

**PLAN COMMISSION**

City of Kaukauna

**Council Chambers**

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, April 23, 2026 at 4:00 PM

**MINUTES**

**In-Person in Council Chambers**

John Moore 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

Members Absent: Mayor Tony Penterman

Other(s) Present: Associate Planner Adrienne Nelson, Times Villager  
Reporter Brian Roebke

Thiele made a motion to excuse the absent member. Seconded by Jensen.  
The motion passed unanimously.

2. Approval of Minutes

- a. Approve Minutes from April 9, 2026

Feller made a motion to approve the minutes from April 9, 2026.  
Seconded by Schoenike. The motion passed unanimously.

3. Old Business

- a. None

4. New Business

- a. Extraterritorial CSM Review – Town of Buchanan

Associate Planner Nelson presented the Extraterritorial CSM Review for the Town of Buchanan. Scott Andersen, surveyor, submitted an updated certified survey map on behalf of James and Beth Verbeten, owners of parcels 030062307, 030063500, and 030062304. The original CSM was approved at the Plan Commission meeting on April 9, 2026. The CSM has since been updated at the request of Town of

Buchanan staff to include the entire parent parcels. The affected parcels fall within the extraterritorial review area of the City of Kaukauna, which is why the CSM was brought before the Plan Commission.

City staff was initially recommending approval with the condition that an access restriction is added to the small strip of land connecting Lot 3 to Simm Drive. However, Neumeier informed Nelson prior to the meeting that the Town of Buchanan requested additional changes made to the CSM on the town's end. As a result, city staff recommended no action to be taken at the time.

Moore asked if the CSM would be brought back to the Plan Commission once the requests were figured out at the Town of Buchanan. Nelson confirmed that the CSM would be brought back to the Plan Commission.

Thiele asked if there are current plans to annex the parcels to the city. Nelson stated that there are no intentions of annexing that she is aware of.

b. Annexation Petition Review – Verbeten Development

Associate Planner Nelson presented the annexation request for unanimous annexation of parcels 030062307 and 030063500 from the Town of Buchanan to the City of Kaukauna. The property would default to Residential Single-Family for zoning if the annexation is approved, which is compliant with the City's comprehensive plan. The property can be serviced with water and sewer by the City, and the request for annexation is being made to support a future neighborhood development.

Staff recommended approval to the Common Council with the conditions that the CSM creating 4 lots from parcels 030062307, 030063500, and 030062304 is approved and that the Wisconsin Department of Administration review is completed prior to review and action by the Common Council.

Moore asked if the annexation would change if the CSM changed. Neumeier stated that depending on the changes with the CSM, the boundaries for the annexation might change as well. Neumeier stated that it would be more likely for the CSM to change than the annexation.

Neumeier asked if there would be any timing issues from waiting to take action on the annexation. Nelson stated that there would not be any issues. Neumeier suggested that no action be taken so that the annexation and CSM could appear concurrently.

Thiele asked if the potential need for additional city staff was accounted for with the annexation. Neumeier stated that the revised garbage routes accounted for the potential annexation and that the police and fire departments looked at the impact of the annexation in their review.

5. Other Business

- a. None

6. Adjourn

Thiele made a motion to adjourn the meeting. Seconded by Jensen. Motion passed unanimously. The meeting adjourned at 4:15 p.m.

