



Fox Crossing Community Development Department
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www.foxcrossingwi.gov

**VILLAGE OF FOX CROSSING
PLANNING COMMISSION MEETING
WEDNESDAY, December 12, 2018 @ 5:15 PM
MUNICIPAL COMPLEX - 2000 MUNICIPAL DRIVE**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC HEARING – Rezoning – 988 Cold Spring Rd.

APPROVAL OF MINUTES – October 17, 2018 (no November meeting)

NEW BUSINESS

1. Rezoning – 988 Cold Spring Rd. – A-2 (General Agriculture) to I-1 (Light Industrial)
2. Condominium Plat – 1020 American Dr.
3. Extraterritorial Certified Survey Map – 2751 Winnegamie Dr. – Town of Clayton
4. Extraterritorial Certified Survey Map – 3102 Fairview Rd. – Town of Clayton
5. Certified Survey Map – Speedy Clean – 1380 Earl St.
6. Cobblestone Hotels – Hotel/Motel License – 1465 Bryce Dr.

OTHER BUSINESS

1. Development Activity Report

COMMUNICATIONS

1. Sustainability Committee Report

PUBLIC FORUM: Non-Agendized Village Related Matters

Pursuant to WI Statutes 19.83(2) & 19.84(2), the public may present matters; however, they cannot be discussed or acted upon. Limited to ten minutes - non-repetitive matters.

ADJOURNMENT

If you have any questions, please call (920) 720-7105 for information. You may also access the staff recommendations on the website, www.foxcrossingwi.gov. From the main page, click "Meetings," then "Agendas." The recommendation is posted on the website the Thursday or Friday preceding the Plan Commission meeting.

PLEASE NOTE: It is possible that members of and possibly a quorum of Village Board members or other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body other than the governmental body specifically referred to on the agenda above.

The Commission reserves the right to take up any item on the agenda at any time after the meeting commences.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Administration Office at (920) 720-7101.

**VILLAGE OF FOX CROSSING
PLANNING COMMISSION MEETING
WEDNESDAY, OCTOBER 17, 2018 at 5:15 PM
MUNICIPAL COMPLEX - 2000 MUNICIPAL DRIVE**

CALL TO ORDER: Chairperson Jochman called the Planning Commission meeting of October 17, 2018 to order at 5:15 p.m.

PRESENT: Chairperson: Chair Dennis Jochman
 Commissioners: Mr. Aaron Sabel, Mr. Tom Young, Mr. Morris Cox, Mr. Michael Scheibe, Ms. Tracy Romzek, Mr. James Zielinski

 Staff: Community Development Director George Dearborn
 Associate Planner Ria Hull

ALSO PRESENT: Frank Petrich, WT Group

PLEDGE OF ALLEGIANCE

PUBLIC HEARING – Rezoning – 670 N. Green Bay Rd.

A motion was made by Mr. Sabel, seconded by Mr. Cox, to open the public hearing for the rezoning of 670 N. Green Bay Rd.

The motion carried – 7-0

Director Dearborn explained the reason for the rezoning request. He stated that Speedway wants to buy the two lots and combine them into one for a new gas station. The lots are currently in different zoning districts, so one of them has to be rezoned before they can be combined. They are choosing the industrial zoning district. Gas stations are allowed in this district.

A motion was made by Mr. Sabel, seconded by Mr. Scheibe, to close the public hearing for the rezoning of 670 N. Green Bay Rd.

The motion carried – 7-0

APPROVAL OF MINUTES – September 19, 2018

A motion was made by Mr. Cox, seconded by Mr. Scheibe, to approve the meeting minutes of September 19, 2018.

The motion carried – 7-0

NEW BUSINESS

Item 1 - Rezoning – 670 N. Green Bay Rd.

Mr. Sabel said this appears to be an appropriate use for this zoning district.

Mr. Young asked if industrial zoning is the only acceptable district for gas stations.

Ms. Hull said no, but the future land use map designates this parcel as industrial.

A motion was made by Mr. Cox, seconded by Ms. Romzek, to approve the rezoning of 670 N. Green Bay Rd. from B-3 (General Business) to I-2 (Heavy Industrial).

The motion carried – 7-0

Item 2 - Certified Survey Map – 670 N. Green Bay Rd.

Director Dearborn said again that this is for Speedway for a new fueling station.

A motion was made by Mr. Cox, seconded by Mr. Scheibe, to approve the Certified Survey Map for 670 N. Green Bay Rd. with the following conditions:

1. All taxes and assessments shall be paid prior to the Village affixing signatures on the Certified Survey Map.
2. The applicant shall provide the Village with a final copy of the recorded Certified Survey Map.

The motion carried – 7-0

Item 3 - Extraterritorial Certified Survey Map – E. Shady Ln. – Town of Clayton

Director Dearborn stated that this is a property adjacent to the Village in the Town of Clayton. It is a two lot CSM and staff have no objections.

A motion was made by Mr. Sabel, seconded by Mr. Cox, to approve the Certified Survey Map for parcels 006033104 and 006033106 on E. Shady Ln. in the Town of Clayton with the following condition:

1. The applicant shall provide the Village with a final copy of the recorded CSM.

The motion carried – 7-0

OTHER BUSINESS

Development Activity Report

Director Dearborn said that we continue to have permit numbers similar to last year. He said values are up by about \$7 million.

Mr. Young asked about the status of the Women's Care project.

Director Dearborn said that as far as he knows the project is not moving forward. He said the property and TID could be used by a new developer; the Village would just need a new development agreement.

COMMUNICATIONS

Sustainability Committee Report

Director Dearborn reviewed the agenda and the electronics recycling totals.

PUBLIC FORUM

The November Planning Commission meeting was discussed and it was decided that it would be cancelled due to the fact that it was scheduled for the day before Thanksgiving. The next Planning Commission meeting would then be on December 12th.

ADJOURNMENT:

A motion was made by Mr. Sabel, seconded by Mr. Scheibe, to adjourn.

The motion carried – 7-0

5:30 p.m.

Ria Hull,
Recording Secretary

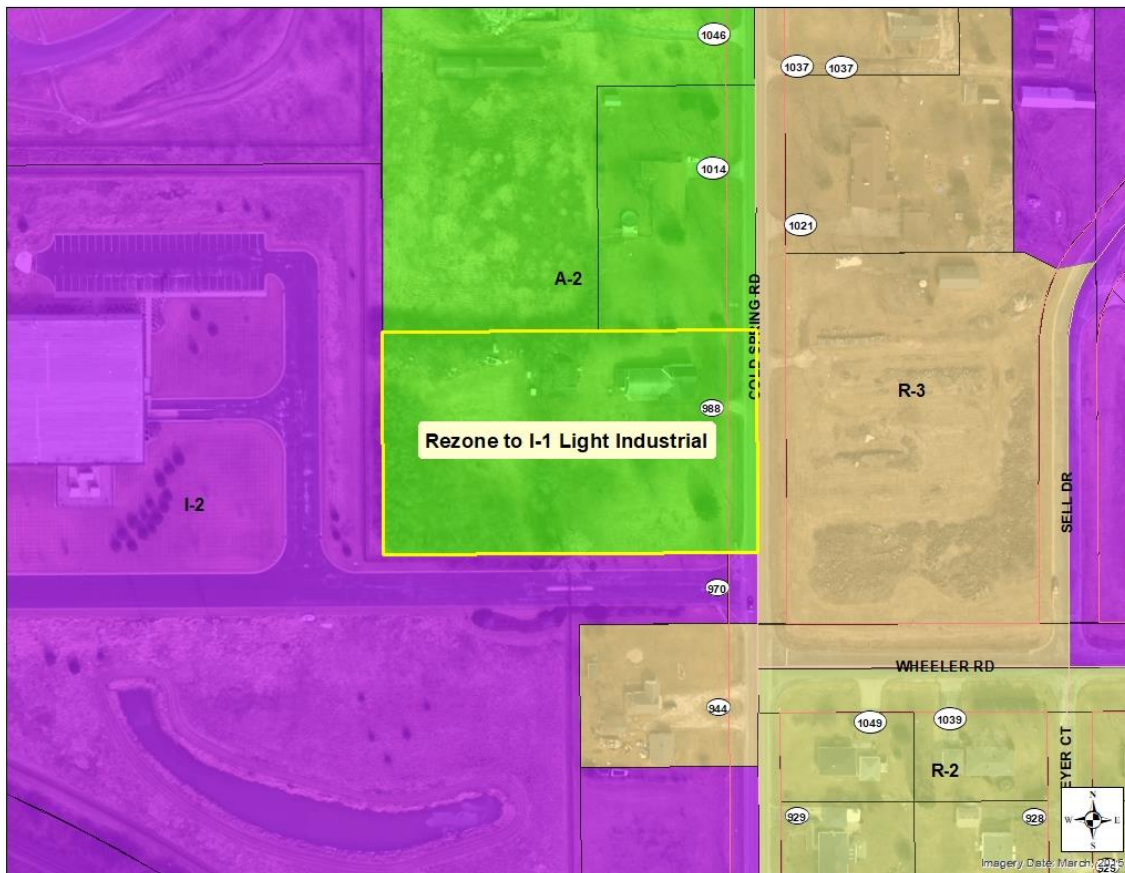
MEMO

Date: December 3, 2018
To: Village Planning Commission Members
From: Community Development Department Staff
RE: New Business Item 1 – Rezoning – 988 Cold Spring Rd. – A-2 to I-1

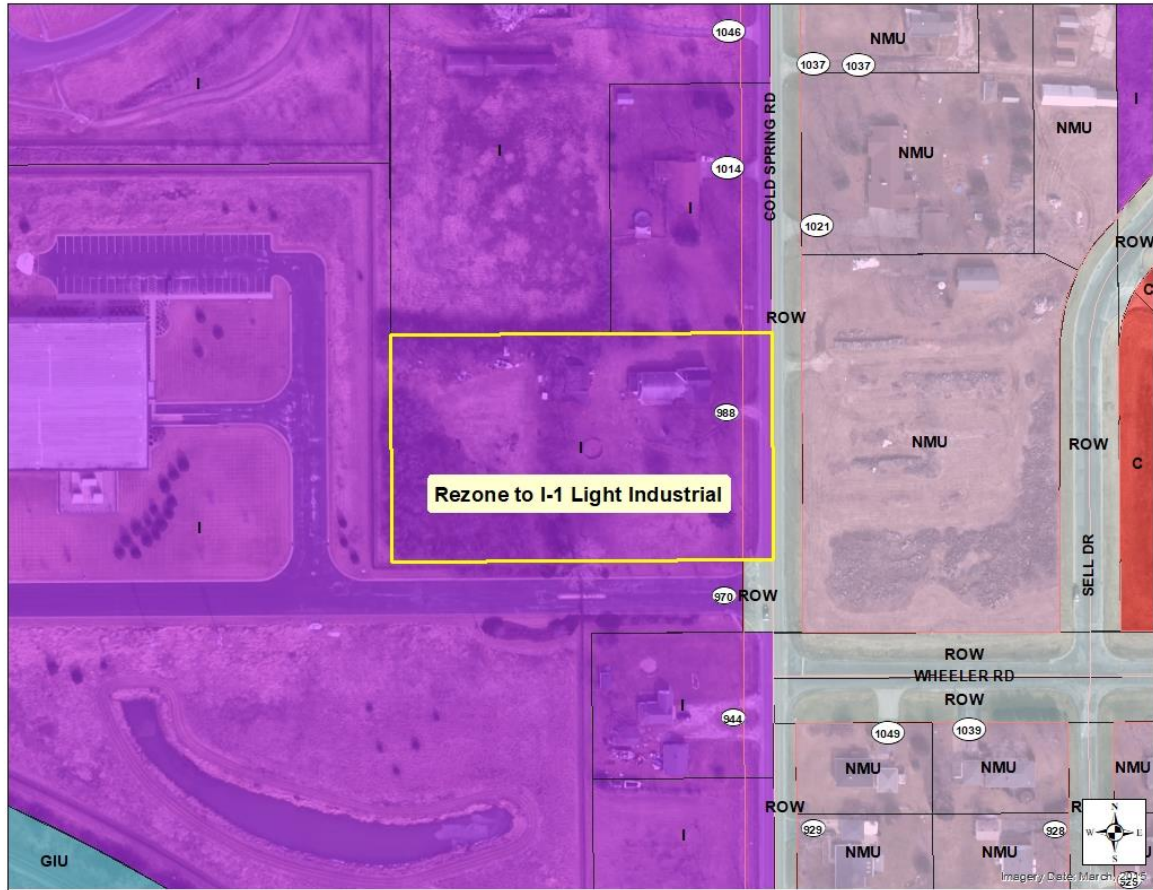
Overview

The petitioner, Michael Hubbard, is requesting approval of a rezoning for 988 Cold Spring Rd. The request is to rezone it from A-2 (General Agriculture) to I-1 (Light Industrial). The petitioner is planning on building personal storage facilities. Staff advised the petitioner to rezone it to light industrial for a number of reasons: (1) the Future Land Use Map (following page) calls it out as industrial; (2) personal storage facilities are permitted by right on industrially zoned property; and (3) the property is adjacent to Kimberly Clark, which is also zoned industrial (below).

Current Zoning



Future Land Use



Staff Recommendation

As you can see above, this rezoning request is consistent with the Comprehensive Plan Future Land Use Map's industrial designation. Staff recommend approval of the rezoning from A-2 to I-1.

As a side note, staff will ensure the development is compatible with the adjacent residential properties by requiring proper screening and landscaping. We will review these items closely at the time the site plan is submitted for review.

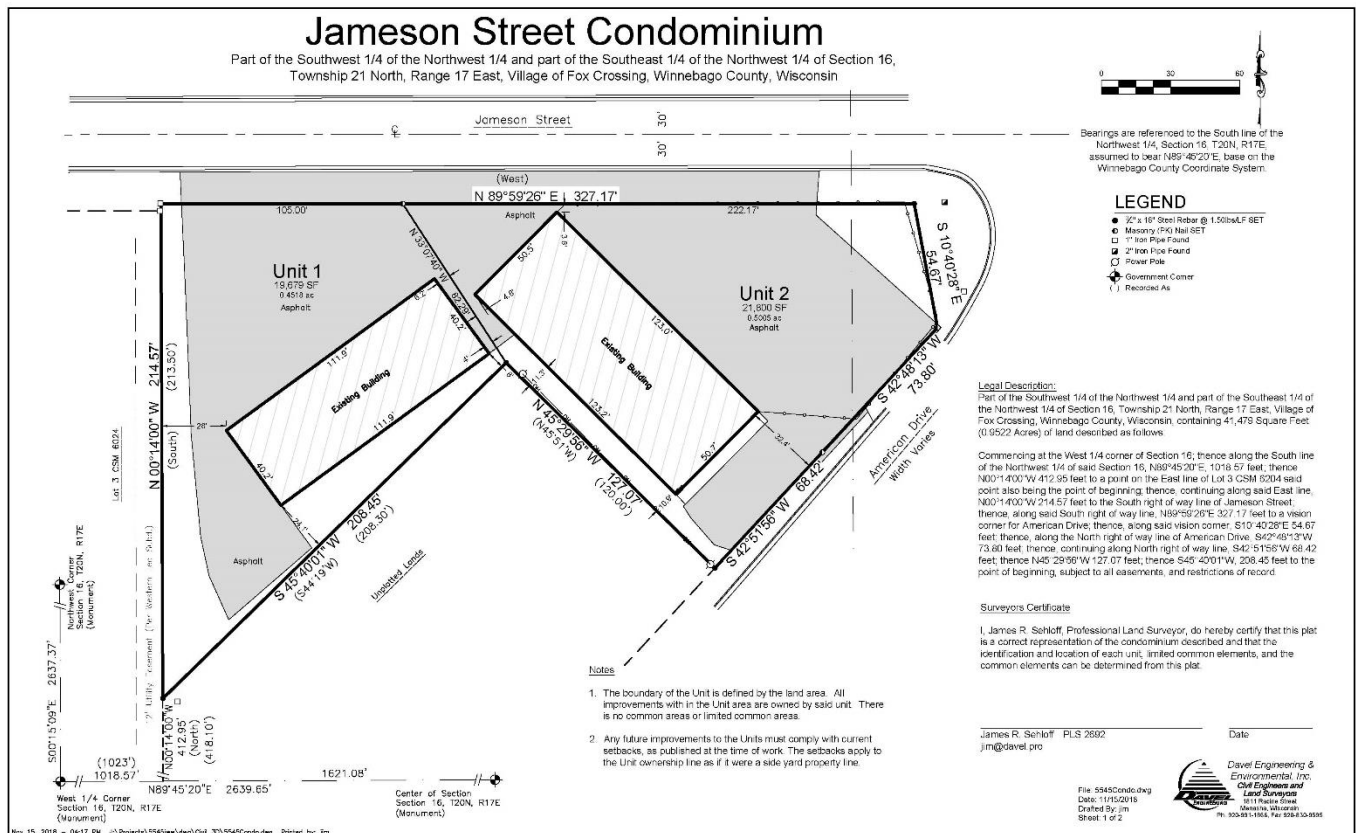
MEMO

Date: December 4, 2018
To: Village Planning Commission Members
From: Community Development Department Staff
RE: New Business Item 2 – Condominium Plat – 1020 American Dr.

Overview

The applicant, Andrew Fenwick, is requesting approval of a condominium plat to separate his commercial property at 1020 American Dr. into two units. Mr. Fenwick wants the ability to have two separate owners for the separate buildings. A Certified Survey Map was originally discussed, but it is not possible to put a property line down the middle because it would make the buildings nonconforming. The minimum side-yard setback is 7 ft. and these two buildings are not 14 ft. apart. Thus, a condominium plat was a better option. The red line you see below is not a property line, but a unit line. In a way, this is similar to what McMahon did with their building a couple years ago when they separated sections of the building into different units under different ownership entities.





Staff Recommendation

Staff find that this condominium plat complies with the Village of Fox Crossing's Chapter 6 Land Division Ordinance and recommend approval with the following conditions:

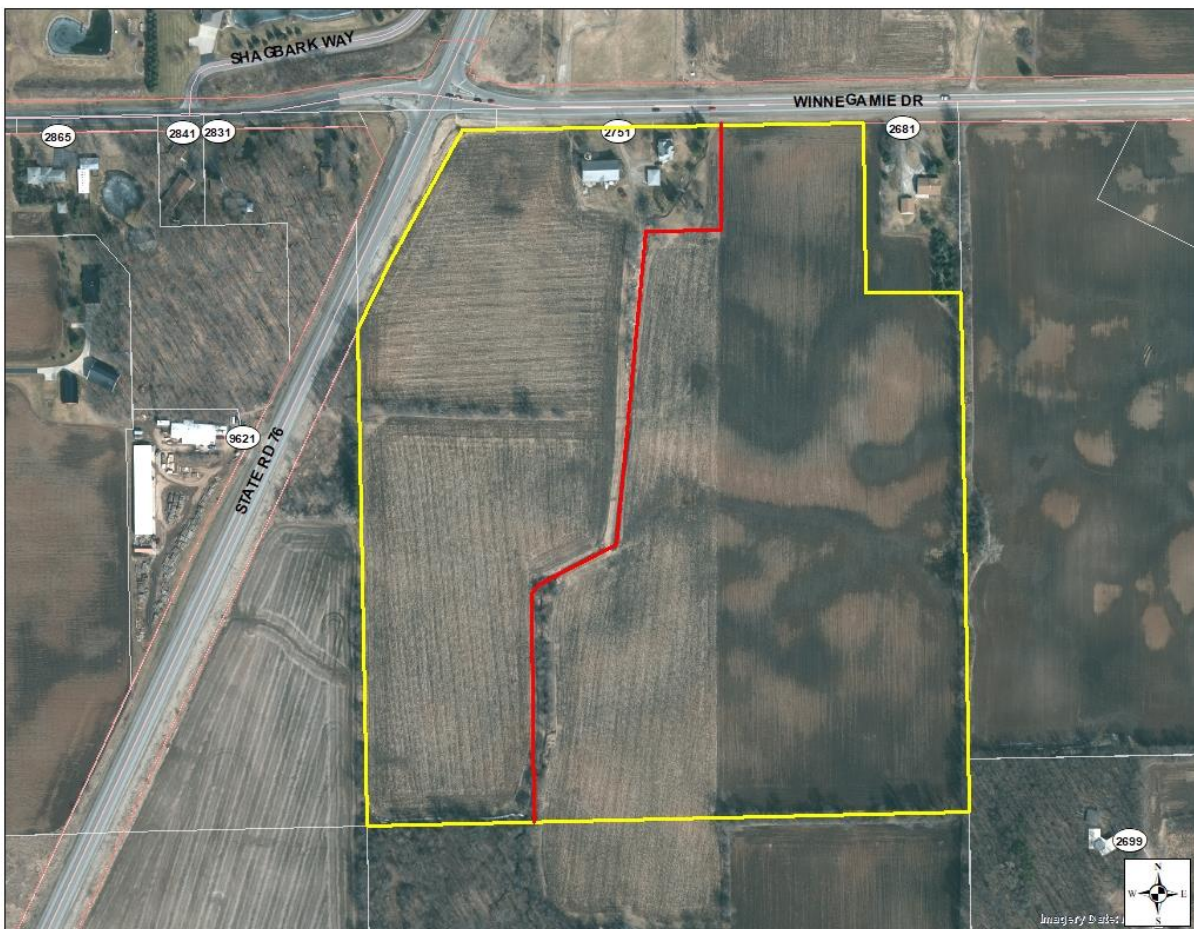
1. All taxes and assessments shall be paid prior to the Village affixing signatures on the condo plat.
2. The applicant shall provide the Village with a final copy of the recorded condo plat.

MEMO

Date: December 4, 2018
To: Village Planning Commission Members
From: Community Development Department Staff
RE: New Business Item 3 – Extraterritorial Certified Survey Map – 2751 Winnegamie Dr. – Town of Clayton

Overview

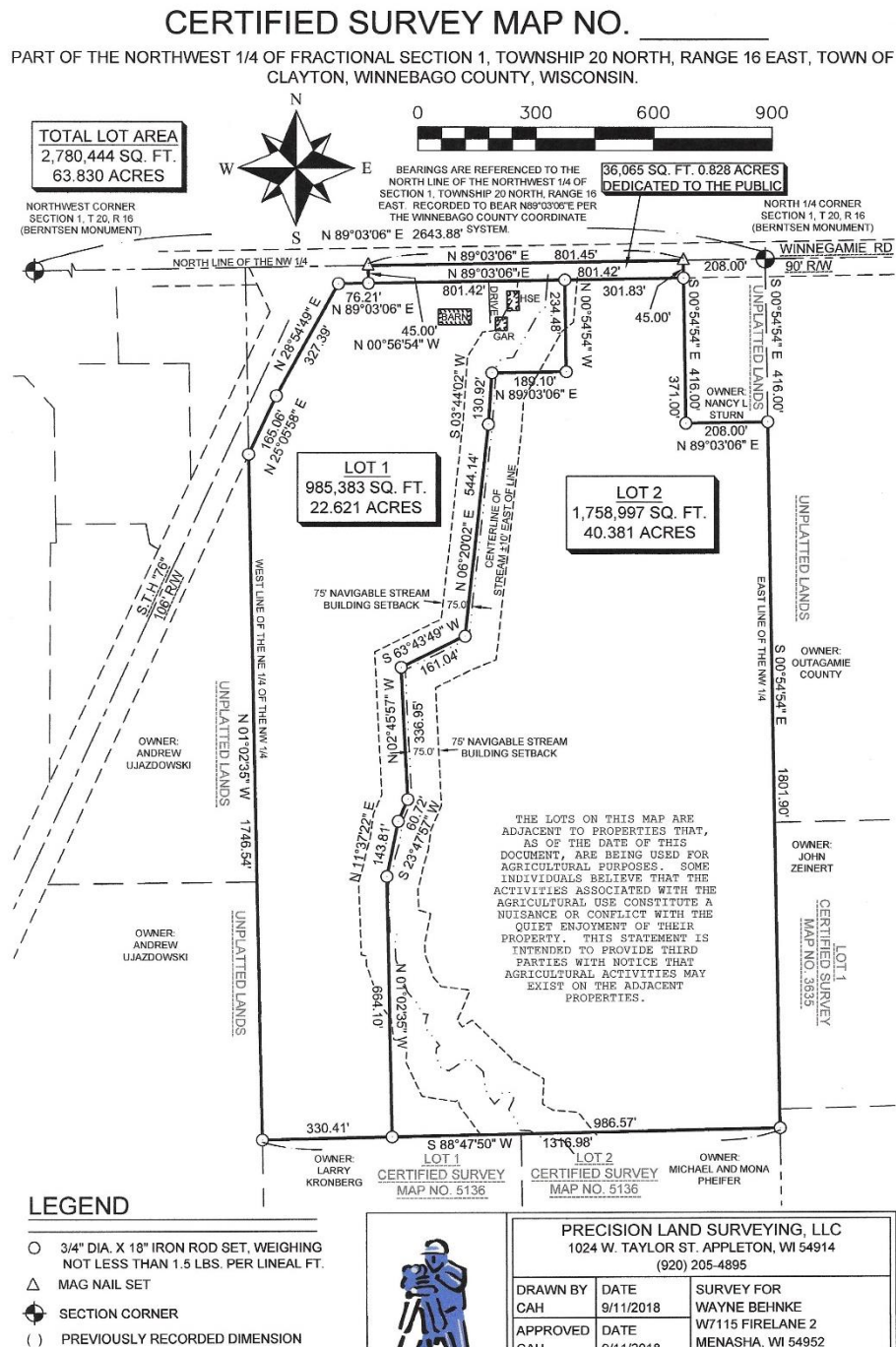
This Certified Survey Map is an extraterritorial review of a land division by the Village. The property is located in the Town of Clayton at 2751 Winnegamie Dr., at the intersection of Winnegamie and State Hwy 76. The applicant is proposing to split the lot into two lots for sale to two family members. The current parcel lines are in yellow on the aerial below and the approximate split is in red. The CSM is on the next page.



Staff Recommendation

Land divisions in extraterritorial areas are reviewed in the same fashion as the Village would review a land division within the Village limits. Staff find that this CSM complies with the Village of Fox Crossing's Chapter 6 Land Division Ordinance and recommend approval with the following condition:

1. The applicant shall provide the Village with a copy of the recorded CSM.

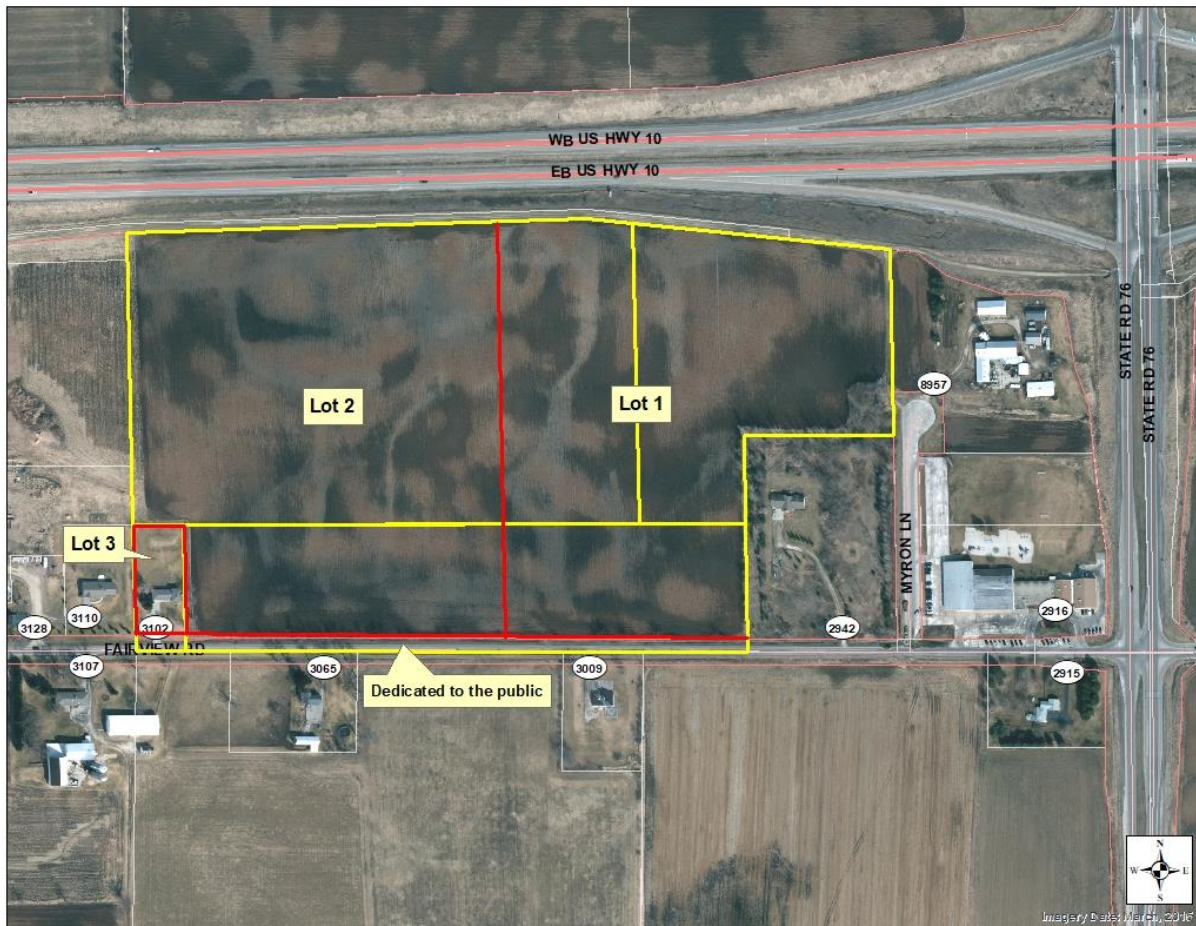


MEMO

Date: December 6, 2018
To: Village Planning Commission Members
From: Community Development Department Staff
RE: New Business Item 4 – Extraterritorial Certified Survey Map – 3102 Fairview Rd. – Town of Clayton

Overview

This Certified Survey Map is an extraterritorial review of a land division by the Village. The properties are located in the Town of Clayton at 3102 Fairview Rd., on the other side of State Hwy 76. The purpose of the CSM is to split three lots into two equal lots (Lots 1 and 2) and to correct a deed issue with a third lot (Lot 3). This CSM also dedicates the right-of-way of Fairview Rd. to the public. The current parcel lines are in yellow on the aerial below and the approximate split is in red. The CSM is on the next page.



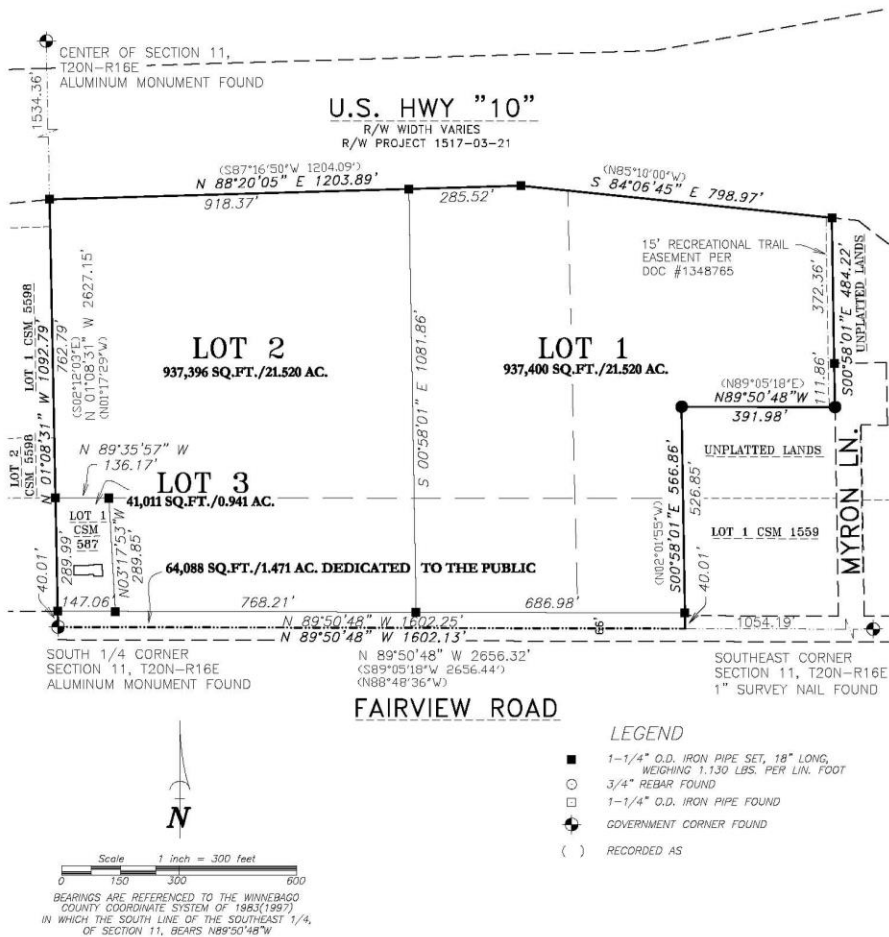
Staff Recommendation

Land divisions in extraterritorial areas are reviewed in the same fashion as the Village would review a land division within the Village limits. Staff find that this CSM complies with the Village of Fox Crossing's Chapter 6 Land Division Ordinance and recommend approval with the following condition:

1. The applicant shall provide the Village with a copy of the recorded CSM.

CERTIFIED SURVEY MAP NO. _____
ALL OF LOT 1 OF CERTIFIED SURVEY MAP 587,
PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST
1/4, AND PART OF THE SOUTHEAST 1/4 OF THE
SOUTHEAST 1/4, ALL IN SECTION 11, TOWNSHIP 20
NORTH, RANGE 16 EAST, TOWN OF CLAYTON,
WINNEBAGO COUNTY, WISCONSIN.

SURVEY FOR:
STEVE SORENSON
2905 UNIVERSAL STREET
SUITE 2
OSHKOSH, WI 54904



Town of Clayton Disclosure Statement:
The lots created in this Certified Survey Map are adjacent to properties that, as of the date of this document, are being used for agricultural purposes. Some individuals believe that the activities associated with the agricultural use constitute a nuisance or conflict with the quiet enjoyment of their property. This statement is intended to provide third parties with notice that agricultural activities may exist on the adjacent properties.

Martenson & Eisele, Inc.



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Omro, WI 54963
www.martenson-eisele.com
P 920.685.6240 F 920.685.6340

Planning
Environmental
Surveying
Engineering
Architecture

PROJECT NO. 0-2296-001

FILE 2296001CSM SHEET 1 OF 4

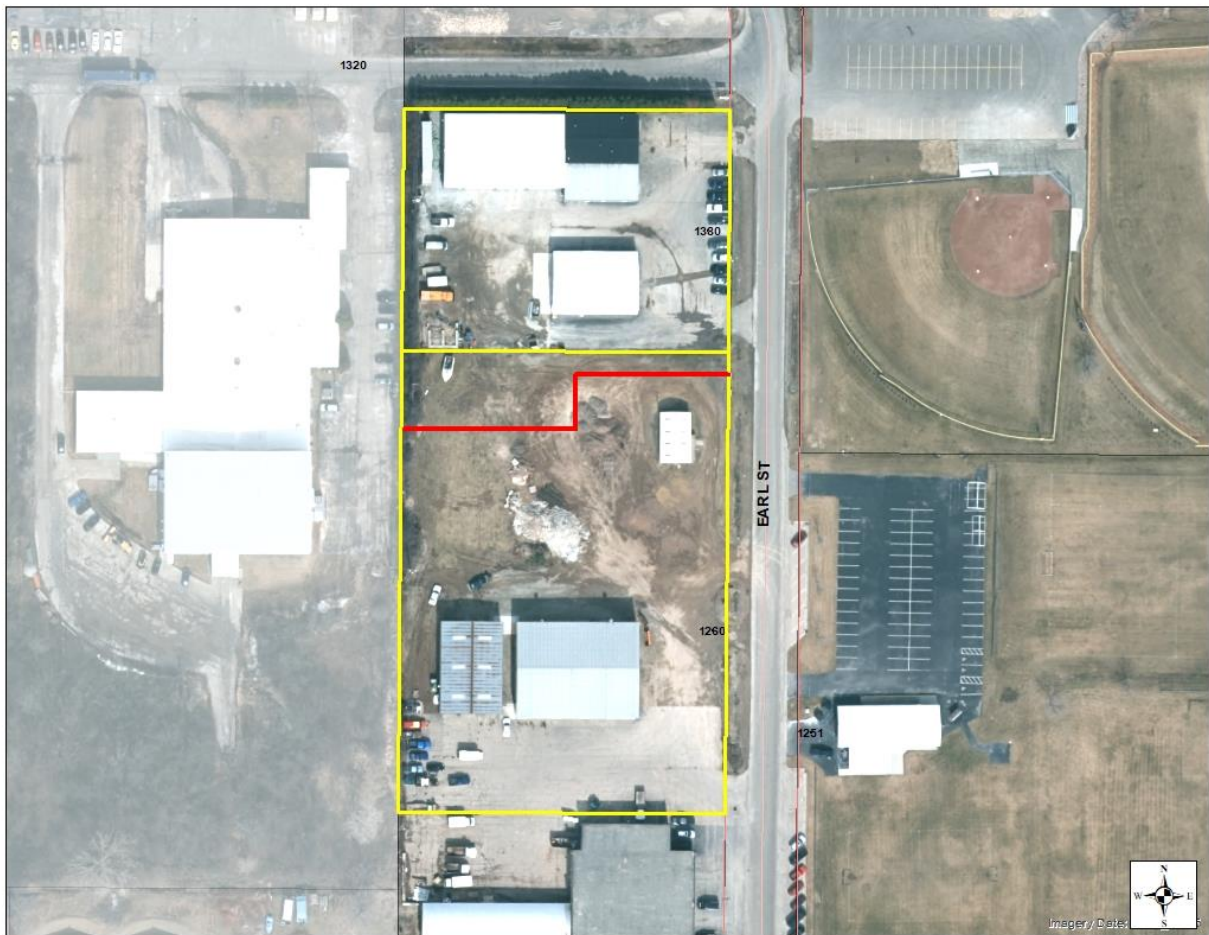
This instrument was drafted by: DSL

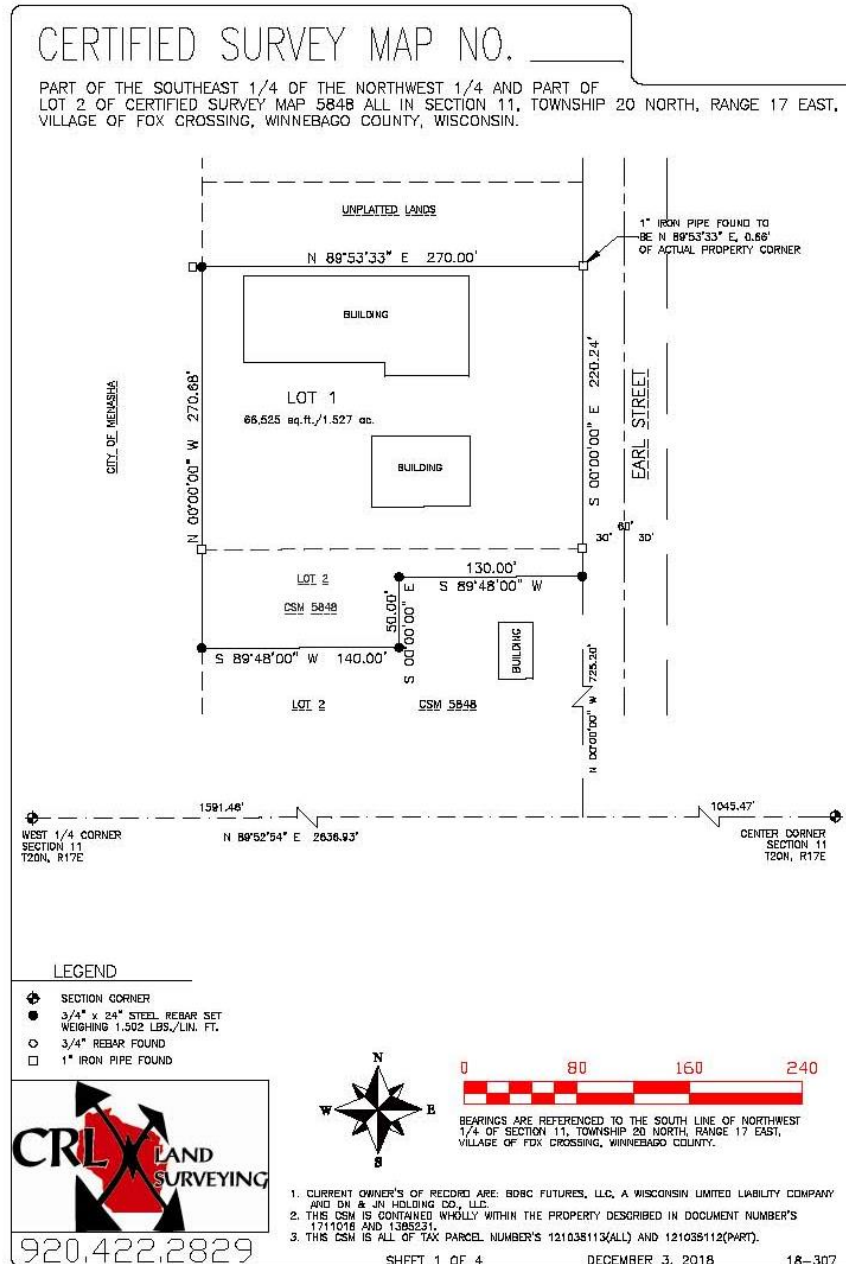
MEMO

Date: December 7, 2018
To: Village Planning Commission Members
From: Community Development Department Staff
RE: New Business Item 5 – Certified Survey Map – Speedy Clean – 1380 Earl St.

Overview

The applicant, Bill Peotter of Speedy Clean, is requesting approval of a Certified Survey Map for 1380 Earl St. This CSM is a simple lot line adjustment. Mr. Peotter desires a bit more land for his business so he is purchasing land from the parcel to the south. The current lot lines are in yellow below and the red line will be the approximate new lot split. The CSM is on the following page.





Staff Recommendation

Staff find that this CSM complies with the Village of Fox Crossing's Chapter 6 Land Division Ordinance and Zoning Ordinance and recommend approval with the following conditions:

1. All taxes and assessments shall be paid prior to the Village affixing signatures on the Certified Survey Map.
2. The applicant shall provide the Village with a final copy of the recorded Certified Survey Map.

MEMO

Date: December 7, 2018
To: Village Planning Commission Members
From: Community Development Department Staff
RE: New Business Item 6 – Cobblestone Hotel – Motel/Hotel License– 1465 Bryce Dr.

Overview

As per Chapter 9.13 (8) an application for a Motel/Hotel License has been submitted to the Village Clerk. This is a new application for a Cobblestone Hotel that is now being constructed on the corner of American Drive and County CB. A location map and rendition of the hotel are on the following page. The applicant anticipates obtaining a certificate of occupancy by the end of December. As per the application process, the Police, Fire, Finance and Community Development departments must review the application and make a recommendation to the Village Planning Commission. The Planning Commission has the authority to approve or deny an application.

The Police, Fire, Finance and Community Development departments are recommending approval of this license with some conditions. The main condition is the granting of a certificate of occupancy, which will most likely occur by the end of December following the December Planning Commission meeting.

The owner of the Cobblestone Hotel desires to open the hotel by the end of this year. Staff understands that there are some tax benefits for the owners if they open before next year. Since the Village is providing tax increment financing for the project it is the desire of the Village to accommodate the owners if possible. It is also important that all required building codes are complied with before occupancy is granted.

Staff Recommendation

Staff recommends approval of the Motel/Hotel License for the Cobblestone Hotel at 1465 Bryce Dr. in Fox Crossing with the following conditions:

1. A certificate of occupancy is granted before the Motel/Hotel License is provided to the applicant. The Village Clerk will hold the license until all conditions are complied with. Operation of the hotel will not be permitted until the owner receives the license.
2. The applicant shall comply with all required submittals as specified in section 9.13 the Motel/Hotel section of Chapter 9 of the Licenses, Permits and Fees of the Village of Fox Crossing Code of Ordinances.

