



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission
From: Dave Kittel, Director of Planning and Community Development
Date: 5/14/2025
Re: Resource Guide

This memo is meant to provide Plan Commission Members with the basic documents and information to assist you in your role as a member of the Plan Commission. Most of the items can be found online and will have direct link from this memo. If there are resources or sources that are not electronic, the memo will provide instruction on how to access the information most easily.

Roles and Responsibilities:

The Plan Commission, an advisory body to the local governing body, plays a crucial role in guiding community development by preparing and administering a comprehensive plan, managing land use codes, and making recommendations on land use issues among other responsibilities. For the City of Kaukauna chapter 1.31 of the municipal code lays out the format, organization and matters referred to the Plan Commission

https://kaukauna.municipalcodeonline.com/book?type=ordinances#name=1.31_City_Plan_Commission

Wisconsin [state statute 62.23](#) also provides information on the powers of a plan commission.

City of Kaukauna Resources:

- City Website – Links to all ordinances, resolutions, agendas, minutes, and data on the village can be found at our home page - <https://kaukauna.gov/> . For quick access to meeting minutes and agendas please use this link <https://kaukauna->

wi.municodemeetings.com/. As you navigate the site, should you have suggestions for additional information or better presentation of information, please do not hesitate to contact the city staff.

- Code of Ordinances – The Municipal Code as it is currently codified can be found here:

https://kaukauna.municipalcodeonline.com/book?type=ordinances#name=Chapter_1_GENERAL_PROVISIONS

- o Special attention should be paid to [Chapter 17](#), this is chapter covers zoning and it details out each district, allowed uses, setbacks, etc...

- o For Performance Standards for Industrial Development see [Ch 17.38](#), and additional requirements such as landscaping are in [Ch 17.52](#).

- Comprehensive Plan - In general terms, a comprehensive plan is long range planning document that guides the growth pattern of the City. City officials rely on the comprehensive plan to help them make decisions on how the physical development of the City should occur. The current plan can be found here:

<https://kaukauna.gov/wp-content/uploads/2016/06/full-plan-final.pdf>

- Strategic Plan – In 2023, the City's Common Council and staff worked to draft the City's first ever Strategic Plan. The City of Kaukauna 2024-2026 Strategic Plan is meant to serve as a road map for where the City is strategically headed over the next 3 years. The executive primer and other information can be found here:

<https://kaukauna.gov/wp-content/uploads/2024/10/Strategic-Plan-version-for-web.pdf>

Other Resources:

- Plan Commission Handbook- The Plan Commission Handbook is designed to assist the plan commission, local government officials and citizens in understanding the roles and responsibilities of the plan commission and related decision-making standards. PDF download available at: <https://www.uwsp.edu/cnr-ap/clue/Pages/publications-resources/PlanCommissions.aspx>

- Center for Land Use Education- The Center for Land Use Education (CLUE) is a joint venture of the College of Natural Resources at the University of Wisconsin - Stevens Point and the University of Wisconsin - Madison Division of Extension. It is a focal point for land use planning and management education.

<https://www.uwsp.edu/cnr-ap/clue/Pages/default.aspx>

- Zoning Ordinances Basic information:

https://www.uwsp.edu/cnrap/clue/Documents/Zoning/Zoning_Ordinances.pdf

- A short 10-minute video on Variances this provides a great overview of the process and laws governing Variances. https://www.youtube.com/watch?v=r_HcyUAlmuo

- A webinar on the Role of the Plan Commission from the Center for Land Use Education: <https://www.youtube.com/watch?v=x9TUhnpcCYY>

Conclusion: This is not meant to be an exclusive list of resources for your position. Should you have questions or recommendations, please contact myself or other staff as appropriate.

Sincerely,



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