

PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, July 23, 2026 at 4:00 PM

MINUTES

In-Person in Council Chambers

Mayor Penterman called the meeting to order at 4:00 p.m.

1. Roll Call

Members Present: Giovanna Feller, Kelli Antoine, John Moore, Michael Avanzi, Ken Schoenike, John Neumeier, Mayor Tony Penterman

Members Absent: Brett Jensen

Others Present: Associate Planner Nelson

Avanzi made a motion to excuse the absent member. Seconded by Schoenike. The motion passed unanimously.

2. Approval of Minutes

a. Approve Minutes from July 9, 2026

Moore made a motion to approve the minutes from July 9, 2026. Seconded by Feller. The motion passed unanimously.

3. Old Business

a. None

4. New Business

a. Special Exception Request – Haven Heritage Adult Family Home

Associate Planner Nelson provided information on a special exception request submitted by Paul and Komaria Mendy of Haven Heritage Adult Family Home LLC for the operation of an adult family home at 180 Plank Road, parcel number 322073200. This property is zoned residential multifamily and the current use of the property is duplex style residential units. Per Section 17.19 of the Municipal Code, community living arrangement/group homes subject to Wisconsin State

Statute 62.23, are permitted as a special exception. Staff is bringing this forward mostly as an introduction with a recommendation that the Common Council is notified at their next meeting on August 4th, 2026 of the filing of the special exception in compliance with Section 17.47 of the Municipal Code, that notice is given to property owners within 100 feet, and that the special exception request is sent over to police and fire for review and comments.

Mayor Penterman confirmed with Nelson that the applicants were not present.

Moore asked about saturation numbers of adult family homes in Kaukauna.

Nelson confirmed that there are several existing adult family homes in Kaukauna, including two out on Plank Road. Previous applications for adult family homes had been denied due to high saturation.

Avanzi asked for clarification on the review process.

Nelson explained that the public hearing for a special exception request is held before the Plan Commission, but that the Common Council has ultimate decision making authority.

Avanzi asked for clarification on the 100 feet mailing distance.

Nelson explained that the mailing range for a special exception notification is set by the Plan Commission per the Municipal Code and that 100 feet was a staff suggestion as it would then be sent to all adjacent property owners.

Avanzi made a motion to recommend approval of staff's recommendation: that the Common Council is notified at their next meeting on August 4th, 2026, of the filing of the special exception in compliance with Section 17.47(3) of the Municipal Code, that a public hearing is set for one of the upcoming Plan Commission meetings in compliance with Section 17.47(3) of the Municipal Code and that

notice is given to property owners within 100 feet, and that the special exception request is sent over to Police and Fire for review and comments. Seconded by Neumeier. The motion passed unanimously.

b. Site Plan Review – Profile Finishing Systems (1700-1800 Progress Way)

Associate Planner Nelson explained the project to add about 10,000 square feet to Profile Finishing System's existing building at 1700-1800 Progress Way. All setback requirements for the Industrial District and North Industrial Park Phase 1 covenants are being met and all ordinances are being complied with to include zoning requirements. The current building has a height of 32 feet and the height of the addition will be 29 feet. There are currently 56 off-street parking spaces. Per covenant, there must be an off-street parking stall for every 1,000 square feet of building area or for every two employees, whichever amount constitutes the greater number of stalls. The building has about 75,000 square feet of area. They would need 75 stalls to be compliant with covenants, and the applicant expressed that they don't utilize all 56 stall that are currently there. Landscaping requirements are being met, a lighting plan has been submitted, an erosion control and stormwater permit is being reviewed by Engineering, there are no concerns with traffic, fire, or police, and façade requirements are being met. Prior to issuing permits, Nelson mentioned review of covenants related to parking would be beneficial.

Avanazi made a motion to recommend approval of the development with the following conditions: prior to issuance of building permits, staff must verify compliance with City ordinance in relation to parking requirements and Stormwater and Erosion Control permits must be approved by the Engineering Department. Seconded by Schoenike. The motion passed unanimously.

c. Site Plan Review – TEAM Industries (1100 Prospect Lane)

Associate Planner Nelson explained that TEAM Industries is looking to add an additional 30,000 square feet to their existing building located

at 1100 Prospect Lane. All setbacks for the Industrial Park District and South Industrial Park covenants are being met and all ordinances are being complied with to include zoning requirements. The current TEAM Industries building has a height of 30 feet and the height of the addition will be the same. There are currently 54 off-street parking spaces. Given both the size of the building and the number of employees that will be working at this location, the number of stalls exceeds the amount required by covenant. One tree will need to be planted for landscaping, the erosion control and stormwater permit is being review by Engineering, there are no concerns with traffic, fire, or police, and façade requirements are being met.

Neumeier made a motion to recommend approval of staff's recommendation: that one tree will be planted in the front yard and that, prior to issuance of building permits, Stormwater and Erosion Control permits must be approved by the Engineering Department. Seconded by Feller. The motion passed unanimously.

5. Other Business

a. None

6. Adjourn

Avanzi made a motion to adjourn the meeting. Seconded by Feller. Motion passed unanimously. The meeting adjourned at 4:20 p.m.

