

VILLAGE OF FOX CROSSING
PLANNING COMMISSION MEETING
Municipal Complex – Arden Tews Assembly Room
Wednesday, June 17, 2026
at 5:15 PM
Minutes

CALL TO ORDER

In the absence of Chairperson Dennis Jochman, Mr. Willecke made a motion to appoint Mr. Young as temporary chair to run the meeting, seconded by Mr. Scheibe. Motion carried 6-0-0

The Planning Commission meeting was called to order by temporary Chairperson Young at 5:17 p.m.

PRESENT: Temporary Chairperson: Mr. Tom Young
Commissioners: Mr. Morris Cox
Mr. Thomas Willecke
Mr. Michael Scheibe
Ms. Tracy Romzek
Mr. Michael Prince

EXCUSED: Mr. Dennis Jochman

Staff: Community Development Director George Dearborn
Associate Planner Daniel Dieck
Village President Dale Youngquist
Village Manager Jeff Sturgell
Community Development Intern Nick Sisto

Others: 17 others present

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – May 6, 2026

MOTION: Mr. Willecke, seconded by Mr. Cox to approve the meeting minutes of May 6, 2026, as presented.

Motion carried 6-0-0

PUBLIC HEARING

1. Pubic Hearing – Final Plat Butterfly Way – West side of Prairie Lake Circle – Parcel 1210216

MOTION: Mr. Cox, seconded by Mr. Willecke to open the public hearing.
Motion carried 6-0-0

Director Dearborn presented the request for a final plat for Butterfly Way creating six lots. He noted that conditions for design had been met, stormwater would drain to an adjacent pond pursuant to agreement, and remaining requirements would include fees, laterals, recorded plat submission, and permit-related payments.

Mr. Robert Mansfield – 1330 Laurie Drive, Neenah

Stated concerns regarding long-term maintenance of the lots, including mowing, cleanliness, and storage of materials or debris before the lots are sold and developed.

MOTION: Mr. Cox, seconded by Mr. Scheibe to close the public hearing. Motion carried 6-0-0

2. Public Hearing - Zoning Change – From R-2 Suburban Low Density District to R3 Suburban Medium Density District - 985 Irish Road – Parcel 1210518

MOTION: Mr. Willecke, seconded by Mr. Cox to open the public hearing. Motion carried 6-0-0

Director Dearborn explained the request to rezone the property from R-2 to R-3 to allow for duplex development. He noted that the applicant had requested postponement of action, but the hearing was still properly noticed and public comment could be received. He also stated the Future Land Use Map identifies the area as medium density.

Mr. Paul Mitchell – 1040 Symphony Boulevard, Neenah

Asked about the long-term intent of the development, including whether proposed duplexes would be rentals or sold units, and raised concerns regarding rental density, railroad proximity, stormwater management, and future expansion.

Mr. Chester Krawze - Owner/applicant, 985 Irish Road, Neenah

Stated his intent was to retain ownership, build duplex units, and rent them rather than sell the lots. He also stated he intended the units to be geared toward older residents, subject to legal review.

Mr. James Boss – 1031 Antelope Trail Court, Neenah

Asked questions regarding access and driveway placement associated with the development layout.

Ms. Jan Herman - 1741 Elk Trail, Neenah

Expressed concern about placement of the duplexes near adjoining lots and asked about layout and retention pond location.

Mr. Brad Shell - 1030 Doe Trail Court, Neenah

Opposed the rezoning and stated that when he purchased in the area he understood the adjacent land to be planned for single-family homes.

Mr. Paul Friberg - 1721 Elk Trail, Neenah

Opposed the rezoning and requested the zoning remain unchanged.

Rather than close the hearing, the Commission adjourned the public hearing to the next meeting.

MOTION: Mr. Willecke, seconded by Mr. Scheibe to adjourn the public hearing to the July 15, 2026 meeting. Motion carried 6-0-0

3. Public Hearing - Preliminary Plat Irish Road Estates – 985 Irish Road – Parcel 1210518

MOTION: Mr. Willecke, seconded by Mr. Cox to open the public hearing. Motion carried 6-0-0

Director Dearborn explained the preliminary plat request and stated that both staff and the applicant were requesting postponement of action because several design issues remained unresolved, including stormwater, interconnection, water line looping, sewer depth, and access.

Mr. Paul Mitchell, 1040 Symphony Boulevard, Neenah

Asked questions regarding detention basin design, wetlands, environmental review, utility access, possible connection through Symphony Boulevard, electrical service, and long-term development intent for the remaining property.

Director Dearborn responded that the engineering and utility details were not yet finalized, and additional revisions would be required before action.

MOTION: Mr. Willecke, seconded by Mr. Scheibe to adjourn the public hearing to the July 15, 2026, meeting. Motion carried 6-0-0

OLD BUSINESS

NONE

NEW BUSINESS**1. Final Plat Butterfly Way – West side of Prairie Lake Circle – Parcel 1210216**

Director Dearborn reviewed staff's recommendation for approval subject to conditions, including:

1. Payment of \$7,990.02 in fees in lieu of parkland dedication for six lots.
2. Any extra water and sewer laterals shall be capped as required by the Public Works Dept.
3. All taxes shall be paid prior to recording.
4. A copy of the recorded final plat shall be provided to the Village.
5. All additional fees shall be paid with building permits.

Discussion occurred regarding maintenance responsibilities, including mowing, fencing, and berm-related obligations.

Director Dearborn clarified that maintenance of the property is the responsibility of the developer until sold, and thereafter each lot owner would be responsible in accordance with applicable covenants and requirements.

MOTION: Mr. Cox, seconded by Mr. Prince to approve the final plat for Butterfly Way, Parcel No. 1210216, with staff's five recommended conditions. Motion carried 6-0-0

2. Zoning Change – From R-2 Suburban Low Density District to R3 Suburban Medium Density District - 985 Irish Road – Parcel 1210518

The Commission considered the applicant's request to delay action.

MOTION: Mr. Willecke, seconded by Mr. Scheibe to postpone action on the zoning change for 985 Irish Road until July 15, 2026. Motion carried 6-0-0

3. Preliminary Plat Irish Road Estates – 985 Irish Road – Parcel 1210518

The Commission considered delaying action to allow additional review and revisions.

MOTION: Mr. Willecke, seconded by Mr. Scheibe to postpone action on the preliminary plat for Irish Road Estates until July 15, 2026. Motion carried 6-0-0

4. Certified Survey Map (CSM) - Cair Car Sales & Service, Inc. – 1040 Appleton Rd. – Parcels 1211175 & 1211176

Director Dearborn explained that the applicant proposed combining two lots to facilitate site improvements, including removal of one building and future property improvements. Staff recommended approval subject to the standard conditions that taxes be paid and a copy of the recorded Certified Survey Map be provided to the Village.

MOTION: Mr. Cox, seconded by Mr. Willecke 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

OTHER BUSINESS

Development Activity Report

Director Dearborn presented the May development activity report, noting:

- One single-family permit issued in May.
- One permit issued for an additional 60 units in a multifamily development.
- Four total residential permits year-to-date compared with eight at the same time last year.
- Four commercial permits year-to-date, same as last year.
- Construction value to date of approximately **\$19,847,000**, compared with approximately **\$24,998,000** at the same time last year.

Additional development activity is anticipated in the coming months, including subdivision activity, Jacobson Road, and continued apartment construction on West American Drive.

COMMUNICATIONS

Sustainability Committee

Director Dearborn reported on recent Sustainability Committee discussions, including:

- Community gardens
- Proposed stickers for garbage cans to encourage recycling
- Future discussion regarding lighting intensity reduction
- Continued use of direct cutoff lighting and LED fixtures in new developments
- Ongoing zoning ordinance update work

A new community development intern, **Nick Sisto**, introduced himself and noted he would be working on community gardens and the zoning update over the summer.

PUBLIC FORUM

During public forum:

A commissioner thanked members of the public for attending and staying through the meeting.

Brad Shell, 1030 Doe Trail Court,

Commented regarding neighboring property conditions related to the Irish Road property, including maintenance concerns, invasive buckthorn, and previous interactions with the property owner.

Staff indicated the property maintenance concerns would be reviewed through appropriate channels.

ADJOURN

At 6:11 p.m., **MOTION:** Mr. Cox, seconded by Mr. Scheibe to adjourn. Motion carried 6-0-0

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.