

PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, May 22, 2025 at 4:00 PM

MINUTES

In-Person in Council Chambers and Remote Teleconference via Microsoft Teams

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

1. Roll Call

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

Other(s) Present: Planning and Community Development Director Dave Kittel, Associate Planner Adrienne Nelson

2. Approval of Minutes

a. Approve Minutes from May 8, 2025

Avanzi made a motion to approve the minutes from May 8, 2025. Seconded by Moore. Motion passed unanimously.

3. Old Business

a. None

4. New Business

a. Plan Commission Resource Memo

Director Kittel presented the resource guide he put together for Plan Commission members. The guide includes links to meeting minutes and agendas, ordinances, the comprehensive plan, the strategic plan, and educational resources. Staff plan to update the guide on a yearly basis.

Avanzi brought up that a similar document had been created by Kittel for the Industrial Park Commission and that it was appreciated by the members.

b. Site Plan Review – Haen Elementary School

Director Kittel provided an overview of the site plan for a large addition to Victor Haen Elementary School for their property located at 1130 Haen Drive. Staff has reviewed the plan and found it to be largely in compliance with city ordinance requirements. The only point of concern is that this property is not currently in compliance with section 17.52 of the municipal code, which addresses landscaping requirements. Staff recommends approval with the following conditions: prior to issuance of building permits, Stormwater and Erosion Control permits must be obtained from the Engineering Department and, if possible,

additional landscaping should be added along Haen Drive and the property lines between the school and residential properties.

Neumeier requested more information on the sidewalk that will be getting put in. The sidewalk will be on school property, but its location puts it right in the backyard of neighboring homes.

Jim Lundberg, a civil engineer from Point of Beginning and consultant for the Victor Haen Elementary School project, explained that the primary purpose of the sidewalk is for use by students during construction. It will be poured prior to construction, and it is anticipated that the school will not remove it after construction is completed. It is not, however, intended to be a main access point for the long term.

Moore asked for clarification on the removal and relocation of the playground. Lundberg explained that the playground would be relocated to the eastern side of the property onto a poured in place rubber area. A paved area will also be added for basketball and other activities.

Neumeier requested more information on the courtyard area.

Lundberg explained that they are planning to use artificial turf in the courtyard area. The turf would be low maintenance and allow for use all season long. They are not, however, locked into using artificial turf. The courtyard itself would be used as a gathering place.

Moore asked if additional parking would be added for the additional staff, or if the current parking is sufficient.

Lundberg stated that the parking that is currently offered is sufficient.

Moore asked if Point of Beginning has considered adding stripes for pickleball to the basketball court for dual usage. There are not as many parks on the side of the city where Victor Haen Elementary School is located, and it might be beneficial to add in for use by the community.

Neumeier asked if they would be restricting access to the driveway that opens into the crosswalk.

Lundberg stated that they would like to keep that access point, but it would not be actively used.

Neumeier mentioned that the city is focused on restoration efforts and encouraged the use of native plantings.

Moore asked when construction would be starting.

Lundberg explained that the plan is to start in the fall.

Moore asked if starting construction during the school year would interrupt the flow of traffic.

Lundberg explained that they are not anticipating a severe interruption to traffic. The sidewalk route will change, but the area for drop off will remain the same.

Feller made a motion to approve the site plan as presented with the conditions that, prior to issuance of building permits, Stormwater and Erosion Control permits must be obtained from the Engineering Department and, if possible, additional landscaping should be added along Haen Drive and the property lines between the school and residential properties. Seconded by Moore. Motion passed unanimously.

c. Site Plan Review – 1801 Progress Way (G&G Machine Inc)

Director Kittel provided an overview of the site plan for an 8,455 square foot addition to the G&G Machine building located at 1801 Progress Way. The addition will match the existing facade and should blend into the building. Staff has reviewed the plan and confirmed that it is in compliance with all covenants and meets all requirements set forth in city ordinance. The Industrial Park Commission has also reviewed the plan and recommends approval with the following conditions: prior to issuance of building permits, Stormwater and Erosion Control permits must be obtained from the Engineering Department. Moore asked for clarification on which side of the building the addition will be made to.

Kittel explained that the addition will be made to the front of the building.

Moore asked if the addition would be going onto the blacktopped area.

Colin Meisel, a civil engineer from Ruekert & Mielke and consultant for the G&G Machine project, explained that the addition would be going into an existing grassy area. A minimal amount of pavement will be removed.

Schoenike made a motion to approve the site plan as presented with the condition that, prior to issuance of building permits, Stormwater and Erosion Control permits are obtained from the Engineering Department. Seconded by Moore. Motion passed unanimously.

d. Site Plan Review – 101 Kelso Road

Director Kittel provided an overview of a site plan for a new development for CoVantage Credit Union, to be located at 101 Kelso Road. Staff has reviewed the plan and confirmed that it meets all requirements set forth in city ordinance. This lot is currently going through a rezoning process in preparation of the new development.

Moore asked if this was the property discussed at the previous Plan Commission.

Kittel confirmed that, at the previous Plan Commission meeting, a CSM was approved that split the lot and the process for rezoning began.

Moore asked what the timeline for the project is.

Bryan Ermeling with CoVantage Credit Union explained that they are planning to break ground in September, complete work in June 2026, and open in July 2026.

Moore asked for clarification on access points to the property.

Ermeling explained that they are requesting two curb cuts on Kelso Road. One curb cut would be for an entrance, and the other curb cut would be for both an entrance and an exit.

Mayor Penterman asked how many people would be employed at this location. Ermeling stated that there would be between four to six employees at this location.

Neumeier commented that he was happy with the site layout and the use of alternative energy sources.

Avanzi encouraged Ermeling to reach out to Kaukauna Utilities. They have incentives for alternative energy sources.

Ermeling confirmed that he had already been in contact with Kaukauna Utilities.

Schoenike asked if there would be any additional activities at this location outside of normal banking activities.

Ermeling confirmed that only normal banking activities would be taking place.

Moore made a motion to approve the site plan as presented with the condition that, prior to issuance of building permits, Stormwater and Erosion Control permits are obtained from the Engineering Department and that final approval is contingent upon the final adoption of rezoning from Industrial to Commercial Highway District. Seconded by Neumeier. Motion passed unanimously.

e. Site Plan Review – Chang to Site Plan at 1800 Crooks Avenue

Director Kittel introduced a proposed change to the site plan for the Taco Bell development approved by Plan Commission on December 5th, 2024. After discussion with the adjacent property owner, Taco Bell is proposing a shared dumpster corral to allow for additional parking. Staff has noted that the existing angled parking does create a conflict point for cars and is suggesting the elimination of one or two of the additional parking spots.

Moore asked if anything had changed with the site plan in regards to indoor seating.

Kittel confirmed that the shared dumpster corral and additional parking are the only changes proposed.

Moore asked if there were any concerns with ingress or egress for emergency vehicles.

Kittel stated that no concerns had been noted for ingress or egress for emergency vehicles.

Kari Keller from Anchor Point Management explained that the stalls are located on both properties.

Moore asked if there is an existing agreement for the angled parking.

Keller explained that their real estate director is still reviewing the information, but that no concerns have been raised as far as who has access to the parking stalls. The parking is currently being utilized by Heart of the Valley Dance Academy and Verizon. Taco Bell has been asked by their neighbors to maintain the parking stalls, and they are trying their best to oblige.

Thiele asked if there would be any issues with eliminating one or two of the additional parking stalls.

Kittel explained that there may be some issues because the stalls are legally shared between two properties, but that there are legitimate safety concerns if the issue is not addressed.

Thiele commented that she always sees cars parked in those angled parking stalls, but with how much more traffic there will be with a Taco Bell, she can see

from a safety point the benefit of eliminating one or two of the angled parking stalls. She asked if the city had the authority to ensure those spots would not be used.

Kittel explained that the city does have authority because it is a matter of public safety, but that it could still be challenged legally.

Thiele made a motion to approve the updated site plan with one stall of angled parking to be removed in order to ease potential traffic conflict. Seconded by Neumeier. Motion passed unanimously.

5. Other Business

a. None

6. Adjourn

Avanzi made a motion to adjourn the meeting. Seconded by Moore. Motion passed unanimously. The meeting adjourned at 4:34 p.m.

