

# PLAN COMMISSION

City of Kaukauna  
**Council Chambers**  
Municipal Services Building  
144 W. Second Street, Kaukauna



Thursday, July 21, 2022 at 4:00 PM

## MINUTES

### 1. Roll Call.

The meeting was called to order by Mayor Penterman at 4:00 PM.

Members Present: Mayor Penterman, Ald. Moore, Commissioner Feller, Commissioner Schoenike, DPW Neumeier, PCDD Stephenson, and AP Paul.

Member(s) Absent: Ald. Thiele and Commissioner Avanzi.

A motion was made by Ald. Moore to excuse the absent member(s). Commissioner Schoenike seconded the motion. The motion passed.

### 2. Approval of Minutes.

#### a. Approve Minutes of June 23, 2022 Meeting

A motion was made by Commissioner Feller to approve the minutes. Ald. Moore seconded the motion. The motion passed.

### 3. New Business.

#### a. Park Donation Application Review

AP Paul presented two park bench donations to be installed on the Nelson Heritage Trail. One bench is donated by Orlando and Janice Jansen and will be installed at the entrance of the trail. The second bench is donated by Ellen Courtney and the John and Ann Courtney Family. This bench will be installed a ways down the trail across from the family's riverfront property.

A motion was made by DPW Neumeier to approve the bench donations for Orlando and Janice Jansen and Ellen Courtney. Commissioner Schoenike seconded the motion. The motion passed unanimously.

#### b. Outdoor Alcohol Beverage Area Ordinance Review

PCDD Stephenson brought this Ordinance to review. The language is clear enough to determine what a permanent fence is and what is not. Wrought iron style fences that do not reach 50% screening will need a combination of fence and vegetation screening to reach the 50% visibility requirement. DPW Neumeier brought up that there should be complete screening from schools or churches.

A motion was made by Commissioner Feller to forward this ordinance onto the legislative committee with the conditions outlined:

- Section 3.3 to add language "Barriers adjacent to residential and institutional properties shall provide a six-foot tall 100%"

Commissioner Schoenike seconded the motion. The motion passed unanimously.

c. Driveway Ordinance

DPW Neumeier presented multiple options for recommendations for updates to Municipal Code 17.32(3)(c). The following points were discussed and direction was given for DPW Neumeier to draft the discussed changes for new ordinance language.

- Maximum driveway width at curb shall in no case exceed 35 feet – 37 feet
- Driveway width at the right of way in Residential Single Family shall not exceed 30 feet to 34 feet
- Rear yard Garage driveway (access from the alley) shall not exceed 50% of the lot frontage on the alley.

*No action was taken.*

d. Lease Agreement

PCDD Stephenson presented a Lease Agreement between The City of Kaukauna and Don Dix for the lease of a portion of city property adjacent to Bob's Inn for the construction of an outdoor serve area. The lease entailed a one-time payment of \$1. There was discussion if that amount was enough or not. Ald. Moore suggested a \$50 one-time payment. The lease requires insurance, and it gives a 90 day notice for either party to terminate the lease. The land being leased is ~825 square feet which would only take 2 parking stalls from the downtown. The owner would still be required to renew the outdoor serve license yearly.

A motion was made by Ald. Moore to change the payment from \$1 to \$50, then forward the lease onto Common Council for approval. Commissioner Feller seconded the motion. The motion passed unanimously.

4. Other Business.

*There was no other business.*

5. Adjourn.

A motion was made to adjourn the meeting by Commissioner Schoenike. The motion was seconded by Commissioner Moore. The motion carried. The meeting was adjourned at 4:51 PM.