



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
From: Jessica Buettner, Planning Assistant
Date: October 27, 2026
Re: City of Kaukauna Tree Planting and Replacement Policy and Park
Donation Policy Guidelines Update

A memorial tree donation was made from Nancy Zornow in honor of Dennis “Zip” Zornow in 2022 located in the Konkapot and Horseshoe Valley area near the bench that was previously donated in 2021. Nancy came in on July 29, 2026 to notify the Planning & Community Development Department that the Spring Snow Crabapple tree that was donated was destroyed by deer and asked to have two new trees planted with fencing to prevent damage.

After discussion with the Associate Planner and the Department of Public Works Superintendent, the City of Kaukauna Tree Planting and Replacement Policy and the Park Donation Policy Guidelines online document were reviewed to consider updates.

It was decided that a time limit is defined in the Useful Life sections of the policies, and that this language be added: “Donated trees will be replaced by request at no cost to the donor for up to three years after planting in the event that the tree dies. This is a one-time replacement offer and does not apply in the event that the replacement tree dies.”

Staff Recommendation

Staff recommend approval of the policy updates with the condition that staff will work with the donor to clarify tree replacement and protective measures to prevent damage to the tree.