

Village of Wrightstown Planning Commission Minutes

A Special Meeting of the Planning Commission was held at the Village Hall, 352 High St. on Monday, **July 27, 2020** and was called to order at 6:30 pm by Chairman Terry Schaeuble.

Roll Call: Present: Bob Fandrey, Gary Kaster, Pat Kiel, Ryan Macario, Terry Schaeuble,
Keith Wendlandt
Absent: Dan Segerstrom

Also Present: Village Administrator Travis Coenen, Planner Ben LaCount-Evergreen Consultants,
Edward Byrne-Brillion News, Rob & Sharie Demro, Tom Thibodeau-Alliance Const,
Carri Horkman-Fox's Pizza

MINUTES –

Motion by B Fandrey, with a second by P Kiel to approve the Planning Commission meeting minutes from July 13, 2020. **Motion carried.**

CSM REVIEW, ROBERT & SHARIE DEMRO, 551 FAIR ST, PARCEL VW-448, VILLAGE OF WRIGHTSTOWN—

B LaCount presented his report to split this parcel to a zero lot line two-family dwelling for Twindominiums. Lot 2 side yard setback is 7.9 feet, and needs to be 8 feet according to code; therefore, a variance will need to be applied for by the owners. Motion by G Kaster, with a second by R Macario to approve this CSM for Robert & Sharie Demro, 551 Fair St, Parcel VW-448 per staff recommendations and variance approval:

- A variance is applied for and granted for side yard setback to be 7.9 feet and not 8 feet. This would meet the variance requirement as the current setback for this structure is 7 feet.
- Building construction must meet code requirements (needs building inspector approval).
- Review and approval of homeowner's association or declaration of covenants and restrictions. **Motion carried.**

CSM REVIEW, WRIGHTSTOWN RIVERFRONT LLC, GREEN/HICKORY STREETS, PARCELS VW-378, VW-380-1 & VW-259-2, VILLAGE OF WRIGHTSTOWN—

B LaCount presented his staff report to restructure these 3 lots into 2 lots. Parcels VW-378 & VW-380-1 are zoned Multi-Family w/PDD, and Parcel VW-259-2 is zoned R-1 Residential District. With this restructuring CSM, Parcel VW-259-2 should be dissolved into the other two parcels, so rezoning should not be necessary. Motion by P Kiel, with a second by B Fandrey to approve the CSM Review for Wrightstown Riverfront LLC, Green/Hickory Streets, Parcels VW-378, VW-380-1 & VW-259-2 per staff recommendations:

- Show access easement and the driveway location that accesses the property.
- Complete corrections on Brown County Surveyor review. **Motion carried.**

SITE PLAN REVIEW, FOX'S PIZZA DEN, 119 HIGH CT, PARCEL VW-136, VILLAGE OF WRIGHTSTOWN—

B LaCount presented his staff report for this exterior renovation. The building footprint and lot

conditions are existing and will remain the same. Lighting plans will need to be submitted and approved. This is overall a good use and design to upgrade an existing building in the downtown area. This redevelopment will also help draw people to the downtown area. Existing sign will be moved to the side of the building, and a new sign will be installed in front. Will need a sign permit submitted and approved. Motion by P Kiel, with a second by R Macario to approve the Site Plan Review for Fox's Pizza Den, 119 High Court, Parcel VW-136, per staff recommendations:

- Approval of Lighting Plans
- Dumpster enclosure and privacy fence is already on site. **Motion carried.**

CONCEPTUAL SITE PLAN REVIEW, WRIGHTSTOWN GOLF COURSE LLC (APARTMENTS – AREA 1), COUNTY ROAD U, PARCEL 300000100 (LOTS 3 & 4 OF PENDING CSM), VILLAGE OF WRIGHTSTOWN—

B LaCount presented his staff report for this 41.23 acre parcel currently zoned B-1 General Business w/PDD, which will need to be rezoned to M-F Multi-Family Residential w/PDD. This is a good location for apartments and allows for increased density. This location near the highway allows for easy access to the highway for residents of the proposed development. Outagamie County and Wisconsin DOT are currently reviewing the density and traffic patterns for this area of development. Motion by G Kaster, with a second by P Kiel to approve the Conceptual Site Plan Review for Wrightstown Golf Course LLC, County Road U, Parcel 300000100 per staff recommendations:

- Rezone to M-F Multi-Family Residential w/PDD.
- Complete Combination CSM of Lots 3 and 4 and Parcel 300010000.
- Complete Site Plan Checklist.
- Check with Brown and Outagamie Counties for access location points to County U.
- Wetlands have been exempt by WDNR.
- Wetlands must be deemed non-federal or will require a wetland fill permit from the USACE prior to disturbance of wetland. (An Approved Jurisdictional Determination has been submitted).
- Proceed with Preliminary Plat. **Motion carried.**

PRELIMINARY SKETCH AND PRELIMINARY CONSULTATION REVIEW, MATRIARCH VENTURES LLC (AREA - 3), 440 GOLF COURSE DR & 450 ROYAL ST PAT'S DRIVE, PARCELS 300002400 & 300002401, VILLAGE OF WRIGHTSTOWN—

B LaCount presented his staff report for this proposed subdivision on 20.63 acres of farmland. Parcel 300002400 is zoned M-F Multi-Family Residential w/PDD, and will need to be rezoned to R-1 Residential District w/PDD Subdivision. Parcel 300002401 is zoned B-1 General Business w/PDD, and will need to be rezoned to R-1 Residential District w/PDD Subdivision. Discussion on the berm along the East Frontage Road. This will be maintained by the homeowners. Covenants will follow the current Royal St. Pat's Subdivision. The intersection by Lot 304 will have a stop sign coming from the new subdivision area. Motion by R Macario, with a second by G Kaster to approve this Preliminary Sketch and Preliminary Consultation Review for Matriarch Ventures LLC (Area – 3), 440 Golf Course Dr & 450 Royal St Pat's Drive, Parcels 300002400 & 300002401 per staff recommendations:

- Location of land by private claim or by government lot, quarter section, section, township, range and county needs to be labeled on Preliminary Sketch.
- There are 52 lots, not 49.
- Minimum lot width for R-1 Residential District is 75'.

- Zoning needs to be labeled on Preliminary Sketch.
- A zoning change to R-1 Residential District with PDD is needed.
- Wetlands have been deemed exempt by WDNR.
- Wetlands must be deemed non-federal or will require a wetland fill permit from the USACE prior to disturbance of wetland. An Approved Jurisdictional Determination has been requested. **Motion carried.**

**PRELIMINARY PLAT REVIEW, WRIGHTSTOWN GOLF COURSE LLC (AREA -2),
PARCEL 300000300, VILLAGE OF WRIGHTSTOWN—**

B LaCount presented his staff report for this proposed subdivision on 51.99 acres of farmland. Existing zoning is correct with R-1 Single Family Residential w/PDD. The cart paths that overlap will be addressed with the Final Plat. Outlots 1 and 2 on the East Frontage Road are non-buildable lots that will be addressed in the Developer's Agreement. Motion by K Wendlandt, with a second by B Fandrey to approve this Preliminary Plat Review, Wrightstown Golf Course LLC (Area -2), Parcel 300000300 per staff recommendations:

- Complete corrections per Section 205-22 Preliminary Plat Requirements.
- Complete corrections from Outagamie County and State of Wisconsin.
- Add restrictive covenants, should be the same as Royal St. Patricks.
- Show easement locations and dimensions.
- Contact Brown County Planning Department to ensure the name of the plat is not a duplicate name of any plat previously recorded in Brown County.
- Add name of adjacent subdivision located north and east of the Preliminary Plat.
- Add information of waterway east side of the property, meander line information, right of way widths to every proposed road, and curve information.
- Label all dimensions on lots. **Motion carried.**

MEETING TIME CHANGE

Discussion about changing meeting time from 6:30 p.m. to 6:00 p.m. to coincide with Village Board Meeting time. Motion made by R Macario, with a second by G Kaster to change the future Planning Commission Meeting time to 6:00 p.m. **Motion carried.**

ADJOURN –

Motion by G Kaster, with a second by P Kiel to adjourn the meeting. **Motion carried.**
(Adjourned at 7:07 pm)

Patti Leitermann
Deputy Clerk/Treasurer