

# **Village of Wrightstown Planning Commission Minutes**

A Regular Meeting of the Planning Commission was held at the Village Hall, 352 High St. on Monday, **December 13, 2021** and was called to order at 6:00 pm by Vice-Chairman Bob Fandrey.

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

Also Present: Village Administrator Travis Coenen, Planner Ben LaCount-Evergreen  
Consultants, Nathan Helbing-Wrightstown Fire, Ben Vosters-Wrightstown Fire,  
Ed Byrne-Brillion News, Paul Birschbach-Building Inspector, Aaron Ballast-TNT  
Surveyors, Kevin Marrick-Zeta Engineering Group, David O'Brien-Bayland  
Buildings

## **MINUTES –**

Motion by G Kaster, with a second by P Kiel to approve the Planning Commission meeting minutes from November 8, 2021. **Motion carried.**

### **EXTRATERRITORIAL CSM REVIEW, JAMES & SHELIA BOWERS, 6758 ELMRO ROAD, PARCEL W-21, TOWN OF WRIGHTSTOWN —**

B LaCount presented his review for splitting this parcel into 3 lots. A wetland delineation has already been done. Motion made by K Wendlandt, with a second by R Macario to approve this extraterritorial CSM for James & Shelia Bowers, 6758 Elmro Road, Parcel W-21 per staff recommendations:

- Surveyor sign Certified Survey Map
- Complete corrections on Brown County Surveyors Review. **Motion carried.**

### **REZONE REVIEW, MIDWEST EXPANSION LLP, 4554 CTH DDD, PARCEL VW-W177, VILLAGE OF WRIGHTSTOWN—**

B LaCount presented his review for rezoning this parcel from R-R Rural Residential to I-1 Industrial w/PDD, which fits with the surrounding developments occurring in this area and the future land use planned for this corridor. There have been several properties south and west of this property that have recently been rezoned to I-1 Industrial. This fits the future land use plan for the parcels between CTH “U” and CTH “DDD” north of Broadway Street to US HWY “41”. The area is planned for commercial and industrial use. The proposed development is a manufacturing Warehouse Facility. The proposed facility will have three, approximately 30,000 sq.ft. leasable spaces for light industrial type manufacturing capabilities. Motion made by P Kiel, with a second by G Kaster to approve this rezone review for Midwest Expansion LLP, 4554 CTH DDD, Parcel VW-W177, per staff recommendations. **Motion carried.**

### **REZONE REVIEW, J FLEISCHMAN SOLUTIONS LLC, CTH U, PARCEL VW-W179, VILLAGE OF WRIGHTSTOWN—**

B LaCount presented his review for rezoning this parcel from R-R Rural Residential to I-1 Industrial w/PDD, which fits with the surrounding developments occurring in this area and the future land use planned for this corridor. There have been several properties south and east of this

property that have recently been rezoned to I-1 Industrial. This fits the future land use plan for the parcels between CTH “U” and CTH “DDD” north of Broadway Street to US HWY “41”. The area is planned for commercial and industrial use. The proposed development is an expansion of the Drexel development currently being constructed to the south of this parcel. Motion made by R Macario, with a second by P Kiel to approve this rezone review for J Fleischman Solutions LLC, CTH U, Parcel VW-W179, per staff recommendations. **Motion carried.**

**SITE PLAN REVIEW, AMERICAN TOWER CORPORATION, TOWER AT W445 WRIGHTSTOWN ROAD, PARCEL 300015600, VILLAGE OF WRIGHTSTOWN—**

B LaCount presented his review for this antenna and equipment upgrade on the existing self support tower. The current use of the property is Agriculture and Fallow Field with an existing wireless communications facility that includes a self-support tower. The plan appears to meet all Village of Wrightstown’s applicable codes. No landscape or lighting plans required. Motion made by G Kaster, with a second by K Wendlandt to approve this site plan review at W445 Wrightstown Road, on Parcel 300015600, per staff recommendations:

- Approval from Village of Wrightstown Building Inspector
- Approval from Village of Wrightstown Fire Department
- Meet all Village of Wrightstown Codes and Ordinances. **Motion carried.**

**SITE PLAN REVIEW, ZETA ENGINEERING GROUP, 501 CTY U, PARCEL 300000402, VILLAGE OF WRIGHTSTOWN—**

B LaCount presented his review for this 46,500 SqFt office and shop space building. Existing zoning is B-1 General Business w/PDD. Stormwater calculations will be coming from Robert E Lee. Dumpster enclosure will be chain link fencing with white slats. K Wendlandt inquired about the materials on the front of the building, and D O’Brien indicated they are a masonry panel. The snowmobile trail usually runs through this lot, so the snowmobile club will need to re-route that trail. Cedar trees will be installed along the west side of the lot. B Fandrey inquired about access to the driveway, and there will be curb cut there as shown on the drawings. Knox box locations will be agreed upon with the Wrightstown Fire Department. Motion made by P Kiel, with a second by R Macario to approve this site plan review at 501 CTH U, Parcel 300000402, per staff recommendations:

- Approval of Conditional Use Permit
- Approval from Village of Wrightstown Building Inspector
- Approval from Village of Wrightstown Fire Department
- Approval of Stormwater Management Plan
- Meet all Village of Wrightstown Codes and Ordinances
- Receive all needed County and State approvals. **Motion carried.**

**CONDITIONAL USE PERMIT, ZETA ENGINEERING GROUP, 501 CTH U, PARCEL 300000402, VILLAGE OF WRIGHTSTOWN—**

B LaCount presented his review for this conditional use permit required for the B-1 General Business w/PDD zoning. The permit will need to be renewed yearly, but doesn’t need approval each year unless there is a use change. Zeta Group Engineering is a similar business or industry to the different types of shops listed within the conditional uses portion of the B-1 General Business District and will be employing more than three persons on the premises. They will have approximately 12 employees who will utilize the office space within the building and approximately 4 employees will also utilize the shop space. Zeta provides automated solutions to small and medium size businesses. B-1 General Business codes will be enforced on the proposed

development and the PDD zoning overlay will give the Village of Wrightstown flexibility over the design, appearance and layout of the site. This is a good use of the site as the area transitions from mostly industrial uses to the south and east to a residential development to the west. Motion made by K Wendlandt, with a second by G Kaster to approve this conditional use permit for Zeta Engineering Group at 501 CTH U, Parcel 300000402, per staff recommendations. **Motion carried.**

**SIGN REVIEW, LOST KEY TAP, 505 WASHINGTON ST, PARCEL VW-146-1, VILLAGE OF WRIGHTSTOWN—**

B LaCount presented this sign review for this bar/restaurant currently being renovated. Existing zoning is B-1 General Business w/PDD. The wall sign has black matte metal letters halo lit behind the letters that will be illuminated during the evenings. The overall size is 3.4' x 26.6' (91 Sq Ft) and will face Washington Street. The proposed top of the sign will be installed 22 feet above ground level, maximum height allowed by code is 20 feet above average ground level. The second sign is supported by a structure and is face lit and halo lit sticking out from the building. This sign is fastened to/suspended from or supported by a structure and is approximately 5.6' x 4.3' in size. This sign will be installed on the corner of Washington St. and Mueller St. This two-sided sign will extend approximately 6 feet away from the building into the right-of-way of Washington Street and will hang over the sidewalk. Similar signs have been installed within this downtown district and require an encroachment agreement. The business address needs to be on the sign or the building. Motion made by P Kiel, with a second by R Macario to approve this sign review for Lost Key Tap, 505 Washington St, Parcel VW-146-1 per Fire Department's recommendations and staff recommendations:

- Planning Staff recommends approval of the wall sign as submitted to not exceed 22 feet above average ground level, but meet all other code requirements.
- Planning Staff recommends approval of the proposed sign supported by a structure as submitted, as long as an encroachment agreement, similar to the other encroachment agreements within this district, is signed by the owner and the Village of Wrightstown.

**Motion carried.**

**APPROVE 2022 PLANNING COMMISSION MEETING SCHEDULE—**

The 2022 schedule was approved. The February date is in question, but will be addressed at the January 2022 meeting. Motion made by R Macario, with a second by K Wendlandt to approve this 2022 Planning Commission Meeting Schedule. **Motion carried.**

**ADJOURN –**

Motion by G Kaster, with a second by P Kiel to adjourn the meeting. **Motion carried.**  
(Adjourned at 6:28 pm)

Patti Leitermann  
Deputy Clerk/Treasurer