

PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, May 8, 2025 at 4:00 PM

MINUTES

In-Person

Mayor Penterman 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, Pennie Thiele, Mayor Tony Penterman

Absent: Ken Schoenike

Other(s) Present: Planning and Community Development Director Dave Kittel, Associate Planner Adrienne Nelson, Times Villager Reporter Brian Roebke

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

2. Approval of Minutes

a. Approve Minutes from April 17, 2025

Moore made a motion to approve the minutes from April 17, 2025. Seconded by Feller. Motion passed unanimously.

3. Old Business

a. Sign Ordinance Update

Director Kittel re-introduced the discussion on updating and reorganizing the city's sign ordinance. In March, direction was given to staff by Plan Commission to move forward with efforts to clean up and organize the sign ordinance with the goal of making the ordinance easier to understand and locate within the municipal code. Currently, regulations related to specific types of signage are found in 17.03, the definition section. Staff is suggesting moving signage regulations out of section 17.03 and moving additional sign and billboard information out of section 17.32 in order to create a sign code specific chapter within the zoning code called section 17.33.

Kittel explained that the next change suggested by staff is to update the language and format for signage in each individual zoning district. The first district being looked at by staff is the CCD (Commercial Core District). The draft format uses existing regulations but removes unnecessary verbiage with the goal of providing clarity on what is allowed for each type of signage. Staff is also proposing removing the CCD's limitation on one sign per wall of a building fronting a street or public way and instead allowing for multiple signs, with the caveat that signs are limited to 15% of the wall area. This is helpful in the case of buildings that have two storefronts, and it allows each business located in a building to have their own sign, provided that the total amount of signage does not exceed 15% of the wall area.

Kittel added that another suggestion by staff is to allow properties in the CCD that meet the requirements of the CHD (Commercial Highway District) to apply for signage in compliance with CHD signage requirements with approval of the Plan Commission. Kittel showed on a map the properties in the CCD that meet the size requirements of the CHD. He explained that, although there are several properties that meet the size requirements for CHD, only a few meet the setback requirements. Because of this, only a handful of properties could realistically take advantage of this opportunity: Kwik Trip, Wellness 360, McDonald's, and two apartment complexes. Plan Commission would ultimately have final say on whether signage is approved in these instances. At this time, staff is seeking feedback on how to proceed.

Moore asked if houses within the CCD would be able to apply for signage.

Kittel explained that houses would not be able to apply for signage because of their residential status, but that additional language could be added to clarify this.

Moore asked about buildings within the CCD where businesses are located on the first floor and rentals are located on the second floor. Would those rentals be able to display signs, perhaps in their windows?

Kittel stated that rentals would not be able to. These restrictions would apply strictly to commercial users.

Moore requested that this detail be further clarified in the ordinance. He also asked how the ordinance section would be relabeled.

Kittel explained that parts of section 17.03 and 17.32 would be moved to a new section in 17 called section 17.33.

Moore asked if this would be coming back before the Plan Commission before approval.

Kittel answered that it would be, and that it will need to go before the Legislative Committee and Common Council as well before final approval.

No motion made.

4. New Business

a. Rezoning Request – Parcel 322111500

Director Kittel introduced the proposed rezoning request for parcel 322111500. The proposal is to rezone this parcel from IND (Industrial) to CHD (Commercial Highway District). Upon review of the city's comprehensive plan, staff discovered that this parcel was always planned to be zoned CHD. At the time that this property was annexed into the City of Kaukauna, it was part of a larger parcel that was brought in as IND, and that zoning was never changed. Someone is now interested in purchasing the parcel and they are requesting that it be rezoned to CHD to allow for development outside of industrial use.

Moore asked what the different requirements between IND and CHD are regarding development.

Kittel explained that the change in zoning would allow for different uses of the property, such as for restaurants, health services, or financial services. Despite the size of the parcel, it is not conducive to industrial development because of the existing wetlands. CHD structures can be built on smaller parcels and therefore would be more conducive to commercial highway development. Light manufacturing is still allowed in the CHD as a special exception.

Neumeier made a motion to approve the rezoning of parcel 322111500 from IND to CHD and to recommend the same to the Common Council. Seconded by Moore. Motion passed unanimously.

b. Certified Survey Map Review – Parcel 322111500

Director Kittel introduced the proposed certified survey map for parcel 322111500. This CSM would divide the parcel into four lots, with one those lots being designated as an out lot. This will help with the future development of the land.

Moore asked if the lots created from this division, specifically lots 2 and 3, would be large enough for development. He also inquired further about the purpose of the out lot.

Kittel stated that lots 2 and 3 would be large enough for development. The out lot will allow for one right-of-way acquisition for the WisDOT improvement project. This right-of-way acquisition would be handled separately from the current CSM request.

Moore inquired as to why WisDOT selected this lot. They usually select an area closer to the intersection.

Kittel stated that the out lot is located in the lowest section of the parcel, and it will be the easiest one for the WisDOT to work with.

Moore made a motion to approval the certified survey map creating four lots for the Van Epern Family Trust. Seconded by Thiele. Motion passed unanimously.

c. Park Donation – Location Change Request Ben Bay Bench

Associate Planner Nelson introduced a request by Benjamin Bay to change the location of his donated bench from the Locks Trail to Quarry Point Park. His bench has been ordered but has not yet been installed. The Public Works Department has already confirmed that a bench could be installed at Quarry Point Park.

Moore made a motion to approve the change in location from the Locks Trail to Quarry Point Park for Benjamin Bay, as the bench has not yet been installed, and direct staff to work with the donor to finalize the location of the bench. Seconded by Neumeier. Motion passed unanimously.

d. Site Plan Review – 1900 Tower Drive

Director Kittel introduced the site plan for the creation of a 30,000 square foot warehouse for Quick Transport for their property located at 1900

Tower Drive. The warehouse will be located at the rear of the property. Quick Transport is also proposing adding a third driveway onto Tower Drive. This would improve truck traffic and allow for better maneuvering. The proposed driveway is located far enough away from the existing driveway to not be a cause for concern. Staff has reviewed the plan and confirmed that it is in compliance with all covenants and meets all requirements set forth in city ordinance. The site plan has been approved by the Industrial Park Commission.

Jensen made a motion to approve the site plan as presented with the condition that, prior to issuance of building permits, Stormwater and Erosion Control permits must be obtained from the Engineering Department. Seconded by Feller. Motion passed unanimously.

e. 14.07 Ordinance Amendment

Associate Planner Nelson introduced the proposed ordinance amendment for section 14.07 of the municipal code. This amendment would require surveys for new buildings and additions or as deemed necessary by staff, which would help prevent future issues with permitting for items such as sheds or fences.

Director Kittel added that the vast majority of contractors who apply for permits through the city already submit surveys, but there are some that do not. This amendment would save staff hours of time as well as help ensure compliance with wetland restrictions.

Mayor Penterman asked for clarity on what new builds this amendment would apply to. Would it apply for constructing something simple, such as a shed?

Kittel clarified that this amendment is meant for new buildings and additions. Additional language can be added to further clarify this.

Neumeier stated that he liked the concept. He asked what would happen if plans changed over the course of the project. Would contractors be required to submit an updated survey?

Jensen stated that staff would need an updated survey. Staff already require updated documents if changes are made.

Moore made a motion to recommend that staff pursue this ordinance change. Seconded by Neumeier. Motion passed unanimously.

f. 17.51 Ordinance Amendment

Director Kittel introduced the proposed ordinance amendment for section 17.51 of the municipal code. This amendment would bring the city's municipal code into compliance with a change in state law that states that a zoning amendment only requires approval by a simple majority of a quorum of the members-elect. This amendment also changes the fee requirement from \$25.00 to "as set by the City Council by resolution from time to time".

Moore asked if all city fees are currently set by resolution.

Kittel explained that some fees are, particularly the newer fees. Staff eventually want to have all fees set by resolution and located in an index for reference. This would make them easier to find as well as to adjust when necessary.

Thiele made a motion to recommend approval of the updates to 17.51 to the Legislative Committee. Seconded by Moore. Motion passed unanimously.

g. Park Donation Updates

Associate Planner Nelson introduced the proposed update to the park donation policy guidelines. This update would increase the price for bench donations from \$1,200.00 to \$1,500.00 as well as add additional donation options. Language and layout of the policy guidelines would also be updated.

Director Kittel added that prices for the benches that the city orders have increased, not to mention prices for the plaque, the concrete pad, and staff time. The intent is to review costs annually to ensure that the city is able to breakeven.

Moore suggested that prices be set annually by the Planning and Community Development Department with approval from the Common Council in order to streamline the process and avoid giving out estimates. Staff should decide whether the plaque is considered in the overall price.

Mayor Penterman stated that he appreciated the wider variety of donation options, but had questions as to who would maintain some of the items listed, such as the planters.

Kittel explained that, for now, the city planters fall to the Planning and Community Development Department to take care of. Staff, however, is working to formulate a new program for planter maintenance.

Moore made a motion to increase the park bench donation fee to \$1,500.00 and to recommend to Common Council that the Planning and Community Development Department be given permission to establish on an annual basis the donation prices, to include the product, plaque, and installation. Seconded by Neumeier. Motion passed unanimously.

h. Temporary Construction Easement – Wolfinger Apartments

Director Kittel introduced the requested temporary construction easement for Wolfinger Apartments in Combined Locks. They will need to utilize part of a city pond by Jonen Park to do some grading.

Thiele asked if this would in any way damage the current pond.

Neumeier stated that the pond would only receive drainage from what falls on the backyards and patios of the planned development. Water from the gutters is directed away from this drainage area.

Moore asked if the city would be able to handle the additional water.

Neumeier explained that the city handles more water from this area currently than what will be handled after the development is complete.

Thiele made a motion to approve the temporary construction easement for Wolfinger Apartments. Seconded by Feller. Motion passed unanimously.

i. Park Donation Application Review – Penterman Bench

Associate Planner Nelson introduced the donation request from Tony Penterman for a bench to be installed at the Kaukauna Municipal Pool in memory of Jeff Wittman. The bench would be in the City of Kaukauna's standard bench style and would include a plaque.

Thiele made a motion to approve the park bench donation for Tony Penterman in memory of Jeff Wittman with the condition that staff work

with the donor to finalize the location of the bench. Seconded by Moore. Mayor Penterman abstained. Motion passed unanimously.

5. Other Business

a. None

6. Adjourn

Moore made a motion to adjourn the meeting. Seconded by Neumeier. Motion passed unanimously. The meeting adjourned at 5:02 p.m.

