

MEETING NOTICE:  
PLAN COMMISSION

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AGENDA

MONDAY, October 10<sup>th</sup>, 2016 at 6:00pm in the Village Annex Room located @ 30 S. First Street to consider:

**Call to Order**

**Old Business**

- Façade Improvement Program

**New Business**

- Approve Certified Survey Map – Greenville Enterprises: LLC 922 E Main, 120 N. 13<sup>th</sup> Ave, 140 N. 13<sup>th</sup> Ave, 160 N 13<sup>th</sup> Ave.
- Institutional District Zone (School Issue)
- Schedule Public Hearing for Zoning Amendment and Rezoning of parcel numbers: 191000231, 191000230, 191000202.

**Motion to adjourn to next meeting.**

Jacquin Stelzner  
Clerk-Treasurer

\*Note: Pursuant to WI State Statute 985.02(1)(b) notice is hereby given that Village Board Members may also be present at this meeting for informational purposes only.



# Martenson & Eisele, Inc.

professionals dedicated to serving people committed to improving their communities

2016-081

#100 per #162986

Planning  
Environmental  
Surveying  
Engineering  
Architecture

## LETTER OF TRANSMITTAL

To: Village of Winneconne  
Attn: Mitchell Foster  
P.O. Box 488  
Winneconne, WI 54986

Date: September 15, 2016

Re: Greenville Enterprises CSM

Cc:

Copies	Date	Description
1		\$100 review fee
1		CSM copy

Transmitted as checked below:

- |                                                            |                                               |
|------------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> For Your Information              | <input type="checkbox"/> For Necessary Action |
| <input type="checkbox"/> For Your Signature and Return     | <input type="checkbox"/> Per Your Request     |
| <input checked="" type="checkbox"/> For Review and Comment | <input type="checkbox"/> Per Our Conversation |
| <input type="checkbox"/> For Recording and/or Filing       | <input type="checkbox"/> For Your Files       |
| <input type="checkbox"/> Returned for Corrections          |                                               |

Remarks:

Mitchell,

On behalf of Greenville Enterprises LLC, enclosed is a Certified Survey Map that is ready for review at the upcoming meetings.

Please contact Gary Zahringer or myself with an questions or concerns.

Sincerely,  
Amy Sedlar

Menasha Office | 1377 Midway Road, PO Box 449  
920 • 731 • 0381 | Menasha, WI 54952-0449

Omro Office | 109 W. Main Street  
920 • 685 • 6240 | Omro, WI 54963

1 • 800 • 236 • 0381  
www.martensoneisele.com



CERTIFIED SURVEY MAP NO. \_\_\_\_\_

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NO. 3950, BEING PART OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 15, TOWNSHIP 19 NORTH, RANGE 15 EAST, VILLAGE OF WINNECONNE, WINNEBAGO COUNTY, WISCONSIN

LOT 2 AREA:  
46,830 SQ. FT.  
1.075 ACRES

LOT 1 AREA:  
48,530 SQ. FT.  
1.114 ACRES

CURVE DATA

C1  
R = 687.80'  
Δ = 00°32'36"  
L = 6.52'  
CH = N 89°52'17" W  
(S 89°20'34" W)  
6.52'

100' BLDG SETBACK & INGRESS EGRESS EASEMENT PER C.S.M. NO. 3950

SOUTHWEST CORNER SECTION 15 T19N, R15E

SOUTH 1/4 CORNER SECTION 15 T19N, R15E

LEGEND

- 1" IRON PIPE SET, 18" LONG, WEIGHING 1.130 LBS. PER LIN. FOOT
- 1" O.D. IRON PIPE FOUND
- ◆ GOVERNMENT CORNER
- × CHISELED "X" IN TELEPHONE HANDHOLE
- ▣ YARD DRAIN
- ( ) RECORDED AS

BEARINGS ARE REFERENCED TO THE WINNEBAGO COUNTY COORDINATE SYSTEM IN WHICH THE SOUTH LINE OF THE SOUTHWEST 1/4 OF SECTION 15, ASSUMED TO BEAR N 89°47'26" W

SCALE 1 INCH = 80 FEET



Martenson & Eisele, Inc.

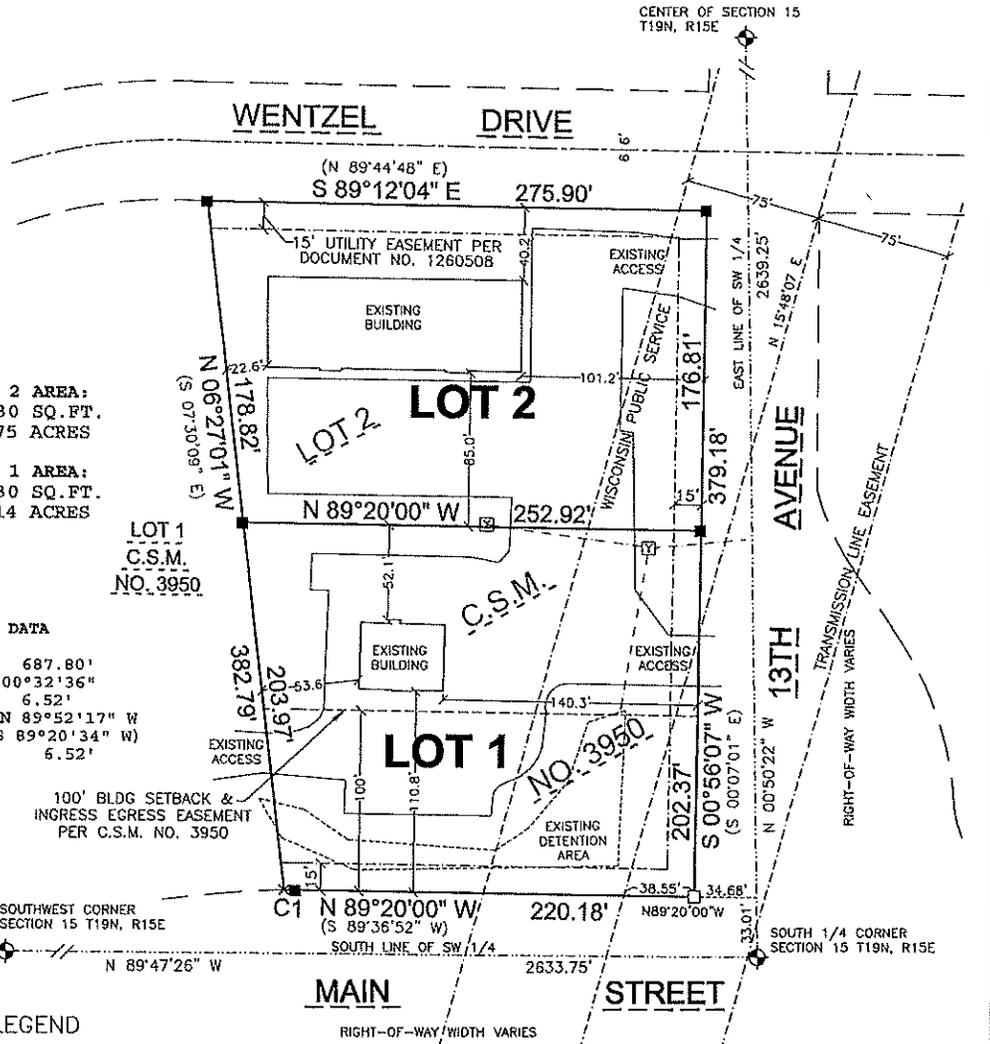


1377 Midway Road  
Menasha, WI 54952  
www.martenson-eisele.com  
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Planning  
Environmental  
Surveying  
Engineering  
Architecture

SURVEY FOR:  
GREENVILLE ENTERPRISES, LLC  
2030 BROOKVIEW COURT  
NEENAH, WI 54956

PROJECT NO. 1-0219-004  
FILE 1-0219-004csm SHEET 1 OF 3  
THIS INSTRUMENT WAS DRAFTED BY: L. LUCHT



CERTIFIED SURVEY MAP NO. \_\_\_\_\_

**SURVEYOR'S CERTIFICATE**

I, MICHAEL L. ROUBAL, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY:

THAT I HAVE SURVEYED, MAPPED AND DIVIDED AT THE DIRECTION OF GREENVILLE ENTERPRISES LLC,

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NO. 3950, AS RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS FOR WINNEBAGO COUNTY, WISCONSIN ON THE 3RD DAY OF APRIL, 1998 IN VOLUME 1 OF CERTIFIED SURVEY MAPS ON PAGE 3950 AS DOCUMENT NO. 1003524; BEING PART OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 15, TOWNSHIP 19 NORTH, RANGE 15 EAST, VILLAGE OF WINNECONNE, WINNEBAGO COUNTY, WISCONSIN. CONTAINING 95,360 SQ.FT. [2.189 ACRES]. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE FULLY COMPLIED WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND WITH THE VILLAGE OF WINNECONNE AND WINNEBAGO COUNTY SUBDIVISION ORDINANCE IN SURVEYING, DIVIDING, AND MAPPING THE SAME.

THAT THIS MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF.

GIVEN UNDER MY HAND THIS THE 8TH DAY OF SEPTEMBER, 2016.

\_\_\_\_\_  
MICHAEL L. ROUBAL, PROFESSIONAL LAND SURVEYOR S-2442

THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENTS:

OWNERS OF RECORD:  
GREENVILLE ENTERPRISES LLC

RECORDING INFORMATION:  
DOCUMENT NO. 1344194

PARCEL NUMBER:  
19100021206

**VILLAGE BOARD APPROVAL:**

THIS CERTIFIED SURVEY MAP IN THE VILLAGE OF WINNECONNE, IS HEREBY APPROVED AS SURVEYED AND MAPPED BY THE VILLAGE BOARD OF THE VILLAGE OF WINNECONNE, WINNEBAGO COUNTY, WISCONSIN.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
VILLAGE PRESIDENT

\_\_\_\_\_  
VILLAGE CLERK

**TREASURER'S CERTIFICATE:**

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS INCLUDED IN THIS CERTIFIED SURVEY MAP.

\_\_\_\_\_  
VILLAGE TREASURER

\_\_\_\_\_  
DATE

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

CORPORATE OWNER'S CERTIFICATE:

GREENVILLE ENTERPRISES, LLC, DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, HEREBY CERTIFY THAT WE CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, DIVIDED AND MAPPED AS SHOWN AND REPRESENTED ON THIS MAP.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME & TITLE

\_\_\_\_\_  
PRINT NAME & TITLE

STATE OF WISCONSIN)  
                                          )SS  
WINNEBAGO COUNTY )

PERSONALLY CAME BEFORE ME ON THE \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 2016, THE ABOVE NAMED TO  
ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING  
INSTRUMENT AND ACKNOWLEDGE THE SAME.

\_\_\_\_\_  
NOTARY PUBLIC,  
STATE OF \_\_\_\_\_  
MY COMMISSION (IS PERMANENT)  
(EXPIRES: \_\_\_\_\_)

SEC. 9-1-55     INSTITUTIONAL DISTRICT

(a)    **PERMITTED USES AND STRUCTURES:** Permitted uses shall be public or private schools, colleges and universities; churches; hospitals; nursing homes; libraries; museums; medical clinics; and public parks and recreational facilities.

(b)    **PERMITTED ACCESSORY USES AND STRUCTURES** shall be garages for storage of vehicles used in conjunction with the operation of a permitted use; off-street parking and loading areas; service/storage buildings and facilities normally accessory to the permitted uses; and recreational facilities normally accessory to the permitted uses.

(b)    **CONDITIONAL USES:** Conditional uses shall be community-based residential facilities; residential care apartment complexes; and other unspecified uses which are found to be similar in character to the Permitted and Conditional Uses set forth herein.

(c)    **PARKING:**     Refer to Sec. 9-1-16.

(d)    **LOT SIZE:**     Width: 80 feet  
                         Area: 9,600 feet

(e)    **BUILDING:** Building height of a principal or accessory structure or part of a principal or accessory structure shall not exceed thirty-five (35') feet in height, unless the structure or part of a structure is an auditorium, athletic facility, or performance center, in which case the height of that structure or part of a structure only shall not exceed seventy (70') feet in height.

(f)    **YARDS:**        Street: Minimum 25 feet  
                         Rear:    Minimum 25 feet  
                         Side:    Minimum 10 feet each

REFF BAIVIER BERMINGHAM & LIM, S.C.  
ATTORNEYS AT LAW SINCE 1858

Russell J. Reff  
Jeanne E. Bavier  
John E. Bermingham  
Michael Lim  
Daniel M. Moza  
R. Samuel Sundet  
Emily Z. Dunham  
Ann E. Elmer

September 29, 2016

VIA E-MAIL

Mitch Foster  
Village Administrator  
Village of Winneconne  
PO Box 488  
Winneconne, WI 54986

Re: Addition of Institutional Zoning District and Rezoning of the High School parcels

Dear Mitch:

Please find attached my recommendation for an Institutional Zoning District for the parcels on which the Winneconne High School is located. I have attached this as a Word document so you can make changes and additions. You will note that I left the setbacks and lot sizes blank. I defer to your expertise on setting those limits, the statutes I reviewed varied greatly in this regard.

I don't see anything in Wisconsin Statutes Chapter 62 to prohibit us from noticing the zoning ordinance amendment and the rezoning at the same time, as I know time is short. A recap of the procedure to amend the zoning ordinance to add the "institutional district" and to rezone the three (3) parcels numbers: 191000231, 191000230 and 191000202 as an institutional district is:

1. Publish (as Class 2 Notices under Wisconsin Statutes Chapter 985) and post the two Notices of Public Hearing which are attached. Please complete the Amendment notice of hearing when you have decided on a final form for the Institutional District ordinance. Both notices should include a map of the parcels. The notices should be posted and published as separate notices, not combined.
2. Submit the proposed Amendment and rezoning request to the Village Plan Commission for recommendation and report. Wis. Stats. 62.23(7)(d)(1)(a) and (b).
3. Give at least ten (10) business days' prior written notice of the hearings to the clerk of any municipality whose boundaries are within 1,000 feet of any lands included in the amendment or rezoning, in this case, the Town of Winneconne. Wis. Stats. 62.23(7)(d)(1)(a) and (b).

217 Cscape Avenue, P.O. Box 1190, Oshkosh, WI 54903-1190  
Oshkosh: 920-231-8380 Fax Cities: 920-725-3103 FAX: 920-231-0035

Mitch Foster  
September 29, 2016  
Page 2

4. Notice must also be sent regarding the proposed rezoning under Sec. 9-1-22. Please follow the requirements of that ordinance. This notice must be sent a minimum of five (5) business days prior to the public hearing.
4. Hold the public hearing on the proposed Amendment and rezoning just prior to the Village Planning Commission meeting.
5. Have the Amendment and the rezoning on the Agenda for the next Village Board meeting.
6. If the Amendment passes, the new Ordinance must be published pursuant to Wis. Stat. § 61.50.

Because the ordinance is not effective until published, if the Village Board passes a resolution rezoning the parcels, that resolution should be conditioned on and effective upon the publication of the amended ordinance. After publication, the Village Plan and Village zoning map should be amended. I did not see anything in the statute about notifying the County, which I assume should be done regarding the rezoning, so that the new zoning shows up in the GIS. Jaci may know the process there, as she has done these before.

Sincerely,



Emily Z. Durham  
E-mail: [ezd@reff-law.com](mailto:ezd@reff-law.com)

EZD:mav  
Enclosures

**NOTICE OF PUBLIC HEARING ON AMENDMENT TO ZONING ORDINANCE**

The Village of Winneconne Plan Commission will hold a **Public Hearing** on \_\_\_\_\_ 2016 at \_\_\_\_\_ P.M.\_\_\_\_, at the Winneconne Municipal Center on the proposed amendments to the following sections of the Village of Winneconne Zoning Code :

Art. D § 9-1-40 ESTABLISHMENT OF ZONING DISTRICTS  
Addition of: Art. D § 9-1-55 INT INSTITUTIONAL DISTRICT

Art. D § 9-1-40 ESTABLISHMENT OF ZONING DISTRICTS shall be AMENDED to add:

(f) INSTITUTIONAL DISTRICT

The remaining portions of this section shall not be amended.

The following section shall be added:

Art. D § 9-1-55 INT INSTITUTIONAL DISTRICT

\*\*\*\*\*ADD THE TEXT OF THE ORDINANCE HERE\*\*\*\*\*

Interested parties may express their opinions at the Public Hearing, or if unable to attend, submit a written notarized statement to the Village Offices, P.O. Box 488, Winneconne, WI 54986 prior to the hearing date.

Jacquie Stelzner  
Plan Commission, Secretary

## NOTICE OF PUBLIC HEARING ON REZONING

The Village of Winneconne Plan Commission will hold a **Public Hearing** on \_\_\_\_\_ 2016 at \_\_\_\_\_ P.M. \_\_\_\_ at the Winneconne Municipal Center on the proposed rezoning of the following parcels from R-1A Single Family Residential District to INT Institutional District: Winnebago County Parcel Nos: 191000231, 191000230 and 191000202, also known as the campus of the Winneconne High School located on Wolf Run.

Interested parties may express their opinions at the Public Hearing, or if unable to attend, submit a written notarized statement to the Village Offices, P.O. Box 488, Winneconne, WI 54986 prior to the hearing date.

Jacquin Stelzner  
Plan Commission, Secretary