

PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, September 3, 2026 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 Moore, Michael Avanzi, Ken Schoenike, John Neumeier, Mayor Tony Penterman

Members Absent: Kelli Antoine

Others Present: Associate Planner Nelson, Komaria Mendy of Haven Heritage Adult Family Home LLC, Eric Miller of Kaukauna Utilities, Citizen Peter Bebeau

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

2. Approval of Minutes

a. Approve Minutes from July 23, 2026

Feller made a motion to approve the minutes from July 23, 2026. Seconded by Avanzi. The motion passed unanimously.

3. Public Hearing

a. Public Hearing – Special Exception for AFH at 180 Plank Road

Mayor Penterman declared the public hearing open and asked if anyone in the Council Chamber wished to address the Plan Commission regarding the special exception request at 180 Plank Road.

After asking two more times if anyone wished to address the commission, no one appeared, and Mayor Penterman declared the public hearing closed.

4. Old Business

a. None

5. New Business

a. Special Exception Request – Haven Heritage Adult Family Home

Associate Planner Nelson explained that the parcel is currently zoned Residential Multifamily and the current use of the property is duplex style residential units. The applicants are seeking to operate a 1-2 bed facility for adults with disabilities, which would operate with 24-hour support. All special exception notification requirements have been followed. Only one resident reached out to express opposition to the special exception request due to concerns for the safety of elderly or disabled residents during natural disasters, possible access issues for fire/police, and yard maintenance issues. The special exception request was sent over to police and fire for review and comments. Some concerns were brought up, as two nearby adult family homes have required extensive assistance from both departments. Associate Planner Nelson explained that the Plan Commission can recommend approval, approval with conditions, or denial to the Common Council based on their findings.

Commissioner Neumeier brought up state statute, which allows for denial of adult family homes when certain density requirements are met or when there are existing homes in the vicinity. He added that the request should be denied due to the presence of two other facilities within 2,500 feet and the extra stress another establishment would put on public services.

Komaria Mendy of Haven Heritage Adult Family Home LLC explained that they have policies and procedures in place to address any emergency concerns. She explained that adult family homes serve a

range of different clients and that their intended clientele would not put the same strain on City services as existing homes.

Commissioner Schoenike asked how many other homes the applicants currently have in operation.

Mendy explained that this would be their first, but they plan to open other locations in the future.

Commissioner Avanzi asked for additional information on the two existing adult family homes on Plank Road.

Nelson explained that the two existing facilities went through the special exception process and that they were approved with minimal conditions. The facilities themselves are regulated by the state.

Mayor Penterman stated that the City already has a high saturation of care facilities.

Commissioner Moore asked about the next steps if the special exception was denied.

Nelson clarified that the Common Council has final decision making authority and that Plan Commission's job is to provide a formal recommendation.

Schoenike asked what the timeline was on police/EMS calls, and if they had fluctuated at all.

Nelson explained that the number of calls had remained relatively consistent.

Moore agreed with Neumeier's concerns regarding the strain on public facilities.

Moore made a motion to recommend denial of the special exception request to Common Council. Seconded by Neumeier. A roll call vote was taken.

Jensen Aye
Feller Aye
Avanzi Nay
Schoenike Nay
Neumeier Aye
Moore Aye
Penterman Aye

The motion passed 5-2.

b. Kaukauna Utilities Amendment

Associate Planner Nelson introduced the memorandum of understanding, and associated easements for access and utilities, with Outagamie County for the installation and maintenance of a communications tower at 809 Boyd Avenue. The easement and agreement were not recorded and were not identified by City staff as part of the recent CSM for the Kaukauna Water Treatment Plant #1. Kaukauna Utilities and Outagamie County have agreed to adjust the width of the easement to accommodate. Staff is recommending approval of the First Amendment to Lease and Memorandum of Understanding Dated March 31, 2014 to the Common Council.

Schoenike made a motion to recommend approval of First Amendment to Lease and Memorandum of Understanding Dated March 31, 2014 to the Common Council. Seconded by Feller. Avanzi abstained. The motion passed unanimously.

c. Rezoning Request – KU

Associate Planner Nelson introduced the rezoning application submitted by Eric Miller on behalf of Kaukauna Utilities for properties located at 300 Island Street. The request is to rezone six parcels from

Industrial District and Residential Two-Family District to Institutional District to ensure zoning matches the existing use of the parcels. A public hearing for this request will occur during the September 15th Common Council meeting. Staff is recommending approval of the rezoning request to the Common Council and that notice be mailed to all property owners within 200' of the proposed rezone.

Neumeier made a motion to recommend approval of the rezoning request to the Common Council and that notice be mailed to all property owners within 200' of the proposed rezone. Seconded by Jensen. Avanzi abstained. The motion passed unanimously.

d. Park Bench Donation Application – Bebeau

Applicant Peter Bebeau explained that he would like to have a memorial bench for his late wife placed in La Follette Park after trail reconstruction is completed next spring. He provided bench design examples to the Commission.

Avanzi made a motion to recommend approval of the park bench donation for Peter Bebeau in memory of Kristine Landreman with the condition that staff will work with the donor to finalize the location of the bench. Seconded by Feller. The motion passed unanimously.

e. Extraterritorial CSM Review – Parcels 030019202 & 033019600 (Town of Buchanan)

Associate Planner Nelson explained that surveyor Scott Andersen submitted a certified on behalf of Kaukauna Storage LLC and Brian VanLanen for the adjustment of lot lines. The two parcels are contiguous to exiting land in the City but there are no plans for annexation at this time. When the CSM was presented previously, there were concerns that the adjustment would not leave enough room for planned residential development. The Plan Commission requested additional information to ensure that residential development is still possible. Before the meeting, the applicant was able to provide

confirmation from Outagamie County that they would be open to discussing access off of County Road CE.

Commissioner Neumeier commented that there is still opportunity for residential development, but that the developer would be taking on a substantial portion of the roadway assessments in the future and roadway access costs on CE, and that there may be some sewer extension concerns.

Neumeier made a motion to recommend approval of the extraterritorial CSM to the Common Council. Seconded by Avanzi. The motion passed unanimously.

6. Other Business
 - a. None

7. Adjourn

Jensen made a motion to adjourn the meeting. Seconded by Neumeier. Motion passed unanimously. The meeting adjourned at 4:36 p.m.

