

Village of Wrightstown Planning Commission Minutes

A regular meeting of the Planning Commission was held at the Village Hall, 352 High St. on Monday, **February 10, 2020** and was called to order at 6:30 pm by Vice-Chairman Bob Fandrey.

Roll Call: Present: Bob Fandrey, Gary Kaster, Pat Kiel, Ryan Macario

Absent: Terry Scheauble, Dan Segerstrom, Keith Wendlandt

Also Present: Village Administrator Travis Coenen, Planner Ben LaCount-Evergreen
Consultants, Rebecca & Oscar Lopez, Ed Byrne-Brillion News, Travis
Zimmerman-Alliance Construction

MINUTES –

Motion by P Kiel, with a second by R Macario to approve the Planning Commission meeting minutes from January 13, 2020. **Motion carried.**

CSM REVIEW, VILLAGE OF WRIGHTSTOWN, PARCELS 300010400 & 300010500, VILLAGE OF WRIGHTSTOWN—

B LaCount presented his report for this two-lot CSM combination, which also needs a rezone for Parcel 300010400. The proposed lot meets the minimum requirements for B-1 General Business w/PDD. Motion by G Kaster, with a second by P Kiel to approve the CSM review for Parcels 300010400 & 300010500, Village of Wrightstown, per staff recommendations:

- Show existing access points on the CSM.
- Place 35' impervious surface building setback off wetlands along the west property line.
 - Place note on CSM: The 35' Impervious Surface Building Setback may be reduced if the stormwater plan is approved by the Zoning Administrator.
 - Wetland map and WDNR Exemption has been provided.
- Reference Bearings to Wisconsin County Coordinate System for Outagamie County and State bearing reference on Sheet 1 of CSM.
- Complete corrections on Outagamie County Surveyors Review. **Motion carried.**

REZONE REVIEW, VILLAGE OF WRIGHTSTOWN, 401 CTH U, PARCEL 300010400, VILLAGE OF WRIGHTSTOWN—

B LaCount presented his report for this rezone. The change in zoning from R-R Rural Residential to B-1 General Business w/PDD fits with the surrounding zoning. This parcel is also part of a combination CSM combined with the adjacent lot to the west and north, which is also zoned B-1 General Business w/PDD and has street frontage for this parcel. Motion by P Kiel, with a second by R Macario to approve this Rezone Review for Parcel 300010400, Village of Wrightstown, per staff recommendations:

- Approve Rezone of Parcel Number 300010400 to B-1 General Business w/PDD.
- This zoning request makes sense with having Industrial zoning to the east and south and Business zoning to the west and north. **Motion carried.**

REZONE REVIEW, VILLAGE OF WRIGHTSTOWN, CTY U/LOCK ROAD, PARCEL VW-189-4, VILLAGE OF WRIGHTSTOWN—

B LaCount presented his report for this rezone. The change in zoning from R-R Rural Residential to B-1 General Business w/PDD fits with the surrounding zoning. The adjacent lot to the west is also zoned B-1 General Business w/PDD and will most likely be accessed through this parcel.

Motion by R Macario, with a second by G Kaster to approve this Rezone Review for Parcel VW-189-4, Village of Wrightstown, per staff recommendations:

- Approve Rezone of Parcel VW-189-4 to B-1 General Business w/PDD.
- This zoning request makes sense with having Industrial zoning to the east and Business zoning to the west. **Motion carried.**

CSM REVIEW, OSCAR LOPEZ, 463 FAIR STREET, PARCEL VW-119-1, VILLAGE OF WRIGHTSTOWN—

B LaCount presented his report for this CSM to split this parcel into two lots. The CSM meets minimum lot requirements for R-1 Residential zoning. Wetland indicator soils are present on the property and crop stress is visible on aerial imagery; therefore, a wetland delineation or determination needs to be performed on the property prior to recording the CSM. If no construction or soil moving activities will be performed upon recording the CSM, a Restrictive Covenant Note restricting any grading, filling, excavating or construction work until the time a wetland delineation report is completed may be placed on the CSM in place of conducting a wetland delineation prior to recording of the CSM. Owner plans to build a house on Lot 1, but Lot 2 will remain cropped field. Discussion on future development and extending streets surrounding this parcel. Motion by P Kiel, with a second by R Macario to approve this CSM Review for Oscar Lopez, 463 Fair Street, Parcel VW-119-1, Village of Wrightstown, per staff recommendations:

- Show existing access points on the CSM.
- Provide a wetland delineation, complete a wetland delineation or place a Restrictive Covenant Note restricting any grading, filling, excavating or construction work until the time a wetland delineation report is completed.
- Complete corrections on Brown County Surveyors Review. **Motion carried.**

CSM REVIEW, BVDH PROPERTIES LLC, 305-307 WASHINGTON ST, PARCEL VW-160-G-34, VILLAGE OF WRIGHTSTOWN—

B LaCount presented his report for this CSM to split this lot to convert from a duplex to twindominiums (zero lot line, single family). Motion by R Macario, with a second by P Kiel to approve this CSM Review for BVDH Properties LLC, 305-307 Washington St, Parcel VW-160-G-34, Village of Wrightstown, per staff recommendations:

- Show existing access points on the CSM.
- Provide the Village of Wrightstown a Homeowners' Association with Bylaws or a Declaration of Covenants and Restrictions, and be approved prior to the Village of Wrightstown signing the CSM.
- Reference Bearings to Wisconsin County Coordinate System for Brown County and State bearing reference on Sheet 1 of CSM.
- Complete corrections on Brown County Surveyors Review.
- A building permit is needed for a firewall inspection. **Motion carried.**

SITE PLAN REVIEW, SHELL CAR WASH, 525 MAIN ST, PARCEL VW-350, VILLAGE OF WRIGHTSTOWN—

B LaCount presented his report for a Car Wash addition to the existing Shell Gas Station. The proposed Shell Car Wash fits the B-1 General Business zoning. No distance is shown from the proposed building to the property line. The code for General Business District (building setbacks, Side yard) states no side yard shall be required except where adjoining another district, in which case the side yard shall be the same as required in the adjoining district. The parcel is adjacent to R-1 Residential zoning, in which case the side yard shall be the same as required in the adjoining district. The distance will need to be known from the proposed building to the property line, and if the proposed building is closer than 5 feet, a variance will be needed. Discussion about purchasing a strip of land from the adjacent parcel to meet the setback requirements. A Plat of Survey could be done instead of a CSM per B LaCount.

Missing items on the site plan form were discussed: Side yard setbacks, sign locations, Knox box location, topography, stormwater management, landscape plan, lighting plan, fence plan, and dumpster enclosures. Planning Staff recommends denial until Village of Wrightstown's code is met and a Site Plan Review Checklist is complete. However, an updated plan has been submitted addressing most of the missing items.

T Zimmerman noted that if Kwik Trip comes to our area, the owner of the Shell Station will probably discontinue plans for this car wash. They have tried contacting Kwik Trip, but have been unsuccessful to date. T Coenen indicated he has not seen their plans, but a wetland delineation is pending for the site.

Motion by G Kaster, with a second by P Kiel for conditional plan approval of this Site Plan Review for Shell Car Wash, 525 Main St, Parcel VW-350, Village of Wrightstown, pending a variance for the setback or an additional land acquisition and including a 40' light barrier from oncoming traffic, per staff recommendations. Village Board review will follow when/if these conditions are met. **Motion carried.**

ADJOURN –

Motion by R Macario, with a second by P Kiel to adjourn the meeting. **Motion carried.**
(Adjourned at 7:16 pm)

Patti Leitermann
Deputy Clerk/Treasurer