



PLAN COMMISSION

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

Thursday, February 17th, 2022 at 4:00 PM

MINUTES

HYBRID MEETING (May attend in-person or via Zoom)
In-person in Common Council Chambers, City of Kaukauna
Remote Attendance option available via Zoom

1. Roll Call.

The Meeting was called to order by Mayor Penterman at 4:00 PM.

Members Present: Mayor Penterman, , Commissioner Avanzi, Alderperson Moore (District 2), Alderperson Thiele (District 4), PCDD Stephenson and DPW Neumeier.

Members Absent: Commissioner Feller and Schoenike

A motion was made by Alderperson Moore to excuse the absent members. The motion was seconded by Alderperson Thiele. The motion carried.

2. Approval of Minutes.

a. Approve Minutes of January 20th, 2022 Meeting

A motion was made by Alderperson Moore to approve the minutes of January 20th, 2022, meeting. The motion was seconded by DPW Neumeier. The motion carried.

3. Old Business.

No old business to discuss.

4. New Business.

a. Extraterritorial Review – Wolfinger Subdivision – Phase 1

PCCD Stephenson gave a background on the preliminary plat for phase 1 of Wolfinger Subdivision. This plat is in the town of Buchanan and the City of Kaukauna exercised its right to review the plat.

The Plan Commission entered into a conversation with the following being discussed:

- Lot 1 access off of De Bruin Road
- The ability for the developer to stub in all partial roads.

- Green Haven Lane needs to be maintained to provide cross connection between the subdivisions.
- Sidewalk and bike path plans within the development.
- Darboy vs Kaukauna Utility services.
- The boundary agreement between Kaukauna and Town of Buchanan.

A motion was made by DPW Neumeier to approve Phase 1, Extraterritorial Preliminary Plat Review, of Wolfinger Subdivision and recommend the same to the Common Council with the following conditions:

- Additional phases of the subdivision shall submit a plat for extraterritorial review by the City of Kaukauna.
- A Street connection between Fieldcrest Dr and De Bruin Rd is provided by the development.

The motion was seconded by Alderperson Thiele. The motion carried.

b. Repeal and Replace of Ordinance – Chapter 18 – Subdivision and Platting Regulations

PCDD Stephenson gave a background on the ordinance update to the City's subdivision code.

The Plan Commission entered into a conversation with the following being discussed:

- Utilities language throughout needs to be reviewed by Kaukauna Utilities.
- Cul Du Sac requirements.

A motion was made by Alderperson Thiele to table the subdivision code and allow staff to coordinate with Kaukauna Utilities to update the utility language in the ordinance. The motion was seconded by Commissioner Avanzi. The motion carried.

c. Approval of New Ordinance – Section 17.49 – Public Notification

PCDD Stephenson gave an update on the ordinance to codify additional public notification requirements that will help to keep the public informed of certain zoning changes.

The Plan Commission entered into a conversation with the following being discussed:

- The best time to send the mailing to residents.
- The number of feet away from a development the mailing should be sent.
- When to place the notification sign on the property.

A motion was made by Alderperson Moore to table the ordinance to allow staff to make the discussed changes and bring back the ordinance with those changes. The motion was seconded by DPW Neumeier. The motion carried.

5. Other Business.

The Plan Commission would like to discuss at another meeting, electric vehicle charging stations at personal residence.

6. Adjourn.

A motion was made to adjourn the meeting at 4:56 PM by Commissioner Avanzi. The motion was seconded by Alderperson Moore. The motion carried.

