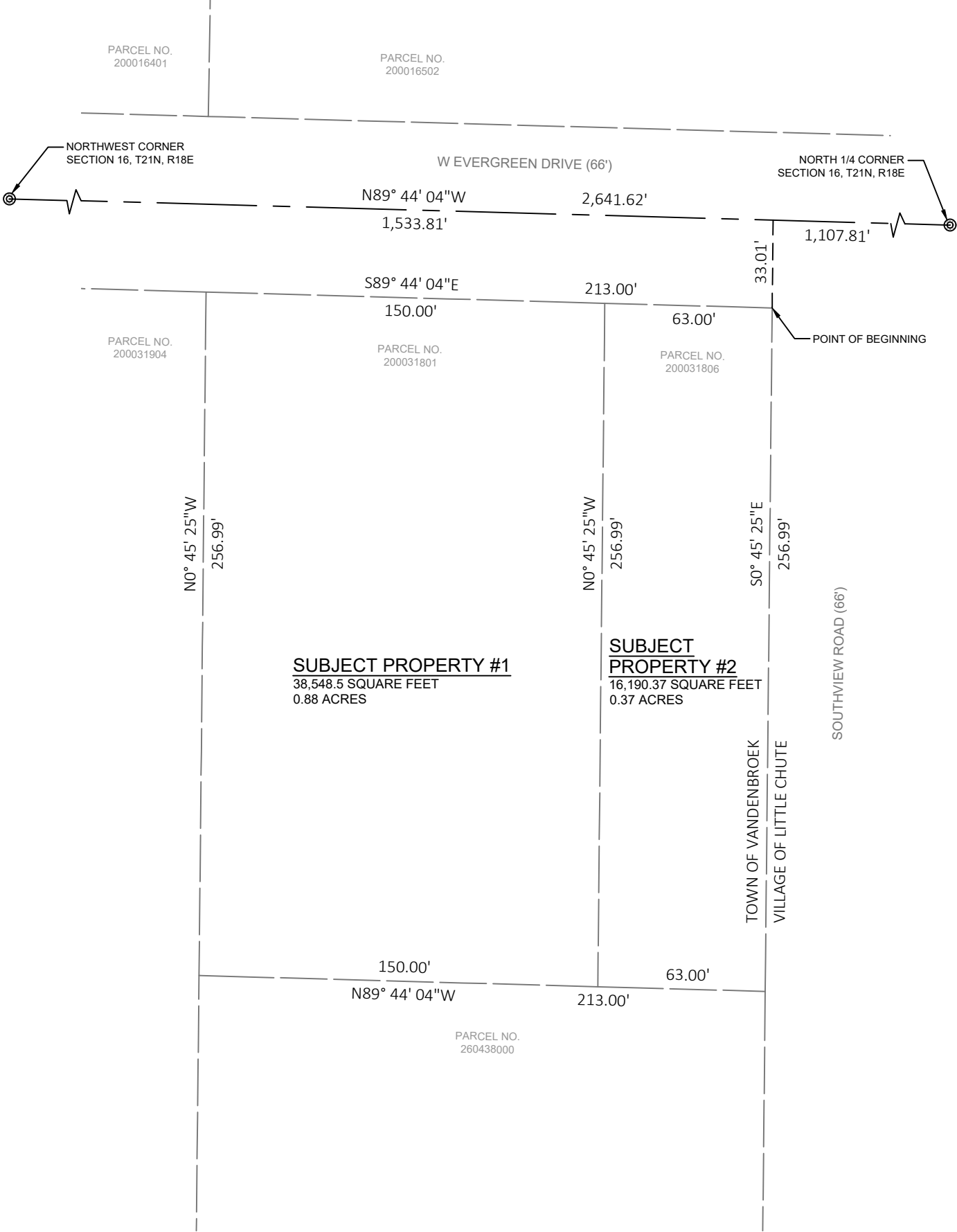


PROPOSED ANNEXATION TO THE VILLAGE OF LITTLE CHUTE

Two parcels of land located in the northeast ¼ of the northwest ¼ in Section 16, Township 21 North, Range 18 East, in the Town of Vandebroek, Outagamie County, Wisconsin, more fully described as follows:

Commencing at the north ¼ corner of said section 16; thence north 89 degrees 44 minutes 04 seconds west 1,107.81 feet, along the north line of the Northwest 1/4 of said Section 16; thence south 00 degrees 45 minutes 25 seconds east 33.01 feet to the point of beginning; thence south 00 degrees 45 minutes 25 seconds east 256.99 feet; thence north 89 degrees 44 minutes 04 seconds west 213.00 feet; thence north 00 degrees 45 minutes 25 seconds west 256.99 feet; thence south 89 degrees 44 minutes 04 seconds east 213.00 feet to the point of beginning.

Said parcel number 1 contains 38,548.50 square feet (0.88 acres) and said parcel number 2 contains 16,190.37 square feet (0.37 acres). Parcel Numbers: 200031806 and 200031801



108 West Main Street Little Chute, Wisconsin 54140  
920-423-3865 - www.littlechutewi.org

VILLAGE OF LITTLE CHUTE  
W EVERGREEN DR  
PETITION FOR ANNEXATION

Date		File No.
Designed	_____	W2793EVERGREENANNEX.dwg
Drawn	BJB 6/14/24	Drawing No.
Checked	MJW 6/14/24	1
Approved	_____	Job Class ____
		Sheet 1 of 1

# Annexation Review Questionnaire

Wisconsin Department of Administration

WI Dept. of Administration  
Municipal Boundary Review  
PO Box 1645  
Madison WI 53701  
608-264-6102 Fax: 608-264-6104  
[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)  
<http://doa.wi.gov/municipalboundaryreview>

Petitioner: Alfredo Vargas Enriquez and Kensy Nunez

Petition Number:

1. Territory to be annexed: From **TOWN OF VANDENBROEK** To **VILLAGE OF LITTLE CHUTE**

2. Area (Acres): 1.25 acres, including southern half of the adjacent Evergreen Drive right-of-way

3. Pick one: ☒ Property Tax Payments

OR ☐ Boundary Agreement

a. Annual town property tax on territory to be annexed:

\$ 486.18

a. Title of boundary agreement \_\_\_\_\_

b. Year adopted \_\_\_\_\_

b. Total that will be paid to Town

(annual tax multiplied by 5 years): \$2430.90

c. Participating jurisdictions \_\_\_\_\_

c. Paid by: ☐ Petitioner ☐ City ☒ Village

d. Statutory authority (pick one)

☐ s.66.0307 ☐ s.66.0225 ☐ s.66.0301

☐ Other: \_\_\_\_\_

4. Resident Population: Electors: 2 Total: 5

5. Approximate **present land use** of territory:

Residential: 100 % Recreational: \_\_\_\_\_ % Commercial: \_\_\_\_\_ % Industrial: \_\_\_\_\_ %

Undeveloped: \_\_\_\_\_ %

6. If territory is undeveloped, what is the **anticipated use**?

Residential: \_\_\_\_\_ % Recreational: \_\_\_\_\_ % Commercial: \_\_\_\_\_ % Industrial: \_\_\_\_\_ %

Other: \_\_\_\_\_ %

Comments: \_\_\_\_\_

7. Has a ☐ preliminary or ☐ final plat been submitted to the Plan Commission: ☐ Yes ☒ No

Plat Name: \_\_\_\_\_

8. What is the **nature of land use adjacent** to this territory in the city or village?

Commerical and light industrial

In the town?: Residential and agricultural

9. What are the **basic service needs** that precipitated the request for annexation?

☒ Sanitary sewer ☒ Water supply ☐ Storm sewers

☐ Police/Fire protection ☐ EMS ☐ Zoning

Other \_\_\_\_\_

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10. Is the city/village or town capable of providing needed utility services?

City/Village   ☒ Yes   ☐ No                      Town       ☐ Yes       ☒ No

If yes, approximate timetable for providing service:                      City/Village                      Town

Sanitary Sewers immediately                      ☒                      ☐  
                    or, write in number of years.                      \_\_\_\_\_                      \_\_\_\_\_

Water Supply immediately                      ☒                      ☐  
                    or, write in number of years.                      \_\_\_\_\_                      \_\_\_\_\_

Will provision of sanitary sewers and/or water supply to the territory proposed for annexation require capital expenditures (i.e. treatment plant expansion, new lift stations, interceptor sewers, wells, water storage facilities)?

☐ Yes       ☒ No

If yes, identify the nature of the anticipated improvements and their probable costs: \_\_\_\_\_

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11. Planning & Zoning:

a. Do you have a comprehensive plan for the City/Village/Town?                      ☒ Yes       ☐ No

Is this annexation consistent with your comprehensive plan?                      ☒ Yes       ☐ No

b. How is the annexation territory now zoned? Industrial \_\_\_\_\_

c. How will the land be zoned and used if annexed? RC Conventional Single-Family District \_\_\_\_\_

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12. Elections:   ☐ New ward or ☒ Existing ward? Will the annexation create a new ward or join an existing ward? For more information, please contact the Wisconsin Election Commission at (608) 266-8005, [elections@wi.gov](mailto:elections@wi.gov) or see their annexation checklist here: <http://elections.wi.gov/forms/el-100>

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13. Other relevant information and comments bearing upon the public interest in the annexation:

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Prepared by:   ☐ Town    ☐ City    ☒ Village

Name: Jessica Titel, Community Development Director

Email: jessica@littlechutewi.org

Phone: 920-423-3870

Date: 5/8/25

(March 2018)

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Please **RETURN PROMPTLY** to:

[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

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# Request for Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration  
Municipal Boundary Review  
PO Box 1645, Madison WI 53701  
608-264-6102  
[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)  
<https://doa.wi.gov/municipalboundaryreview>

**Online Submittal and Payment: Instead of this form go to <https://appengine.egov.com/apps/wi/dir/annexation>  
This will speed up the process by eliminating the time it used to take to mail the check to us.**

## Petitioner Information

Name: **Alfredo Vargas Enriquez**

Phone: **7153024680**

Email: **knunez512@yahoo.com**

## Contact Information if different than petitioner:

Representative's Name: **Jessica Titel, Community Development Director - Village of Little Chute**

Phone: **920-423-3870**

E-mail: **jessica@littlechutewi.org**

1. Town(s) where property is located: **Vandenbroek**

2. Petitioned City or Village: **Little Chute**

3. County where property is located: **Outagamie**

4. Population of the territory to be annexed: **5**

5. Area (in acres) of the territory to be annexed: **1.25 ACRES (INCLUDING ADJACENT SOUTH 1/2 OF  
EVERGREEN DRIVE RIGHT-OF-WAY)**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):  
**200031801, 200031806**

## Include these required items with this form:

- ☒ Legal Description meeting the requirements of [s.66.0217 \(1\) \(c\)](#) [see attached annexation guide]
- ☒ Map meeting the requirements of [s. 66.0217 \(1\) \(g\)](#) [see attached annexation guide]
- ☒ Signed Petition or Notice of Intent to Circulate [see attached annexation guide]
- ☒ Check or money order covering review fee [see next page for fee calculation]

(November 2022)

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# Annexation Review Fee Schedule

A Guide for Calculating the Fee Required by ss.16.53 (4) and 66.0217, Wis. Stats.

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## Required Fees

There is an initial filing fee and a variable review fee

**\$200 Initial Filing Fee** (required with the first submittal of all petitions)

\$200 – 2 acres or less

\$350 – 2.01 acres or more

**\$200 Review Fee** (required with all annexation submittals except those that consist ONLY of road right-of-way)

\$200 – 2 acres or less

\$600 – 2.01 to 10 acres

\$800 – 10.01 to 50 acres

\$1,000 – 50.01 to 100 acres

\$1,400 – 100.01 to 200 acres

\$2,000 – 200.01 to 500 acres

\$4,000 – Over 500 acres

**\$400 TOTAL FEE DUE** (Add the Filing Fee to the Review Fee)

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**Include** check or money order, payable to: **Department of Administration**

**DON'T attach the check with staples, tape, ...**

**THE DEPARTMENT WILL NOT PROCESS  
AN ANNEXATION PETITION THAT IS NOT ACCOMPANIED  
BY THE REQUIRED FEE.**

**THE DEPARTMENT'S 20-DAY STATUTORY REVIEW PERIOD  
COMMENCES UPON RECEIPT OF THE PETITION AND REVIEW FEE**

Shaded Area for Office Use Only

Date fee & form received: \_\_\_\_\_

Payer: \_\_\_\_\_ Check Number: \_\_\_\_\_

Check Date: \_\_\_\_\_

Amount: \_\_\_\_\_