

## PLAN COMMISSION

City of Kaukauna

### Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, May 23, 2024 at 4:00 PM

## MINUTES

### In-Person.

#### 1. Roll Call.

Members present: Giovanna Feller, John Moore, DPW John Neumeier, Mayor Tony Penterman, Pennie Thiele, Michael Avanzi, Brett Jensen, Ken Schoenike

Member(s) absent: none

Other(s) present: Planning and Community Development Director Dave Kittel, Matt Musbach

#### 2. Approval of Minutes

##### a. Approve Minutes from April 18, 2024

Feller made a motion to approve the minutes from the April 18, 2024 meeting. Moore seconded the motion. The motion passed unanimously.

#### 3. New Business

##### a. Request to Vacate Rear Lot Drainage Easement-Lot 110 Blue Stem Meadows.

Theile made a motion to approve vacating the 15' wide rear lot drainage easement for Parcel 325118149, Lot 110 of Blue Stem Meadows 3, and recommend the same to Common Council. Schoenike seconded the motion. The motion passed unanimously.

##### b. Site Plan Change Review- Legacy Apartments

Director Kittel introduced the proposed site plan changes that included increasing parking spaces and adjusting the dumpster enclosure to face the street with an additional driveway to service the enclosure. A discussion ensued on the changes. Staff was in favor of the additional parking spaces but, had reservations on the proposed changes to the dumpster enclosures specifically adding an additional driveway in close proximity to another and

the potential impacts to traffic. Commissioner Avanzi also asked if there was charging for electric vehicles, Matt Musbach responded that currently there are none in the parking lot but, there are charges for electric vehicles in the garages of some units.

Neumeier made a motion to approve the additional stalls but note the additional driveway and work with staff to find potential alternates for the dumpster enclosure location. Moore seconded the motion. The motion passed unanimously.

c. Request for Proposal for new Recreation and Open Space Master Plan  
Director Kittel introduced this topic. The current Recreation and Open Space Master Plan is near the end of its planning period and Staff is working on updating the plan. To help with this process Staff would like to create a Request For Proposal to assist with the process. Money has been budget for this and it aligns with the new Strategic Plan.

Moore made a motion to Create a Request for Proposal to update the Open Space Master Plan and seek qualified bidders. Avanzi seconded the motion. The motion passed unanimously.

#### 4.Other Business.

None

#### 5.Adjourn.

Moore made a motion to adjourn. Neumeier seconded the motion. The motion passed unanimously. Meeting adjourned at 4:24pm.

