

**VILLAGE OF FOX CROSSING
PLANNING COMMISSION MEETING
WEDNESDAY, March 18, 2026 @ 5:15 PM
MUNICIPAL COMPLEX - 2000 MUNICIPAL DRIVE**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – January 21, 2026

PUBLIC HEARING

None

OLD BUSINESS

None

NEW BUSINESS

1. MS4 Annual Report
2. Certified Survey Map (CSM) – Josh Berman – 1150 Valley Road – Parcels 1210971, 1210972, 1210973, 1210982, 1210983, 1210984
3. Certified Survey Map (CSM) – McGlone Real Estate Properties, LLC – 1700 West American Drive – Parcel 12102300202

OTHER BUSINESS

Development Activity Report

COMMUNICATIONS

Sustainability Committee

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
Municipal Complex – Arden Tews Assembly Room
Wednesday, January 21, 2026
at 5:15 PM
Minutes

CALL TO ORDER

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

PRESENT: Chairperson: Mr. Dennis Jochman
Commissioners: Mr. Morris Cox
Mr. Thomas Willecke
Mr. Michael Scheibe
Ms. Tracy Romzek

EXCUSED: Mr. Michael Prince
Mr. Tom Young

Staff: Community Development Director George Dearborn
Associate Planner Daniel Dieck
Village President Dale Youngquist
Village Manager Jeff Sturgell
Village Board of Trustee Kris Koeppe

Others: 18 others present

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – December 3, 2025

MOTION: Mr. Cox, seconded by Mr. Willecke to approve the meeting minutes of November 19, 2025, as presented.

Motion carried 4-0-1(Mr. Scheibe)

PUBLIC HEARING

- 1. Public Hearing – Zoning Change – From R-1 Rural Residential District to I-1 Light Industrial District – 4425 W. Prospect Avenue – Parcel 121011601**

MOTION: Mr. Willecke, seconded by Mr. Cox to open the public hearing.
Motion carried 5-0-0

Director Dearborn provided an overview stating the property is proposed to be rezoned to I-1 Light Industrial, which is more restrictive than heavy industrial zoning present in the surrounding area. The Village's Future Land Use Map identifies the area as industrial, and the rezoning is consistent with that designation. A structure on the site was reported to be in the process of being demolished. The applicant indicated an intended use related to vehicle repair, with future development subject to site plan review.

Staff recommended approval based on consistency with the Future Land Use Map and zoning appropriateness.

Mr. Kris Koeppe – 4529 W. Prospect Ave., Neenah

Expressed support for the property changing hands but raised concern that an industrial zoning allows many potential uses, some of which may be incompatible with nearby residences. He requested that there be public opportunity to review/comment during the site plan process and asked whether hours of operation could be controlled.

Director Dearborn indicated that while the Planning Commission does not have ordinance authority over staff-level site plan review decisions, the Village could provide information and maintain a public process for transparency.

Ms. Stephanie Rickert – 4439 W. Prospect Ave., Neenah

Stated concern about the property becoming an eyesore/junkyard again, asked whether fencing could be required, and expressed concern about outdoor storage/vehicles.

Mr. Craig Jahnke – 4409 W. Prospect Ave., Neenah

Questioned placing a business between homes and expressed concern about appearance and property values.

MOTION: Mr. Cox, seconded by Mr. Scheibe to close the public hearing. Motion carried 5-0-0

2. Public Hearing – Zoning Change – From Planned Development District (PDD) to R-2 Suburban Low Density District – West side of Prairie Lake Circle - Parcel 1210216

MOTION: Mr. Willecke, seconded by Mr. Cox to open the public hearing.
Motion carried 5-0-0

Director Dearborn stated the property was originally part of a condominium development plan that contemplated multiple units. The applicant proposed rezoning to R-2 to allow single-family homes only. The Village's Future Land Use Map reflects residential use, and staff recommended approval.

No public comments received.

MOTION: Mr. Scheibe, seconded by Mr. Willecke to close the public hearing.
Motion carried 5-0-0

NEW BUSINESS

1. Condominium Plat Amendment – Prairie Lake Circle

Director Dearborn stated this action is to consider approval of a condominium plat amendment affecting the Prairie Lake condominium area, including removal/adjustment of "Area 2." The amendment adjusts the condominium plat to remove a specific area ("Area 2") while retaining perimeter areas within the condominium. The change would separate future owners in the removed area from condominium association membership and access to condominium amenities (including lake access). Mr. Dearborn stated the process was completed correctly and recommended approval.

Ms. Laura Zahnnger – 1409 Prairie Lake Cir., Neenah

Stated that the developer prepared a declaration for “Butterfly Way” clarifying that purchasers in the removed area would not have access to lake/condominium amenities and addressing ownership/maintenance responsibilities for fencing along the property.

MOTION: Mr. Willecke, seconded by Mr. Cox to approve the condominium plat amendment as presented. Motion carried 5-0-0

2. Zoning Change – From R-1 Rural Residential District to I-1 Light Industrial District – 4425 W. Prospect Avenue – Parcel 121011601

Director Dearborn noted I-1 Light Industrial is more restrictive than heavy industrial and includes a site plan review process, including screening requirements when adjacent to single-family residential areas. Staff recommended approval.

Mr. Kris Koeppe – 4529 W. Prospect Ave., Neenah

Questioned whether the hours of operation can be addressed.

Director Dearborn indicated compatibility elements such as screening and noise can be addressed through site plan review.

Mr. Ventura Ayon – 4425 W. Prospect Ave., Neenah (Applicant/property owner)

Stated an intent to operate an auto repair business, acknowledged neighborhood concerns, and expressed intent to follow Village rules and work cooperatively with neighbors.

MOTION: Mr. Scheibe, seconded by Mr. Cox to approve the zoning change from R-1 Rural Residential District to I-1 Light Industrial District. Motion carried 5-0-0

3. Zoning Change – From Planned Development District (PDD) to R-2 Suburban Low Density District – West side of Prairie Lake Circle - Parcel 1210216

Director Dearborn stated R-2 is more restrictive than the existing planned development zoning and would limit the area to single-family homes. Staff recommended approval as consistent with the Future Land Use Map and related plat actions.

MOTION: Mr. Jochman, seconded by Mr. Willecke to approve the zoning change from Planned Development District to R-2 Suburban Low Density District. Motion carried 5-0-0

4. Certified Survey Map (CSM) – John Ross – 2025 American Drive – Parcels 121014505 & 12101450901

Director Dearborn said the CSM combines properties by adding a defined area to the parcel to the north. The intent included material storage, consistent with prior approvals. Staff recommended approval of the CSM with following conditions:

1. All taxes must be paid prior to recording.
2. A copy of the recorded CSM must be provided to the Village.

MOTION: Mr. Willecke, seconded by Mr. Scheibe to approval the CSM with the following conditions:

1. All taxes must be paid prior to recording.
2. A copy of the recorded CSM must be provided to the Village.

Motion carried 5-0-0

OLD BUSINESS

1. Preliminary Plat – Butterfly Way – West side of Prairie Lake Circle - Parcel 1210216

Director Dearborn summarized the plat proposes six single-family lots, consistent with the R-2 zoning direction. Additional development agreement steps and fees would be required prior to recording of the final plat. Staff recommended approval with the following conditions:

1. Condominium plat amendment must be approved by the Planning Commission,
2. A development agreement must be executed with the Village Board, and
3. The final plat must be recorded prior to land sales and home construction.

MOTION: Mr. Jochman, seconded by Mr. Scheibe to approve the Preliminary Plat with the following conditions:

1. Condominium plat amendment must be approved by the Planning Commission,
2. A development agreement must be executed with the Village Board, and
3. The final plat must be recorded prior to land sales and home construction.

Motion carried: 5-0-0

OTHER BUSINESS

Development Activity Report

Director Dearborn reported the following totals for 2025:

- 13 single-family permits
- 1 duplex
- 7 multi-family units
- 5 commercial permits
- Reported construction value: approximately **\$61,000,000** (construction value as reported; not assessed value)

Staff noted two subdivisions were in process and anticipated further progress as development agreement steps are completed.

COMMUNICATIONS

Sustainability Committee

Director Dearborn referenced the Sustainability Committee meeting and ongoing discussion topics including procurement practices and community gardens. It was noted that there were two open garden plots in Schildt Park and one open plot in Wittmann Park at the time of the report.

Discussion also included Schildt Park improvements, including a pond and a proposed access/parking configuration, with traffic and public safety considerations discussed.

PUBLIC FORUM

Discussion included an upcoming **primary election** involving candidates for a district-level race in Winnebago County.

ADJOURN

At 6:09 p.m., **MOTION:** Mr. Scheibe, seconded by Ms. Romzek to adjourn. Motion carried 5-0-0

Respectfully submitted,

Dan Dieck
Associate Planner

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

MEMO

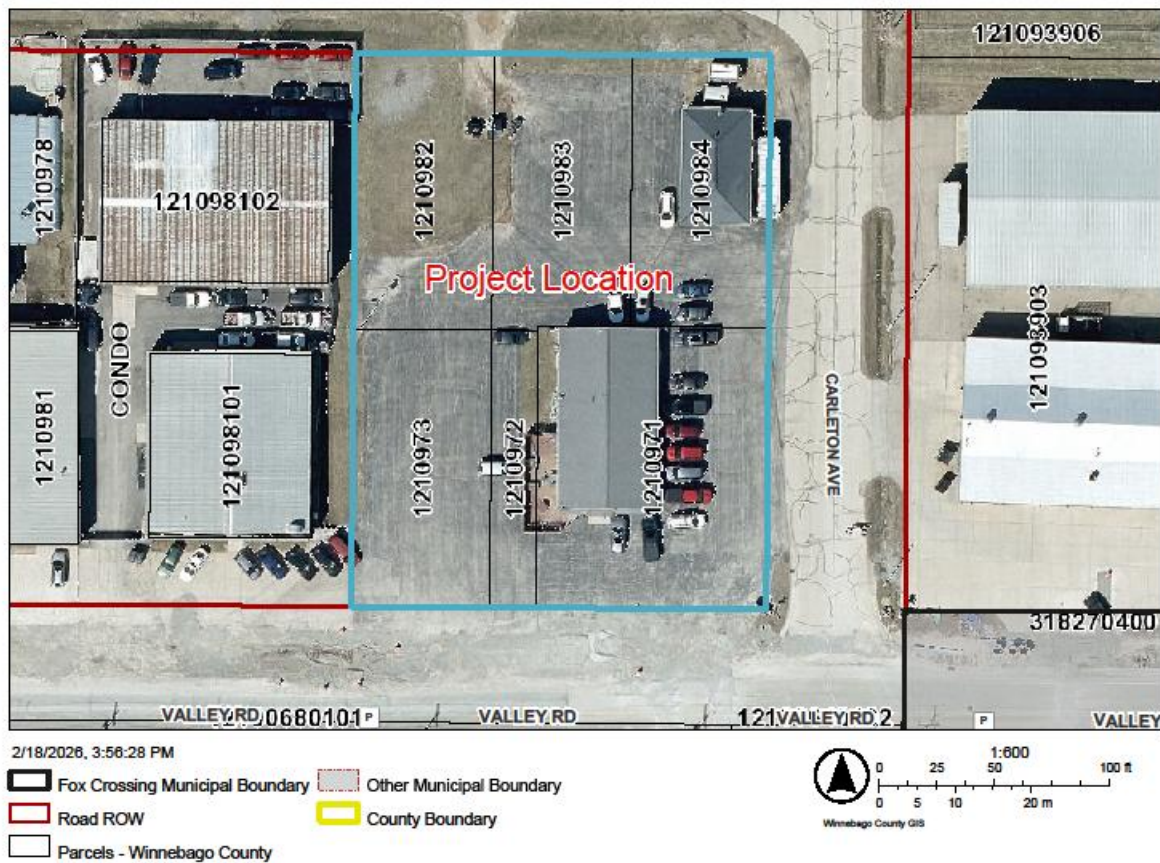
Date: March 11, 2026
To: Village Planning Commission Members
From: Community Development Department Staff
RE: New Business Item 3 – Certified Survey Map – Prime Time Bar And Grill

Overview

This Certified Survey Map, (CSM) for Prime Time Bar and Grill combines 6 lots into one for future building expansion.

A site plan and a copy of the proposed CSM is attached.

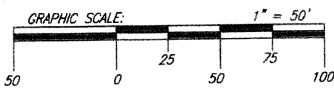
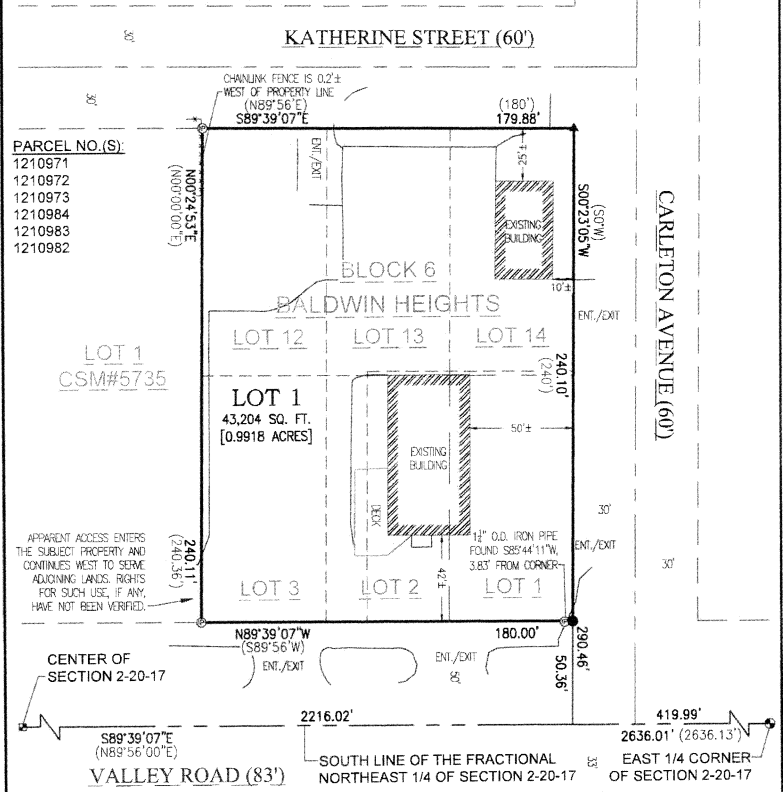
Fox Crossing GIS Map



CERTIFIED SURVEY MAP NO. _____

BEING ALL OF LOTS 1, 2, 3, 12, 13, & 14 IN BLOCK 6 OF BALDWIN HEIGHTS AS RECORDED IN DOC. NO. 71703, LOCATED IN THE SOUTHEAST 1/4 OF THE FRACTIONAL NORTHEAST 1/4 OF SECTION 2, TOWNSHIP 20 NORTH, RANGE 17 EAST, VILLAGE OF FOX CROSSING, WINNEBAGO COUNTY, WISCONSIN. **LEGEND:**

- OWNER(S) OF RECORD:**
BERMAN INVESTMENTS LLC
- DOCUMENT NO.(S):**
1921038
1921037
- = 1 1/2" X 18" O.D. ROUND IRON PIPE SET, WEIGHING 1.68 LBS. PER LIN. FT.
 - ⊙ = 1 1/2" O.D. ROUND IRON PIPE FOUND
 - ▲ = RAILROAD SPIKE SET
 - ⊠ = CHISEL CROSS FOUND
 - ⊞ = MAG SPIKE FOUND
 - () = RECORDED AS BEARING/DISTANCE

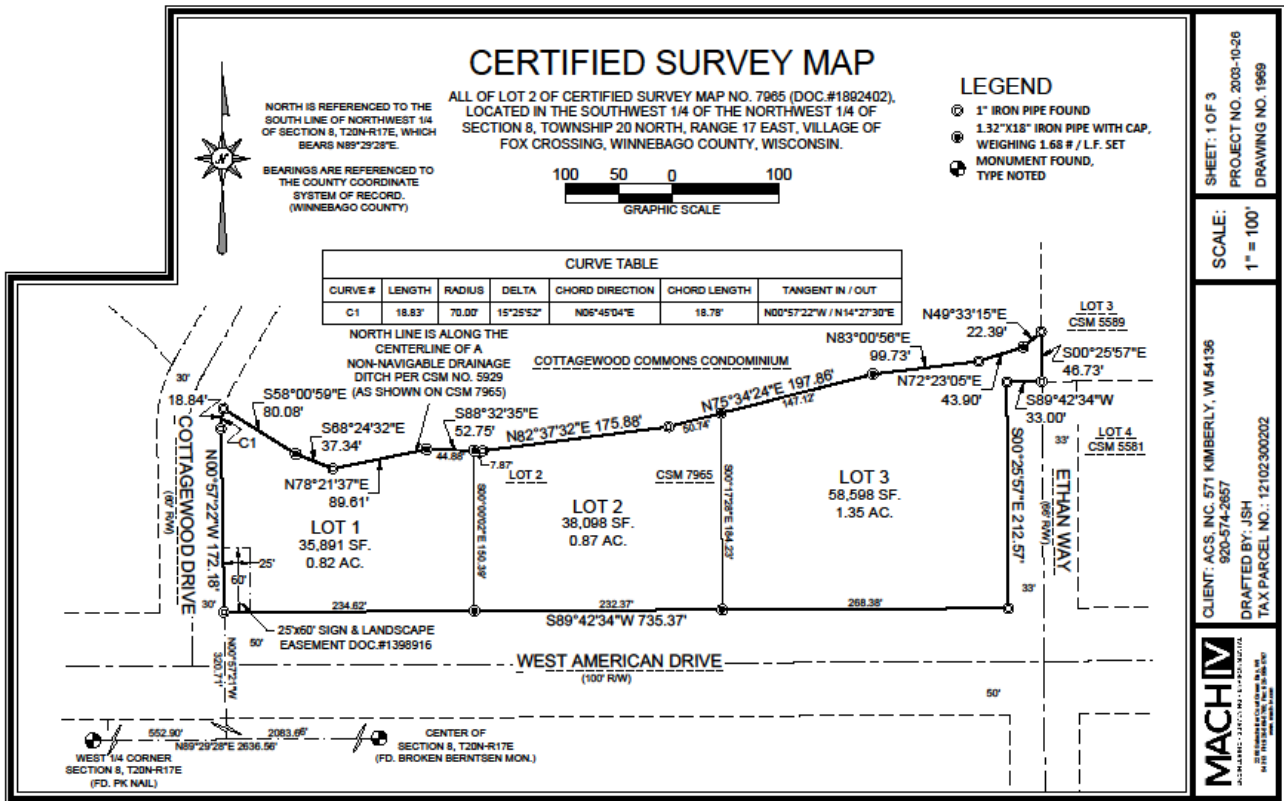


CHRISTOPHER E. PERREAULT, PLS-2249 DATED
CAROW LAND SURVEYING & ENVIRONMENTAL
615 N. LYNNDALE DR., APPLETON, WI 54914
N5841 STATE HIGHWAY 47-55, SHAWANO, WI 54166
PHONE: (920)731-4168
A2601.5 DATED: 2/2/2026
DRAFTED BY: cwm - BTL

Staff Recommendation

Staff recommends approval of this CSM with the following conditions:

1. All taxes are paid prior to recording.
2. A copy of the recorded CSM be provided to the Village.



Staff Recommendation

Staff recommends postponement of action on this CSM until the following conditions have been met.

1. A drainage plan with stormwater detention and treatment shall be reviewed and approved prior to the approval of this CSM due to the major drainage concerns in this area. A preliminary proposal has been submitted but no revisions have been provided to the Village yet.
2. Improvements be made to Ethan Way to provide public access to lot 3 of this CSM
3. A Site plan review be completed following approval of this CSM prior to any new construction.
4. All taxes are paid prior to recording.
5. A copy of the recorded CSM be provided to the Village.

Other Business 1 – Development Activity February 2026

This Month

3 Single-Family Duplex 0 MF (0 units) 0 Commercial

Totals

Residential

- **3 SF this year**
- **0 Duplex this year**
- **0 MF this year**

- *4 SF last year*
- *1 Duplex last year*
- *0 MF last year (0 units)*

Commercial

0 this year

0 last year

Total Values

This year \$2 153,213

Last year \$4,200,062



**VILLAGE OF FOX CROSSING
SUSTAINABILITY COMMITTEE MEETING
Wednesday, March 4, 2026 at 5:15 PM
MUNICIPAL COMPLEX - 2000 MUNICIPAL DRIVE**

*“To help sustain our community for future generations by using resources in the most responsible ways at the right times and for the right reasons.”
-Fox Crossing Sustainability Committee Mission Statement*

CALL TO ORDER

APPROVAL OF February 4, 2026 MINUTES

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 acted upon. There is a three minute time limit per person on non-repetitive matters.

MISCELLANEOUS BUSINESS

None

OLD BUSINESS

1. Community Gardens Update
2. Schildt Park Plan Update
3. Recycling Brochure-Decal Discussion
4. E Recycling Update
5. Procurement Policy Update

NEW BUSINESS

1. LED Street Light Conversion Update
2. Appleton Sustainability Survey
3. Potential discussion topics
4. Other Business

ADJOURNMENT

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.

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.