

PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, April 9, 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: Giovanna Feller, John Neumeier, John Moore, Michael Avanzi, Ken Schoenike, Pennie Thiele, Mayor Tony Penterman

Members Absent: Brett Jensen

Other(s) Present: Associate Planner Adrienne Nelson, Tim Roehrig

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

2. Approval of Minutes

a. Approve Minutes from March 19, 2026

Feller made a motion to approve the minutes from March 19, 2026. Seconded by Moore. The motion passed unanimously.

3. Old Business

a. None

4. New Business

a. LWCF Grant

Director of Public Works/City Engineer Neumeier presented the Land and Water Conservation Funds (LWCF) Grant application from the Kaukauna High School civic engagement class. The application is for sledding hill improvements at Mount Misery, an ice rink with a chiller, and a new restroom building to replace the existing building. The civic engagement class is asking for city support for a resolution to apply for the LWCF Grant. Tim Roehrig and his civic engagement class

completed the application, but per the recommendation of the Wisconsin DNR, the city is the official applicant.

The results of the application will be communicated in summer or fall 2026. After that point, there is a National Park Service review and a deed would be put over the property. Then the project would be approved to move forward.

The LWCF Grant covers up to 50% of the project cost. Per Tim Roehrig's updated cost estimate, the total project cost is \$2,399,000. The civic engagement class has raised approximately \$650,000. The city wants to see the 50% match from the grant to go forward with the project because the grant is reimbursable. The Wisconsin DNR would reimburse the remaining 50% of the project if the LWCF Grant application is accepted. The city would borrow the gap funding needed in the meantime before reimbursement.

Moore asked if a prior archeological survey on the Grignon Property was referenced in the application. Tim Roehrig stated that potential artifacts were briefly mentioned, but the Grignon Home was mentioned as much as possible because of the relationship between the sledding hill and the Grignon property.

Schoenike asked how the chiller operates. Tim Roehrig responded that if the temperature is below 52 degrees, there will be ice on the ice rink.

Thiele questioned the wording in the second paragraph of item 4 on page 28 of the agenda packet. Thiele noted that the Common Council did not authorize development of the project. Instead, Thiele requested the application be reworded to indicate that the Common Council authorized support for the project. Tim Roehrig agreed to reword references to development.

Avanzi made a motion to recommend approval of the resolution and direct staff to modify the application with the changes discussed. Seconded by Schoenike. The motion passed unanimously.

b. Street Vacation Request - Calmes

Associate Planner Nelson introduced the request for a vacation of a 66-foot-wide planned road located between two parcels. These are parcels 322095712 and 322095713, owned by Randy Calmes. It appears that the street was originally intended to cut through what is now the Commerce Crossing Business Park before most of the planned road was vacated in the late 1980s. A section of the road continues in the Town of Vandebroek; Randy Calmes is working with the Town to vacate this section as well.

Randy Calmes submitted a petition signed by all property owners abutting the road in support of the vacation. Additionally, a lis pendens has been submitted to Outagamie County in compliance with state statute.

Moore asked what Randy Calmes plans to do with the property. Nelson responded that there are interested developers, but the developers all wanted the street area resolved before moving forward.

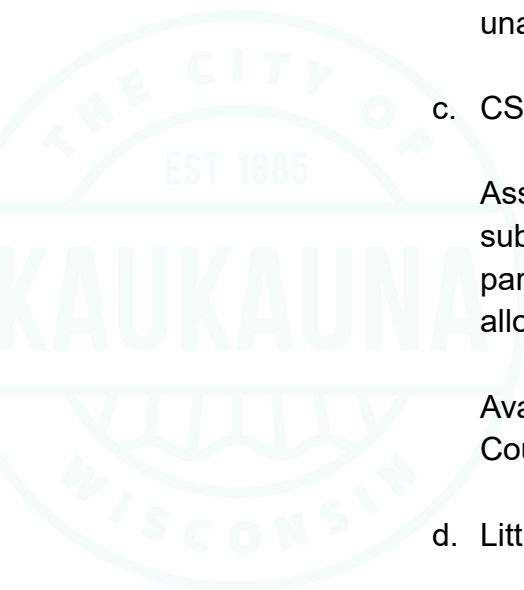
Moore made a motion to recommend approval of the vacation request to Common Council. Seconded by Neumeier. The motion passed unanimously.

c. CSM Review – 801 Gertrude Street

Associate Planner Nelson introduced the Certified Survey Map (CSM) submitted on behalf of Jacqueline Reardon to create two lots from parcel 321063901. This request to split the lot into two parcels will allow for the sale and residential development of the newly created lot.

Avanzi made a motion to approve the CSM and forward it to Common Council. Seconded by Feller. The motion passed unanimously.

d. Little Free Library Park Donation – Location Update



Associate Planner Nelson presented the request for location change of the Little Free Library park donation. Mary Brennan's application for the donation was approved in October 2025. The location for the Little Free Library is owned by the City of Kaukauna but maintained by Kaukauna Utilities (KU).

Nelson noted that the Little Free Library may need to be temporarily relocated when work begins on an upcoming Kaukauna Utilities project. Avanzi stated that KU's work may not impact the location of the Little Free Library but that he would work with Mary Brennan.

Thiele made a motion to approve staff recommended approval of the updated location with the understanding that the Little Free Library may be temporarily relocated when work begins on the KU project. Seconded by Moore. The motion passed unanimously.

e. *Extraterritorial CSM Review – Town of Buchanan

Associate Planner Nelson introduced the extraterritorial CSM submitted by Scott Andersen, surveyor, on behalf of James and Beth Verbeten. The CSM is to create two lots and two out lots from parcels 030062307, 030063500, and 030062304 in the Town of Buchanan. The CSM was brought before the Plan Commission because the parcels fall within the extraterritorial review area of the City of Kaukauna. The parcels are located just to the west of the Verbeten Subdivision and Inside the Park Place. The out lots will be deeded to the adjoining parcels.

Neumeier noted that he had a meeting with the administrator for the Town of Buchanan, Michael Brown, regarding the extraterritorial CSM. Neumeier's concern was with ensuring the out lots are attached immediately but otherwise expressed support for the CSM.

Nelson noted that in conversation with Michael Brown, it was expressed that the Town of Buchanan would execute a CSM to unify the properties according to county regulations.

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

f. *Preliminary Plat Review – High Pointe Meadows

Associate Planner Nelson introduced the preliminary plat submitted by Tom Dercks on behalf of Verbeten Development Inc. for the development of the High Pointe Meadows Subdivision. This development would be located to the west of the Verbeten Subdivision and Inside the Park Place. This new development is planned to be completed in two phases, and it would create 117 new residential lots over a total of about 48 acres. A total of 1.19 miles of street would be added, with one entrance off DeBruin Road to the west and two entrances to the south off Springcrest Drive and Cilantro Lane. The smallest lot size would be approximately 10,000 square feet, and the largest would be approximately 69,000 square feet. Utility and drainage easements will be added to the final plat.

Moore asked if the plan was to annex the area to the city. Nelson confirmed that a petition for annexation has been submitted to the city and that she further directed the developers to submit a petition to the Town of Buchanan and to the Department of Administration.

Avanzi asked Neumeier if there were concerns from the city's standpoint on servicing utilities to this area. Neumeier confirmed that he had no concerns with water, sewer, and electric, although Neumeier is currently unsure on how stormwater services will be provided with ponds and discharges. There is a pond in Jonen Park that could serve part of the development and may be enlarged. Neumeier noted a current wetland pocket that he would prefer to not fill, instead creating some park lot cul-de-sacs there. Neumeier noted that he overall liked the layout of the plan, although the flood study may change everything about the design.

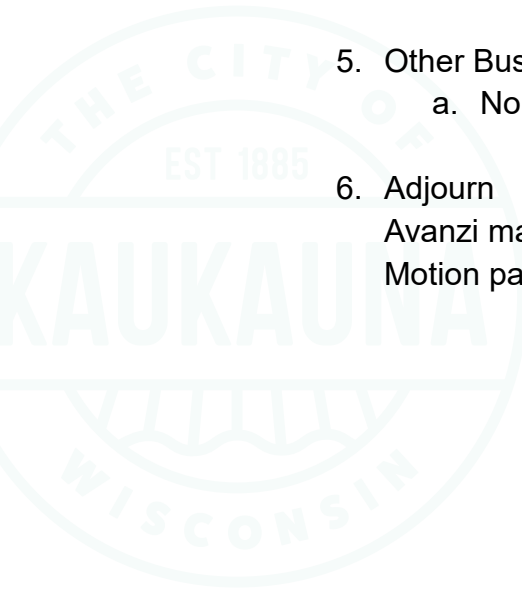
Thiele asked if a development of the size proposed would require a park or if the proximity of Jonen Park would satisfy that requirement.

Neumeier answered that the appropriateness of park areas would be up to the city's discretion.

Thiele asked if there are concerns with traffic. Neumeier stated that he does not anticipate traffic issues because he anticipates the traffic would go out to De Bruin rather than Fieldcrest.

Neumeier noted that a flood study is going on in the development area. The city has also asked for a corridor study on the stream that runs along Fieldcrest Drive. The city is waiting for the study to come back from the DNR and FEMA to see what the actual floodplain would be. Nelson noted that because the floodplain zoning is part of the city's zoning code, if the map is amended, it will need to go through a zoning code update. Moore asked if property owners would be notified at that point. Nelson noted that although the city typically does not notify specific property owners with a zoning code update, she recommends notification to property owners in this case.

Nelson noted that the plans are pending the extraterritorial CSM annexation and that a new floodplain map could significantly alter the proposal. Feller expressed a desire to wait to bring the preliminary plat review to council. No action was taken.

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5. Other Business
 - a. None

6. Adjourn

Avanzi made a motion to adjourn the meeting. Seconded by Schoenike. Motion passed unanimously. The meeting adjourned at 4:46 p.m.