

PLAN COMMISSION

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



Thursday, March 21, 2024 at 4:00 PM

MINUTES

In-Person.

1. Roll Call.

Members present: Michael Avanzi, Giovanna Feller, Building Inspector Brett Jensen, John Moore, Director of Public Works John Neumeier, Mayor Tony Penterman, Ken Schoenike, Pennie Thiele

Other(s) present: Planning and Community Development Director Dave Kittel, Associate Planner Lily Paul, Scott Anderson – Davel Engineering, Tom Vandeyacht

2. Approval of Minutes.

a. Approve Minutes from March 7, 2024 Meeting

Moore made a motion to approve the March 7, 2024 meeting minutes. Neumeier seconded the motion. The motion passed unanimously.

3. Old Business.

a. Special Exception Request - 154 Plank Road

AP Lily provided additional information for a special exception request to operate an assisted living facility out of unit 154 Plank Road – part of a multi-family development. There would be two (2) clients per unit, as they are two bedroom units. The clients are disabled adults that require 24 hour care. The unit has a one car garage and one stall driveway. There is concern about the parking for care givers and family members/visitors. Plan Commission requested that letters be sent to all the tenants of the multi-family complex, and the single family homes that are adjacent to the site. A public hearing will take place on April 18th at 4pm at the Plan Commission meeting, the applicant and property owner are requested to attend.

Neumeier made a motion, and Moore seconded to approve the Special Exception and proceed with the next steps in the approval process with the following contingency:

- Approval by the Police & Fire Department and EMS

The motion passed unanimously.

b. Special Exception Request - 194 Plank Road

AP Lily provided additional information for a special exception request to operate an assisted living facility out of unit 194 Plank Road – part of a multi-family

development. There would be two (2) clients per unit, as they are two bedroom units. The clients are disabled adults that require 24 hour care. The unit has a one car garage and one stall driveway. There is concern about the parking for care givers and family members/visitors. Plan Commission requested that letters be sent to all the tenants of the multi-family complex, and the single family homes that are adjacent to the site. A public hearing will take place on April 18th at 4pm at the Plan Commission meeting, the applicant and property owner are requested to attend.

Neumeier made a motion, and Feller seconded to approve the Special Exception and proceed with the next steps in the approval process with the following contingency:

- Approval by the Police & Fire Department and EMS

The motion passed unanimously.

4. New Business.

a. Extraterritorial Plat Review - Country Trails Preliminary Plat; Parcel 200048701

AP Lily presented an 18 lot preliminary plat in the Town of Vandebroek off of Dale Court. The lots are all over an acre and would have private well and septic. There are two cul-de-sacs in this development that are longer than 400 feet which does not meet City of Kaukauna Municipal Code requirements. There is also only one entrance/exit to this subdivision which proves to be unsafe for EMS.

Neumeier made a motion to deny the preliminary plat and recommend the same to the Common Council. Moore seconded the motion. The motion passed unanimously.

b. Preliminary Plat Review - Blue Stem West; Parcel 030022200

AP Lily presented a 56 single-family lot preliminary plat this is adjacent to existing Blue Stem Meadows 3 and Wildlife Heights subdivisions. This 17 acre parcel has recently been petitioned to be annexed into the City. The preliminary plat meets all code requirements and will complete Red Fox Lane and White Dove Lane to provide ample traffic flow. A few smaller lots are featured on this plat for the construction of small, cottage style homes to attract retirees or young professionals. There was a concern that these smaller lots are not compatible with the existing homes. The commission was reminded that the cottage style homes have high end amenities to off-set the size concerns.

Avanzi made a motion to approve the preliminary plat for Blue Stem West and recommend the same to the Common Council. Schoenike seconded the motion. The motion passed unanimously.

c. Certified Survey Map Review - Part of Parcel 030022200

AP Lily presented a 4 Lot CSM that abuts the Blue Stem West preliminary plat. The CSM will connect and match the plat well, it shows proper road dedications and single family lots that meet code requirements. It was not included in the preliminary plat because it will be owned and developed by a different developer than the Blue Stem West plat. This CSM was also recently petitioned to be annexed into the City of Kaukauna.

Moore made a motion to approve the certified survey map lot split of parcel 030022200 and recommend the same to the Common Council with the following contingencies:

1. The parcel is annexed into the City of Kaukauna
2. A drainage plan for the 4 lot CSM is approved by the City Engineer and that any necessary Storm Sewer/Drainage Easements be added before the CSM is approved

Neumeier seconded the motion. The motion passed unanimously.

d. Rezoning Request - Parcel 322031801

AP Lily presented a rezoning request for Scott and Kathy Hansen. They own four lots on Desnoyer Street: one is their primary residence, one is a rental home, one is a vacant lot, and one has an accessory structure. The owners would like to reconfigure the lot lines, and there needs to be consistent zoning in order to move forward with a CSM. Parcel 322031801 is the vacant lot zoned Industrial, they would like to rezone it to Residential Two-Family to match the rental house and relocate the rental house driveway here.

Thiele made a motion to approve the rezone request for parcel 322031801 from Industrial to Residential Two-Family and recommend the same to the Common Council. The motion passed unanimously.

e. Rezoning Request - Parcel 322032000

AP Lily presented a rezoning request for Scott and Kathy Hansen. They own four lots on Desnoyer Street: one is their primary residence, one is a rental home, one is a vacant lot, and one has an accessory structure. The owners would like to reconfigure the lot lines, and there needs to be consistent zoning in order to move forward with a CSM. Parcel 322032000 just has an accessory structure (large shed) on the lot and is zoned Industrial. The owners would like to rezone it to Residential Two-Family and combine it with the lot that their primary residence is on.

Avanzi made a motion to approve the rezone of parcel 322032000 from Industrial (IND) to Residential Two-Family (RTF) and recommend the same to the Common Council. Neumeier seconded the motion. The motion passed unanimously.

5. Other Business.

There was no other business.

6. Adjourn.

Moore made a motion to adjourn the meeting. Jensen seconded the motion. The motion passed unanimously. Meeting adjourned at 4:48 PM.