

**VILLAGE OF FOX CROSSING
PLANNING COMMISSION MEETING
WEDNESDAY, September 16, 2026 @ 5:15 PM
MUNICIPAL COMPLEX - 2000 MUNICIPAL DRIVE**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – August 19, 2026

PUBLIC HEARING

1. Public Hearing – Preliminary Plat Chester Fields – 985 Irish Road – Parcel 1210518

OLD BUSINESS

None

NEW BUSINESS

1. Preliminary Plat Chester Fields – 985 Irish Road – Parcel 1210518
2. Zoning Code Update

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 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, August 19, 2026
at 5:15 PM
Minutes

CALL TO ORDER

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

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

EXCUSED: NONE

Staff: Community Development Director George Dearborn
Associate Planner Daniel Dieck
Village Manager Jeff Sturgell
Community Development Intern Nick Sisto
Village President Dale Youngquist
Village Board Trustee Kate McQuillan
Village Board Trustee Kris Koeppe

Others: 3 others present

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – July 15, 2026

MOTION: Mr. Willecke, seconded by Mr. Cox to approve the meeting minutes of July 15, 2026, as presented.

Motion carried 6-0-0

PUBLIC HEARING

NONE

OLD BUSINESS

NONE

NEW BUSINESS**1. Certified Survey Map (CSM) – Pat Gambsky, 825 Welcome Road – Parcels 12104251101**

Director Dearborn presented the proposed Certified Survey Map (CSM) involving a currently unbuildable outlot at 825 Welcome Road. The property was previously classified as an outlot because public water and sanitary sewer were not available.

Staff explained that a 30-foot easement has been obtained to provide access for public water and sewer utilities and access to the proposed lot. Although the arrangement does not meet the preferred 60-foot road easement standard, staff considered it acceptable due to the pre-existing nature of the lot and recommended approval subject to conditions.

MOTION: Mr. Young, seconded by Mr. Prince to approve the certified survey map for 825 Welcome Road, subject to the following conditions:

1. A 30-foot-wide private road is allowable, and a utility easement shall be extended to the current outlot as recommended.
2. Public water and sanitary sewer shall be extended to the current outlot.
3. All required setbacks shall be met for any new construction on Lot 1.
4. All taxes shall be paid for both lots.
5. A recorded copy of the CSM shall be provided to the Community Development Department.

Motion carried 7-0-0

2. Zoning Code Update – Laurie Miller-Facey – MSA Professional Services, Inc.

Director Dearborn introduced Lori Miller-Facey and Steve Tumlin of MSA Professional Services, Inc., who are assisting the Village with its zoning code update.

Ms. Miller presented the first technical memorandum, which reviewed existing conditions, Village plans and policies, recent development-review trends, and public engagement results. Key objectives of the zoning code update include:

- Simplifying and improving the usability of the zoning code;
- Better aligning regulations with the Comprehensive Plan and other adopted policies;
- Increasing housing choice and development flexibility while maintaining neighborhood character;
- Reducing the number of zoning districts and reliance on planned development districts where appropriate;
- Improving standards related to compatibility, landscaping, buffering, lighting, open space, and natural-resource protection; and
- Making the ordinance easier for residents, staff, developers, and the Planning Commission to navigate.

MSA reported that approximately 80 individuals participated in the Summer Fun Fest outreach activity and that the online survey received 130 responses. The survey was open for approximately one month. The planned National Night Out outreach effort was disrupted by the recent tornado/storm event.

Commission members and residents discussed:

- Providing flexibility in zoning standards while protecting existing neighborhood character and property values;
- Housing affordability, smaller lots, housing types, accessory dwelling units, and opportunities for aging residents and young families;
- Improving administrative approval processes, particularly for reconstruction following the storm event;

- Improving the digital accessibility, searchability, and organization of the zoning code;
- Maintaining compatibility between new development and adjacent residential areas;
- Tree preservation, landscaping, buffering, and long-term maintenance of approved site improvements;
- Potential dark-sky and lighting standards; and
- The importance of continued public outreach and participation as the project moves forward.

No formal action was taken. The Planning Commission expressed support for continued public engagement and for the project's emphasis on simplification, clarity, flexibility, and protection of neighborhood character.

OTHER BUSINESS

Development Activity Report

Director Dearborn reviewed the July development activity report. For 2026 to date, the Village had recorded five single-family units, no duplex units, and five multifamily units.

Discussion noted that housing construction activity remains below the prior year and that high construction costs, housing prices, rental rates, and financing conditions continue to affect development activity locally and regionally.

COMMUNICATIONS

Sustainability Committee

Director Dearborn and Intern Nick Sisto provided a report on recent Sustainability Committee activities, including:

- Community garden updates;
- Recycling education efforts in coordination with the City of Appleton and Outagamie County;
- A presentation by DarkSky Wisconsin regarding light pollution, lighting design, and potential ordinance and site-plan-review practices; and
- Possible future consideration of lighting temperature, shielding, and cutoff requirements to reduce light pollution while maintaining safety.

PUBLIC FORUM

The Chair opened the public forum for non-agendized Village-related matters.

A resident encouraged the Village to be a regional leader in simplifying its zoning code and making zoning information more accessible and searchable online.

ADJOURN

At 6:43 p.m., **MOTION:** Mr. Scheibe, seconded by Mr. Cox to adjourn. Motion carried 7-0-0

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.

PLANNING COMMISSION MEMO

Date: September 3, 2026
To: Village Planning Commission Members
From: George L. Dearborn Jr., AICP Director of Community Development
RE: Agenda Item 1 – Preliminary Plat Chester Field Estates

Overview

The preliminary plat for Chester Field Estates, formally known as Irish Road Estates, would create 10 duplex lots and a lot for a stormwater pond and one additional lot for the existing home needs to be delayed again. Staff had additional meetings with Davel Engineering and Chester Krawze the developer and his engineer to discuss the design. So far, no resolution has been obtained. The same issues remain as discussed below about public utilities and road design.

The proposed duplex lots will be an average size of 12,950 square feet. The proposed subdivision design includes a cul-de-sac that extends from Irish Road east. The current residence located on this property has a driveway that extends from Irish road to the current home located on the property. The current home has laterals for water and sewer that connect to Symphony Boulevard.

This proposed subdivision would continue to use a separate long driveway from Irish road to access the current home on the property. The right of way for Irish Road is currently 66 feet and is officially mapped to be 80 feet in the future. That will need to be dedicated.

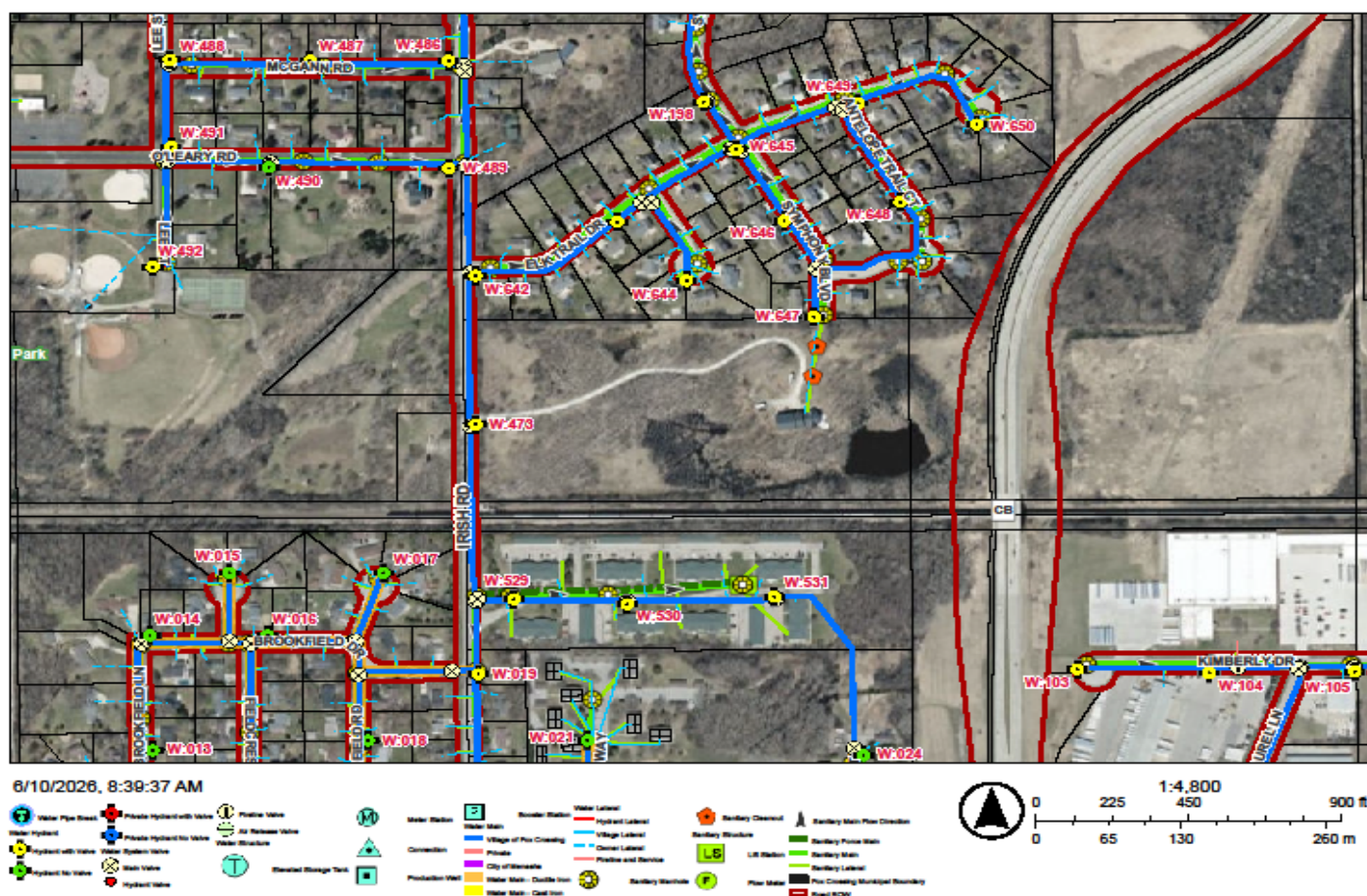
The issues which were stated above are as follows:

1. A connection and dedication of right of way must extend from its current terminus so that it can connect to Symphony Blvd. The Village will require the dedication of a right of way from the newly proposed road to Symphony Boulevard to allow for the future connection to Symphony Boulevard and other development expansion in the future. The applicant said he may agree to officially map this road extension and dedicate an easement for utilities but has now rescinded that proposal. He has stated that some of the residents of Wildlife Heights do not want a connection, but the terminus of Symphony Boulevard already connects to the adjacent property and was always planned for an extension.
2. Public water needs to extend through the development connecting from Symphony Boulevard and extending through to Irish Road, creating a looped water system. One of the major issues is the lack of gravity feed sewer for the proposed new lots. There is no public sewer located in Irish Road. A connection to the water and sewer on Symphony Boulevard is the only option. A map is attached showing the location of existing public water and sewer in the area. Although public water is readily available, public sewer needs to be extended from its current terminus at Symphony Boulevard to provide sewer service to this proposed development. Public water needs to also be extended from Symphony Boulevard to loop the water to Irish Road.
3. A development agreement shall be required prior to any development and land sales as specified in the Village's subdivision ordinance.

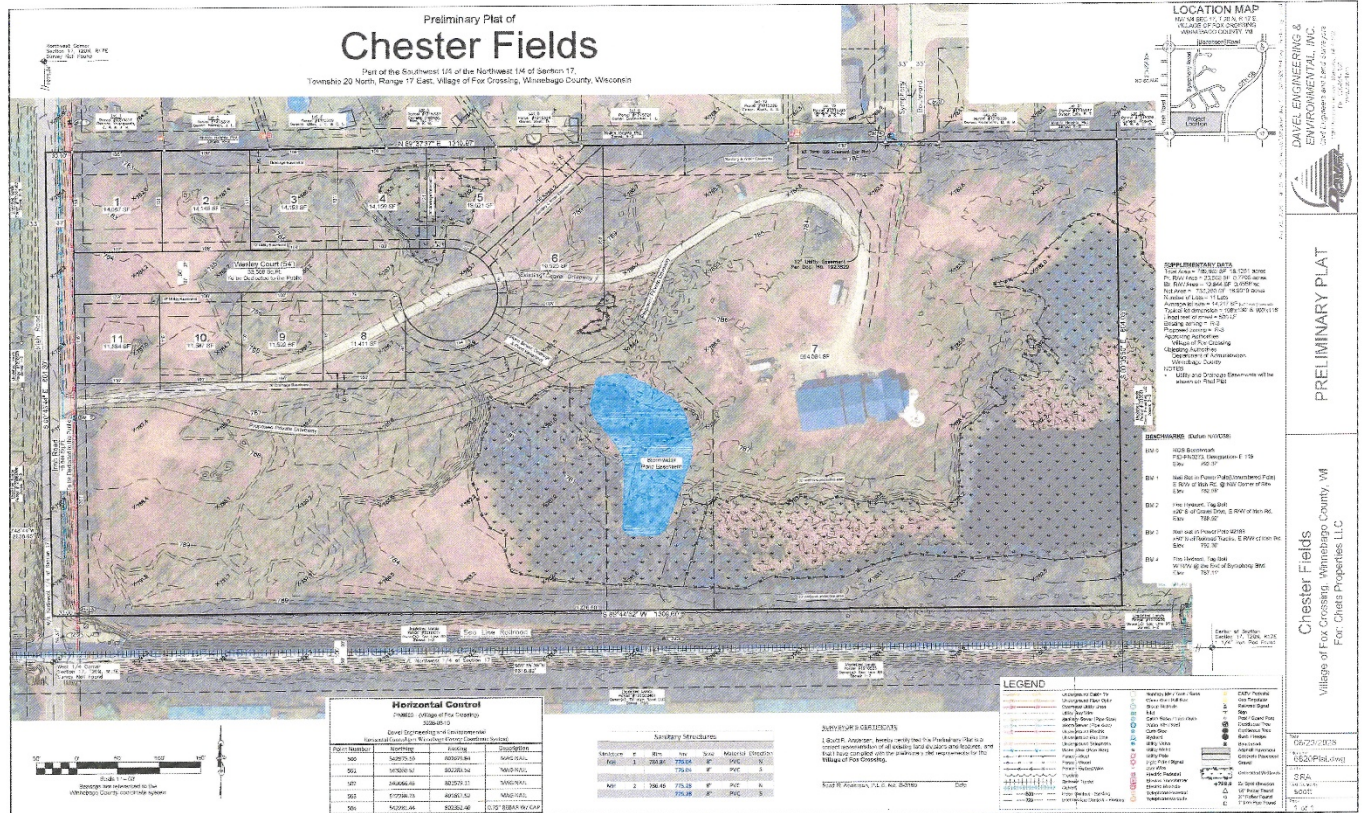
Staff Recommendation

Staff recommends denial of this preliminary plat due to the lack of compliance with Village subdivision regulations.

Fox Crossing GIS Map



Proposed New Preliminary Plat



Other Business 1 – Development Activity
August 2026

This Month

0 Single-Family 0 Duplex 0 MF 0 units) 2 Commercial

Totals

Residential

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

Commercial

6 this year

- 10 SF *last year* 4 *last year*
- 1 Duplex *last year*
- 3 MF *last year (66 units)*

Total Values

This year \$27,249,738

Last year \$33,525,974



**VILLAGE OF FOX CROSSING
SUSTAINABILITY COMMITTEE MEETING
Wednesday, September 2, 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 August 5, 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. August Newsletter
3. Recycling Brochure-Decal Discussion
4. Darksky Ordinance Discussion - [Mount Horeb](#)
[Town of Rutland](#)
[Middleton](#)

NEW BUSINESS

1. Electronic Recycling Event Saturday, October 10
2. Potential discussion topics
3. 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.