



VILLAGE OF WINNECONNE

The Community of Opportunity

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

www.winneconnewi.gov

Minutes

PLANNING COMMISSION

Monday, May 12th, 2025 @ 5:30 pm

Village Board Room, 30 South First Street

Call to Order

Meeting called to order by President Boucher at 5:31 pm.

Roll Call

Chris Boucher (present), Paul Olson (present), Ted Kreuzer (absent), Kim Utschig (present), Don Maslan (present), Miles Girouard (present)

Also present: Administrator Fuller

Approval of Minutes

04/14/2025 Meeting Minutes

Motion by Maslan, Second by Boucher to approve April 14th Meeting Minutes.

Motion passes by voice vote 6-0-1

Public Participation

No public participation.

Communications

Anne Boyce – Winnebago County Health Department - Environmental Health Supervisor (direct 920-232-3011)

- Responsible for inspection and licensing of all businesses in Winnebago County (over 1,400)
 - Per Anne, a mobile food vendor can stay at its base (base is typically where vendor can get water, dump waste, etc.)
 - A mobile can have variance to not have base
 - Must have base to stay at one place for extended period – if no base, vendor cannot stay and must have variance approval.
 - Compliance
 - Pre-inspection (before licensing)
 - Hot water availability, handwashing, washable surfaces, all equipment needs to be NSF – must meet the same code as brick-and-mortar businesses
 - Power can be generator or base's power (State to advise if can be connected to meter)
 - Wells must be inspected, if applicable.
 - Food grade hose requirements
 - Gray water can be dumped into municipal sewer only with approval.
 - If vendor passes initial inspection, vendor receives county health certification. Inspection continues if not up to code.
 - County completes one inspection a year, unless receiving a complaint
 - Inspection typically can begin one day after request, if pre-inspection is satisfactory, vendor can begin to operate

- Process is as follows: mobile truck vendor will request inspection, County will describe process to interested vendor (per Wisconsin Statute Chapter ATCP 75)
 - County will tell vendor to be sure to contact state building inspector, local municipalities, and to review insurance and permit needs as relevant.
- County considers “transient” as fair vendors, etc.
 - Only vending at special events, 14 days would need to move, mobile (has all required restaurant requirements) – would be like a food truck, can go anywhere with permission from municipality
 - Should have separate transient merchant and food truck/mobile permit
 - The County has not yet issued a Winnebago Health permit to Kat’s Kafe (Katie Harter).

Brian Noe – State of Wisconsin Building Inspector

- Responsible for Wisconsin State Statute 101 and 405
- Current situation regarding Kat’s Kafe (Katie Harter) is affected by multiple regulations.
- Generally, mobile units are in right-of-way/park, so typically building inspectors are not as involved.
 - Village may decide where mobile businesses can/cannot operate
- Many municipalities have different levels of regulations regarding mobile food vendors.
 - Still a new concept, so many municipalities are trying to catch up.
- Zoning ordinance will address principal vs accessory business, state building inspector not involved with this differentiation.
 - Set backs from business is State direction, setbacks from road ordinance is Village.
- Timeline for opening Kat’s Kafe is dependent on receiving state permits (health, approved building permits), as well as Village’s permits regarding transient merchant/food truck.
 - Per Brian – Electrical should be reviewed this week (5/12/2025-5/16/2025), had discussion with Katie regarding plumbing but plans not yet approved (outstanding questions), the State has not yet currently been to review mobile truck in person. The State has not yet issued approval to Kat’s Kafe (Katie Harter).
 - If utilizing signs, Village permit must first be issued.

Steve Brooks -façade program

- TID 6 is no longer open, so the initiative for downtown revitalization (façade program) no longer exists.
- The Planning Commission can consider reviewing what additional programs exist to beautify downtown, including reviewing grants.

Old Business

- Ordinance 580-26 Accessory Buildings as it relates to sections F&G
 - Currently, accessory buildings, max of 1200 square feet per ordinance currently
 - Last conversation was looking at percentages (based off of parcel size, only % portion of lot should be accessory, instead of set square feet), still have further information to find on this topic.

Motion by Paul, second by Girouard to table until next commission meeting until further information is obtained/reviewed

Motion passes by roll call vote 6-0-0

- Ordinance/policies related to downtown (commercial district)
 - Interested in developing a way to be alerted to new businesses in the Village
 - Priority on consistency of aesthetic
 - Proper signage (per ordinance and aesthetic purposes), drawing in consumers to visit commercial district

Motion by Maslan, Second Olson by to table until next commission meeting until review by commission

Motion passes by roll call vote 6-0-0

- Right of way transition to adjacent neighbors
 - Village is considering entertaining concept to allow right away to move to private owners
 - Residents are interested in tax implications on tax bill
 - Action Appraisers – Zack to get number on what cost to village resident by end of week Friday

New Business

Action and Consideration initial review- Phase 2 of the Wolf Run development, planned unit development

- Page 7 in committee report
 - Eric presented future use plans for Wolf Run development.
 - At this point, the plan is a concept for visualization.
 - 16 lots that would be twindo's (32), in back two buildings with four units, one with three (55), approximately 51 families
 - Will be HOA
 - Lawn mowing inclusions
 - Consideration of rentals – not developer's intent to rent, most would be for sale, potential to keep rental
 - 8 unit would be rental
 - Typically 40-50% is rental in similar situations
 - Rental is subjective per each situation
 - \$330,000 per side is estimate – dependent on building costs, etc.
 - Dense makeup of homes – higher tax base for Village
 - Private road – minimal cost for Village
 - Curb and gutter, asphalt road
 - Initially considered apartments, however, upon further review, given the location of the development, not the best use for this piece of land
 - Multifamily, mixed use is in high demand in county
 - Ability for families to move into right sized homes
 - Make consideration to add "PUD" (Planned Unit Development) allowance in ordinance

Concept contingent upon amendment for "PUD".

Planning commission expressed satisfaction with the initial concept. No vote cast on business item.

Action and Consideration discuss village owned land, parking lot and traffic review B-1 commercial district

- Parcels currently owned by Village

- Developer interested in unique space
- Mr. Steve Brooks is interested in purchasing property behind Off the Wolf
 - Parking lot currently
 - Half of the parking lot will be children’s playground
 - President Boucher entertains opinions if commission is interested in entertaining a sale
 - Commission expressed interest in considering the sale. Will keep Commission updated on proposed price of sale for vote.

Action and Consideration to review proposed update to the current Transient Merchant permit (469) for future business operators as it relates to non-traditional (brick & mortar) offers

- Review of current direct seller’s permit.
 - Must review current permit and ensure all requirements listed in ordinance are included
 - Review of Village Clerk as appointed agent – require legal counsel to understand if this can be removed from permit.

Planning Commission reviewed Fox Crossing ordinance during meeting and suggested the following edits:

- Ensure that it is clearly notated that Winnebago County Health Certificate is required
- 274-3 Application
 - B(10): 200 feet is edited to 150 feet
- Removal of departments not applicable for permit/not in existence
 - Removal of municipal court, finance department, community development (sub. Village Administrator)
- Limit total amount of licenses allowable
 - Edit to note 3 as the maximum allowable permanent licenses.
- 274-8 Business Conduct Regulations
 - Hours remain unchanged from Fox Crossing ordinance in Section D
 - Sidewalk – cannot conduct business on sidewalk currently per Village ordinance
 - Vendors cannot be on sidewalk – remove sidewalk verbiage from Section G
 - Section M – add “other than on permissible private property”
 - Signage – remove seating – no external, freestanding signs, must be permanently affixed to mobile truck
- 274-9 Vehicle Registration – Section F to include “reviewed by Village Administrator and police department” for lighting
- 274-10 Zoning Restrictions - Section D – will read as “no more than one”– remove two
 - (2) – strike “two”, replace with “one” – also include reference to special event permit in Village Ordinance
 - Section (H) –remove zoning R1-R8

Create Mobile Food Vendor permit to include:

- All lines of 274-3 Application for license (B)
 - Fee schedule to be referenced on permit
 - Removal of Clerk insurance/liability statement

Update Transient Merchant permit to include/exclude:

- Removal of clerk insurance/liability statement
- Add all relevant inclusions from 274-3 Application for license (B)
- Include reference to Transient Merchant Ordinance

Proposed New Fees for Mobile Food Vendor

- Single Day: \$25.00
- Yearly: \$650

Proposed New Fines for Mobile Food Vendor

- \$100 to \$1,000 per day (failure to obtain permit; violation of any provision of this chapter)

Motion by Utschig, Second by Girouard to make recommendation to Village Board to accept proposed Mobile Food Vendor Ordinance and associate fees and fine

Motion passes by roll call vote: Paul Olson (aye), Ted Kreuzer (aye), Kim Utschig (aye), Don Maslan (nay), Miles Girouard (aye), Chris Boucher (aye) 5-1-0

Confirm next meeting date: June 9th at 5:30 pm

Adjourn

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

Motion passes by roll call vote: Paul Olson (aye), Ted Kreuzer (aye), Kim Utschig (aye), Don Maslan (aye), Miles Girouard (aye), Chris Boucher (aye) 6-0-0

Meeting adjourned at 8:05pm