

# PLAN COMMISSION

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



Thursday, July 20, 2023 at 4:00 PM

## MINUTES

### 1. Roll Call.

Members present: Giovanna Feller, DPW John Neumeier, Mayor Tony Penterman, Ken Schoenike

Member(s) absent: Michael Avanzi, John Moore, Pennie Thiele

Other(s) present: AP Lily Paul, PCDD Joe Stephenson, Brad Rymer from Vierbicher, Doug Woelz from McMahon, interested citizens.

Neumeier made a motion to excuse the absent members. Feller seconded the motion. The motion passed unanimously.

### 2. Approval of Minutes.

#### a. Approve minutes from June 8, 2023 Meeting

Feller made a motion to approve the meeting minutes from June 8, 2023. Schoenike seconded the motion. The motion passed unanimously.

### 3. New Business.

#### a. Park Donation Application Review - Lower Grignon Park

AP Lily reviewed a centennial blush magnolia tree donation requested to be placed in Lower Grignon Park. The tree donation is in memory of Rebecca Verbeten, and donated by classmates. Lily will work with the donors and family to pick the right spot for the tree and set up a planting ceremony.

Schoenike made a motion to approve the tree donation and grant staff to work with the family to pick a more precise location and arrange a planting ceremony. Neumeier seconded the motion. The motion passed unanimously.

#### b. Park Donation Application Review - Locks Trail

AP Lily brought forward an Autumn Blaze maple tree donation requested on the Fox Locks Trail. The tree is donated by the Koch family in memory of Troy Skalmusky. Lily may have to work with the Fox River Navigational System Authority to gain access to an appropriate spot for planting.

Neumeier made a motion to approve the tree donation and grant staff to work with the family to pick a more precise location. Feller seconded the motion. The motion passed unanimously.

c. Facade Ordinance

PCDD Stephenson went over new façade requirements for Commercial, Business, Institutional and Multi-family zoning districts. This code is looking to eliminate corrugated metal/standing seam metal panels, specifically. All these zones shall have at least 10% masonry on sides that face public streets, while Commercial Core District shall require at least 25%. Also, CCD requires a Certificate of Appropriateness in instances where the façade is altered significantly. Industrial Zoning codes and covenants specify the requirements in those districts.

Feller made a motion to approve the façade ordinance and recommend the same to the Legislative Committee. Schoenike seconded the motion. The motion passed unanimously.

d. Certified Survey Map Review - Lots 117, 118, & 119 of Blue Stem Meadows 3

AP Paul presented a 3 Lot Split CSM for a recently created subdivision, Blue Stem Meadows 3. The reason for this CSM is to create one more parcel/lot on White Dove Lane within this subdivision. The construction of "Cottage Style" houses are proposed to be built here and the lot size requirements are not as large as the original lot sizes. This style of house is geared toward retired people that want less maintenance. This CSM meets all zoning code requirements.

Neumeier made a motion to approve the 3 Lot Split Certified Survey Map and recommend the same to the Common Council. Schoenike seconded the motion. The motion passed unanimously.

e. Certified Survey Map Review - Lots 119, 120, 121, & 122 of Blue Stem Meadows 3

AP Paul presented a 4 Lot Split CSM for a recently created subdivision, Blue Stem Meadows 3. The reason for this CSM is to create one more parcel/lot on White Dove Lane within this subdivision. The construction of "Cottage Style" houses are proposed to be built here and the lot size requirements are not as large as the original lot sizes. This style of house is geared toward retired people that want less maintenance. This CSM meets all zoning code requirements.

Neumeier made a motion to approve the 4 Lot Split Certified Survey Map and recommend the same to the Common Council. Feller seconded the motion. The motion passed unanimously.

f. Certified Survey Map Review - Legacy Creekside Apartments

PCDD Joe Stephenson reviewed a Lot Split CSM for Legacy Creekside Apartments. This parcel, located in Commerce Crossing, is split by a navigable stream and the CSM is creating two lots from that natural split. Foundations for the Multi-family

development have already been poured, and this adjustment will not affect setbacks. The CSM meets all zoning code requirements.

Schoenike made a motion to approve the Lot Split CSM for Legacy Creekside Apartments and recommend the same to the Common Council. Neumeier seconded the motion. The motion passed unanimously.

g. Extraterritorial Review - Certified Survey Map; Parcel 130044800 Town of Kaukauna

AP Lily showed a 4 Lot CSM from a large parcel, number 130044800, in the Town of Kaukauna. 3 parcels, ~1+, ~2+ and ~3+ acres, are created with the Rural Residential Zone and are a part of the Legacy Acres plat directly north. The remaining acreage, or Lot 4, equals around 43 acres and cannot be built on until adequate road frontage is provided.

Feller made a motion to approve the 4 Lot CSM in the Town of Kaukauna and recommend the same to the Common Council. Schoenike seconded the motion. The motion passed unanimously.

h. Extraterritorial Review - Final Plat; Legacy Acres

AP Lily brought the Final Plat of Legacy Acres forward. The Preliminary plat was reviewed and approved previously. There have been no changes to the plat. This is Rural residential zone, each lot is 1 acre or more and will have their own wall and septic.

Neumeier made a motion to approve the Final Plat for Legacy Acres and recommend the same to the Common Council. Feller seconded the motion. The motion passed unanimously.

4. Other Business.

Staff will encourage subdivision developments to have mixed residential zoning.

5. Adjourn.

Schoenike made a motion to adjourn the meeting. Neumeier seconded the meeting. Motion passed unanimously. Meeting adjourned at 4:23 PM.