

VILLAGE OF FOX CROSSING  
PLANNING COMMISSION MEETING  
Municipal Complex – Arden Tews Assembly Room  
Wednesday, November 15, 2023 at 5:15 PM

Minutes

**CALL TO ORDER**

The Planning Commission meeting was called to order by Chairman Jochman at 5:15 p.m.

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

EXCUSED: None

Staff: Community Development Director George Dearborn  
Associate Planner Daniel Dieck

Others: One person present

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES** – October 18, 2023

**MOTION:** Mr. Cox, seconded by Mr. Scheibe to approve the meeting minutes of October 18, 2023.

Motion carried 7-0-0

**PUBLIC HEARING**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

1. **Valley Road Commercial Condominium Plat – 1114 Valley Road**

Director Dearborn stated the applicant is proposing a 3-unit condominium plat which will allow for individual ownership of the three existing buildings on the parcel with the land to be held in common. He said staff recommends approval with following conditions, that a condominium declaration be recorded that addresses how the jointly owned land will be maintained and a site plan be provided showing the location of the parking for each building.

**MOTION:** Mr. Young, seconded by Mr. Cox to approve the commercial condominium plat with the conditions as presented.

Motion carried 7-0-0

**2. Extraterritorial CSM – Town of Neenah – Tom Rosenfeldt – 1326 Larsen Rd.**

Director Dearborn gave a brief overview of the project stating the applicant is proposing a CSM within the Town of Neenah to create two parcels on the south side of Larsen Road just south of the new Neenah High School. According to the property owner the plan is to construct a home on the newly created parcel in the future. The property is currently zoned A-2 General Agriculture and the CSM will not be recorded at the County level until it has been rezoned to R-1 Rural Residential, this rezoning will occur between the Town of Neenah and Winnebago County.

Director Dearborn recommended approval of the CSM on the condition that the homes should connect to public water and sewer when it becomes available and the Village receives a copy of the recorded CSM. He also recommended the northern property lines for the two parcels be adjusted to include the officially mapped road right of way.

**MOTION:** Mr. Cox, seconded by Mr. Scheibe to approve the CSM with the recommended conditions.

Motion carried 7-0-0

**3. CSM – Brett Heeney – 1470 Jacobson Rd.**

Director Dearborn stated the applicant is requesting the CSM to move the property line between the two parcels, 50 feet to the west. He said the house as it currently sits, is in the middle of the two lots and moving the property line over will modify both lots so his home is on lot 1 and it creates a future salable lot on lot 2; they both meet the requirements of the zoning designation. Director Dearborn recommended approval of the CSM with the conditions that taxes be paid and the Community Development Department be provided with a copy of the recorded CSM.

**MOTION:** Mr. Sabel, seconded by Mr. Willecke to approve the CSM with the recommended conditions.

Motion carried 7-0-0

## **OTHER BUSINESS**

**1. Development Activity Report**

Director Dearborn reviewed the Development Activity Report for October and the Annual Building Report for 2023.

## **COMMUNICATIONS**

**1. Sustainability Committee**

Director Dearborn gave a brief overview of the activities of the Sustainability Committee.

## **PUBLIC FORUM**

None

## **ADJOURN**

At 5:37 p.m., **MOTION:** Mr. Sabel seconded by Mr. Scheibe to adjourn.

Motion carried 7-0-0

Respectfully submitted,

Daniel Dieck, Associate Planner

**Note:** These minutes are not considered official until acted upon at an upcoming meeting; therefore, are subject to revision.