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

Thursday, October 8, 2026 at 4:00 PM

MINUTES

<u>In-Person in Council Chambers</u>

Mayor Penterman called the meeting to order at 4:00 p.m.

1. Roll Call

   Members Present: Giovanna Feller, John Moore, Michael Avanzi (virtual), John Neumeier, Mayor Tony Penterman

   Members Absent: Brett Jensen, Ken Schoenike, Kelli Antoine

   Others Present: Associate Planner Nelson

   Neumeier made a motion to excuse the absent members. Seconded by Moore. The motion passed unanimously.

2. Approval of Minutes
   a. Approve Minutes from September 3, 2026

      Feller made a motion to approve the minutes from September 3, 2026. Seconded by Moore. The motion passed unanimously.

3. Old Business
   a. None

4. New Business
   a. High Pointe Meadows Subdivision Lots 32-35

      Associate Planner Nelson explained that at the Plan Commission meeting on July 9, 2026 and the Common Council meeting on July 21, 2026, the final plat for phase one of the High Pointe Meadows subdivision was approved with conditions. One of the conditions of approval was that, for lots 32-35, no site work starts, no building permits are issued, and no sale of land occurs until FEMA and the Wisconsin DNR's review is complete and City floodplain ordinance

updates for this area are approved by the Common Council. The other condition was that the proposed CSM for the remaining lots in the Town of Buchanan would need to be approved and recorded, or separate easement documents would need to be approved by City staff and recorded for drainage, grading, and storm sewer purposes. The developer has received concurrence from the DNR and is requesting that the sale restriction be removed from lots 32-35. As FEMA concurrence is still pending, the site work and building permit restrictions would remain. Staff is recommending that the sale restriction on parcels 32-35 of High Pointe Meadows Subdivision Phase 1 be removed and that this request go before the Common Council as well.

Neumeier noted the difficulty in getting the additional signatures necessary from the new property owners if lots 32-35 were to sell. The developer is adamant that he needs to sell the lots but accepts that the other restrictions will remain until FEMA and the Wisconsin DNR's review is complete and the City floodplain ordinance updates for this area are approved by the Common Council.

Moore asked if additional costs would be incurred by the City due to the extra signatures.

Neumeier explained that the necessary paperwork is being handled by the developer's consultant, so no additional costs should be incurred by the City, but that could be added as a condition of approval.

Moore made a motion to approve the removal of the sale restriction on parcels 32-35 of High Pointe Meadows Subdivision Phase 1 and that any additional costs for refiling be paid for by the developer. Seconded by Neumeier. The motion passed unanimously.

b. CSM Review – Lauer Subdivision

Associate Planner Nelson explained that Gary A. Zahringer, surveyor, has submitted a certified survey map on behalf of Greg Lauer, owner, to adjust lot lines between parcels 325032307 and 325032308. This

request to adjust lot lines will allow parcel 325032308 to have a larger buildable area. Staff recommend approval of the CSM to the Common Council.

Feller made a motion to recommend approval of the CSM to the Common Council. Seconded by Moore. The motion passed unanimously.

c. Tree Donation Application – Miller

Associate Planner Nelson provided details on a park donation application that was submitted by Carrie Miller for either a willow tree or an oak tree to be planted at La Follette Park in memory of Julie Hammen. A plaque would be included and would read as follows: “In Loving Memory of Julie Hammen”. Staff is recommending approval of an oak tree to be planted at La Follette Park in memory of Julie Hammen with guidance from staff on location. Per Street Superintendent Van Gompel, the oak tree is preferred over the willow tree. In talking with Director Neumeier, it sounds like staff should be able to find a location even with the upcoming site work at La Follette Park.

Moore asked if there were any concerns on the occurrence of oak wilt.

Neumeier explained that a hardy variety of oak would be selected. Willow trees are less desirable due to clean up.

Avanzi made a motion to approve the donation of an oak tree to be planted at La Follette Park in memory of Julie Hammen, with guidance from staff on location. Seconded by Neumeier. The motion passed unanimously.

5. Other Business
   a. None

6. Adjourn

Neumeier made a motion to adjourn the meeting. Seconded by Avanzi. Motion passed unanimously. The meeting adjourned at 4:09 p.m.