

PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, September 4, 2025 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, Mayor Tony Penterman

Absent: Pennie Thiele

Other(s) Present: Planning and Community Development Director Dave Kittel, Associate Planner Adrienne Nelson, Brandon Wegner from Mach IV Engineering and Surveying, Zach Moureau from Kaukauna Utilities, Representatives from Consolidated Construction Co. and Bassett Mechanical, Jesse Hall from Keller Inc., Dave O'brien from Bayland Buildings, Inc.

Moore made a motion to excuse the absent member. Seconded by Jensen. The motion passed unanimously.

2. Approval of Minutes

a. Approve Minutes from August 7, 2025

Feller made a motion to approve the minutes from August 7, 2025. Seconded by Neumeier. The motion passed unanimously.

3. Old Business

a. None

4. New Business

a. CSM Review – 1601 E Hyland Avenue (Parcel 322072914)

Kittel introduced the proposed certified survey map for parcel 322072914, owned by Bernatello's. This CSM does not change the property lines, it will remain one lot, but it does clarify and simplify the legal description and easements for the property. The process for this CSM was started over a year ago and it was approved by the Plan Commission at that time, however, the document was never recorded. Bernatello's now wants to move forward with recording that original CSM. Staff is recommending

approval of the certified survey map for parcel 322072914 for Bernatello's Pizza.

Moore inquired about the parcel's odd configuration.

Kittel explained that several items have led to the parcel's odd shape, including previous combinations of the parcel with other properties, a radius caused by the existence of the railroad, and a small amount of property purchased in order to allow access to Badger Road.

Schoenike made a motion to approve the certified survey map for parcel 322072914 for Bernatello's pizza. Seconded by Moore. The motion passed unanimously.

b. CSM Review – Parcels 325021600 and 325021900 (Pool Hill)

Kittel introduced the proposed certified survey map for parcels 325021600 and 325021900. This CSM will help with the creation of Kaukauna Utilities' new water treatment facility. It will create three lots from the two existing lots. Easements are included in the CSM. Staff did not find any issues with the CSM itself, but there will be a change requested for the signature line portion. The city clerk will need to sign off on the CSM, not the director of planning and community development. Staff is recommending approval of the CSM with the condition that the signature line is changed from the director of planning and community development to the city clerk.

Schoenike inquired about access to the existing well.

Kittel explained that there will be a formalized easement to allow for access.

Moore made a motion to approve the CSM with the condition that the signature line is changed from the director of planning and community development to the city clerk. Seconded by Neumeier. The motion passed unanimously.

c. Site Plan Review – Bassett Mechanical (1215 Hyland Avenue)

Director Kittel introduced the site plan for the proposed 12,342 square feet addition to the existing Bassett Mechanical building located at 1215 Hyland Avenue. The plan is to add onto the rear of the building, and the addition won't directly front onto any streets. This addition will create a pull through truck bay that includes some office rooms and conference rooms and will facilitate growth for the business. Staff has reviewed the plan and confirmed that it is in compliance with all covenants and meets all requirements set forth in city ordinance. The site plan was reviewed

and approved by the Industrial Park Commission. Staff is recommending approval of the development as presented.

Moore asked if the addition would be the same height as the existing building.

Kittel confirmed that the height of the addition would be the same height as the existing building.

Moore asked for more information on the doors of the addition. Are they facing north?

Kittel explained that there are doors on both the east and west sides of the addition – two bay doors that allow them to drive a truck into the addition and a couple of service doors.

Mayor reiterated that staff is recommending approval of the development as presented.

Moore made a motion to approve the development as presented.

Seconded by Feller. The motion passed unanimously.

d. Site Plan Review – Accurate Machine (1901 Hyland Avenue)

Director Kittel introduced the site plan for the proposed 6,000 square feet addition to the existing Accurate Machine building located at 1901 Hyland Avenue. The plan is to add onto the rear of the building and the façade will match the existing building. The erosion control and stormwater management permit for this project still needs to be finalized. Staff has reviewed the plan and confirmed that it is in compliance with all covenants and meets all requirements set forth in city ordinance. The site plan was reviewed and approved by the Industrial Park Commission.

Mayor Penterman explained that staff is recommending approval of the development as presented with the conditions that stormwater and erosion control permits are obtained from the engineering department and a landscaping plan is approved by the Director of Planning and Community Development before building permits are issued.

Neumeier made a motion to approve the development as presented with the conditions that stormwater and erosion control permits are obtained from the engineering department and a landscaping plan is approved by the Director of Planning and Community Development before building permits are issued. Seconded by Avanzi. The motion passed unanimously.

e. Site Plan Review – Team Industries (1200 Maloney Road)

Director Kittel introduced the site plan for the proposed 1,800 square feet addition to the existing Team Industries building located at 1200 Maloney Road. The plan is to add onto the front of the building and the façade will be made up of masonry and metal seam siding. This addition is essentially dock base in order to help with loading and unloading. Staff

has reviewed the plan and confirmed that it is in compliance with all covenants and meets all requirements set forth in city ordinance. The site plan was reviewed and approved by the Industrial Park Commission. Neumeier asked if there are plans to have the area around the addition cleaned up.

Kittel explained that the racking will be adjusted, and the two small utility structures in the front will be removed.

Mayor Penterman reiterated that staff is recommending approval of the development as presented.

Moore made a motion to approve the development as presented.

Seconded by Jensen. The motion passed unanimously.

5. Other Business

a. None

6. Adjourn

Jensen made a motion to adjourn the meeting. Seconded by Feller. Motion passed unanimously. The meeting adjourned at 4:14 p.m.

