

PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, October 23, 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 (virtual), Ken Schoenike, Pennie Thiele, Mayor Tony Penterman

Other(s) Present: Associate Planner Adrienne Nelson, Time Villager Reporter Brian Roebke, Representatives from DAR, interested citizens

2. Approval of Minutes

a. Approve Minutes from October 9, 2025

Feller made a motion to approve the minutes from October 9, 2025.
Seconded by Moore. The motion passed unanimously.

3. Old Business

a. None

4. New Business

a. CSM Review – Greg Lauer CSM

Associate Planner Nelson presented the certified survey map (CSM) submitted by Garrett Smith for parcel 030032306 on behalf of Gregory Lauer. This property was recently annexed into the city. The CSM creates, essentially, four lots. One lot would be landlocked and abuts the Konkapot Creek. This lot has some topography and floodplain items that would make development difficult. The other three lots would be created near Peters Road and would include a small access road with a cul-de-sac at the end. The new access road and cul-de-sac meet municipal requirements per Section 18 of the Municipal Code and staff is reviewing the plans for the stormwater aspects of this development. It is important to

note that the access road and cul-de-sac create additional road frontage for two properties to the north. Staff would like something to be done regarding this to avoid creating a situation where those properties are specially assessed for a road they do not use or benefit from. This issue could be addressed in a couple of different ways. Staff is recommending approval of the CSM with the following condition: that the special assessment issue is addressed with either language added to the CSM, a deed restriction, or other form of recorded document for the affected properties.

Neumeier added that he would like to see language added that confirms that sidewalks will be added to lots one, two, and three, in a similar manner to what was done for Butterclay Court. He also wants the 10' rear yard stormwater easement to be looked into further. In the proposed CSM, the easement is recorded both on lots two and three as well as on the adjacent Butterclay Court properties. Neumeier was unaware of any stormwater easements recorded for the adjacent Butterclay Court properties and believes this may be an error.

Neumeier made a motion to recommend approval of the CSM to the Common Council with the following conditions: that the special assessment issue is addressed with either language added to the CSM, a deed restriction, or other form of recorded document for the affected properties, that language is added that provides for sidewalks, and that the stormwater easement issue is corrected. Seconded by Thiele. The motion passed unanimously.

b. Site Plan Review – Lauer Subdivision/Oak Hills Ct

Associate Planner Nelson presented the site plan submitted in association with the Greg Lauer CSM. This site plan creates three new single-family lots. The plan set and additional documentation is attached for review by the Plan Commission. Staff is recommending approval of the site plan with the following condition: that the special assessment issue is addressed with either language added to the CSM, a deed restriction, or other form of recorded document for the affected properties.

Neumeier requested that, in addition to addressing the special assessment issue, the motion include a requirement that the applicant obtain stormwater and erosion control permits before beginning work. He also wanted to note that the access road would be narrower than is typical and therefore would likely require some parking restrictions to be put in place. The Fire Department has reviewed the site plan, and they are okay with the turning radius of the cul-de-sac.

Neumeier made a motion to recommend approval of the site plan to the Common Council with the following conditions: that the special assessment issue is addressed with either language added to the CSM, a deed restriction, or other form of recorded document for the affected properties and that stormwater and erosion control permits are obtained before beginning work. Seconded by Schoenike. The motion passed unanimously.

5. Other Business

a. DAR (Daughters of the American Revolution)

Representatives from DAR attended the Plan Commission meeting to provide an update on their plans for the parklet and monument to be constructed at the corner of Hendricks Avenue and Reaume Avenue. They will be bringing back the plan for final approval at the next meeting.

6. Adjourn

Moore made a motion to adjourn the meeting. Seconded by Jensen. Motion passed unanimously. The meeting adjourned at 4:21 p.m.

