



PLAN COMMISSION

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

Thursday, June 9, 2022 at 4:00 PM

MINUTES

1. Roll Call.

The Meeting was called to order by Mayor Penterman at 4:00 PM.

Members Present: Mayor Penterman, Commissioner Feller, Commissioner Schoenike, PCDD Stephenson, DPW Neumeier, and AP Paul.

Members Absent: Ald. Moore, Ald. Thiele, and Commissioner Avanzi.

A motion was made by Mayor Penterman to excuse the absent members. DPW Neumeier seconded the motion. The motion carried.

Others Present: Wanda Rooyakkers owner of parcel 322095601 – U-Haul Site, Heather Skelton representative for U-Haul Storage, Steven Lowney owner of DrainSupply Properties LLC, and Brian Roebke of the Times Villager.

2. Approval of Minutes.

a. Approve Minutes of May 19, 2022 Meeting

A motion was made by DPW Neumeier to approve the minutes of May 19, 2022, meeting. The motion was seconded by Commissioner Feller. The motion carried.

3. New Business.

a. Park Donation Application Review

AP Paul presented two applications for park bench donations to be installed on Konkapot Creek Trail. One bench is in memory of Pat Hurst, and the other in memory of David Fritz. The families have requested these locations. Staff will work with the donors to approve a more precise location.

A motion was made by DPW Neumeier to approve the park bench donations and allow staff to work with the families to install the bench in a more precise location. The motion was seconded by Commissioner Feller. The motion carried.

b. CSM Review – Lot 3 CSM 560 – 2802 Fieldcrest Dr

AP Paul reviewed a CSM for a duplex located on Fieldcrest Drive to obtain zero lot lines. Zero lot lines are permitted by the City of Kaukauna Code of Ordinances. The current property does not have separate utilities to each unit which is a requirement of zero lot lines. The CSM could be approved with the condition that it will not be signed until separate utilities are installed or a condominium declaration is signed.

A motion was made by DPW Neumeier to table the item until a later date. Commissioner Feller seconded the motion. The motion carried.

c. Special Exception Permit – 55+ Townhomes – Commerce Crossing

PCDD Stephenson presented a special exception review for the operation of a Multi-family Residential Townhome Development in the Commercial Highway District of Commerce Crossing. The proposed use is allowed in the current zoning with a special exception permit. The development would include buildings with multiple living units. Recreation facilities like pickle ball courts are proposed. The development would function like a HOA – the roads in the development would be privately owned. The current site plan will have to be resubmitted for approval.

A motion was made by Commissioner Schoenike to approve the Special Exception Permit. The motion was seconded by DPW Neumeier. The motion carried.

d. Site Plan Review – JJ's Bottle Room Deck Expansion

PCDD Stephenson provided information on this item. JJ's Bottle Room currently has a deck on the back of their business, and are hoping to expand the deck. The current site plan meets all outdoor serve requirements.

A motion was made by Mayor Penterman to approve the site plan. The motion was seconded by Commissioner Schoenike. The motion carried.

e. Outdoor Serve Area Discussion

PCDD Stephenson conducted a discussion regarding the City of Kaukauna Ordinance for Outdoor Serve Areas. Staff is looking for feedback on fence requirements surrounding these outdoor areas. Current ordinance requires no less than 6 foot high fence and screen blocking.

No action was taken.

f. Special Exception Permit – U-Haul Storage – Commerce Crossing

AP Paul presented an application for special exception for the construction and operation of a U-Haul Storage Facility. This proposed is considered light manufacturing and is permitted in the Commercial Highway District. The use is compliant with the surrounding uses and will be beneficial to the community.

A motion was made by Commissioner Feller to approve the Special Exception of operation a Storage Facility in the CHD. The motion was seconded by Commissioner Schoenike. The motion carried.

4:40 PM VIRTUAL MEETING OPTION RAN OUT OF TIME AND WAS NO LONGER AN OPEN MEETING. Therefore, no further action was taken.

g. Site Plan Review – U-Haul Storage – Commerce Crossing

No action was taken.

h. Site Plan Review – DrainSupply Properties – 2928 Lawe Street

No action was taken.

4. Other Business.

There was no other business.

5. Adjourn.

A motion was made to adjourn the meeting at 4:50 PM by DPW Neumeier. The motion was seconded by Commissioner Schoenike. The motion carried.

