

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – March 18, 2026

PUBLIC HEARING

None

OLD BUSINESS

1. Certified Survey Map (CSM) – McGlone Real Estate Properties, LLC – 1700 West American Drive – Parcel 12102300202

NEW BUSINESS

1. EconoLodge Hotel License Renewal
2. Cobblestone Hotel License Renewal

OTHER BUSINESS

Development Activity Report

COMMUNICATIONS

Sustainability Committee – No Quorum

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 two 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, March 18, 2026
at 5:15 PM
Minutes

CALL TO ORDER

The Planning Commission meeting was called to order by Chairperson Jochman at 5:20 p.m.

PRESENT: Chairperson: Mr. Dennis Jochman
Commissioners: Mr. Morris Cox
Mr. Michael Scheibe
Mr. Tom Young

EXCUSED: Mr. Michael Prince
Mr. Thomas Willecke
Ms. Tracy Romzek

Staff: Community Development Director George Dearborn
Associate Planner Daniel Dieck
Village Manager Jeff Sturgell
Director of Public Works Joe Hoechst

Others: 3 others present

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – January 21, 2026

MOTION: Mr. Cox, seconded by Mr. Scheibe to approve the meeting minutes of January 21, 2026, as presented.

Motion carried 3-0-1(Mr. Young)

PUBLIC HEARING

NONE

OLD BUSINESS

NONE

NEW BUSINESS

1. MS4 Annual Report

The Commission received an overview of the annual MS4 (Municipal Separate Storm Sewer System) report. Public Works Director Joe Hoechst presented key updates and described ongoing stormwater compliance activities.

Highlights included:

- **Continued partnership with the Northeast Wisconsin Stormwater Consortium**, including public education and involvement initiatives such as the Fox River cleanup.

- **Illicit Discharge Detection and Elimination (IDDE):** Outfall inspections were conducted during the summer and fall. No suspected illicit discharges were identified. Where active flow is present, required field testing may include parameters such as ammonia, chlorine, copper, and detergents.
- **Construction site observations:** Several active construction sites were discussed, including Golf Bridge Apartments, Copperstone (Clayton Avenue), and Fox Creek Apartments (Shady Lane/Clayton Avenue). Two sites were noted as having erosion controls in good condition; one site was identified as needing improvements, and staff indicated follow-up with the developer.
- **Winter operations:** Salt usage was reported as slightly higher than previous years; staff stated that road treatment is done as efficiently as possible to help minimize impacts to waterways.
- **Leaf collection note:** A special loose-leaf pickup week was discussed for the week of April 6, 2026, due to snowfall occurring before the fall collection program could be completed. Timing may depend on snowmelt conditions.

A question was raised regarding the environmental impacts of brine. Mr. Hoechst stated brine is saltwater and can reduce overall salt usage (approximately 30% of normal salt usage was referenced) and is used most effectively for pretreatment before snowfall.

2. **Certified Survey Map (CSM) – Josh Berman – 1150 Valley Road – Parcels 1210971, 1210972, 1210973, 1210982, 1210983, 1210984**

The Commission reviewed a Certified Survey Map request to combine **six parcels** into a single lot for potential future expansion of an existing bar and grill operation.

MOTION: Mr. Cox, seconded by Mr. Scheibe to approve 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: 4-0-0

3. **Certified Survey Map (CSM) – McGlone Real Estate Properties, LLC – 1700 West American Drive – Parcel 12102300202**

Mr. Dearborn referenced prior stormwater and drainage issues in the surrounding area and stated that a revised stormwater plan had recently been submitted, but engineers had not yet had the opportunity to review the revisions. He recommended postponement to allow time for stormwater plan review due to the sensitivity of the area and previous drainage problems nearby.

Project representatives, Mr. Kelly Sperl, architect and Mr. Joel Erfurth, civil engineer

Questioned why the CSM was being delayed, noting stormwater review is typically part of later site plan review and indicating that revised materials had been submitted for engineering review.

The Commissioner's and staff discussed access planning and the importance of documenting shared access arrangements. Public Works Director Hoechst recommended that the CSM include an **ingress/egress easement** to support shared drive access between lots.

Staff noted concern about how future development of additional lots could affect stormwater management and expressed a preference for coordinated solutions where feasible.

MOTION: Mr. Cox, seconded by Mr. Scheibe to postpone action on this item until the next Planning Commission meeting date of April 15, 2026. Motion carried 4-0-0

OTHER BUSINESS

Development Activity Report

Director Dearborn reported the following:

- Year-to-date permits issued: **3 single-family permits**.
- No commercial, duplex, or multi-family permits were reported at the time of the update.
- Staff noted several projects are pending and anticipated additional activity in coming months.

COMMUNICATIONS

Sustainability Committee

Director Dearborn provided an update on Sustainability Committee activities, including:

- An upcoming **E-Recycling event** scheduled for **Saturday, April 18, 2026**.
- Discussion of a procurement policy update at the Village Board level.
- Continued high interest in community garden plots, with **no plots currently available** and a waiting list maintained.
- Updates discussed related to Schildt Park and a planned detention pond component.
- Continued discussion regarding additional LED streetlight conversions in the future.

PUBLIC FORUM

Mr. Cox raised a procedural suggestion to include formal “approval of the agenda” on future Planning Commission agendas to help prevent ordering issues. Commission members and staff discussed the role of posted agendas, noting that while items generally cannot be added after posting, the order of items may be adjusted during meetings as needed. No formal action was taken.

ADJOURN

At 6:10 p.m., **MOTION:** Mr. Cox, seconded by Mr. Scheibe to adjourn. Motion carried 4-0-0

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: April 8, 2026
To: Village Planning Commission Members
From: Community Development Department Staff
RE: Old Business Item 1 – Certified Survey Map – 3 lot CSM for KOM

Overview

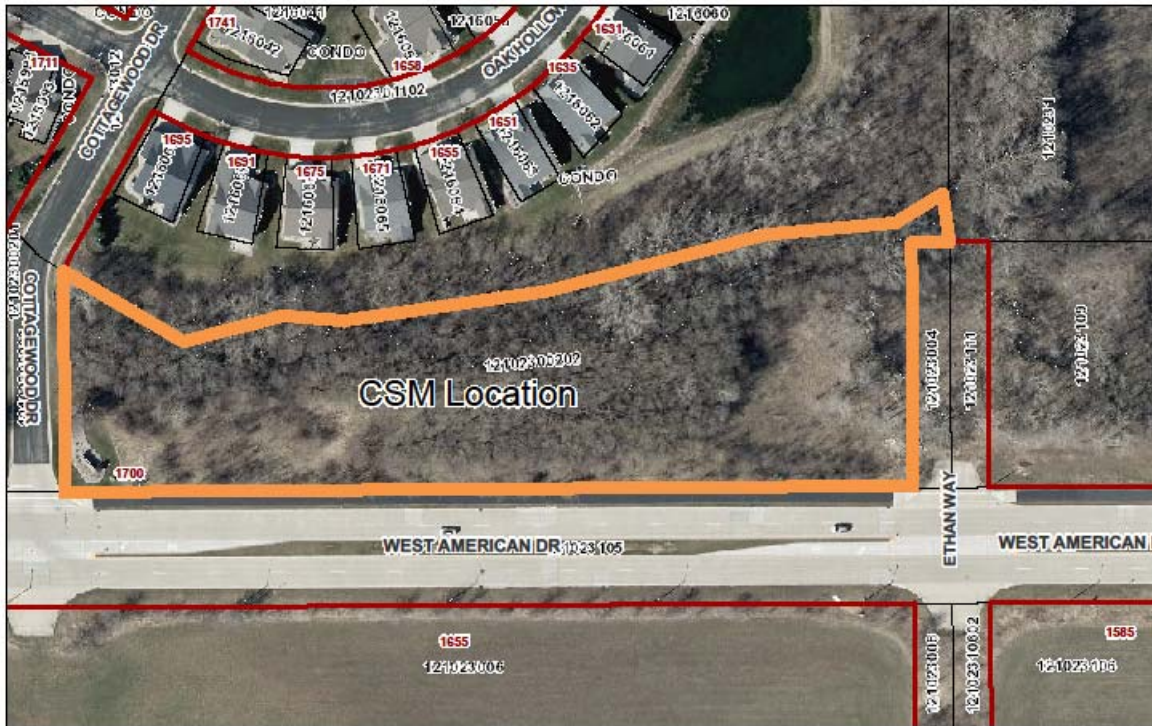
This Certified Survey Map (CSM) for KOM that creates 3 lots for future commercial use was postponed from last month's meeting to address drainage issues. The developer is proposing an office building on lot 3 and intends to sell the other two lots. There are several issues that need to be addressed in this proposed CSM. CSMs may be subject to the following reviews if needed. They can include a suitability review which includes inadequate drainage, adverse soil or rock formation, unfavorable topography or any other feature likely to be harmful to the health, safety or welfare of the future residents of the proposed subdivision, minor land division or of the Village. No land shall be subdivided for residential, commercial, industrial, or institutional use which is determined to be unsuitable for the proposed use by the Planning Commission or Village Board for reasons of flooding.

Some of the lots to the north of this development have had flooding issues that required the filling of some of the basements. The Village engineers believe that much of that is attributable to high ground water. Our Village engineers feel that with proper design; a stormwater system can work on this site and thus will be suitable for the proposed use.

It is also important to note that both Ethan Way and Cottagewood Drive are adjacent to this development and may be used as access in the future. Also, an easement may be needed for future shared driveways to minimize the number of driveways accessing West American Drive as these driveways will need to cross the bike-pedestrian trail on West American Drive.

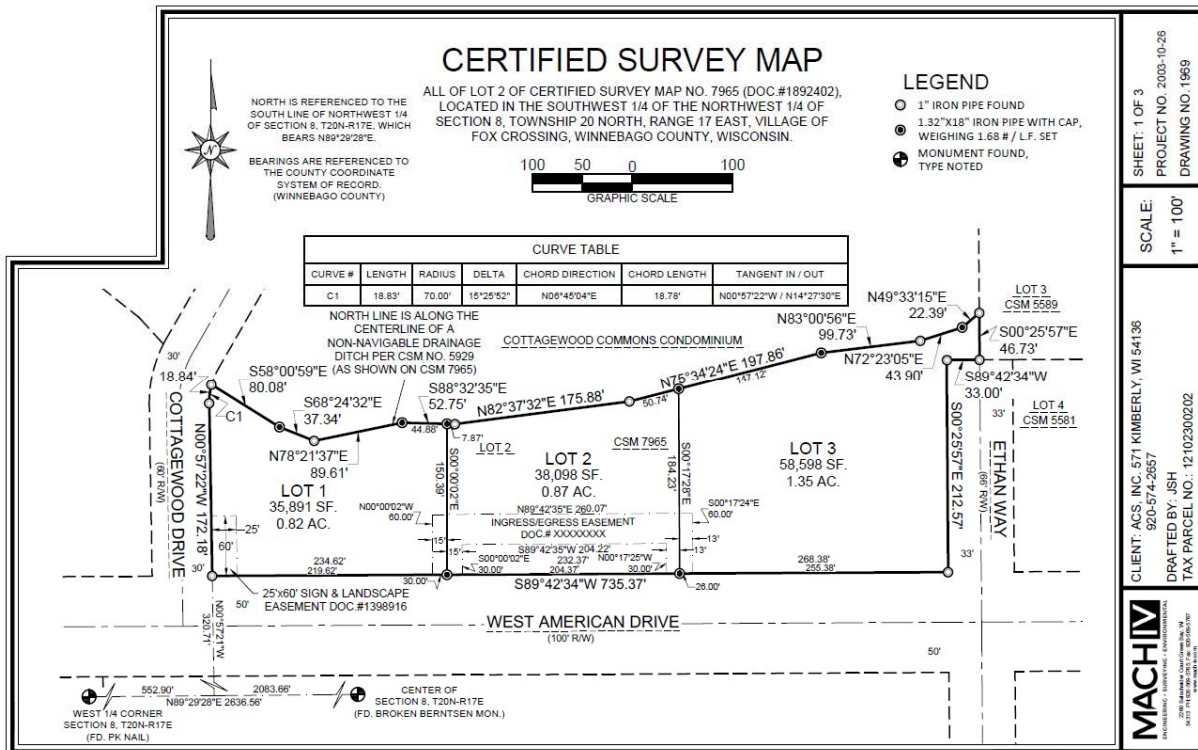
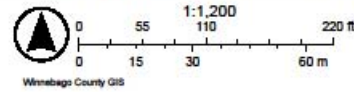
A location map and CSM proposal are attached below:

Fox Crossing GIS Map



2/20/2026, 11:00:31 AM

- Fox Crossing Municipal Boundary
- Road ROW
- County Boundary
- Parcels - Winnebago County



Staff Recommendation

Staff recommend conditional approval of this CSM if the following issues are addressed:

1. A drainage plan with stormwater detention, treatment and erosion control shall be reviewed and approved prior to the approval of a site plan.
2. A note shall be included in the CSM stating, "Any development may be subject to local numerical and peak flow stormwater requirements".
3. A future access to both Ethan Way and Cottagewood Drive needs to be available in the future. The CSM needs to include an easement for both public roads and an easement between lots 1 and 2 and 2 and 3 needs to be provided to limit access to West American Drive and any trail crossings by driveways shall meet requirements of the Village Parks and Recreation Department
4. A Site plan review shall be completed following approval of this CSM prior to any new construction.
5. All taxes are paid prior to recording.
6. A copy of the recorded CSM shall be provided to the Village.

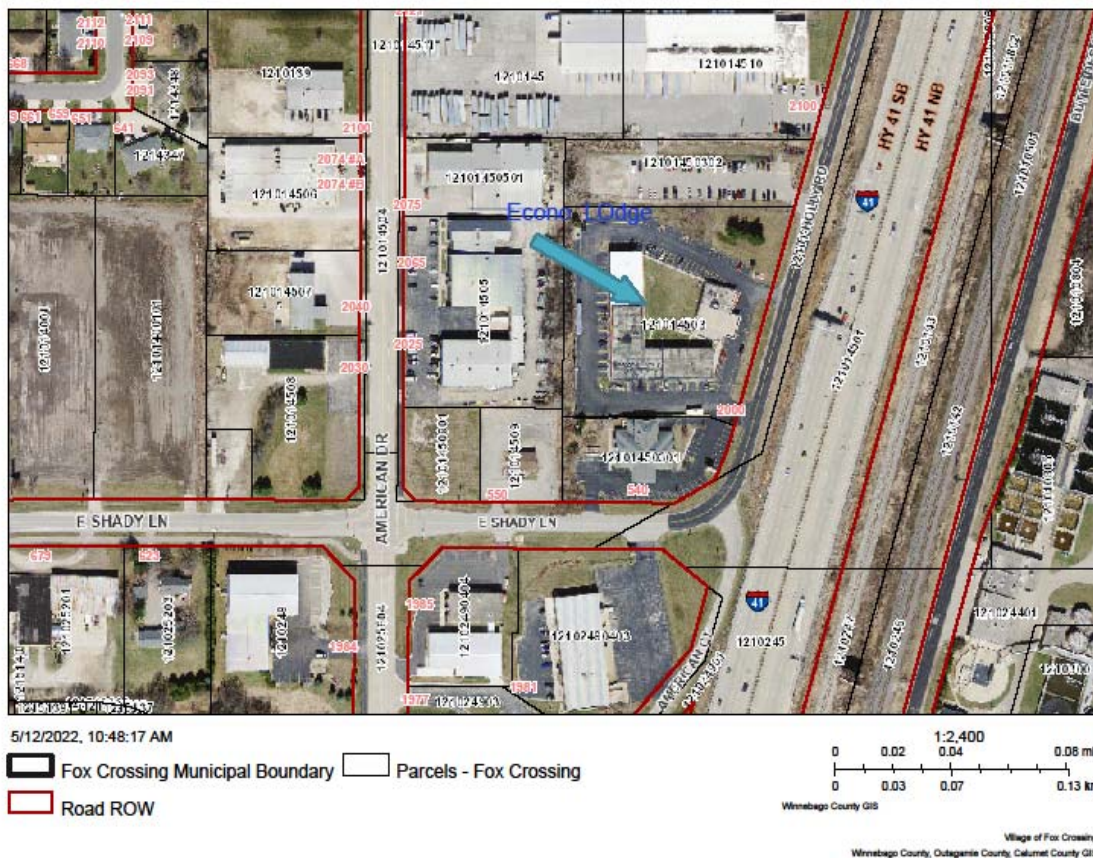
MEMO

Date: April 8, 2026
To: Village Planning Commission Members
From: George Dearborn, AICP
RE: New Business Item 1 – Hotel License Renewal 2026– Econo Lodge 2000 Holly Rd

Overview

As per Chapter 232 (8), an application for renewal of a Hotel/Motel License has been submitted to the Village Clerk. This application is for the Econo Lodge at 2000 Holly Rd.

Fox Crossing Online GIS Map



Staff Recommendation

On April 8, 2026, I inspected the motel and found no violations, therefore I recommend approval of the Motel/Hotel License for July 1, 2026 to June 30, 2027 subject to Police, Fire and Finance Department approval.

Of note is a shipping container that is being used for storage of replacement furniture for the motel. It is not causing a problem, but we will approach them about its future removal or permitting

A picture is attached below.



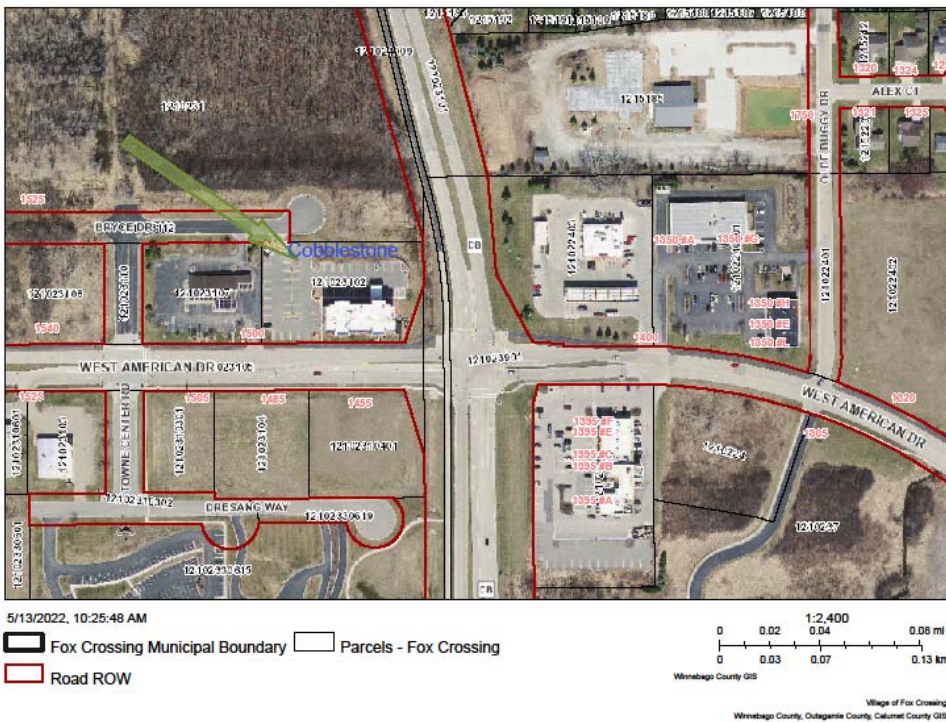
MEMO

Date: April 8, 2026
To: Village Planning Commission Members
From: Community Development Department Staff
RE: New Business Item 2- Hotel License Renewal 2026– Cobblestone Hotel & Suites - 1465 Bryce Dr.

Overview

As per Chapter 232 (8), an application for renewal of the license for a Hotel/Motel License has been submitted to the Village Clerk. This renewal is for the Cobblestone Hotel and Suites located on the corner of West American Drive and County Rd. CB. A location map is below. The Planning Commission has the authority to approve or deny an application. No concerns have been raised about this hotel during its last permit period.

Fox Crossing Online GIS Map



Staff Recommendation

On April 8, 2026, I inspected the motel and found no violations, therefore I recommend approval of the Motel/Hotel License for the Cobblestone Hotel and Suites at 1465 Bryce Dr. for July 1, 2026, to June 30, 2027, subject to the Police, Fire, and Finance department review and approval.

**Other Business 1 – Development Activity
March 2026**

This Month

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

Totals

Residential

Commercial

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

0 this year

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

0 last year

Total Values

This year \$4,628,508

Last year \$7,052,0572