



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF PLAN COMMISSION MEETING
JUNE 14, 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, Lamers, and Sprangers. Also present was Administrator Mahoney and Clerk/Treasurer Sieracki. Members of the public were also in attendance. Jensema was excused.
- 4) **PUBLIC FORUM:** No one spoke.
- 5) **MINUTES TO APPROVE:**
 - a) May 10, 2021 Plan Commission Minutes

*Motion by Coenen/Kavanaugh 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 Site Plan (#2021-03): Applicant Walter Buildings for Van Zan Properties, Site Plan Application for Commercial Storage/Shop; Parcels 030 051204, N266 Stoney Brook Rd, Appleton. – For Discussion and Possible Action.

Administrator Mahoney stated that the proposed site plan meets the following Zoning Code requirements:

- Site plan application submittal requirements, per §525-80
- Other regulations applicable to development and use of land and structures §525-9.
 - A wetland determination of the parcel was performed in January 2021 and did not find any wetlands within the site.
- Permitted use in CL Local Commercial District, per §525-27B
 - The current use is a personal shop. The proposed use is a personal workshop, office and storage, which meets the permitted principal uses in this district.
- Dimensional requirements, per §525-27E(1)
- Lots and Yards regarding more than one building on a lot per §525-33A and access per §525-33D
- Signs, per §525, Article VII—there will not be signs at the site.
- Off-street loading requirements, per §525-52, there is ample loading area for the proposed use.
- Off-street parking requirements, per §525-56 there is ample parking for the proposed use.
- Dumpster and Dumpster Enclosures, per §525-109. No dumpsters will be on the property.
- Outdoor lighting §525-111. Dusk to dawn lighting mounted on the building shines down to contain the light on the property.
- Building Material and Architectural Requirements, per §525-112.
- Landscape Requirements, per §525-110.
- Post-Construction Stormwater {Article IV of §504} & Erosion & Sediment Control {Article VIII of §230}
 - The plan identifies the addition of 6,240 sf of impervious surface to the existing approximately 9,800 sf of impervious surface, for a new total of 16,040 sf of impervious surface. Per Outagamie County Code Sec. 48-7(2), a Best Management Practice (BMP) shall be designed, installed and maintained to control peak discharges from the post-construction site when 20,000 sf or more of impervious surface disturbance and/or creation. The amount of additional impervious area is less than the maximum amount allowed by Code.

Motion Erdmann/Schultz to suspend the rules to allow Chuck Woodke the representative of Walter Buildings to speak. Motion passed 6 to 0 by voice vote.

- Chuck Woodke, Walter Buildings, 13961 County Rd VV, Gillett, WI.

Commissioner Erdmann asked about the plans for the existing building. Mr. Woodke stated that materials have been purchased to have the exterior of the old building match the new building. Erdmann asked if it would be rented out. Mr. Woodke stated that it would not be rented out.

The Plan Commission discussed.

Motion by Coenen/Lamers to approve the Application for Site Plan 2021-03. Motion passed 6 to 0 by voice vote.

8) UNFINISHED BUSINESS: Presentation on ATV/UTV routes with Michael Biese, Wisconsin ATV/UTV Association – For Discussion and Possible Action.

Mr. Biese did a presentation on the AVT/UTV routes stating there are 45,000 miles statewide. He stated that some local residents have misconceptions on ATV/UTVs and it is good to embrace the sport.

Some items discussed included: safety, speed, age, helmets, headlights, safety classes, signage, and cost.

Mr. Biese stated that the Town Ordinance should stay close to the State Statutes as much as possible.

Administrator Mahoney stated that Buchanan would need to apply for permits with the County and work with the Town Attorneys to change the current ordinance.

The Commissioners asked several questions.

The Commissioners would like to move forward with an ATV/UTV ordinance for the Town.

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 forming a ATV/UTV subcommittee and review the process of incorporation.

13) ADJOURN: *Motion by Lamers/Kavanaugh to adjourn at 8:08 p.m. Motion carried 6 to 0 by voice vote.*

Other Future Meetings:

June 15, 2021 Town Board Meeting 7:00 p.m.

July 1, 2021 Stormwater Utility Meeting 7:00 p.m.

Cynthia Sieracki, Clerk
Drafted: June 21, 2021

Motion to Approve: Coenen/Schultz Vote: 7 to 0 Dated: 7/12/2021