

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 7-0-0

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.