

# PLAN COMMISSION

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



Thursday, April 18, 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

Member(s) absent: Michael Avanzi, Brett Jensen, Ken Schoenike

Other(s) present: Associate Planner Lily Paul, Planning and Community Development Director Dave Kittel, Andy Deurr - 1800 East Apple Creek Rd; Zurieth Ahmed (via Teleconference) – 441 ½ S Railroad Street, Kimberly; Paul Gauthier of Midwest Properties; and other interested parties.

Moore made a motion to excuse the absent members. Thiele seconded the motion. The motion passed unanimously.

2. Approval of Minutes.

a. Approve Minutes from March 21, 2024 meeting

Feller made a motion to approve the minutes from the March 21, 2024 meeting. Moore seconded. The motion passed unanimously.

3. Public Hearing.

a. Public Hearing - Special Exception to allow community living arrangements/group homes, subject to Wis. Stats. § 62.23(7)(i) pursuant to Section 17.19(3) of City of Kaukauna Code of Ordinances; 154 Plank Road

Mayor Penterman declared the public hearing open. Asked three times if any one wished to speak. No one spoke. Hearing closed.

b. Public Hearing - Special Exception to allow community living arrangements/group homes, subject to Wis. Stats. § 62.23(7)(i) pursuant to Section 17.19(3) of City of Kaukauna Code of Ordinances; 194 Plank Road

Mayor Penterman declared the public hearing open. Asked three times if any one wished to speak. No one spoke. Hearing closed.

4. New Business.

a. Special Exception Request - 154 Plank Road

AP Lily read and summarized public comment about the special exception request of an assisted living facility within a multi-family development. Staff assured all those whom inquired that the clientele were disabled adults that need 24 hour care, and there was little concern after that. Staff reviewed the landscaping requirements, and to bring the property in compliance, the property owner would be required to install a dumpster enclosure and a buffer yard between incompatible uses. Police and Fire have given their okay for the special exception. The Fire Inspector will still need to perform his required inspection before occupancy.

Moore made a motion to approve the special exception for 154 Plank Road with the following contingencies:

- Bring the property in compliance with Section 17.52 Landscaping Requirements: which includes a dumpster enclosure and buffer around the property, if feasible after review by staff.
- Yearly inspection done by Planning and Community Development Department or other designee to ensure compliance

Feller seconded the motion. The motion passed unanimously.

b. Special Exception Request - 194 Plank Road

Thiele made a motion to approve the special exception for 194 Plank Road with the following contingencies:

- Bring the property in compliance with Section 17.52 Landscaping Requirements: which includes a dumpster enclosure and buffer around the property, if feasible after review by staff.
- Yearly inspection done by Planning and Community Development Department or other designee to ensure compliance

Moore seconded the motion. The motion passed unanimously.

c. Ordinance Discussion - Shipping Containers

PCDD Kittel mentioned that shipping containers have showed up in the City, and there are currently no requirements regarding them. There are requirements for accessory structures, so if a resident would like to use one as so they would have to follow those regulations. Moore believes language should be put in place for shipping containers specifically, and the language should be separate between residential zones and commercial/industrial zones. DPW Neumeier would support temporary use of shipping containers in all zoning districts, and support permanent use in Industrial districts by permit. There is no support for converting shipping containers into permanent structures in residential districts. PCDD Kittel expressed that shipping containers could cause problems in terms of public health, safety, and welfare since they were not intended for permanent use. Direction was given for staff to begin drafting zoning regulations on shipping containers.

*No action was taken.*

d. Site Plan Review - Packerland Home Improvement - 2204 Tower Drive; Parcel 322092503

AP Lily presented a site plan for a 7,500 sq ft workshop and storage style building for Packerland Home Improvement. The site plan meets all covenants and zoning requirements.

Neumeier made a motion to approve the site plan for Packerland Home Improvement. Moore seconded the motion. The motion passed unanimously.

- e. Certified Survey Map Review - St. Paul Elder Services; Parcels 324034000, 324034100, 324034300, 324034400, 324043200

AP Lily explained a lot combination CSM to make all lots owned by St. Paul Elder Services into one lot. The main campus is already one large parcel, but there are a few lots that are currently being used by St. Paul Elder home, and a few that were purchased for the purpose of renovating the facility that would make sense to combine into one. There needs to be consistent zoning on all parcels before the CSM can be recorded.

Neumeier made a motion to approve the Lot Combination CSM for Parcels 324034000, 324034100, 324034300, 324034400, 324043200 with the following contingency:

- An easement is shown on the CSM where an existing storm sewer is currently

Feller seconded the motion. The motion passed unanimously.

- f. Rezone Request - St. Paul Elder Services; Parcels 324034000, 324034100, 324034300, 324034400

AP Lily presented a request for St. Paul Elder Home to rezone parcels 324034000, 324034100, 324034300, 324034400 to Institutional Zoning. This would match the zoning of their main campus.

Neumeier made a motion to approve the Rezone of Parcels 324034000, 324034100, 324034300 and 324034400 from Residential Single Family (RSF) and Residential Two-Family (RTF) to Institutional District and recommend the same to the Common Council. Thiele seconded the motion. The motion passed unanimously.

- g. Letter of Support - 2024 Inflation Reduction Act Urban Forestry Grant

DPW Neumeier asked for support to apply for the Inflation Reduction Act Urban Forestry Grant. This is a 0% match grant that benefits disadvantaged communities. Grignon Park, Strassburg Park, and LaFollette Park fall into that category. City Street Crews have been working on removing diseased/dead ash trees effected by Emerald Ash Borer in those parks. AP Lily created planting and reforestation plans to help bring diversity and interest back to those parks. This grant will help fund the reforestation efforts.

Moore made a motion to approve the planting and reforestation plans and authorize the Mayor to send a letter of support for the 2024 Inflation Reduction Act Urban Forestry Grant from the Plan Commission. Feller seconded the motion. The motion passed unanimously.

5. Other Business.  
*There was no other business.*

6. Adjourn.

Moore made a motion to adjourn the meeting. Neumeier seconded the motion. The motion passed unanimously. Meeting adjourned at 5:15 PM.