

PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, September 5, 2024 at 4:00 PM

MINUTES

In-Person.

1. Roll Call.

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

Member(s) absent: John Moore

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

Neumeier made a motion to excuse the absent members. Seconded by Avanzi. The motion passed unanimously.

2. Approval of Minutes.

a. Approve Minutes from August 22, 2024 Meeting

Neumeier made a motion to approve the minutes from the August 22, 2024 meeting. Jensen seconded the motion. The motion passed unanimously.

3. Old Business.

None

4. New Business.

a. Rezoning Request- Parcel 322095715

Director Kittel introduced the rezoning request. The owners are requesting to change the zoning from Residential Single Family to Business District.

Avanzi made a motion to approve the request to change the zoning from Residential Single Family (RSF) to Business District (BD) and recommend the same to the Common Council. Seconded by Schoenike. The motion passed unanimously.

b. Special Exception Request- 2716 Main Ave

Blessed Hands Family Care operates an adult assisted living service and has submitted an application for a Special Exception for parcel 324072600 – address 2716 Main Ave. The parcel is zoned Residential Single Family (RSF), and the current use of the property is single family dwelling. The City of Kaukauna Code of Ordinances, Section 17.16 (3) “allows community living arrangements/group homes, subject to Wis. Stats. § 62.23(7)(i)” as a special exception. A discussion ensued on this property and existing ordinance infractions such as garbage, weeds, blocking the sidewalk and numerous calls to the police. Commissioner Avanzi requested staff gather additional information on any utility intensive equipment and the commission wanted additional information from Police and Fire to be available for the public hearing.

Neumeier made a motion to schedule a public hearing for the October 17, 2024 Plan Commission meeting at 4:00 PM in the City Council Chambers and send notice to the newspaper and property owners within 500 feet of the property. Seconded by Schoenike. The motion passed unanimously.

c. Special Exception Request- 2108 Sullivan Ave

Tonic Home Care LLC operates an adult assisted living service and has submitted an application for a Special Exception for parcel 323141800 – address 2108 Sullivan Ave. The parcel is zoned Residential Two Family (RTF), and the current use of the property is single family dwelling. The City of Kaukauna Code of Ordinances, Section 17.18 (3) “allows community living arrangements/group homes, subject to Wis. Stats. § 62.23(7)(i)” as a special exception. A discussion pursued on the property, the property is currently not occupied and has had some work done to the home recently. Similar concerns on how this may effect Police and the Fire Department was brought up.

Neumeier made a motion to schedule a public hearing for the October 10, 2024 Plan Commission meeting at 4:00 PM in the City Council Chambers and send notice to the newspaper and property owners within 500 feet of the property. Seconded by Jensen. The motion passed unanimously.

d. Special Exception Request- 500 Hendricks Ave

Director Kittel introduced the special exception request. The buyers of 500 Hendricks Ave would like to continue to use the space as an office the same as the previous owners of the property. There will be no public traffic only office workers with the site providing adequate parking for their needs.

Neumeier made a motion to schedule a public hearing for the October 3, 2024 Plan Commission meeting at 4:00 PM in the City Council Chambers and send notice to the newspaper and property owners within 500 feet of the property. Seconded by Feller. The motion passed unanimously.

e. Facade- 1011 Delanglade St

A new building is being proposed at 1011 Delanglade St. Before the site plan is finalized the owners want to ensure the façade is acceptable by the plan commission. The proposed Façade would match the existing building on site.

Avani made a motion to approve the façade as presented for 1011 Delanglade st. Seconded by Schoenike. The motion passed unanimously.

f. Park Donation Review-Bench

The American legion would like to donate a bench on either the Konkopot or Heritage Trail.

Neumeier made a motion to approve the bench donation and direct staff to work with the doners for a final location. Seconded by Theile. The motion passed unanimously.

5. Other Business.

None

6. Adjourn.

Neumeier made a motion to adjourn the meeting. Seconded by Jensen. The motion passed unanimously meeting adjourned at 4:51pm.