

MEMORANDUM

Business Item A

From: Administrator/Staff
To: Plan Commission
Re: Plan Commission review & recommendation on a Concept Plan Review Application submitted by Vierbicher on behalf of Vander Heiden Family Limited Partnership for a proposed mixed-use development.

Following the October 8, 2025, Plan Commission meeting, Staff submitted the following, non-exhaustive list of suggested changes to the applicant based on the Commissioner's feedback:

- *New concept plan map*
- *Redesign the roads layout*
- *Better identify where parks and trails will be*
- *Identify sidewalks and other utilities that meet the Tier 1 road design standards*
- *Town would like to see design for the multi-family housing, to make sure that height is allowable under the zoning ordinance*
- *Traffic Impact Analysis will be required to be submitted by the developer to the Town and WisDOT before a preliminary plat application would be accepted for review by the Town.*
- *PC wants to see a design that better shows the use of the planned commercial corridor adjacent to Hwy 76 - with the understanding of access from Fairview*
- *Some type of commercial or business development that is cohesive with housing/neighborhood next door. In general, that NW parcel would be best as business, since that is under the airport overlay and residential is limited in density, whereas higher density / better use of land is achievable by following the future land use plan map categories.*
- *Demonstrate the Tier 1 standards of the roadways*
- *Show the sidewalks. The walkability of the neighborhood must be demonstrated. Add in areas for where the connection to the Friendship Trail, parkland areas, public spaces.*
- *Show where utilities (trash, mail, etc.) are proposed to be located.*
- *The removal of dead-end roads is preferred. It shows better connectivity within the development, and also eliminates the possibility of running up against ordinance limits on number of residences that are served by a cul-de-sac.*
- *Show also the anticipated phased approach - what area is going first, anticipated second, etc.*
- *Possibly have townhouses and duplex lots in the NE parcel, to act as a buffer to single-family homes further south on the project site. Parkland and public space in the SE parcel, SFD in SW parcel.*

In addition, Clayton Fire Rescue was asked to review the concept plan and had the following notes:

Under the 2021 International Fire Code (which the Town has adopted) it states in D106.2: Projects having more than 200 dwelling units that multiple-family residential projects having more than 200 dwelling units shall be provided with 2 separate and approved fire apparatus access roads regardless of whether they are equipped with an approved automatic sprinkler system. How will this be incorporated into the plan?

Administrator Wisnepske has been in contact with WISDOT sharing the revised concept plan, and received the following initial comments back:

- WisDOT would not approve an additional access point on WIS 76, and especially within the northbound turn lane/taper.
- Access from Lot 129 to Fairview Road appears to be approximately 300 feet from the intersection with WIS 76. This could create safety/operational issues, especially if this would be the only access point to this commercial lot.
- Existing access to WIS 76 near property line for Lots 116/117 would be removed.
- Conceptual plan shows a future road that outlets to the east side of development. What are future plans to connect this to the overall local road system?

Further outstanding questions and suggestions the Commissioners had put forth at the October meeting remain, including:

- Proof of land purchase for road
- Proof of approval from Outagamie County for Airport overlay
- PC would like to see a road go directly to the multi-family complexes to bypass the residential. No road leads to directly to the multi-family.

The comments Administrator Wisnefske received back from the project engineer were:

I think I've incorporated all of the talking points from the Plan Commission meeting in my latest layout. As to the fire code, the preliminary layout complies with those concerns. The 2 access point requirement refers to the actual private site plan design and access to public right of ways. We accomplish that with the multiple driveways to the main road. The access to Hwy 76 isn't required to make the commercial site on the corner work. There would be plenty of room to get circulation to and from Fairview and through the site without direct access to 76. I will update my layout to show the actual improvements (curb, gutter, sidewalks, etc...).

Please note the discrepancy between the Town's adopted 2021 International Fire Code and these comments from the project engineer.

Staff have spent extra time reviewing this second submission, even though no new concept plan application was filed. This item will not appear on future agendas unless a formal site plan, plat application, or another concept application is submitted. This is the final chance for the Commissioners to give feedback to the developer on this application.

DISCUSSION ITEM ONLY – NO ACTION TO BE TAKEN

Respectfully Submitted,
Kelsey