



VILLAGE OF WINNECONNE

The Community of Opportunity

30 South First Street - P.O. Box 488 - Winneconne, Wisconsin 54986-0488 - 920-582-4381

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Minutes

PLANNING COMMISSION

Monday, June 9th, 2025 @ 5:30 pm

Village Board Room, 30 South First Street

Call to Order

Meeting was called to order at 5:36pm.

Roll Call

Chris Boucher (present), Paul Olson (present), Kim Utschig (present), Don Maslan (absent), Miles Girouard (present), Ben Mathe (present)

Planning Commission member Ted Kreuzer stepped down from the Commission on Friday, June 6th, 2025, and as such, was absent from the June 9th, 2025 meeting.

Also present: Administrator Fuller.

Approval of Minutes

Motion by Girouard, Second by Olson to approve the May 12th, 2025 Meeting Minutes with amendment of record of 274-3 B(10) Application from “150 feet” from “50 feet”.

Public Participation

None.

Communications

President Boucher shared with the Planning Commission that he spoke with Ted Kreuzer after his decision to step down from the Commission; Ted shared reflections on his time with the PC, including feedback on areas of opportunity and improvement. President Boucher thanked Ted on behalf of the Commission for his many years of knowledge and commitment.

Old Business

- Ordinance 580-26 Accessory Buildings as it relates to sections F&G.
 - Per 580-26 Accessory Buildings (G): “Total combined floor area of any attached garage and all accessory buildings in an R-1 or R-2 zoning district shall not exceed 1,200 square feet.”
 - Per Member Girouard:
 - Per Girouard’s calculations regarding average lot size in Winneconne (~.319 acre), and estimations of driveway/patio (impermeable surfaces, which cannot account for more than 50% of lot), the following suggestion was made: if resident has ~ 1/3 acre or more, they can have up to 1,500 square feet of accessory building(s).
 - President Boucher made a suggestion that Planning Commission reviews area municipalities for similar ordinances and bring suggestions to next meeting’s discussion.

- Ordinance related to downtown policies
 - Girouard provided information on Downtown Development from WEDC to the Commission.
 - Grant availability (\$250,000) through the organization.
 - Yearly grant that the Administrator can issue – the grant now stipulates a \$1 for \$1 match.
 - The grant money can also be used for strategic research/planning.
 - WEDC can also provide advice for strategic growth planning for downtown areas.
 - Member Girouard suggests utilizing a strategy/revitalization professional to review Downtown Winneconne to provide suggestions for continue improvements.
 - A downtown policy/improvement plan will help to continue to bring regular traffic/consumers to downtown businesses.
 - The assessment would build out measurables to understand how the downtown area is improving and what areas of opportunities exist.
 - Girouard suggested ensuring the Winneconne Chamber of Commerce is included in conversations if Village works with WEDC.
- Member Ben Mathe requests that the Planning Commission allow him to research/provide perspective on the downtown improvement/strategic plans in the next commission meeting.
- Administrator Fuller will continue to investigate utilizing WEDC and associated available offerings.

New Business

Action and Consideration to review draft Planned Unit Development ordinance.

- This ordinance will allow the Village the flexibility to provide variances on a case-by-case basis utilizing the Planned Unit Development ordinance guidelines.
 - The Village can create an internal policy to require an approved Developer's agreement if a PUD is being entertained.
 - The Village can impose constraints through Developer's Agreement further than the ordinance requirements.

Member Girouard requests the Planning Commission receives a month to review the ordinance. No vote was taken.

Motion by Girouard, Second by Utschig to approve the site plan for the ST. Mary's Parish Center.

- Steve Borsechnik, AIA LEED AP Senior Architect, at Gries Architectural Group, Inc. was present to answer any questions regarding the site plan.
- The site plans were reviewed by the Village engineers, who noted no issues with the plan and no structural concerns.
 - No variances needed to be approved for this project.
- Miron Construction will be builder of the addition that will connect the church to the hall.
 - Construction is expected to start at the end of July 2025 (estimation). State approval is expected on July 9th, 2025 with construction starting shortly after.

- The construction is estimated to take less than a year, with Mr. Borsecnick estimating closer to 8-9 months.

Motion passes by voice vote 5-0-0

Motion by Utschig, Second by Olson to approve fill permit requested by Melberg Ingersol LLC

- Melberg Ingersol, LLC requested that the Planning Commission approves the fill permit.
 - The additional grading will allow for future use plans.
 - The fill/gradation will not disrupt the surrounding areas, and no drainage concerns were noted.

Motion passes by voice vote 5-0-0

Planning Commission Report Review by Administrator

Equipment

- Online platforms are still in service, will be adding PowerBI for the Administrator and Treasurer.
 - Administrator Fuller provided context for usage of PowerBI for data analytics/ability to build trend lines.
- East Central WI Regional Planning Commission (ECWRPC) demonstrated detailed data analytics through GIS for enhancement to Village's economic development strategy.
 - Provides in-depth data analysis and demographics to help make informed decisions.

Finance

- The Village is currently operating at 49% of the economic development budget.
 - Wetland delineation report to sell acreage in March to Switchgear/plumbing company is noted on the budget.

Key Events

- GOEDC board meetings
- County IDB board meetings
- Developer meetings (mostly housing and one commercial)
 - Administrator Fuller described the hurdle of large demand for new construction, but lack of land available to satisfy demand.

Stats

- This summary provides an overview of recent permit approvals, detailing permit types, contractors, payment details, and total revenue received.
- The following breakdown categorizes permit types, number of permits issued, and total revenue received: Building Permits (21), Roofing Permits (11), Public Works Permits (9), Electrical Permits (5), Plumbing Permits (2), Zoning Permits (2), and New Home Permits (3), with total revenue of \$17,920.60 (pending payments/remain to be collected included).

SOPs

- Econ development strategy
 - Beginning point for economic strategies utilizing a high-level view.
 - Girouard notes the policy is a great start and step in the right direction, mentioning that a plan with measurables will further build out direction in alignment with the policy.
- Mobile Truck Permit Application

- Planning Commission reviewed the application form and gave approval of the permit application in terms of alignment with the ordinance requirements.

Follow-up

None.

Confirm next meeting date:

July 7th, 2025 at 5:30pm

Adjourn

Motion by Olson, Second by Utschig to adjourn the meeting.

Motion passes by voice vote 6-0-0

Meeting adjourned at 6:35pm.