



Fox Crossing Community Development Department
2000 Municipal Drive Neenah, WI 54956
Phone (920) 720-7105 Fax (920) 720-7116
www.foxcrossingwi.gov

**VILLAGE OF FOX CROSSING
PLANNING COMMISSION MEETING
WEDNESDAY, January 20, 2021 @ 5:15 PM
MUNICIPAL COMPLEX - 2000 MUNICIPAL DRIVE**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – December 9th, 2020

Public Hearing

1. Re-zoning of Parcel #121017404
2. Future Land Use Map Change for Parcel #121017404

OLD BUSINESS

None

NEW BUSINESS

1. Future Land Use Map Change for Parcel #121017404
2. Re-zoning of Parcel #121017404
3. CSM – Neenah High School
4. CSM – 1116 Lakeshore Drive
5. CSM – 858/60 Highland Park Road
6. CSM – 1623 Brighton Beach Road
7. Extraterritorial CSM – 9089/9071 Westphal Lane

OTHER BUSINESS

1. Development Activity Report

COMMUNICATIONS

1. Sustainability Committee Report

PUBLIC FORUM: Non-Agendized Village Related Matters

Pursuant to WI Statutes 19.83(2) & 19.84(2), the public may present matters; however, they cannot be discussed or acted upon. Limited to ten minutes - non-repetitive matters.

ADJOURNMENT

If you have any questions, please call (920) 720-7105 for information. You may also access the staff recommendations on the website, www.foxcrossingwi.gov. From the main page, click "Meetings," then "Agendas." The recommendation is posted on the website the Thursday or Friday preceding the Plan Commission meeting.

PLEASE NOTE: It is possible that members of and possibly a quorum of Village Board members or other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body other than the governmental body specifically referred to on the agenda above.

The Commission reserves the right to take up any item on the agenda at any time after the meeting commences.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Administration Office at (920) 720-7101.

**VILLAGE OF FOX CROSSING
PLANNING COMMISSION
MEETING WEDNESDAY, December 9th at 5:15 PM
MUNICIPAL COMPLEX - 2000 MUNICIPAL DRIVE**

CALL TO ORDER: Mr. Jochman called the Planning Commission meeting of December 9th, 2020 to order at 5:15 pm.

PRESENT: Chairperson: Chair Dennis Jochman
Commissioners: Mr. Tom Young*,
Mr. Morris Cox,
Mr. Michael Scheibe*,
Mr. James Zielinski,
Mr. Aaron Sabel*,
Ms. Tracy Romzek
(* indicates they were present via video call)

Staff: Community Development Director George Dearborn
Associate Planner Farrah Yang*
Village Manager Jeff Sturgell
Village President Dale Youngquist

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – November 18th, 2020

A motion was made by Mr. Cox, seconded by Mr. Zielinski, to approve the meeting minutes of Wednesday, November 18th, 2020 with no corrections, previously discussed with Recording Secretary.

The motion carried – 6-0. Ms. Romzek was not present at the time.

OLD BUSINESS

None

NEW BUSINESS

Item 1 – CSM – 903-905 Highland Park

Director Dearborn said the project is off Highland Park Road. There is a condo on the parcel and the applicant is requesting a zero lot line. Director Dearborn points to the layout displayed on the screen to show the split between the condominiums. He said this was a straightforward Certified

Survey Map and have gotten these CSMs in the past for this type of situation. So long as taxes are paid and a copy of recorded CSM is given to the Village, Staff recommends approval.

A motion was made by Mr. Cox, seconded by Mr. Young, to approve the CSM as presented with the following conditions:

1. All taxes are paid.
2. A copy of the recorded CSM must be given to the Community Development Department.

The motion carried 7– 0.

OTHER BUSINESS

1. Development Activity Report

Director Dearborn said this report is for the month of November. There was 1 single family dwelling issued. This year was 21 single family and 5 duplexes and 10 commercial. The values were slightly below last year. Even with COVID though, it continues to be very positive.

Chairman Jochman joked that we will have to have everyone get their permits in next few days so we can surpass last year.

COMMUNICATIONS

2. Sustainability Committee Report

No meeting.

PUBLIC FORUM

Director Dearborn reminded the Planning Commission of the two forms to be filled out for IRS Audit. Commissioners will be classified as employees. Director Dearborn asked them all to fill out before end of the year as soon as possible. He said the commission would get their last paycheck soon too. This new payment process will start next year with this system.

Chairman Jochman mentioned that the Village President and Manager were present.

President Youngquist said Happy Holidays to everyone.

Chairman Jochman thanked the commissioners for their attendance has been outstanding. He also said Merry Christmas and happy new year to everyone.

ADJOURNMENT: A motion was made by Mr. Sabel, seconded by Mr. Cox, to adjourn.

The motion carried 7-0.

5:26 p.m.

Plan Commission
December 9, 2020 Minutes

Farrah Yang,
Recording Secretary

MEMO

Date: January 4, 2021
To: Village Planning Commission
From: Community Development Department Staff
RE: New Business Item 2 -Rezoning – Parcel #121017404

Overview

The applicant, Reserve Development Group, LLC, is requesting approval of a rezoning for parcel #121017404. This parcel is currently zoned A-2 (General Agriculture) and they would like to rezone it to PDD (Planned Development District). This would allow them to build duplex and townhome rental units on this lot. Currently, A-2 zones only allow single-family homes. A PDD zoning would allow more types of uses such as multi-family homes. Below is a locator map for this parcel.

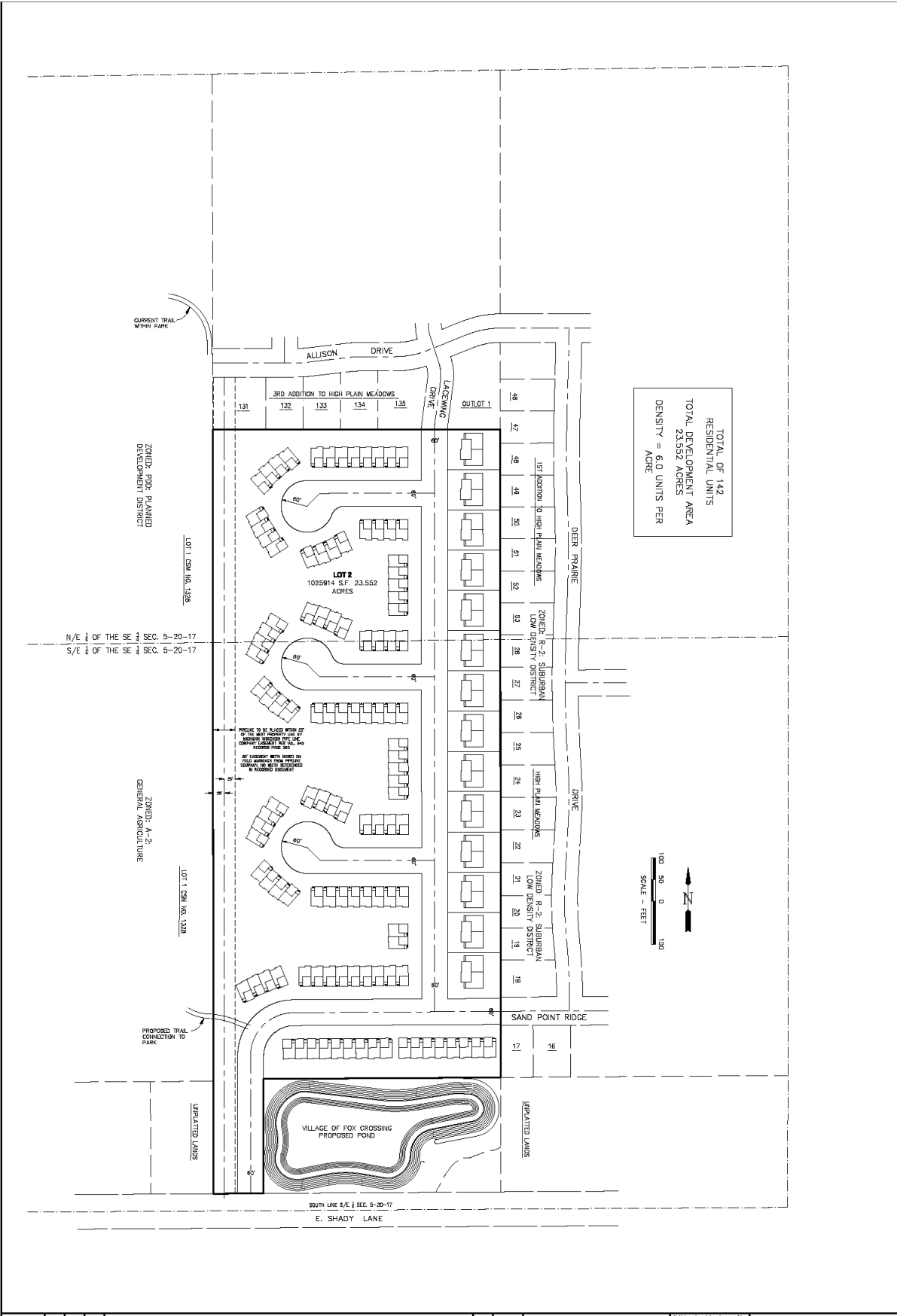
Along with the rezoning of this parcel, the applicants have also applied to change the Future Land Use Map from low density residential to medium density residential to fit the density requirements for the proposed project. A copy of the proposed conceptual layout is attached.



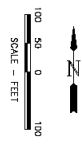
Staff Recommendation

The proposed PUD exceeds the density allowed in the current future land use map, which shows this area as low density. The applicant has proposed a land use amendment to medium density to allow for the proposed higher density. If the land use amendment is denied then the number of units needs to be reduced to 4 units per acre. In any case, the PUD as presented needs to be modified as follows:

1. The three proposed cul-de-sacs need to be need to be consolidated. The Village's preference is to connect all the cul-de-sacs but an alternative is to connect the top two and retain one cul-de-sac.
2. Only one access trail is being proposed for this project. One of the selling points of this project is its proximity to the Villages public park. One additional access point is needed for this project and the developer needs to work with the park commission to verify the ideal location.
3. A formal landscaping plan will be required as part of the formal site plan review to address proper screening of the duplexes back yard with the adjacent single family homes.
4. The dwelling units proposed are to be rentals. Thus a plat will not be needed but the road rights of way need to be dedicated to the public along with any other required easements.
5. A façade plan will be required to ensure that the town houses and duplexes have varying facades to insure that the units blend in with the surrounding single-family homes.
6. All roads shall be built to Village specifications and a development agreement shall be executed for this project to ensure the roads completion.
7. The development shall utilize the regional pond located at the south end of the project and the developer shall be required to buy into this pond at current buy in rates to be determined by the Village.
8. All other conditions required by site plan review and other state and local regulations shall also apply.
9. If the Planning Commission and Village Board approval the proposed future land use amendment then all at the above requirements shall apply but the developer would then be allowed to build up to 142 units.



TOTAL OF 142
RESIDENTIAL UNITS
TOTAL DEVELOPMENT AREA
23,552 ACRES
DENSITY = 6.0 UNITS PER
ACRE



**CONCEPTUAL LAYOUT
VILLAGE OF FOX CROSSING
ANTHONY WALSH**

NO.	DATE	REVISION

McMAHON ASSOCIATES, INC.
1440 McMAHON DRIVE, HERBIA, WI 53095
MAILING: P.O. BOX 1126, HERBIA, WI 53097-1126
PH 920.791.4200 FX 920.797.4204 MCMGRP.COM

McMAHON
McMAHON ASSOCIATES, INC.
1440 McMAHON DRIVE, HERBIA, WI 53095
MAILING: P.O. BOX 1126, HERBIA, WI 53097-1126
PH 920.791.4200 FX 920.797.4204 MCMGRP.COM

DATE	BY	REVISION

MEMO

Date: January 4th, 2021
To: Village Planning Commission Members
From: Community Development Department Staff
RE: New Business Item 1 - Future Land Use Map Amendment – Parcel #121017404

Overview

Reserve Development Group, LLC is proposing a future land use map amendment to create multi-family units on parcel # 121017404. The property is zoned A-2 General Agriculture and the Future Land use Map shows this property as Low Density Residential (see maps below). The current agricultural zoning does not allow any type of residential homes except for single-family, but the applicant would like to use the property for 2-3 bedroom townhome and duplex rentals. The applicant is looking to put 142 units on this property, but the density requirement is for Low Density Residential only allowing for up to 4 units per acre. Whereas the proposed project's density will be 6 units per acre and be considered Medium Density Residential. Since this type of density is not allowed by the current A-2 zoning, it needs to be rezoned to a Planned Development District. Therefore, the first step in the creation of this change is the Future Land use Map to medium density residential. Then, step two will be to rezone the property to PDD planned development district.

Current Zoning



Future Land Use



The above maps show the location of the property and the current zoning and future land use designations. As you can see, the property is shown as low density on the future land use map. The below map shows the area the applicant desires to be re-designated as medium density residential.

Location Map



Staff Recommendation

All the surrounding property has a future land use designation of low density residential. A designation of low density allows for a mixture of uses with up to 4 units per acre.

As noted in the review the applicant is proposing an overall density of 6 units per acre. Thus the applicant is requesting this land use amendment to medium density. As per the Village's current adopted 2018-2013 Land Use Plan, this land use is typically used as a buffer to nonresidential uses or along major roadways/intersection to a single-family housing subdivision. The density within these areas ranges from 4 to 9 units per acre.

Staff suggested to the applicant that the number of their units be lowered to four units per acre for a total of 94 units not the proposed 142 units so it meets the current density of the Future Land use Map. The applicant determined that was not acceptable.

Staff finds that this land use amendment is not appropriate and cannot recommend approval of this change. Staff agrees that an infill project is desirable, but residents in the surrounding low-density developments have relied on the future land use map for their decision making to locate and invest in the surrounding single-family homes.

In light of current changes in land uses, development costs, and demand for lower cost housing it may be appropriate to reexamine the Villages current comprehensive plan to allow for more flexibility in density in the future. Staff understands that the developer is planning a phased development and a density revision could be considered for additional phases of this development.

MEMO

Date: January 11, 2021
To: Village Planning Commission Members
From: Department of Community Development Staff
RE: New Business Item 3 – CSM to create two parcels for the new Neenah High School

Overview

The applicant is requesting to create two parcels from the 11 parcels that the Neenah Joint School District purchased to create the new Neenah High School. The parcels 0100187, 0100188, 0100190, 0100189, 0100192, 0100193, 0100195, 0100198, and part of 0100191 would be combined to be one parcel where the new high school building would be placed. The parcels 0100200, 0100197, and part of 0100191 would be combined for the second parcel where most of the wetlands are located. The original certified survey map that was approved in July was to combine all the parcels into one large parcel. However, through multiple meetings with the Village, the school district learned that the sewer impact fee was charged per acre of the entire parcel. Therefore, it is in the school's best interest to split the lot to only the developable areas and leave the unused parts of the parcel as a vacant parcel.

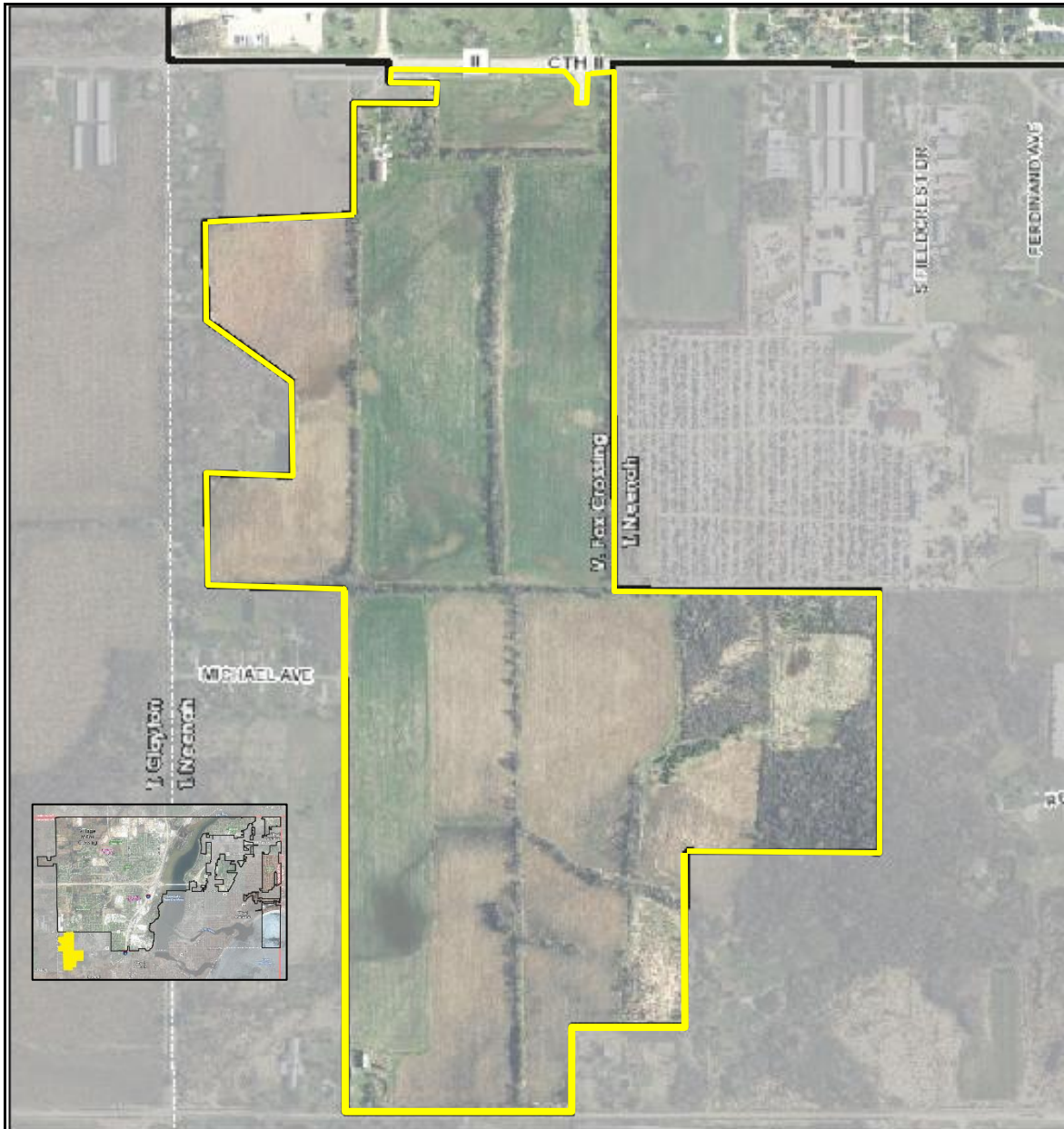
The location map and CSM are attached on the next few pages.

Conditions and Recommendation

We recommend approval of this CSM with the following conditions:

1. All taxes shall be paid before recording.
2. A final recorded copy of the CSM shall be provided to Community Development Department

Neenah Site Location Map



MEMO

Date: January 11, 2021
To: Village Planning Commission Members
From: Community Development Department Staff
RE: New Business Item 4 –Certified Survey Map – 1116 Lakeshore Drive

Overview

The applicants, Mike and Melissa Sandry, are applying for a Certified Survey Map (CSM) to combine parcels #1210807 and #1210805. Parcel #1210807 with address 1116 Lakeshore Drive currently has a house (principal building) and a detached garage and is about 8276.4 square feet. The other parcel with address 1108 Lakeshore Drive is currently vacant with only a driveway where Mike and Melissa stores their camper and other vehicles. The solid yellow lines show the boundary of the newly combined parcel and the dotted yellow line shows where the parcels use to be split to be two parcels. On the next page is the actual CSM layout.



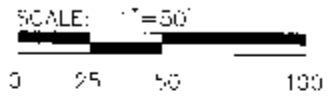
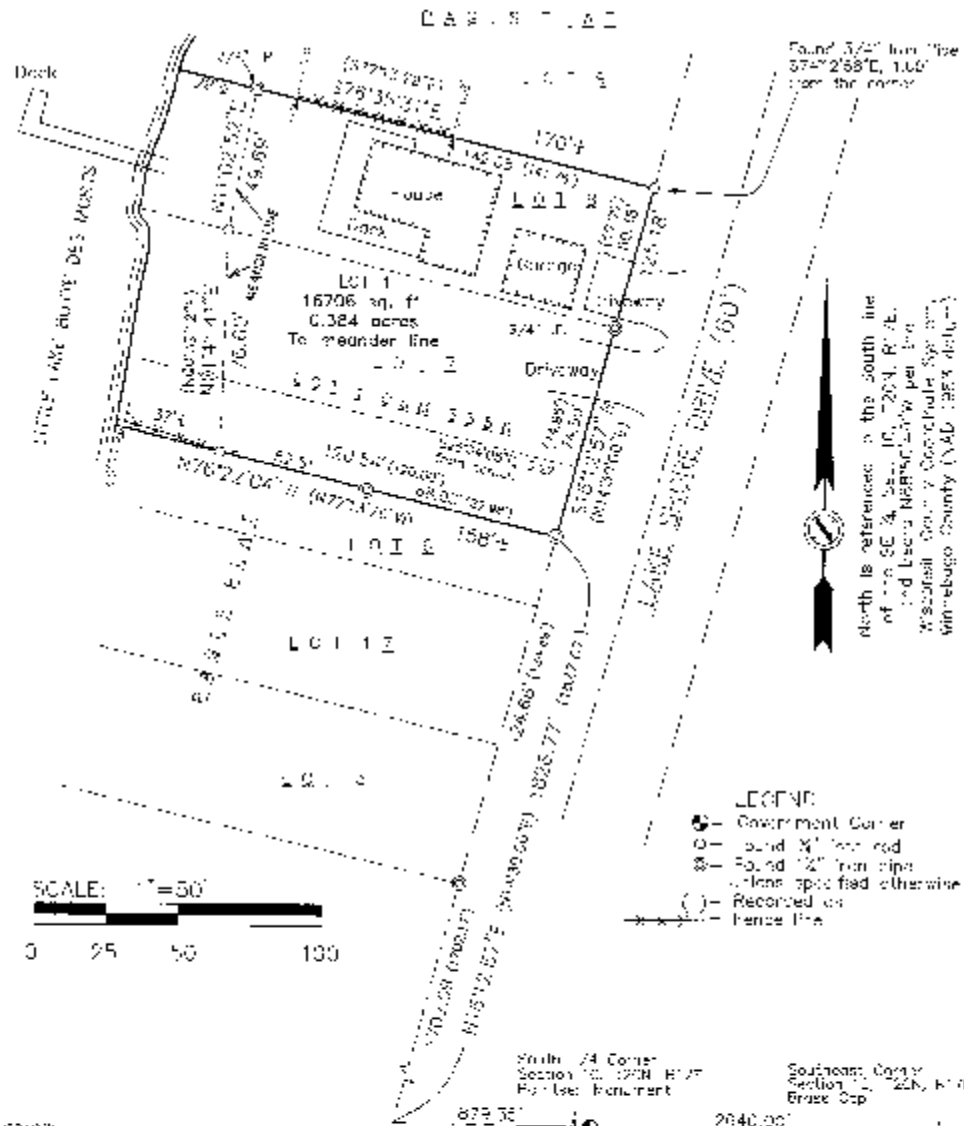
Staff Recommendation

Staff finds that this CSM complies with the Village of Fox Crossing's Chapter 419 Land Division Ordinance and recommend approval with the following condition:

1. All taxes and assessments shall be paid prior to the Village affixing signatures on the Certified Survey Map.
2. The applicant shall provide the Village with a copy of the recorded CSM.

Certified Survey Map # _____

All of Lot 1 of Certified Survey Map 5558 being all of Lot 7 and the North 1/3 of Lot 6, Pages Plat; and all of Lot 3, Pages Plat, located in Government Lot 3 of Section 10, Township 20 North, Range 17 East, Village of Fox Crossing, Winnebago County Wisconsin.



- LEGEND**
- - Government Corner
 - - Found 1/2" iron rod
 - ⊙ - Found 1/2" iron pipe
 - - None specified otherwise
 - () - Recorded as
 - - - - - Fence Line

North is referenced to the south line of T20N R17E S10W, 10' 20", P. 12. and used NAD 83 datum per the Wisconsin County Geographical System, Winnebago County (NAD 83 datum).

North 1/4 Corner
Section 10, T20N R17E
Found 1/2" iron rod
Southeast Corner
Section 10, T20N R17E
Found 1/2" iron pipe
South Line of 1/4 SE 1/4
Section 10, T20N R17E



12-17-20
date

DESIGNED BY
Hebert Associates, Inc.
Land Surveying • Soil Testing
113 W. Wisconsin Ave. Appleton, WI 54914
570-714-5377 Fax: 570-714-5366

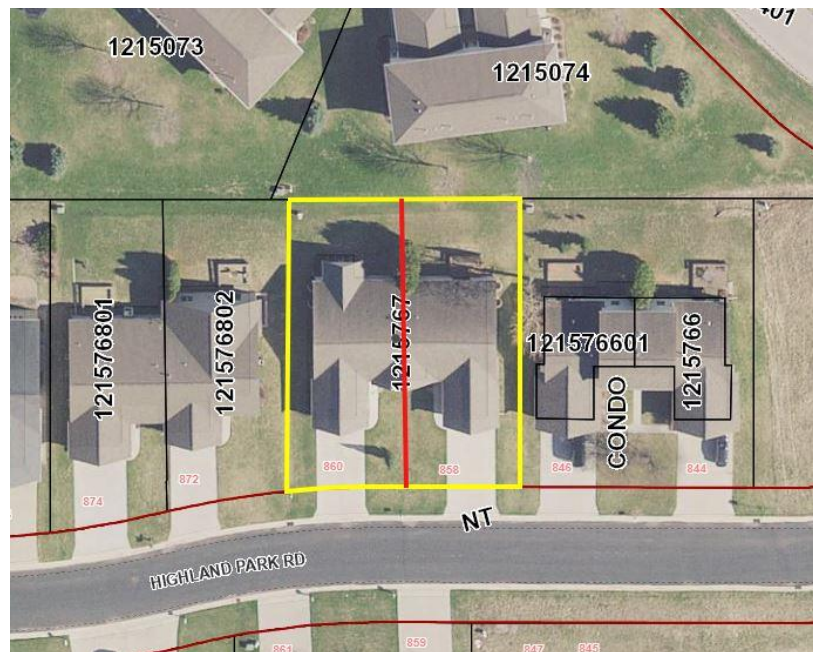
Sheet # 1 of 2	Map # 20090M01
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MEMO

Date: January 11, 2021
To: Village Planning Commission Members
From: Community Development Department Staff
RE: New Business Item 5 –Certified Survey Map – 858-860 Highland Park Rd.

Overview

The applicant, Pat Gamsky, is applying for a Certified Survey Map (CSM) to create zero lot line parcels on parcel #1215767 with the address 858-860 Highland Park Road. Currently, there is a duplex on this parcel and in order to sell each unit separately, a zero lot line CSM would be required. The applicant has applied for these types of CSMs in the past. The yellow lines are the original parcels and the red line shows where the new boundary line is located. On the next page is the actual CSM layout.



Staff Recommendation

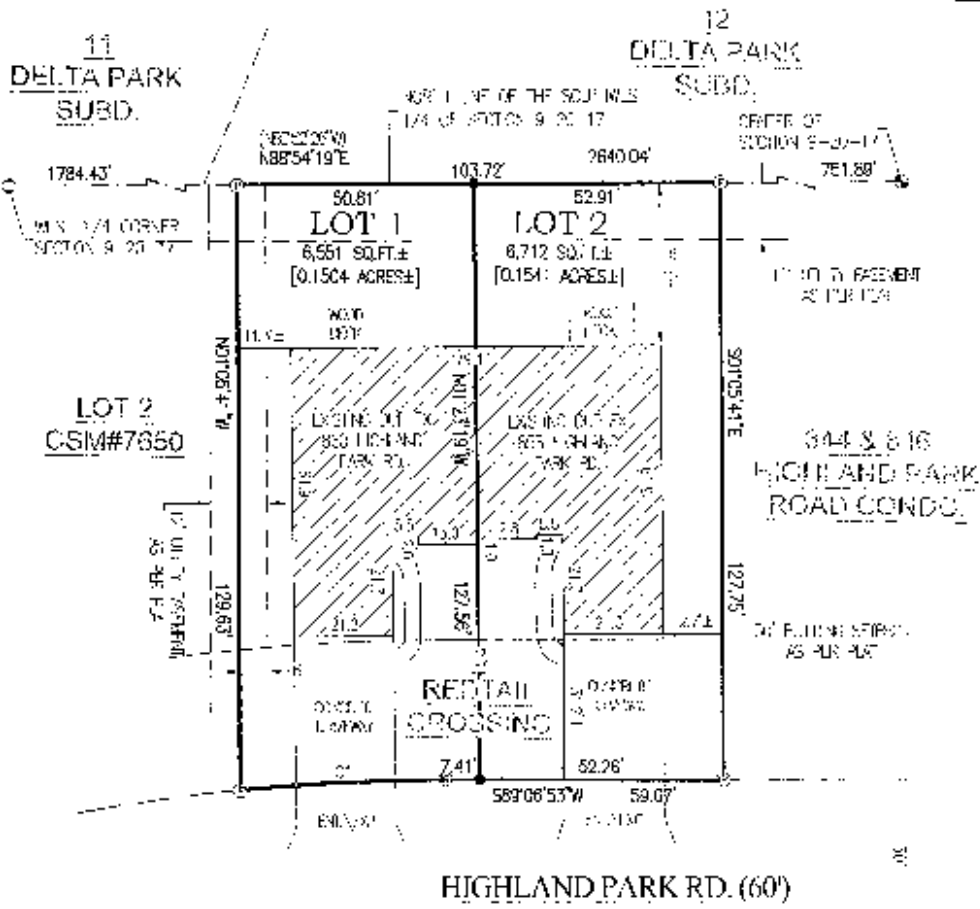
Staff finds that this CSM complies with the Village of Fox Crossing's Chapter 419 Land Division Ordinance and recommend approval with the following condition:

1. All taxes and assessments shall be paid prior to the Village affixing signatures on the Certified Survey Map.
2. The applicant shall provide the Village with a copy of the recorded CSM.

CERTIFIED SURVEY MAP NO. _____

BEING ALL OF LOT 2 OF REDTAIL CROSSING AS RECORDED IN DOCUMENT NO. 1376147, LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 8, TOWNSHIP 20 NORTH, RANGE 17 EAST, VILLAGE OF FOX CROSSING, WINNEBAGO COUNTY, WISCONSIN.

CURVE TABLE					
CURVE RADIUS	CENTRAL ANGLE	ARC LENGTH	CHORD BEARING	CHORD LENGTH	TANGENT BEARING
430.00	03°52'41"	44.17	S89°32'W	44.10	S64°05'31"W
					S63°40'31"W



OWNERS OF RECORD: C.B. KIDZ, LLC
PARCEL NO: 121b/67

LEGEND:

- = 1" X 24" I.D. IRON PIPE WITH CARROW CAP SET, WEIGHING 1.13 LBS. PER LIN. FT.
- = 1 1/4" I.D. IRON PIPE FOUND
- ⊕ = 1 1/4" IRON REBAR FOUND
- = ALUMINUM MONUMENT
- ⊙ = HIRNSEN MONUMENT
- () = RECORDED AS

GRAPHIC SCALE:



NOTE: THIS IS REFERENCED TO THOSE BEARINGS SHOWN ON THE RECORDED PLAT OF "REDDTAIL CROSSING", LOCATED IN THE SOUTHWEST 1/4 OF SECTION 9, TOWNSHIP 20 NORTH, RANGE 17 EAST, VILLAGE OF FOX CROSSING, WINNEBAGO COUNTY, WISCONSIN.



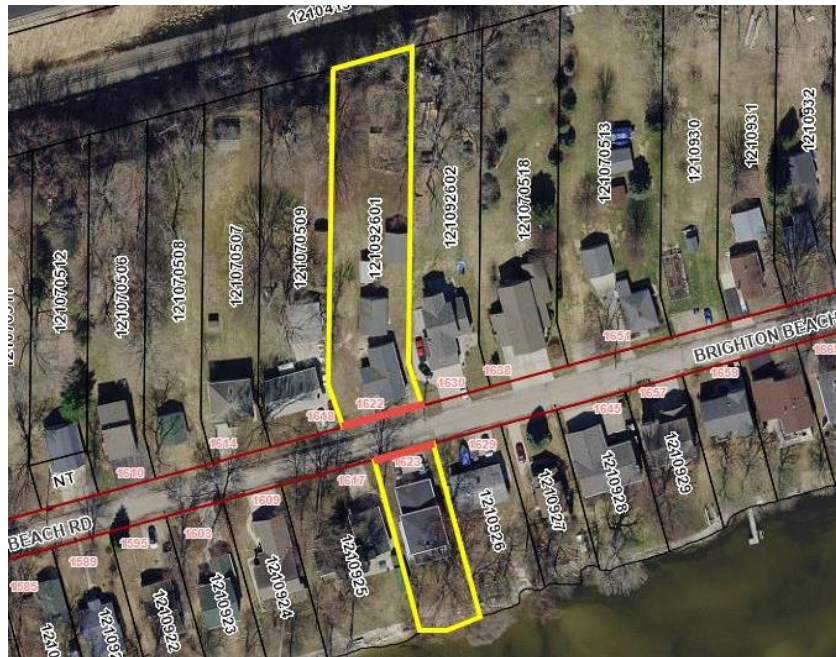
CHRISTOPHER E. LIRRA, PLS-2249 DATED
CROWLAND SURVEYING CO., INC.
316 N. LYNDALE DR., P.O. BOX 1987
APPLETON, WISCONSIN 54912-1297
PHONE: (920) 731-4160
A2011.7 DATED: 12/11/2020
DRAWN BY: (GIB/ED)

MEMO

Date: January 11, 2021
To: Village Planning Commission Members
From: Community Development Department Staff
RE: New Business Item 6 –Certified Survey Map – 1623 Brighton Beach Road

Overview

The applicant, Patricia Hawley, is applying for a Certified Survey Map (CSM) to split her lot at 1623/22 Brighton Beach Road into two separate parcels. Currently the lot is all one parcel with Brighton Beach Road running through the parcel. Many parcels along Brighton Beach Road are similar in that they are all one parcel with a road that runs through them. Throughout the years, most parcels have been split into two separate parcels using the road as its natural division. This CSM is necessary in the case the property owners ever wish to sell one of the existing homes on the lot. The yellow lines are the original parcels and the red line shows where the new boundary line is located. On the next page is the actual CSM layout.



Staff Recommendation

Staff finds that this CSM complies with the Village of Fox Crossing’s Chapter 419 Land Division Ordinance and recommend approval with the following condition:

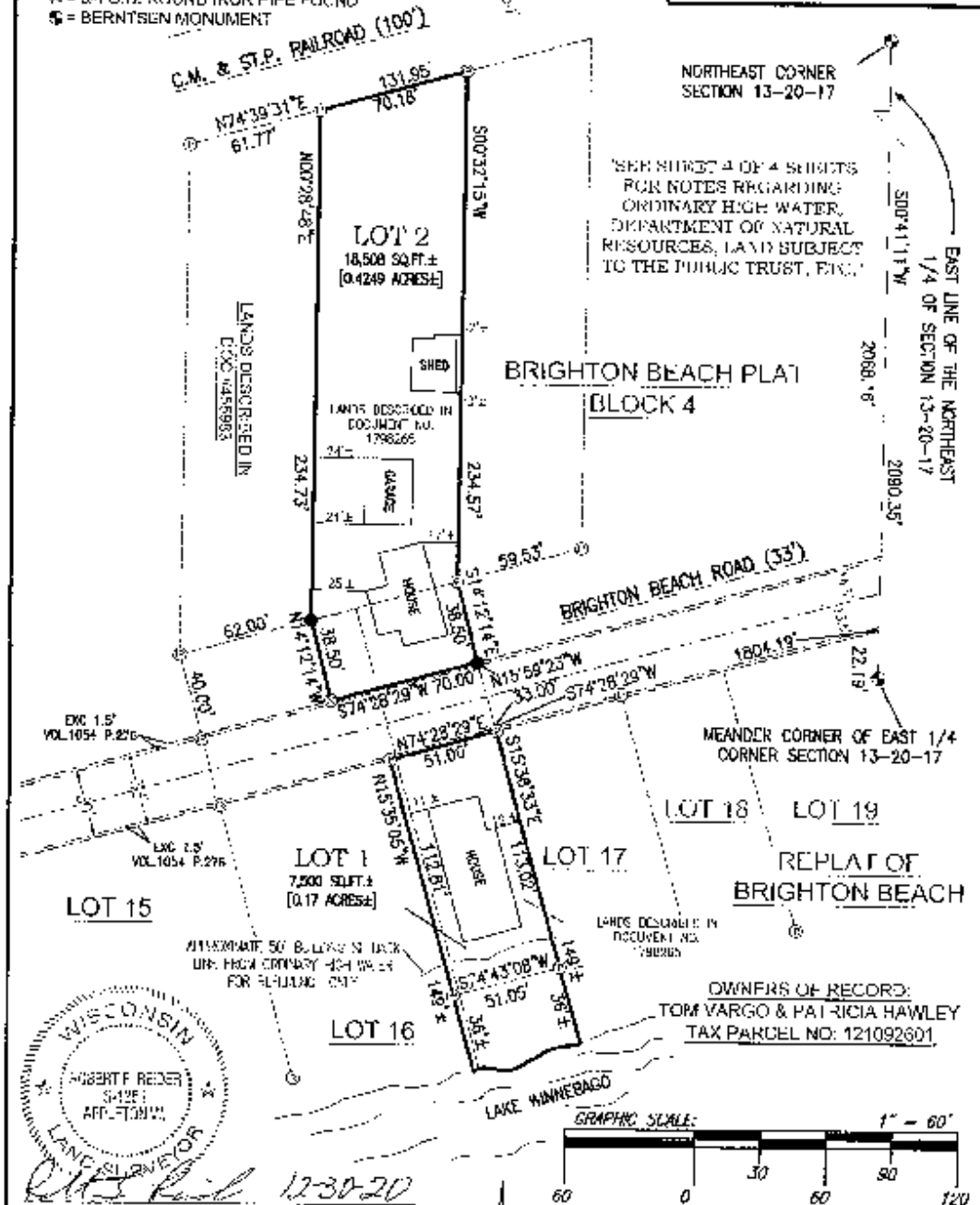
1. All taxes and assessments shall be paid prior to the Village affixing signatures on the Certified Survey Map.
2. The applicant shall provide the Village with a copy of the recorded CSM.

CERTIFIED SURVEY MAP NO. _____

BEING PART OF LOTS 16 AND 17, REPLAT OF LOTS 1 TO 2¹ INCLUSIVE OF BLOCK 3 AND LOTS 16 TO 19 INCLUSIVE OF BLOCK 4 OF BRIGHTON BEACH PLAT AND PART OF BLOCK 4 OF BRIGHTON BEACH PLAT, LOCATED IN GOVERNMENT LOT 2, SECTION 13, TOWNSHIP 20 NORTH, RANGE 17 EAST, VILLAGE OF FOX CROSSING, WINNEBAGO COUNTY, WISCONSIN.

LEGEND:

- = 3/4" X 18" SOLID ROUND IRON REBAR SET, WEIGHING 1.502 LBS. PER LIN. FT.
- ⊙ = 3/4" SOLID ROUND IRON REBAR FOUND
- ⊖ = 1" I.D. ROUND IRON PIPE FOUND
- ⊕ = 3/4" O.D. ROUND IRON PIPE FOUND
- ⊞ = BERNTSEN MONUMENT



Robert F. Reider 12-30-20

ROBERT F. REIDER, P.L.S.-1251 DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNDALE DR., P.O. BOX 1297
APPLETON, WISCONSIN 54912-1297
PHONE: (878) 731-4188
A2011.33 DATED: 12-29-2020 REVISED: 12-30-2020
DRAFTED BY: (ajc AJD)

MEMO

Date: January 11, 2021
To: Village Planning Commission Members
From: Community Development Department Staff
RE: New Business Item 7 – Extraterritorial Certified Survey Map – 9089/71 Westphal Ln – Town of Clayton

Overview

This Certified Survey Map is an extraterritorial review of a land division by the Village. These properties are located in the Town of Clayton at 9089 and 9071 Westphal Lane, which is off highway 76 and West American Drive. The applicant is proposing to change the location of the property line that splits both these lots. The current parcel lines are in yellow on the aerial below and the approximate split is in red. The CSM is on the next page.



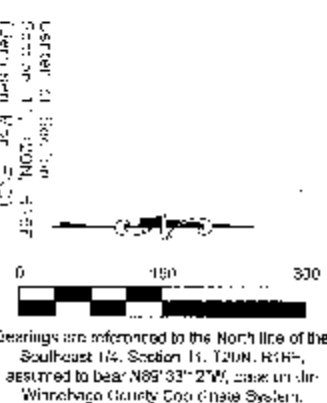
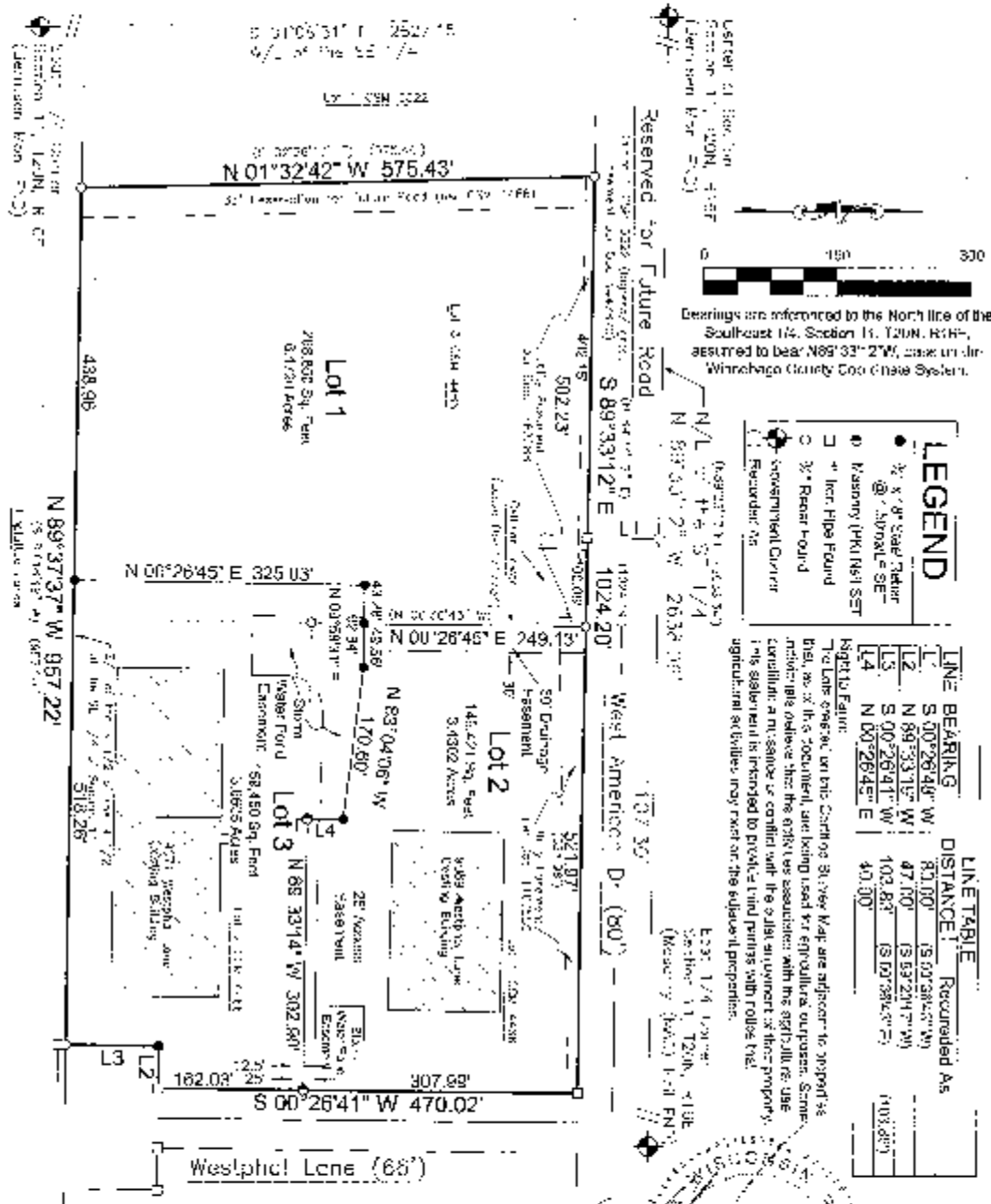
Staff Recommendation

Land divisions in extraterritorial areas are reviewed in the same fashion as the Village would review a land division within the Village limits. Staff find that this CSM complies with the Village of Fox Crossing's Chapter 419 Land Division Ordinance and recommend approval with the following condition:

1. The applicant shall provide the Village with a copy of the recorded CSM.

Certified Survey Map No. _____

All of Lots 1, 2 and 3 of Certified Survey Map No. 4466
 Part of the Northeast 1/4 of the Southeast 1/4
 in Section 11, Township 20 North, Range 16 East,
 Town of Clayton, Winnebago County, Wisconsin.



LEGEND

- 3/4" x 4" Stake Marker
- ⊙ Iron Pipe Found
- ⊙ Masonry (PKU NS1 SST)
- ⊙ Iron Pipe Found
- ⊙ 3/4" Rebar Found
- ⊙ Government Corner
- ⊙ Recorder's

LINE TABLE

LINE	BEARING	DISTANCE	Recorded As
L1	S 00°26'41" W	831.00'	(S 07'5842" W)
L2	N 89°33'12" W	47.00'	(S 57'214" W)
L3	S 00°26'41" W	102.83'	(S 07'5842" W)
L4	N 00°26'45" E	40.00'	(N 03'687")

The Lines shown on this Certified Survey Map are adjacent to adjacent lots, as is this document, are being used for agricultural purposes. Some notices indicate that the data was associated with the right to use agricultural activities or conflict with the right to use agricultural purposes. This statement is intended to provide land parcels with notice that agricultural activities may not be the adjacent properties.

Scott R. Andersen
 Professional Land Surveyor No. 33189
 scott@davel.org
 Survey for:
 Ogden Development
 Max Ogden
 PO Box 689
 Neenah, WI 54957

Date _____

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1194 Province Terrace, Menasha, WI 54952
 Ph: 920.697.1860 Fax: 920.441.0694
 www.davel.org