



*"In the Spirit of Town Government"*

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI  
MINUTES OF PLAN COMMISSION MEETING  
MAY 10, 2021 AT 7:00 P.M.  
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

- 1) **CALL MEETING TO ORDER:** Erdmann called the meeting to order at 7:00 p.m.
- 2) **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
- 3) **ROLL CALL & VERIFY PUBLIC NOTICE:** Public notice verified. Commissioners present – Erdmann, Kavanaugh, Schultz, Coenen, Jensema, and Sprangers. Also present was Administrator Mahoney, Clerk/Treasurer Sieracki, and Town Attorney Lehocky. Members of the public were also in attendance. Lamers was absent.
- 4) **PUBLIC FORUM:**
  - Dave Schmalz, W5884 Sweet William Dr, Appleton stated that he was in favor of the site plan for Don Ketels. He stated that Don started the process 8 to 10 years ago and he has 4 of the 5 buildings built and he is looking to build the last building. He stated that the project has staff support and he was available if there are any questions.
  - Dennis Ketels, W771 Mancal Rd, Brillion stated that he is in favor of the site plan for Don Ketels to finish the fifth building in the project.

5) **MINUTES TO APPROVE:**

- a) March 8, 2021 Plan Commission Minutes

*Motion by Coenen/Jensema to approve the Minutes of the March 8, 2021 Plan Commission meeting as presented. Motion passed 6 to 0 by voice vote.*

6) **PUBLIC HEARINGS: NONE**

7) **APPLICATIONS FOR APPROVAL/DENIAL:**

- a) Application for CSM (#2021-05): Applicant Bob Reider, Carow Land Surveying Co., Inc, on behalf of TK Future Beginnings LLC, Tim Lamers. Parcel numbers 030 157300 known as W2492 & W2496 Buchanan Rd, Appleton, approximately .37 acres; Certified Survey Map Creating Two Lots. – For Approval/Denial.

Administrator Mahoney stated that based on administrative review the proposed application meets the following Town Code requirements for land division and zoning.

- The proposed land division appears compliant with Town Code §460 – Subdivision of Land.
- The proposed land division appears compliant with Wisconsin State Statutes Ch. 236.
- The proposed land division appears compliant with Outagamie County Ordinance.
- The current zoning district for all current parcels is RTF – Residential Two Family (§525-25).
  - The proposed Lot 1 & 2 meets the minimum dimensions for current zoning RTF district.

The proposed land division does appear consistent with the Town's Comprehensive Plan.

Certified Survey Map Creating Two Lots, Zero Lot Line Duplex.

The Commission discussed.

*Motion by Coenen/Jensema to approve CSM 2021-05 as presented. Motion passed 6 to 0 by voice vote.*

- b) Application for Site Plan (#2021-02): Applicant Don Ketels, Site Plan Application for Commercial Mini-Storage; Parcels 030 250500, W2223 & W2235 Gentry Drive, Kaukauna. – For Discussion and Possible Action.

Administrator Mahoney stated that based on administrative review, the proposed site plan meets the following Zoning Code requirements:

- Site plan application submittal requirements, per §525-80
- Permitted use in CL Local Commercial District, per §525-27B
- Dimensional requirements, per §525-27E(1)

- Any required yard adjacent to a residential district without an intervening street shall be subject to the landscaped buffer requirement of §525-38.
  - No Landscaped Buffer is required. There is an intervening street, Gentry Drive, between the site and residential neighborhood.
- Driveways per §456-3. The second driveway with direct access to this new storage addition is off of Gentry Drive.
- Lots and Yards §525-33
- Signs by Type §525-50.5.J Wall signs.
- Outdoor lighting, per §525-111. No additional lighting is being added.
- Building Material and Architectural Requirements, per §525-112.
- Post-Construction Stormwater { Article IV of §504 } & Erosion & Sediment Control { Article VIII of §230 }
  - The plan identifies the addition of .24 acres (10,454 sf) of impervious surface to the existing 2.26 acres (113,256 sf) of impervious surface, for a new total of 2.5 acres (108,900 sf) of impervious surface and 1.24 acres (54,014 sq ft) of green space.

*Motion by Coenen/Jensema to approve Site Plan 2021-02. Motion passed 6 to 0 by voice vote.*

**8) UNFINISHED BUSINESS:** Update on Outagamie ATV/UTV ordinance and permitting process from Outagamie County Highway Department staff Michael Morman and Dean Steingraber. – For Discussion and Possible Action.

Administrator Mahoney stated she attended a virtual workshop on March 1, 2021 by Outagamie County where the new ATV/UTV ordinance and permitting process was presented. The permitting process information was presented to the Plan Commission at the March 8, 2021 Plan Commission meeting. The Plan Commission had questions and requested a presentation from Outagamie County staff.

Michael Morman and Dean Steingraber with the Outagamie County Highway Department presented the Outagamie County ordinance and permit process to the Plan Commission.

The County would like consistency within the County. It was stated several times that they want to make sure everyone is safe, as safety should be the number one concern.

Attorney Lehocky stated that she has some concerns with insurance coverage and safety. She stated that the Town needs to figure out what is the Town’s liability if someone gets hurt.

The Commissioners discussed and asked several questions.

It was noted that the Town would have the expense of the permitting process, cost for signage, and other maintenance items.

The Plan Commission would like to continue gathering more information for further discussion.

**9) NEW BUSINESS: NONE**

**10) PROJECT UPDATES/CORRESPONDENCE: NONE**

**11) COMPREHENSIVE PLAN 2040 UPDATE: NONE**

**12) FUTURE AGENDA ITEMS:** Future meeting agenda/discussion items and possible action for future Plan Commission meetings include a presentation from Mike Biese with the Wisconsin AVT/UTV Association.

**13) ADJOURN:** *Motion by Jensema/Sprangers to adjourn at 8:10 p.m. Motion carried 6 to 0 by voice vote.*

Other Future Meetings:

May 18, 2021 Interview Candidates to appoint Supervisor 4, 6:00 p.m.

May 18, 2021 Town Board Meeting 7:00 p.m.

June 3, 2021 Stormwater Utility Meeting 7:00 p.m.

Cynthia Sieracki, Clerk  
Drafted: May 12, 2021

Motion to Approve: Coenen/Kavanaugh    Vote: 6 to 0    Dated: 6/14/2021