

PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, January 8 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 (via Zoom), Ken Schoenike, Pennie Thiele, Mayor Tony Penterman

Others Present: Associate Planner Adrienne Nelson, Times Villager Reporter Brian Roebke, Kaukauna Area School District (KASD) Director of Operations and Finance Chris McDaniel, KASD Superintendent Mike Slowinski, and Point of Beginning Representatives.

2. Approval of Minutes

a. Amend Minutes from December 18, 2025

Item 4a. Façade Review of 1020 W Hyland Avenue (GE Contracting): Neumeier made a motion to strike “grant a variance” and replace with “approve an exception” on the original motion made. Seconded by Thiele. The motion passed unanimously.

Item 4b. Site Plan Review – KASD:

Neumeier made a motion to amend the motion to approve the site plan with the following conditions: all parcel numbers are corrected on the application; storm water erosion control permits must be obtained from the Engineering Department; certified survey map 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 residential single family to institutional zoning. Seconded by Thiele. The motion passed unanimously.

b. Approve Minutes from December 18, 2025

Moore made a motion to approve the December 18, 2025 minutes as amended. Seconded by Feller. The motion passed unanimously.

3. Old Business

- a. None

4. New Business

- a. CSM Review - KASD

Associate Planner Nelson stated that the Kaukauna Area School District, in collaboration with Point of Beginning, has submitted their final CSM for review. The CSM combines five parcels into three parcels for the development of the new middle school. The layout includes land dedication for a roadway connection to Highway 55, which is consistent with previous planning efforts for the future extension of Speedway Lane through the property. Since submission of the preliminary CSM in September, language has been added to require an updated traffic impact study prior to the development of any vacant lots. Utility easements have been added to the final document as well.

Commissioner Thiele asked that going forward CSM's have parcel numbers on the documents to be approved.

Commissioner Neumeier stated that engineering staff has checked the bearings and distances, and everything appears to be correct. The currently shown utility easements are being reconsidered. There are two different routes being considered for the utilities. Engineering is working with Kaukauna Utilities, Point of Beginning, and the school district to choose the route that is going to be the most advantageous to the City and Kaukauna Utilities over time. The City will want to make sure that is finalized ahead of time. There may also be some drainage and stormwater easements required, and the ponds will be on private property. Once the location of the ponds is finalized, there will be a separate easement needed for this. There will also be a water main easement and bridge going through the far east end of the school property and off school property. Those easements will need to be recorded prior to the City approving the CSM.

Neumeier made a motion to recommend the approval of the CSM for the Kaukauna Area School District to the Common Council with the following conditions: that final approval of necessary easements is received from City staff and Kaukauna Utilities; and that the necessary easements on parcel number 030064500, which will allow for a road connection between the middle school and high school, and water main looping, is recorded with Outagamie County. Seconded by Moore. The motion passed unanimously.

5. Other Business
 - a. None

6. Adjourn

Jensen made a motion to adjourn the meeting. Seconded by Neumeier. Motion passed unanimously.

Meeting adjourned at 4:20 p.m.
Christina Nelson, Deputy Clerk

