

Village of North Fond du Lac
OFFICIAL MINUTES
PLAN COMMISSION
4-13-2021

A. The meeting was called to order at 6:00 p.m. by chairperson Behnke.

B. MEMBERS PRESENT: Ken Jurkowski, Citizen Member
Nick Leonard, Village Administrator
Mike Streatar, Village President
Brandon Switz, Citizen Member
Don Schneider, Citizen Member
Sherry Behnke, Citizen Member – Chairperson
Mike Will, Trustee

OTHERS PRESENT: Ann Price, Trustee
John Duffy, Trustee
Chuck Hornung, Trustee
Kevin Englebert, East Central Wisconsin Regional Planning Commission
Todd Verboomen, East Central Wisconsin Regional Planning Commission
Jim Cleveland, Envision Greater Fond du Lac
Lisa McArthur, Envision Greater Fond du Lac
Bernadette Ericksen, Envision Greater Fond du Lac
Elle Henne, Envision Greater Fond du Lac
Amy Karow, BP 330 Prospect Avenue
Joe Papke, CRM of Fond du Lac
Kevin Kavanagh, resident 323 Wisconsin Avenue
Mitch Vis, Project Coordinator
Peter Fetters, Zoning Administrator

C. Approval of Minutes.

1. Approve the minutes of Tuesday, October 13, 2020.

Motion by Switz, second by Schneider, to approve the minutes of Tuesday, October 13, 2020.
Motion carried 6-0-1, Streatar abstained.

D. Board Action.

On Monday November 16, 2020, the Village Board held a public hearing on and approved Ordinance 2020-07 the annexation request of Jacob and Kaylin Haengen of W6702 Winnebago Street located in the Town of Fond du Lac now addressed as 425 Winnebago Street. Fond du Lac County Tax Parcel ID V05-15-17-05-02-015-00. The resolution passed 5 ayes.

E. Old Business.

None.

F. Public Hearing.

Consider the Special Use request of the BP service station to allow the expansion of the floor plan by up to 232 square feet and to reduce the south side setback. The property is located at 330 Prospect Avenue, North Fond du Lac, Wisconsin otherwise known as Fond du Lac County Tax Parcel ID V05-16-17-99-FO-766-00.

Peter Feters stated that the Village had received a request on behalf of the BP gas station located at 330 Prospect Avenue to build a cooler addition on the south side of the building up to 232 square feet reducing the setback to less than size foot as required in Schedule 21.06-B of the zoning code. Feters stated a special use as required by Schedule 21.06-A to expand the service station.

Joe Papke of CRM stated that the request was originally for a 12' wide by 18' long cooler addition. Feters stated that based on prior project submittals on the site that there appears to be only a nine-to-ten-foot setback. Papke stated that in light of the reduced setback the location would be looking for an addition of approximately eight feet by twenty-five feet. Papke said that an addition on the east side as proposed previously for the site would be cost prohibitive due to gas line that would have to be relocated.

Feters read a list of concerns submitted by Kevin Kavanaugh a resident of 323 Wisconsin Avenue located adjacent to the proposed special use. Feters stated that the resident had concerns on existing drainage, existing noise, and existing garbage accumulation.

Will asked Papke if there were plans to match the cooler the building façade. Papke said that the cooler would be plain insulated panels with a rubber roof. Feters stated that the International Building Code would have fire rating requirements for the addition based on the proximity to the lot line. Will asked where the existing cooler condensers will be moved. Papke stated that they would be staked in the southeast corner behind the fence panel. Will asked Papke if there would be gutters present for the water coming of the addition. Papke stated gutters could be added to the structure if required. Leonard stated that he, Mitch Vis, and Feters had looked into drainage issues in the past in regard to the alley to the east of the proposed project. Will asked Papke what the timeline of the expansion is on. Papke said there was no concrete timeline as the refrigeration equipment supply line is spotty. Feters stated that he felt not enough detail had been included in the submission and that he and the Plan Commission needed more information to make an informed decision on the special use; Behnke agreed and stated that the special use could be reheard at a future date with more project details being submitted. Behnke closed the public hearing at 6:34 p.m. with no more citizens to be heard.

G. New Business.

1. Discussion and recommendation to the Village Board on the special use request by the BP Service Station to allow the expansion of the floor plan by up to 232 square feet and to reduce the south side setback. The property is located at 330 Prospect Avenue, North Fond du Lac, Wisconsin otherwise known as Fond du Lac County Tax Parcel ID V05-16-17-99-FO-766-00.

Motion by Leonard, second by Streetar to recommend the Village Board deny the special use request due to lack of project details. The motion carried 7-0.

2. 2040 Comprehensive Plan Update- Economic Development workshop and discussion hosted by East Central Wisconsin Regional Planning Commission in conjunction with the Village of North Fond du Lac Village Board and members of Envision Greater Fond du Lac.

Members of Envision Greater Fond du Lac, East Central Regional Planning Commission, the Village Board, and the Village Plan Commission had an economic development workshop and discussion. The discussion led to the determination that the Village has the following strengths or amenities: small town, safe, walkable, friendly community, excellent schools, infrastructure in good shape, great water supply, Village pool, and the proximity to Fond du Lac, Oshkosh, Fox Cities. The discussion led to the determination of the following challenges or obstacles: inability to compete with larger city amenities, lack of interest in relocating to North Fond du Lac, lack of tax base, not much to offer entrepreneurs, lack of store space, resident perceptions, large number of manufactured housing does not add to tax base, land locked except to the North. Items determined that should be marketed or are small wins for the Village are the school incubator program and virtual building with Envision. Items to plan for in the next ten years were determine to be: more housing influenced by great schools, look to Winnebago Street development options, attract destination businesses, look into beautification grants to revitalize existing businesses, coordinate with Envision Greater Fond du Lac, East Central Wisconsin Regional Planning, University of Wisconsin Oshkosh, and state agencies to identify grants, and reimagine industrial parks that include day cares, health care facilities, and food truck or quick food options.

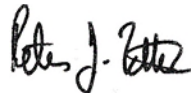
H. Citizens to be Heard.

None.

I. Adjournment.

Motion by Switz, second by Streetar, to adjourn the meeting at 7:45 P.M. The motion carried 7-0.

Respectfully Submitted,



Peter J. Fetters
Building/Zoning Administrator

Village of North Fond du Lac
OFFICIAL MINUTES
PLAN COMMISSION
6-8-2021

A. The meeting was called to order at 6:00 p.m. by acting chairperson Streatar.

B. MEMBERS PRESENT: Ken Jurkowski, Citizen Member
Nick Leonard, Village Administrator
Mike Streatar, Village President
Brandon Switz, Citizen Member
Don Schneider, Citizen Member
Sherry Behnke, Citizen Member – Chairperson
Mike Will, Trustee

OTHERS PRESENT: Ann Price, Trustee
Emily Hanson, resident 87 North Street
Chuck Hornung, Trustee
Kevin Englebert, East Central Wisconsin Regional Planning Commission
Jeff Minter, CSM Companies Incorporate
Mitch Vis, Project Coordinator
Peter Fetters, Zoning Administrator

C. **Approval of Minutes.**

1. Approve the minutes of Tuesday, April 13, 2021.

Motion by Jurkowski, second by Schneider, to approve the minutes of Tuesday, April 13, 2021.
Motion carried 6-0-1, Behnke absent.

D. **Board Action.**

Monday April 19, 2021 the Village Board discussed and unanimously denied Resolution R-06-2021, a resolution to consider the special use request for 330 Prospect Avenue to expand the building floor plan in the Village of North Fond du Lac, WI based on the recommendation of the Plan Commission.

E. **Old Business.**

None.

F. **New Business.**

1. Discussion and approval of the certified survey map submitted by Quam Engineering. LLC on behalf MP Fond du Lac, LLC for the proposed Kenworth Site located on Fond du Lac County Tax Parcel ID Numbers V05-15-17-05-08-004-00 and V05-15-17-05-08-001-00 directly adjacent to 490 North Rolling Meadows Drive in North Fond du Lac.

Motion by Switz, second by Schneider to approve the certified survey map by Quam Engineering LLC on behalf of MP Fond du Lac, LLC. The motion carried 6-0-1, Behnke absent.

2. Discussion and approval of the site plan submitted by Jacob Rosbeck of Quam Engineering, LLC on behalf MP Fond du Lac, LLC for the proposed Kenworth Site located on Fond du Lac County Tax Parcel ID Numbers V05-15-17-05-08-004-00 and V05-15-17-05-08-001-00 directly adjacent to 490 North Rolling Meadows Drive in North Fond du Lac.

Fetters stated that The Village of North Fond du Lac received a request to approve the site plans for a proposed new Kenworth sales and services building at located on Fond du Lac County Tax Parcel ID Numbers V05-15-17-05-08-004-00 and V05-15-17-05-08-001-00 directly adjacent to 490 North Rolling Meadows Drive in North Fond du Lac. Fetters said the plan notes a 23,486 square foot building with a proposed future addition of 7,020 square feet and shows access drive all the way around the building from North Rolling Meadows Drive. Fetters stated the proposed site plan is in compliance with the North Fond du Lac Zoning Code.

Jeff Minter of CSM Companies stated that the advertising of trucks would be done primarily on the highway 41 side of the property with stock inventory and presold units being on display. Minter stated that there would be 18 service bays as service is integral to sales. Minter said the future building expansion space would be left as grass until such time as needed. Fetters relayed to Minter that the police department had asked if there would be surveillance cameras present on site. Minter stated that there would be security cameras on site. Jurkowski asked Minter if the building was fire sprinklered throughout, Minter replied that the building was.

Motion by Schneider, second by Switz to approve the site plan with final approval of the drainage plan and signage by staff, contingent on receiving approval for the driveway and bypass lanes from Fond du Lac County. The motion carried 7-0.

3. Discussion and recommendation on the Future Land Use Map of the Village of North Fond du Lac Comprehensive Plan Update.

Kevin Englebert stated the future land use map is a guide and not prescriptive, the document is amendable, and the map proposed has ample space for development and growth. Fetters asked if single-family and two-family sections could be combined so as not to be confused with multiple family areas. Nick Leonard stated that some of the areas adjacent to the rail yard should be industrial with others further out being commercial. Fetters stated that the agricultural designation was not realistic for areas being annexed into the Village as the areas will have other uses if being annexed. Englebert agreed that East Central Regional Planning Commission staff and Village staff will work on refining the document before future adoption.

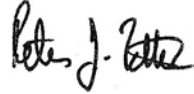
G. Citizens to be Heard.

None.

H. Adjournment.

Motion by Behnke, second by Schneider, to adjourn the meeting at 6:40 P.M. The motion carried 7-0.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Peter J. Fetters". The signature is written in a cursive style with a large initial "P".

Peter J. Fetters
Building/Zoning Administrator

Village of North Fond du Lac
OFFICIAL MINUTES
PLAN COMMISSION
7-13-2021

- A.** The meeting was called to order at 6:00 p.m. by Chairperson Behnke.
- B.** MEMBERS PRESENT: Ken Jurkowski, Citizen Member
Nick Leonard, Village Administrator
Mike Streetar, Village President
Don Schneider, Citizen Member
Sherry Behnke, Citizen Member – Chairperson
Mike Will, Trustee Member

MEMEBERS ABSENT: Brandon Switz, Citizen Member

OTHERS PRESENT: Chuck Horning, Trustee
Mitch Vis, Project Coordinator
Peter Fetters, Zoning Administrator

- C. Approval of Minutes.**
1. Approve the minutes of Tuesday, June 8, 2021.

Motion by Schneider, second by Streetar, to approve the minutes of Tuesday, June 8, 2021. Motion carried 6-0-1, Switz absent.

- D. Board Action.**
None.

- E. Old Business.**
None.

- F. New Business.**
1. Discussion and review of the Village of North Fond du Lac Draft Comprehensive Plan Update.

Fetters stated that representatives from East Central Wisconsin Regional Planning Commission would not be in attendance and the Plan Commission would discuss and make recommendations to East Central Planning Commission. Leonard stated that based on the current timeline the required intergovernmental meeting could be pushed back on the North Fond du Lac Comprehensive Plan timeline. Fetters opened discussion on the Draft North Fond du Lac Comprehensive Plan as compiled and drafted by East Central Wisconsin Regional Planning Commission. Leonard stated that Village Staff with recommendation by East Central Regional Planning Commission staff would fill in the lead and timeframe items of the plan policies and actions. Behnke suggested that the goals, policy, and actions for the chapters needed to consist of positive action verbiage. Fetters stated that the maps should updated for visual clarity and removal of erroneous data. Discussion of each chapter occurred with the Plan Commission recommending that various items be corrected, struck, or changed. Fetters stated that Mitch Vis would be able to provide updated PASER data for *Chapter 7 Transportation* to be updated.

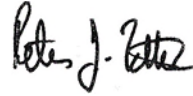
G. Citizens to be Heard.

None.

H. Adjournment.

Motion by Streetar, second by Jurkowski, to adjourn the meeting at 7:17 P.M. The motion carried 6-0-1, Switz absent.

Respectfully Submitted,



Peter J. Fetters
Building/Zoning Administrator

Village of North Fond du Lac
OFFICIAL MINUTES
PLAN COMMISSION
8-10-2021

A. The meeting was called to order at 6:00 p.m. by Chairperson Behnke.

B. MEMBERS PRESENT: Mike Streetar, Village President
Don Schneider, Citizen Member
Sherry Behnke, Citizen Member – Chairperson
Mike Will, Trustee Member
Brandon Switz, Citizen Member

MEMBERS EXCUSED: Ken Jurkowski, Citizen Member
Nick Leonard, Village Administrator

OTHERS PRESENT: Jeff Meisenburg, Town of Friendship Chairperson
Todd Verbooman, Principal Planner East Central Wisconsin Regional
Planning Commission
Mitch Vis, Director of Public Works
Peter Fetters, Zoning Administrator

C. Approval of Minutes.

1. Approve the minutes of Tuesday, July 13, 2021.

Motion by Will, second by Streetar, to approve the minutes of Tuesday, June 13, 2021. Motion carried 4-1-2, Switz abstained, Jurkowski and Leonard excused.

D. Board Action.

None.

E. Old Business.

None.

F. New Business.

1. Intergovernmental meeting to give a brief overview of the comprehensive planning effort and staff from East Central Wisconsin Regional Planning Commission will facilitate a discussion about the Plan Elements and the Future Land Use Map. Discussion and review of the Village of North Fond du Lac Draft Comprehensive Plan Update.

Todd Verbooman of East Central Wisconsin Regional Planning Commission stated that this intergovernmental meeting was to give an overview of and discussion of the draft Comprehensive Plan. Verbooman stated he had received the changes the Plan Commission had requested from the last Plan Commission meeting and staff was implementing the changes if necessary. Verbooman gave a summary of the plan elements, population projections, housing changes, utilities and community facilities, economic development, agricultural elements, intergovernmental cooperation, and the future land use map. Verbooman stated that the thirty day public review process of the plan would start on August 20, 2021 with the Plan Commission approving the plan on

September 14, 2021. Verbooman state the board would approve the draft comprehensive plan at their September 20, 2021 meeting. There were no questions or comments from those present.

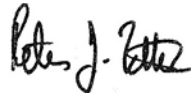
G. Citizens to be Heard.

None.

H. Adjournment.

Motion by Streetar, second by Schneider to adjourn the meeting at 6:21 P.M. The motion carried 5-0-2, Jurkowski and Leonard excused.

Respectfully Submitted,



Peter J. Fetters
Building/Zoning Administrator

Village of North Fond du Lac
OFFICIAL MINUTES
PLAN COMMISSION
10-13-2020

A. The meeting was called to order at 6:00 p.m. by chairperson Behnke.

B. MEMBERS PRESENT: Ken Jurkowski, Citizen Member
Nick Leonard, Village Administrator
Brandon Switz, Citizen Member
Don Schneider, Citizen Member
Sherry Behnke, Citizen Member – Chairperson
Mike Will, Trustee

MEMBERS EXCUSED: Mike Streetar, Village President

OTHERS PRESENT: Ann Price, Trustee
Peter Fetters, Zoning Administrator

C. Approval of Minutes.

1. Approve the minutes of Tuesday, March 10, 2020.

Motion by Switz, second by Schneider, to approve the minutes of Tuesday, March 10, 2020. Motion carried 5-0-1, Behnke abstained and Streetar excused.

D. Board Action.

1. On Monday March 16, 2020 the Village Board considered the special use request by Richard Rodgers an agent of US Cellular to build a wireless communication facility at 1130 Prospect Avenue, Fond du Lac County Tax ID parcel numbered V05-16-17-32-08-002-00, just north of 1100 Prospect Avenue in North Fond du Lac. The resolution passed 4 ayes, Stutz excused.

E. Old Business.

None.

F. Public Hearing.

G. New Business.

1. Discussion and recommendation to the Village Board on Ordinance 2020-07 the annexation request of Jacob and Kaylin Haensgen of W6702 Winnebago Street located in the Town of Fond du Lac. Fond du Lac County Tax Parcel ID T09-15-17-05-02-001-00.

Fetters stated that the owners of W6702 Winnebago Street had submitted a petition for unanimous direct annexation to the Village. Fetters stated that the septic system at the site was failing and the owners wish to connect to the municipal water and sewer system. Fetters stated

that the Village will be able to collect an outstanding deferred assessments for improvement completed along the Winnebago Street frontage. Will asked if the septic and well on the site will be abandoned. Fetters stated that per the applicants plumber the well and septic would be abandoned and the site would be connected to municipal sewer and water. Jurkowski asked if the septic tank will be pumped out before abandonment. Fetters stated that before the septic tank can be broken up for the abandonment the effluent would have to be pumped out.

Motion by Will, second by Switz, to recommend the Village Board approve ordinance O-2202-07 an ordinance annexing W6702 Winnebago Street to the Village of North Fond. The motion carried 6-0-1, Streetar excused.

2. Discussion and approval of the certified survey map for BFW LLC in the Town of Friendship.

Fetters stated on Friday, October 9, 2020 Ron Boda submitted a certified survey map done by Jacob Land Surveying that divides Town of Friendship Parcel T11-16-17-31-06-001-00 into three parcels and dedicates road right-of-way. Fetters said the three proposed lots comply with the Village of North Fond du Lac B-2 zoning requirements of one acre minimum lot size and a minimum of 170 feet of frontage. Fetters stated that he saw no reason the Village would not approve the certified survey map.

Motion by Switz, second by Schneider, to approve the certified survey map for BFW LLC in the Town of Fond du Lac. The motion carried 6-0-1, Streetar excused.

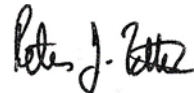
H. Citizens to be Heard.

None.

I. Adjournment.

Motion by Switz, second by Schneider, to adjourn the meeting at 6:15 P.M. The motion carried 6-0-1, Streetar excused.

Respectfully Submitted,



Peter J. Fetters
Building/Zoning Administrator