

PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, January 22 at 4:00 PM

MINUTES

In-Person in Council Chambers

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, Ken Schoenike, Pennie Thiele, Mayor Tony Penterman

Others Present: Associate Planner Adrienne Nelson

2. Approval of Minutes

a. Approval Minutes from January 8, 2026

Avanzi made a motion to approve the minutes from January 8, 2026.
Seconded by Moore. The motion passed unanimously.

3. Old Business

a. None

4. New Business

a. Wellness 360 – Signage Request

Associate Planner Nelson presented the signage request submitted by Sydney Hummell, owner of Wellness 360, which is located at 500 Lawe Street. This property is zoned Commercial Core District. Per section 17.20 of the Municipal Code, properties that the lot dimensions meet the requirements of 17.22 may follow the sign requirements of that district by Plan Commission approval of the sign type, size, and location for each requested not to exceed 300 square feet in size per sign. The property located at 500 Lawe Street meets the minimum dimensional requirements and the signage would be allowed, pending Plan Commission approval. The signage application submitted is for a 204"x34" wall sign, or about 50 square feet. The drawing is attached

for reference. Staff is recommending approval of the signage request with the condition that the signage permit application is approved by staff.

Jensen asked for clarity on where this new sign will be located. Will it be going on the back side of the building? He also asked if the existing sign would be staying.

Nelson confirmed the location and that the existing sign would remain.

Neumeier asked if any of the existing landscaping would be affected. He recalled that there used to be some juniper bushes that screened the utilities located under the proposed new sign. There is only a tree there now, will that be going away to make sure the sign is visible? It's not a requirement, but he would like Wellness 360 to look into screening the utilities.

Jensen pointed out that it might be a good idea to set the shrubs and trees back to allow for accessibility to the utilities for maintenance purposes.

Nelson agreed to talk to Hummell about screening with the understanding that it is not a requirement for approval.

Avanzi made a motion to approve the signage request with the condition that the signage permit application is approved by staff. Seconded by Moore. The motion passed unanimously.

b. Rezoning Request – KASD

Associate Planner Nelson introduced the rezoning request submitted by the Kaukauna Area School District in collaboration with Point of Beginning. They submitted an application to rezone Lot 1 of their proposed certified map from Residential Single-Family to Institutional for the construction of a new middle school. Although schools are a permitted use in the Residential Single-Family District, the height of all permissible principal uses and structures are limited to 35' within that

district. By rezoning to Institutional, the middle school can be constructed to the proposed height of 45'6". Staff is recommending approval of the rezoning request to Common Council. A class two notice has already been sent out and, although it is not required by ordinance, staff usually sends out a notice to all residents located within 200' of a rezoning as a courtesy.

Moore asked if the notice goes to all landowners within 200', even those that don't have residents located on the property.

Nelson explained the process of how notices are mailed out to property owners. Letters are sent to whatever properties are located within 200' of the property line of the property being rezoned, whether residential or commercial.

Feller asked for further clarification. Would letters be sent to property owners within 200' of the school?

Nelson explained that letters would be sent out to property owners within 200' of the lot line of the property the school will be built on, not from the school itself.

Thiele commented that she spoke with Associate Planner Nelson and clarified what is being approved. She wants to make clear that what the Plan Commission is approving to rezone is only the parcel being presented, as shown in the map. The abutting lots will not be rezoned.

Nelson confirmed that only Parcel 1 on the map will be rezoned.

Neumeier made a motion to recommend approval of the rezoning request to Common Council and to direct staff to send out notices to property owners within 200' of the rezoning. Seconded by Thiele. The motion passed unanimously.

c. Site Plan Correction – KASD

Associate Planner Nelson introduced the corrected site plan application submitted by the Kaukauna Area School District in collaboration with Point of Beginning. The original site plan application, which was reviewed by Plan Commission on December 18, 2025, listed the following parcel numbers: 325050100, 323246700, 323246700, 3232246600, 323246500, 323246400, and 323246300. In short, 323246700 was listed twice, there was confusion on the inclusion of 325050100 which is the site of the high school, and 323246300 was listed even though it is not owned by the school and not a part of this project. On January 8, 2026, Plan Commission amended their motion approving the site plan with conditions, to include an additional condition requiring the submission of a corrected site plan. The corrected site plan is attached to the memo and listed the following parcel numbers: 323246400, 323246500, 323246600, 323246700, and 323246800. It also listed 325050100, the site of the high school, because of the planned connection between the middle school and high school pending a finalized easement agreement. Staff is recommending approval of the corrected site plan application as presented.

Discussion was had on how best to make a motion to ensure proper recording of the corrected site plan.

Neumeier made a motion to approve the updated site plan application form as meeting one of the conditions of the December 18, 2025, and January 8, 2026, Plan Commission motions. Seconded by Thiele. The motion passed unanimously.

For clarity, Moore listed the previous motions associated with these meetings. On December 18, 2025, the site plan was approved with the following conditions: prior to issuance of building permits, Stormwater and Erosion Control permits must be obtained from the Engineering Department, the certified survey map (CSM) must be approved by Common Council, formal approval of site plans and access must be obtained from the Kaukauna Fire Department, and the site must be rezoned from RSF to IT. On January 8, 2026, these requirements were amended to the following: prior to issuance of building permits, all

parcel numbers are corrected on the application, Stormwater and Erosion Control permits must be obtained from the Engineering Department, the certified survey map (CSM) must be approved by the Common Council, formal approval of site plans and access must be obtained from the Kaukauna Fire Department, and the site must be rezoned from RSF to IT.

5. Other Business

a. None

6. Adjourn

Avanzi made a motion to adjourn the meeting. Seconded by Moore. Motion passed unanimously.

Meeting adjourned at 4:17 p.m.

Adrienne Nelson, Associate Planner

