

PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, July 9, 2026 at 4:00 PM

MINUTES

In-Person in Council Chambers

Mayor Penterman called the meeting to order at 4:02 p.m.

1. Roll Call

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

Members Absent: Michael Avanzi

Others Present: Tim Wittmann (Davel Engineering)

Moore made a motion to excuse the absent member. Seconded by Neumeier. The motion passed unanimously.

2. Approval of Minutes

a. Approve Minutes from June 18, 2026

Moore made a motion to approve the minutes from June 18, 2026. Seconded by Feller. The motion passed unanimously.

3. Old Business

a. None

4. New Business

a. Preliminary Plat Review – High Pointe Meadows Subdivision Phase 1

Director of Public Works/City Engineer Neumeier introduced the preliminary plat for High Pointe Meadows Subdivision Phase 1. At the last Plan Commission meeting on June 18, the Commission approved a preliminary plat for High Pointe Meadows contingent on addressing some floodplain items. Due to the length of time that those floodplain issues will take to be reviewed by FEMA and then come back for a public hearing and City ordinance approval, the developer chose to

come back with a split preliminary plat and final plat to cut out the areas that will be delayed in development due to the floodplain. Phase 1 will include access off of Cilantro Lane, Springcrest Drive, and Debruin Road. There is also an easement for a temporary cul-de-sac bulb.

Antoine made a motion to recommend approval of the High Pointe Meadows Phase 1 preliminary plat to the Common Council with the following condition: that for lots 32-35, no site work starts, no building permits are issued, and no sale of land occurs until FEMA and the Wisconsin DNR's review is complete and City floodplain updates for this area are approved by the Common Council. Seconded by Moore. The motion passed unanimously.

b. Final Plat Review – High Pointe Meadows Subdivision Phase 1

Director of Public Works/City Engineer Neumeier introduced the final plat for High Pointe Meadows Subdivision Phase 1. There will be easements in the future road for sewer and water installation. When Phases 2 and 3 are developed, those easements would then be dissolved into road right-of-way. Neumeier noted that the Verbeten Subdivision to the east of the proposed High Pointe Meadows Subdivision has some natural, un-mowed areas along the stream corridor as part of the drainage plan in order to keep a natural buffer. He would like to see that matched on the High Pointe Meadows Subdivision and added before the final plat goes to the Common Council. He would also like to see some wording updates for the drainage easements, and for Davel to call out trees and landscaping as being specifically prohibited in those easements. For lots 50-51, the developer asked to maintain a sewer and water easement in case the adjacent lots were to be annexed to the City. This may end up being a private easement that would therefore be removed from the final plat.

Moore asked how water will drain from the subdivision.

Neumeier explained that the majority of the water will drain north to the existing stormwater pond at Jonen Park. The pond was originally put in

with the expectation of the area to the south developing up. Some of the water would discharge to the road ditch on DeBruin Road.

Feller made a motion to recommend approval of the High Pointe Meadows Phase 1 final plat to the Common Council with the following conditions: that for lots 32-35, no site work starts, no building permits are issued, and no sale of land occurs until FEMA and the Wisconsin DNR's review is complete and City floodplain updates for this area are approved by the Common Council, that the proposed CSM for the remaining lots in the Town of Buchanan is approved and recorded or that separate easement documents are approved by City staff and recorded for drainage, grading, and storm sewer purposes, and that the preliminary plat for High Pointe Meadows Phase 1 is approved by the Common Council. Seconded by Schoenike. The motion passed unanimously.

c. Extraterritorial CSM Review – Debruin Road (Town of Buchanan)

Director of Public Works/City Engineer Neumeier introduced the extraterritorial CSM. This CSM cleans up the remnant parcels leftover from the annexation completed for the High Pointe Meadows Subdivision.

Moore made a motion to recommend approval of the extraterritorial CSM to the Common Council with the following condition: that the CSM receives approval from the Town of Buchanan. Seconded by Antoine. The motion passed unanimously.

d. Site Plan Review – Holland Cold Storage (3600 Electric City Boulevard)

Director of Public Works/City Engineer Neumeier introduced the site plan for an addition to Holland Cold Storage, located at 3600 Electric City Boulevard in the NEW Prosperity Center Industrial Park. There were originally some floodplains designated with the plat for the NEW Prosperity Center, as well as some wetlands that were determined to be artificial and can be filled. The Industrial Park Commission reviewed

the site plan and approved with the following conditions: approval of Stormwater and Erosion Control permits, an approved lighting plan, a recorded easement or agreement for private storm sewer connection to the pond and expansion of the fire lane on city property, investigation into the runoff currently flowing to the southern neighboring property, and a wetland delineation. All these conditions have now been met aside from the recorded easement or agreement for private storm sewer connection to the pond and expansion of the fire lane on city property. Landscaping requirements are being met, there are no concerns with lighting, the Erosion Control and Stormwater Management permit has been received and is being reviewed, the pending Army Corp review has been received, and the façade matches the existing façade.

Moore made a motion to approve the site plan with the following conditions: prior to issuance of building permits, the owners of the property must record an easement or agreement for private storm sewer connection to the pond and expansion of the fire lane on City property, the owners of the property must submit in writing an affidavit of current and future needs for parking stalls based on employees and visitors as set forth in Section 3(B) of the NEW Prosperity Center covenants, and approval must be received from the Army Corp of Engineers. Seconded by Feller. The motion passed unanimously.

e. Rezoning Request – Parcel 321063400

Director of Public Works/City Engineer Neumeier introduced the rezoning request for parcel 321063400. This parcel is located on County Road OO, High Street, and Gertrude Street. The new owners of the property are requesting a rezone of this parcel from Commercial Highway District (CHD) to Residential Multifamily (RMF) for a single-family or townhouse style development along Gertrude Street.

Moore made a motion to recommend approval of the rezoning request to the Common Council. Seconded by Jensen. The motion passed unanimously.

f. Park Donation Application – Picnic Table

Mayor Penterman introduced the park donation application for a picnic table. The park donation application was submitted by Dawn Gasparick and Judy Schultz for a picnic table to be installed at the Kaukauna Dog Park, specifically in the small dog area. This picnic table would be in the City of Kaukauna's standard picnic table style. It would not include a plaque.

Moore made a motion to approve the park donation. Seconded by Antoine. The motion passed unanimously.

g. Extraterritorial CSM Review – Parcels 030019202 & 030019600 (Town of Buchanan)

Director of Public Works/City Engineer Neumeier introduced the extraterritorial CSM. He expressed concern with the proposed change that would alter the lot line between the two parcels, and whether that would leave enough room for residential development per the Comprehensive Plan. Without knowing what the plan is for that area, he would ask that the CSM be brought back with more information. Neumeier made a recommendation to have staff come back with more information at a future meeting for further discussion. No action was taken.

5. Other Business

a. None

6. Adjourn

Moore made a motion to adjourn the meeting. Seconded by Jensen. Motion passed unanimously. The meeting adjourned at 4:43 p.m.