

# **Village of Wrightstown Planning Commission Minutes**

A Regular Meeting of the Planning Commission was held at the Village Hall, 352 High St. on Monday, **August 14, 2023** and was called to order at 6:00 pm by Chairman Terry Schaeuble.

Roll Call: Present: Bob Fandrey, Gary Kaster, Pat Kiel, Terry Schaeuble, Dan Segerstrom,  
Julie Sigmund

Absent: Ryan Macario

Also Present: Village Administrator Travis Coenen, Planner Michael Leidig-Robert E Lee & Associates, Jean Brandt, Matt Cotter, Tom Thibodeau-Alliance Construction

## **MINUTES –**

Motion by B Fandrey, with a second by P Kiel to approve the Planning Commission Meeting minutes from July 17, 2023 as submitted. **Motion carried.**

## **SIGN REVIEW, ST JOHN’S LUTHERAN CHURCH, 206 PLUM ROAD, PARCEL VW-14-3, VILLAGE OF WRIGHTSTOWN—**

M Leidig presented his review for this temporary sign. Zoning for this parcel is R-R Rural Residential with CUP. The temporary sign height is 6’ (installing without the base), which is less than the 8’ maximum. The sign totals 17.5 square feet, which is less than the 32 square feet maximum. Motion by P Kiel, with a second by G Kaster to approve this sign review for St John’s Lutheran Church and School at 206 Plum Road, Parcel VW-14-3 per staff recommendations:

- Staff has found the proposed sign to meet all applicable Village of Wrightstown code sections and recommends approval conditional on review and approval from the Village Building Inspector. **Motion carried.**

## **EXTRA-TERRITORIAL CSM REVIEW, FOX VALLEY WOOD PRODUCTS, W811 STATE ROAD 96 & W765 RIVER BEND DRIVE, PARCELS 130043304 & 130043303, TOWN OF KAUKAUNA—**

M Leidig presented this Extra-territorial review to readjust the common lot line between these two parcels. The CSM meets requirements under the Village of Wrightstown Code and meets all applicable Wisconsin State Statutes. Motion by B Fandrey, with a second by G Kaster to approve this Extra-territorial CSM review for Fox Valley Wood Products at W811 State Road 96 & W765 River Bend Drive, Parcels 130043304 & 130043303 per staff recommendations:

- After reviewing the submittal, Staff recommends approval of the Extra-territorial CSM. **Motion carried.**

## **SITE PLAN REVIEW, COTTER FAMILY GATHERING CENTER, 518 MEADOW LANE, PARCEL VW-13-8, VILLAGE OF WRIGHTSTOWN—**

M Leidig presented this Site Plan Review for a 6,940 Sq Ft undertaking establishment, three paved driveways, parking areas, a pergola structure, and patio. The proposed site plans to acquire a portion of land from the Village of Wrightstown to the East, as well as temporarily use an additional area to the East to stockpile soil. A dual chamber bio-infiltration basin will be utilized

on the southwest side of the proposed building to meet all storm water requirements. Discussion regarding the utility, grading, landscaping, building materials, driveways, and lighting plans. Planning for a mid-September start. Motion by G Kaster, with a second by P Kiel to approve this Site Plan for Cotter Family Gathering Center at 518 Meadow Lane, Parcel VW-13-8 per staff recommendations:

- After reviewing the submittal, staff recommends the planning commission approve the proposed site plan application contingent on the following conditions:
    - A Maintenance Agreement shall be signed and recorded between the owner and Village of Wrightstown prior to occupancy.
    - Review by the Building Inspector and issuance of a building permit per §206-17b.
- Motion carried.**

**ADJOURN –**

Motion by P Kiel, with a second by D Segerstrom to adjourn the meeting. **Motion carried.**  
(Adjourned at 6:14 pm)

Patti Leitermann  
Deputy Clerk/Treasurer