

PLAN COMMISSION

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



Thursday, October 06, 2022 at 4:00 PM

MINUTES

1. Roll Call.

Members Present: Avanzi, Feller, Thiele, DPW Neumeier, Mayor Penterman, PCDD Stephenson

Other(s) Present: AP Lily Paul, Jim Sehloff of Davel Engineering, Brian Roebke of the Times Villager

Member(s) Absent: Moore, Schoenike

A motion was made by Thiele to excuse the absent members. The motion was seconded by Avanzi. The motion passed unanimously.

2. Approval of Minutes.

- a. Approve Minutes from September 8, 2022 Meeting

Feller made a motion to approve the minutes from September 8, 2022 meeting. Motion seconded by Thiele. The motion passed unanimously.

3. Old Business

- a. Petition for Unanimous Annexation – Parcel(s) 030067904

The applicant has withdrawn his request.

No action taken.

4. New Business

- a. Park Donation Application Review – River Heights Condo Association

AP Paul presented a donation application for River Heights Condo Association, who wants to install stairs from their property leading down to the Nelson Heritage Trail. AP Paul was seeking advice on whether the stairs should stay private or make them public since they will be installed on city property. Another thing that was noted is the deed the railroad has on the trail property. Direction was given to AP Paul to discuss with the Condo Association that the stairs would have to be a public amenity, and an easement on the edge of their property would be put in place to give an outlet out to a sidewalk/street.

A motion was made by DPW Neumeier to table the item until AP Paul discussed with River Heights Condo Association a plan to create a public outlet. Thiele seconded the motion. The motion passed unanimously.

b. Ordinance Update – Landscaping

AP Paul presented updates to the landscaping ordinance that were requested to be added/changed. That language was creating a 5 foot buffer around public utilities so maintenance workers can access them easily. Also, reiterating that the landscape plans are at the discretion of the plan commission. There was further discussion whether the 5 foot buffer around public utilities was enough. A suggestion of 8 feet clearance from the front of the utilities was made. Another comment was made in regards to dumpster screening. The current language requires screening on three sides. A gate on the front of the dumpster should be added to the language.

No action was taken.

c. Preliminary Plat Review –Bluestem Meadows 3

AP Paul presented the Preliminary Plat for Bluestem Meadows 3. This was received from Davel Engineering. The plat shows extensions of existing roads which creates ample traffic flow within the subdivision. There are 59 Residential Single Family lots over 29.4 acres. Lots 67-70 are un-buildable until such time as the future Haas Road is dedicated and improvements are accepted by the City of Kaukauna. Utility and Drainage easements will be submitted with the Final Plat. Comments made were to eliminate the two portions of land between lots 98 & 99 and 102 & 103 and create two 20 foot wide access easements instead of the city owning the land. Temporary turn-around will need to be added, and a floodplain amendment will have to be approved by FEMA in the final plat.

A motion was made by Avanzi to approve the Bluestem Meadow 3 Preliminary Plat and recommend the same to council. Thiele seconded the motion. The motion carried unanimously.

d. Preliminary & Final Plat Review – Hurkman Heights 4

PCDD Stephenson reviewed the Hurkman Heights 4 Preliminary Plat which offers a new secondary exit from the subdivision: Golden Way. This offers better traffic circulation and relieves the safety concerns of a long cul-de-sac. For the purposes of construction, a temporary hammer head turnaround will be accepted at the end of Ben's Way.

A motion was made by DPW Neumeier to approve the preliminary plat for Hurkman Heights 4 with the following conditions:

- Outlot 1, the four (4) foot strip of land between Golden Way and Lot 72 will be deeded to Lot 72
- DNR Permitting is obtained for new road extension, Golden Way

Thiele seconded the motion. The motion passed unanimously.

5. Other Business.

There was no other business.

6. Adjourn.

Thiele made a motion to adjourn the meeting. Avanzi seconded the motion. Motion adjourned at 4:32 PM.