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

Thursday, October 22, 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, Kelli Antoine, Michael Avanzi, John Neumeier, Ken Schoenike, Mayor Tony Penterman

   Members Absent: Giovanna Feller, John Moore

   Others Present: Associate Planner Adrienne Nelson, Mike Klarner with Fox Structures, Inc.

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

2. Approval of Minutes
   a. Approve Minutes from October 8, 2026

      Antoine made a motion to approve the minutes from October 8, 2026. Seconded by Jensen. The motion passed unanimously.

3. Old Business
   a. None

4. New Business
   a. Site Plan Review – ROAM Storage (Parcel #322112300)

      Associate Planner Nelson explained that Straightline Refrigeration is located at 300 Kelso Road in the NEW Prosperity Center Industrial Park and they have plans to purchase parcel 322112300 for the construction of a 28,975 square foot storage and maintenance facility. They have applied for a variance to the front yard setback requirements for the Industrial District, and they have submitted an

amendment request for the NEW Prosperity Center Protective Covenants, so that they can obtain a 20 foot front yard setback. The variance and amendment requests were made because about 55% of the lot is unbuildable due to the floodplain and stream setback on the west and south side of the lot. The amendment request was approved at the Common Council meeting on October 20th, 2026, and the variance request is set to go before the Board of Appeals on October 28th, 2026.

Nelson gave an overview of the site plan. The proposed building height if 25 feet and they plan to have between 10 to 12 off-street parking spaces. Landscaping requirements are being met and there are no concerns with lighting. The erosion control and stormwater management permit has been submitted and is currently being reviewed by the Engineering Department. There are no concerns with traffic or from the Fire and Police Departments. The façade elevation was approved by the Industrial Park Commission. Staff recommend approval of the development with the following conditions: prior to the issuance of building permits, the variance request for the 20 foot front yard setback must be approved by the Board of Appeals, the amendment request for the 20 foot front yard setback must be approved by the Common Council, and the stormwater and erosion control permit must be approved by the Engineering Department.

Schoenike asked Nelson for more information on the use of the building.

Nelson explained that the building will be used for office space for Straightline's staff as well as for contractor storage, shops, and maintenance facilities.

Neumeier asked about plans for address signage on or near the building.

Nelson explained that there were currently no plans for signage.

Neumeier stated that they will be required to have signage at the entrance or on the building listing the separate addresses and businesses in the building per City ordinance.

Jensen asked if the plan had been submitted to the state for plan review yet.

Mike Klarner with Fox Structures, Inc. explained that the plan has not been submitted yet but will be.

Avanzi made a motion to approve the development with the following conditions: prior to the issuance of building permits, the variance request for the 20 foot front yard setback must be approved by the Board of Appeals, the amendment request for the 20 foot front yard setback must be approved by the Common Council, and the stormwater and erosion control permit must be approved by the Engineering Department. Seconded by Neumeier. The motion passed unanimously.

5. Other Business
    a. None

6. Adjourn

Jensen made a motion to adjourn the meeting. Seconded by Schoenike. Motion passed unanimously. The meeting adjourned at 4:07 p.m.