

PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, October 3, 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

Member(s) absent: John Moore, Ken Schoenike

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

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

2. Approval of Minutes.

a. Approve Minutes from September 5, 2024 Meeting

Avanzi made a motion to approve the minutes from September 5, 2024 Meeting. Seconded by Jensen. The motion passed unanimously.

3. Public Hearing.

a. Public Hearing - Special Exception to allow for professional office use at 500 Hendricks Ave

Director Kittel provided an overview of the request. The space is to be used for office use like the previous use of the space. There is enough on-site parking to accommodate the use. Only a few residents reached out on this request with no concerns presented only clarification on the proposed use. No one from the public provided comment during the hearing.

4. New Business.

a. Special Exception Request-500 Hendricks

Neumeier made a motion to recommend to the Common Council, approval of the Special Exception submitted for office space at 500 Hendricks with the following conditions:

- No offsite parking is to be used for the day-to-day operations of the business -All ordinances are to be followed
- Yearly inspection done by Community Development Department or other designee to ensure compliance. If the ownership or proposed use changes, the applicant/property owner needs to go through the process again.

Second by Feller. The motion passed unanimously.

b. Certified Survey Map Review - 172/176 Raught St

Director Kittel introduced the CSM. This CSM is to combined two lots into one and would eliminate a lot that is too small to build on by current zoning regulations.

Avanzi made a motion to approve the Certified Survey Map Combining all of Lot 6 and the Southeasterly one-half of lot 8 Block "f" Black's Plat of part of private claim 33 in the City of Kaukauna and recommend the same to Common Council. Seconded by Jensen. The motion passed unanimously.

c. Park Donation Review-Tree

A tree donation has been received for a tree with plaque along the fox river at either Thilwerth or Riverside park.

Thiele made a motion to approve the park donation and directed staff to work with the donor on a final location along the fox river. Seconded by Neumeier. The motion passed unanimously.

d. Special Exception Request-152 Plank Rd

Director Kittel introduced the special exception request at 152 Plank road for an assisted living service. The units adjacent to this one are used for this purpose with existing special exceptions recently granted. The applicant is the same for the other units as well. Recently their have been an increase in the number of service calls for Police to the other units and this will need further review to ensure that adding an additional unit would not negatively impact the area. Staff recommends holding a public hearing to collect

additional information from surrounding residents before making a recommendation to Common Council on this item.

Neumeier made a motion to schedule a public hearing for November 7, 2024 at 4:00 PM in the City Council Chambers and send notice to the newspaper and parties of interest to collect feedback from residents, notices to be sent to property owners/residents within 100ft of property. Seconded by Feller. The motion passed unanimously.

- e. Preliminary Plat Review-Parcel 325023905, 030019600 and part of 030019000

Director Kittel introduced the preliminary plat. This would add 13 Residential, two family lots and one Commercial lot. This would be phase 1 of a larger development to loop the new road to Killan drive. The proposed layout includes a temporary turnaround at the end of the road as the final phase is being planned. The developer has first right of refusal on the property needed for the next phase and is expecting that to happen in a few years.

Commissioner Avanzi inquired about utilities and wants to ensure that before the final plat comes forth a plan is in place to loop the water to this area as well as ensuring the easement for water/sewer that is needed is only for those two utilities. Commissioner Neumeier would like to also see documentation on the connection to CE from the county and the road fully mapped out before the final plat is approved.

Neumeier made a motion to approve the preliminary plat with the conditions of documentation is presented from the county on the connection on CE would be approved and have the right of way for the future road mapped before final approval and recommend the same to common council.

Seconded by Jensen. 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 4:46pm.