

PLAN COMMISSION

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



Thursday, January 22, 2026 at 4:00 PM

AGENDA

In-Person in Common Council Chambers, City of Kaukauna

1. Roll Call.
2. Approval of Minutes.
 - [a.](#) Approve Minutes from January 8, 2026
3. Old Business.
4. New Business.
 - [a.](#) Wellness 360 - Signage Request
 - [b.](#) Rezoning Request - KASD
 - [c.](#) Site Plan Correction - KASD
5. Other Business.
6. Adjourn.

NOTICES

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.



PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, January 8 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 (via Zoom), Ken Schoenike, Pennie Thiele, Mayor Tony Penterman

Others Present: Associate Planner Adrienne Nelson, Times Villager Reporter Brian Roebke, Kaukauna Area School District (KASD) Director of Operations and Finance Chris McDaniel, KASD Superintendent Mike Slowinski, and Point of Beginning Representatives.

2. Approval of Minutes

a. Amend Minutes from December 18, 2025

Item 4a. Façade Review of 1020 W Hyland Avenue (GE Contracting): Neumeier made a motion to strike “grant a variance” and replace with “approve an exception” on the original motion made. Seconded by Thiele. The motion passed unanimously.

Item 4b. Site Plan Review – KASD:

Neumeier made a motion to amend the motion to approve the site plan with the following conditions: all parcel numbers are corrected on the application; storm water erosion control permits must be obtained from the Engineering Department; certified survey map must be approved by Common Council; formal approval of site plans and access must be obtained from the Kaukauna Fire Department; and the site must be rezoned from residential single family to institutional zoning. Seconded by Thiele. The motion passed unanimously.

b. Approve Minutes from December 18, 2025

Moore made a motion to approve the December 18, 2025 minutes as amended. Seconded by Feller. The motion passed unanimously.

3. Old Business

a. None

4. New Business

a. CSM Review - KASD

Associate Planner Nelson stated that the Kaukauna Area School District, in collaboration with Point of Beginning, has submitted their final CSM for review. The CSM combines five parcels into three parcels for the development of the new middle school. The layout includes land dedication for a roadway connection to Highway 55, which is consistent with previous planning efforts for the future extension of Speedway Lane through the property. Since submission of the preliminary CSM in September, language has been added to require an updated traffic impact study prior to the development of any vacant lots. Utility easements have been added to the final document as well.

Commissioner Thiele asked that going forward CSM's have parcel numbers on the documents to be approved.

Commissioner Neumeier stated that engineering staff has checked the bearings and distances, and everything appears to be correct. The currently shown utility easements are being reconsidered. There are two different routes being considered for the utilities. Engineering is working with Kaukauna Utilities, Point of Beginning, and the school district to choose the route that is going to be the most advantageous to the City and Kaukauna Utilities over time. The City will want to make sure that is finalized ahead of time. There may also be some drainage and stormwater easements required, and the ponds will be on private property. Once the location of the ponds is finalized, there will be a separate easement needed for this. There will also be a water main easement and bridge going through the far east end of the school property and off school property. Those easements will need to be recorded prior to the City approving the CSM.

Neumeier made a motion to recommend the approval of the CSM for the Kaukauna Area School District to the Common Council with the following conditions: that final approval of necessary easements is received from City staff and Kaukauna Utilities; and that the necessary easements on parcel number 030064500, which will allow for a road connection between the middle school and high school, and water main looping, is recorded with Outagamie County. Seconded by Moore. The motion passed unanimously.

5. Other Business
 - a. None

6. Adjourn

Jensen made a motion to adjourn the meeting. Seconded by Neumeier. Motion passed unanimously.

Meeting adjourned at 4:20 p.m.
Christina Nelson, Deputy Clerk





MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission
From: Adrienne Nelson, Associate Planner
Date: January 19, 2026
Re: Wellness 360 – Signage Request

Sydney Hummell, owner of Wellness 360, is requesting approval of new signage for her business located at 500 Lawe Street. This property is zoned Commercial Core District (CCD). Per [section 17.20 of the Municipal Code](#), "Properties that the lot dimensions meet the requirements of 17.22 may follow the sign requirements of that district **by Plan Commission approval** of the sign type, size and location for each requested not to exceed 300sqft in size per sign."

The minimum dimensional requirements of [section 17.22 of the Municipal Code](#) are as follows:

- Lot area: 15,000 square feet
- Lot width: 100'
- Front yard setback: 25'
- Side yard setback: 10'
- Rear yard setback: 10'


The property located at 500 Lawe Street meets the minimum dimensional requirements set forth and therefore is eligible for the allowance made to follow signage requirements laid out in section 17.22, pending Plan Commission approval.

The signage application submitted is for a 204"x34" wall sign, or about 48.17 square feet. The drawing is attached for reference.

Recommendation:

Approval of the signage request with the following condition:

- The signage permit application is approved by staff.



EAGLE
SIGN & DESIGN

1200 PROSPECT LANE PHONE: 920-759-1092
KAUKAUNA, WI 54130 TOLL FREE: 866-235-9960

WWW.GOEAGLESDSIGN.COM

CLIENT: Wellness 360

CONTACT: Sydney Hummel
(000) 000-0000
e mail

SALES REP: H

DESIGNER: BM

DATE: 2/14/25

ART TIME: (0hr : 00min)

REVISION: Initial

QUOTE: *see drawing*

JOB DETAILS: Sign

Size: see drawing

Qty: 1

Process: Digitally Printed

Sides: 1-Sided

Substrate: Dibond

Vinyl Type: 3551

Laminate: YES

Finishing: NA

Packaging: Bulk

Deliver / Customer Pickup / Install / Ship

ArtFiles2023\Wellness 360\Signs\2025
\Driveway and Building Signs

COLORS:

☒ CMYK

☐ White

A 3% service fee will be added to all invoices over \$1,000.00 paid with a credit card

☐ **APPROVED** NO CHANGES

Signature _____
Date _____

☐ **NOT APPROVED**

Please fax approval to 920-759-1520

204"x34"
Installed
\$1,110.00

Item 4.a.



* Install a couple additional Panels on other side of building. She has them there

PROOF EMAILED _____	REQUEST DATE _____	DATE APPROVED _____	(circle one) EMAIL / PHONE _____
• For approval purposes, please check for COLORS, PLACEMENT & SPELLING.	• Production will not proceed or be scheduled Until artwork has been approved.	• Price includes up to 1 revision with minor changes. Additional changes may require added artwork fees.	• Customer is responsible for Obtaining sign permits.
<p>YOU WILL BE RESPONSIBLE FOR ANY ERRORS (INCLUDING SPELLING) ONCE APPROVAL HAS BEEN RECEIVED.</p> <p>Eagle Sign & Design agrees to furnish material and labor, complete per the listed specifications. All work shall be completed in a substantial workmanlike manner per listed specs and industry standards. Any alteration or deviation from the above may involve additional expenses. Graphics shown superimposed onto photos may deviate slightly in the finished product due to photography angles, body design and obstructions such as handles, seams, etc. Sign permits and Engineering approval are the responsibility of the buyer unless specified. Prices do not include sales tax. Buyer agrees to obtain all necessary permission for use of all registered trademarks or copyrights used on the sign. Buyer agrees to pay all costs of collection in the event of default of payment, including a reasonable attorneys fee. In the event of delinquent payments, the buyer will be charged 1 1/5% interest for every month after the first 30 days.</p>			
<p>THIS DRAWING IS THE PROPERTY OF EAGLE SIGN & DESIGN, LLC</p> <p>This is an original, unpublished drawing by Eagle Sign & Design, LLC, Inc. It is for your personal use, in conjunction with a project being planned for you by Eagle Sign. It is not to be shown to anyone outside of your organization nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign or product by any other company without the expressed written permission of Eagle Sign, is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign or project. CONTACT YOUR SALES CONSULTANT TO PURCHASE THE RIGHTS TO THIS DESIGN.</p>		<p>CONCEPTUAL DRAWING ONLY</p> <p>All sizes and dimensions are illustrated for client conception of the project and are not to be understood as being exact size or exact scale. Renderings, including lighting effects, opacities, and coloration, are an approximation.</p>	
<p>CUSTOMER RESPONSIBILITIES</p> <p>Please review all drawing details closely, as Eagle Sign & Design will produce the finished product as the approved drawing indicates. Some changes may occur based on production needs. While Eagle Sign will make all efforts to correct any obvious spelling and grammatical errors, the customer is responsible for confirming that the above copy including names and titles, appear as desired. Eagle Sign will make every effort to closely match colors, including where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and inks used.</p>			



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission
From: Adrienne Nelson, Associate Planner
Date: January 19, 2026
Re: Rezoning Request - KASD

The Kaukauna Area School District, in collaboration with Point of Beginning, has submitted an application to rezone Lot 1 of their proposed certified survey map from Residential Single-Family (RSF) to Institutional (IT).

The purpose of this rezoning is to facilitate the construction of a new middle school. Although schools are a permitted use in the RSF District, the height of all permissible principal uses and structures are limited to 35' within that district. By rezoning to IT, the middle school can be constructed to the proposed height of 45' 6".

Please see the attached rezoning application and rezone exhibit map for reference.

Recommendation:

Recommend approval of the rezoning request to Common Council.



APPLICATION: ZONING CHANGE REQUEST FORM

To: Planning Commission, City of Kaukauna, Outagamie County, WI

Petitioner Information:

Name: KAUKAUNA AREA SCHOOL DISTRICT - CHRIS MCDANIEL

Mailing Address: 1701 COUNTY RD CE, KAUKAUNA, WI 54130

Phone Number:

Email:

Property Owner Information (If Not Petitioner):

Name: SAME AS PETITIONER - SEE ABOVE

Mailing Address: SAME AS PETITIONER - SEE ABOVE

Phone Number: SAME AS PETITIONER - SEE ABOVE

Email: SAME AS PETITIONER - SEE ABOVE

Property Information:

Site Address/Location: PARCEL 1 OF REZONE EXHIBIT (LOT 1 OF PROPOSED CSM)

Lot Dimensions and Area: 100.164 TOTAL ACRES

Current Zoning: RESIDENTIAL

Current Uses: AGRICULTURE

Proposed Zoning: INSTITUTIONAL

Proposed Uses: SITE TO BE USED FOR NEW KAUKAUNA MIDDLE SCHOOL

Please State Reason(s) for Rezoning Request:

THE PROPOSED DEVELOPMENT INCLUDES A NEW MIDDLE SCHOOL FACILITY THAT EXCEEDS THE MAXIMUM BUILDING HEIGHT OF 35 FEET PERMITTED UNDER THE EXISTING RESIDENTIAL ZONING DESIGNATION. A REZONING IS REQUIRED TO ALLOW FOR THE PROPOSED BUILDING HEIGHT AND INSTITUTIONAL USE, WHICH ARE NOT PERMITTED UNDER THE CURRENT ZONING CLASSIFICATION.

Additional Requirements: For zoning change requests that would result in split zoning (or two zoning classifications on one parcel), professionally drawn maps are required to be submitted. These maps must include all structures, lot lines, and streets with distancers to each. Maps should be drawn to a scale of not less than 1":1,000'. Additional information may also be requested as may be appropriate per the proposal being made.

Rezoning/Zoning Change Fee Schedule: \$100.00

Please Note: Changes to zoning ordinances often require action by multiple governmental bodies. Between multiple meetings and statutory requirements for public hearings and noticing of meetings, sometimes reviews and authorizations can take more than 30 days. Please let staff know of your request as early as possible if you have a specific deadline that you need Plan Commission authorization by.

Signature of Petitioner:



Signature of Owner (If Not Petitioner): SAME AS PETITIONER - SEE ABOVE

Date Submitted to City of Kaukauna: 1/14/26

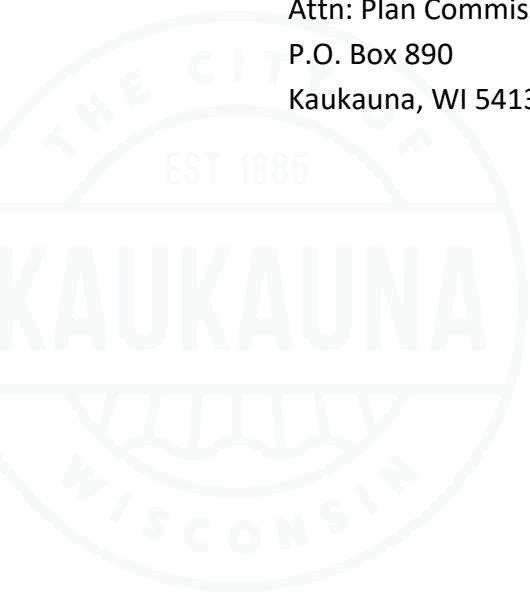
Please submit by email to planning@kaukauna.gov or by mail to:

City of Kaukauna

Attn: Plan Commission

P.O. Box 890

Kaukauna, WI 54130



FOR DEPARTMENT USE ONLY:

Date Application Received:

Payment Received:

Payment Receipt #:

Site Plan Reviewed:

1st Notice Sent:

2nd Notice Sent:

Plan Commission Approval:

Common Council Approval:

Signature of Planning & Community Dev. Staff:



Rezone Exhibit Map

GENERAL DESCRIPTION

BEING A PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 6559, ALL OF GOVERNMENT LOT 2, A PART OF GOVERNMENT LOTS 1 AND 3 AND A PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 36, ALL LOCATED IN TOWNSHIP 21 NORTH, RANGE 18 EAST, CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN.

OWNER:

KAUKAUNA AREA
SCHOOL DISTRICT
1701 COUNTY ROAD CE
KAUKAUNA, WI 5430

CLIENT:

KAUKAUNA AREA
SCHOOL DISTRICT
1701 COUNTY ROAD CE
KAUKAUNA, WI 5430

SHEET 1 OF 2

FIELDWORK COMPLETED 04/22/22

DRAWN: TDP CHECKED: JGB

FIELD BOOK 41 PAGE 47

JOB NO: 24-4040-8

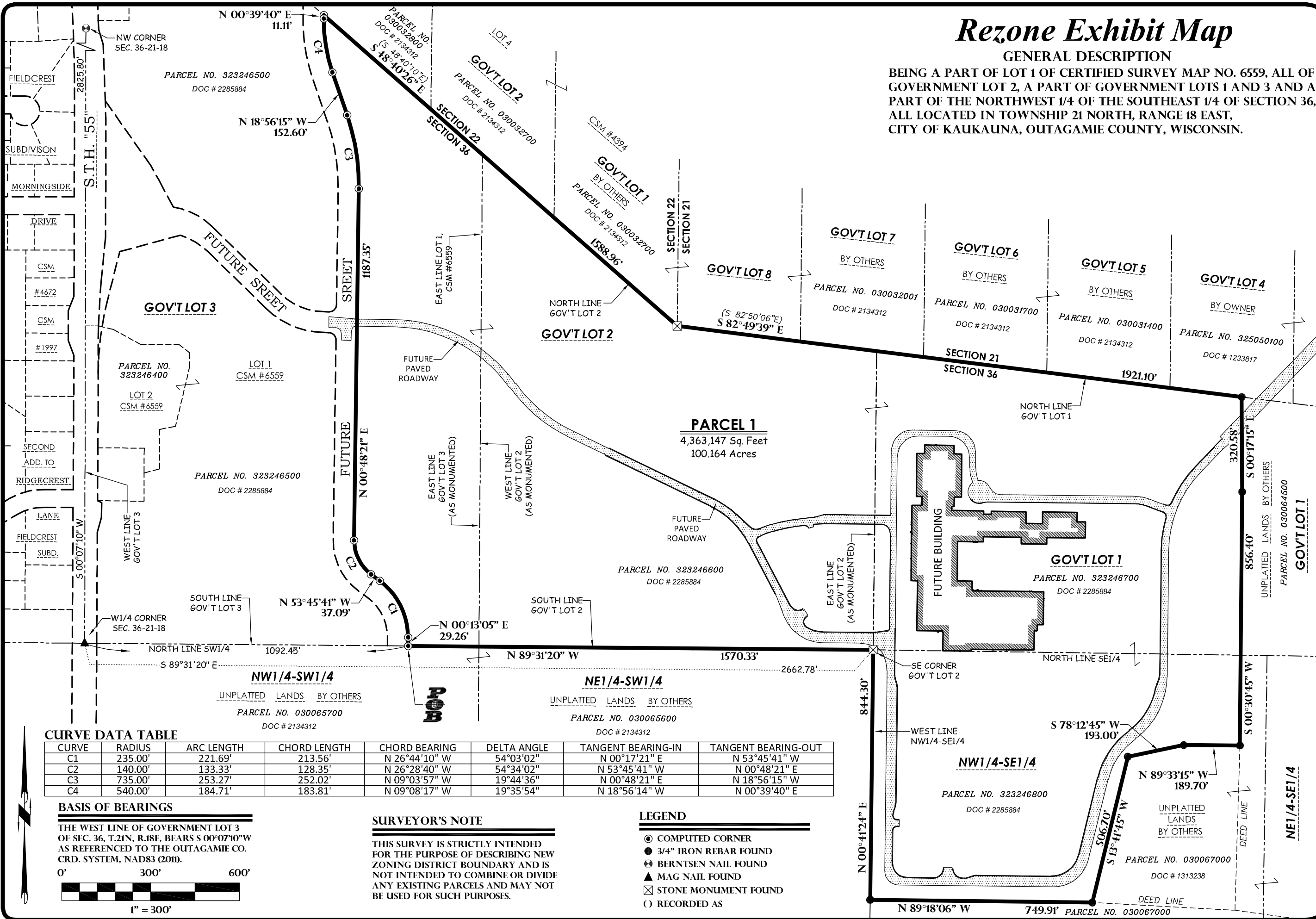
Land Surveying
Civil Engineering
Landscape Architecture

Jordan G. Brosi, PLS #3009

4941 Kirschling Court
Stevens Point, WI 54481
715.344.9999 (PH) 715.344.9922 (FX)



Point of Beginning

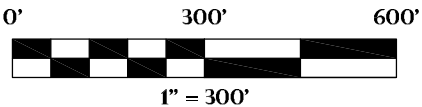


CURVE DATA TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE	TANGENT BEARING-IN	TANGENT BEARING-OUT
C1	235.00'	221.69'	213.56'	N 26°44'10" W	54°03'02"	N 00°17'21" E	N 53°45'41" W
C2	140.00'	133.33'	128.35'	N 26°28'40" W	54°34'02"	N 53°45'41" W	N 00°48'21" E
C3	735.00'	253.27'	252.02'	N 09°03'57" W	19°44'36"	N 00°48'21" E	N 18°56'15" W
C4	540.00'	184.71'	183.81'	N 09°08'17" W	19°35'54"	N 18°56'14" W	N 00°39'40" E

BASIS OF BEARINGS

THE WEST LINE OF GOVERNMENT LOT 3 OF SEC. 36, T.21N., R.18E, BEARS S 00°07'10" W AS REFERENCED TO THE OUTAGAMIE CO. CRD. SYSTEM, NAD83 (2011).



SURVEYOR'S NOTE

THIS SURVEY IS STRICTLY INTENDED FOR THE PURPOSE OF DESCRIBING NEW ZONING DISTRICT BOUNDARY AND IS NOT INTENDED TO COMBINE OR DIVIDE ANY EXISTING PARCELS AND MAY NOT BE USED FOR SUCH PURPOSES.

LEGEND

- COMPUTED CORNER
- 3/4" IRON REBAR FOUND
- BERNTSEN NAIL FOUND
- MAG NAIL FOUND
- STONE MONUMENT FOUND
- RECORDED AS

Rezone Exhibit Map

Total Surveyed Boundary - to be Zoned (IT) Institutional:

Being a part Lot 1 of Certified Survey Map No. 6559, all of Government Lot 2, a part of Government Lots 1 and 3 and a part of the Northwest 1/4 of the Southeast 1/4 of Section 36, all located in Township 21 North, Range 18 East, City of Kaukauna, Outagamie County, Wisconsin, described as follows:

Commencing at the West 1/4 corner of Section 36, Township 21 North, Range 18 East;

Thence S 89°31'20” E along the South Line of Government Lot 3 of said Section 36, 1092.45 feet to the Point of Beginning (POB) of the parcel to be described;

Thence N 00°13'05" E, 29.26 feet;

Thence northwesterly 221.69 feet along the arc of a curve to the left, having a radius of 235.00 feet and whose long chord bears N 26°44'10" W, 213.56 feet;

Thence N 53°45'41" W, 37.09 feet;

Thence northwesterly 133.33 feet along the arc of a curve to the right, having a radius of 140.00 feet and whose long chord bears N 26°28'40" W, 128.35 feet;

Thence N 00°48'21" E, 1187.35 feet;

Thence northerly 253.27 feet along the arc of a curve to the left, having a radius of 735.00 feet and whose long chord bears N 09°03'57" W, 252.02 feet;

Thence N 18°56'15" W, 152.60 feet;

Thence northerly 184.71 feet along the arc of a curve to the right, having a radius of 540.00 feet and whose long chord bears N 09°08'17" W, 183.81 feet;

Thence N 00°39'40" E, 11.11 feet to a point on the North line of Government Lot 3 of Section 36, Township 21 North, Range 18 East;

Thence S 48°40'26" E along said North line of Government Lot 3 and along the North line of Government Lot 2 of said Section 36, 1588.96 feet;

Thence S 82°49'39" E along said North line of Government Lot 2 and along the North line of Government Lot 1 of said Section 36, 1921.10 feet;

Thence S 00°17'15" E, 320.58 feet;

Thence S 00°30'45" W, 856.40 feet;

Thence N 89°33'15" W, 189.70 feet;

Thence S 78°12'45" W, 193.00 feet;

Thence S 13°41'45" W, 506.70 feet;

Thence N 89°18'06" W, 749.91 feet to a point on the West line of the Northwest 1/4 of the Southeast 1/4 of said Section 36;

Thence N 00°41'24" E along said West line, 844.30 feet to the Southeast corner of Government Lot 2 of said Section 36;

Thence N 89°31'20" W along the South line of said Government Lot 2 and along the South line of Government Lot 3 of said Section 36, 1570.33 feet to the Point of Beginning.

Containing: 4,363,147 Square Feet - 100.164 Acres.

Subject to (if any) covenants, conditions, restrictions, right-of-ways and easements of record.

Item 4.b.


OWNER:
KAUKAUNA AREA
SCHOOL DISTRICT
1701 COUNTY ROAD CE
KAUKAUNA, WI 5430

CLIENT:
KAUKAUNA AREA
SCHOOL DISTRICT
1701 COUNTY ROAD CE
KAUKAUNA, WI 5430

SHEET 2 OF 2

FIELDWORK COMPLETED 04/22/22
DRAWN: TDP CHECKED: JGB
FIELD BOOK 41 PAGE 47
JOB NO: 24-4040-8

Land Surveying
Civil Engineering
Landscape Architecture
Jordan G. Brost, PLS #3009
4941 Kirschling Court
Stevens Point, WI 54481
715.344.9999 (PH) 715.344.9922 (FX)



Point of Beginning

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MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission
From: Adrienne Nelson, Associate Planner
Date: January 19, 2026
Re: Site Plan Correction - KASD

Kaukauna Area School District, in collaboration with Point of Beginning, has submitted a corrected site plan application for the new Kaukauna Middle School. The original site plan application, which was reviewed by Plan Commission on December 18, 2025, listed the following parcel numbers: 325050100, 323246700, 323246700, 3232246600, 323246500, 323246400, and 323246300. In short, 323246700 was listed twice, and there was confusion on the inclusion of 325050100, which is the site of the high school.

On January 8, 2026, Plan Commission amended their motion approving the site plan with conditions, to include an additional condition requiring the submission of a corrected site plan. The corrected site plan is attached, and lists the following parcel numbers: 323246400, 323246500, 323246600, 323246700, and 323246800. It also lists 325050100, the site of the high school, because of the planned connection between the middle school and high school (pending a finalized easement agreement – see the highlighted image below). For reference, the individual parcel numbers along with the image of their parcel are included below, as well as an overall photo of the site.

Planned Easement Agreement:



Parcel #323246400:



Parcel #323246500:



Parcel #323246600:



Parcel #323246700:



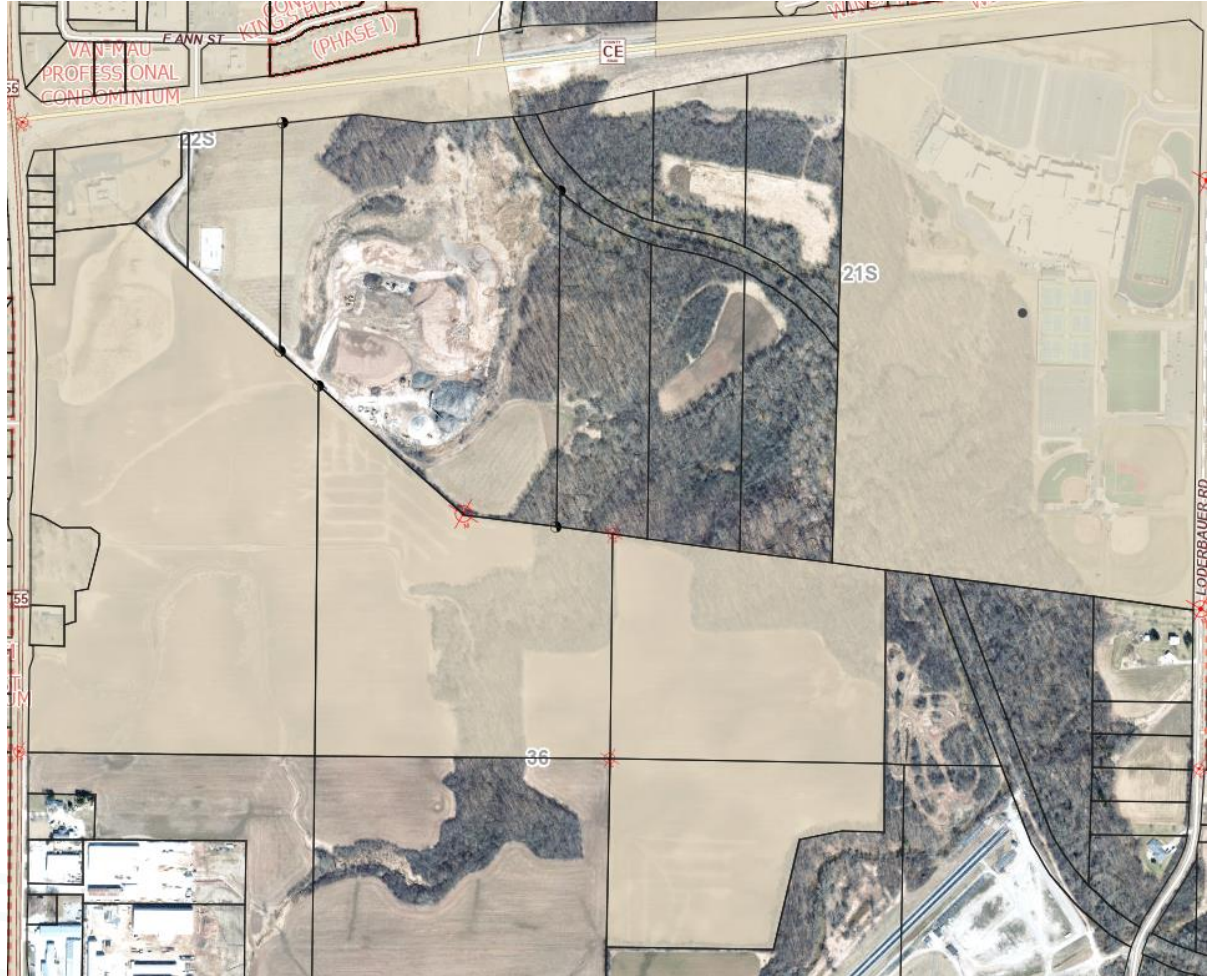
Parcel #323246800:



Parcel #325050100 (High School):



Overall Site:



Recommendation:

Approval of the corrected site plan application as presented.



SITE PLAN REVIEW APPLICATION

PROPERTY OWNER	APPLICANT (IF DIFFERENT PARTY THAN OWNER)
Name: KAUKAUNA AREA SCHOOL DISTRICT	Name: SAME AS PROPERTY OWNER
Mailing Address: 1701 COUNTY ROAD CE, KAUKAUNA, WI 54130	Mailing Address: SAME AS PROPERTY OWNER
Phone: [REDACTED]	Phone: SAME AS PROPERTY OWNER
Email: [REDACTED]	Email: SAME AS PROPERTY OWNER

PROPERTY INFORMATION	
Described the Proposed Project in Detail: The proposed project is a brand-new campus development featuring a new school building supported by safe and efficient access improvements, including a roundabout, public and private drives, and associated bridge and culvert structures. The site will include multiple parking areas, a full athletic and recreation complex with a running track, stadium field, field events, tennis courts, basketball courts, and a playground, along with lighting for the stadium and parking areas. Stormwater management will be provided through engineered stormwater ponds designed for regulatory compliance and long-term performance.	
Property Parcel (#): 323246400, 323246500, 323246600, 323246700, 323246800, 325050100	
Site Address/Location: SEE PROPERTY PARCELS	
Current Zoning and Use: (325050100 = City Zone IT) (323246700 / 323246800 / 323246600 / 323246500 / 323246400 = City Zone RSF)	
Proposed Zoning and Use: INSTITUTIONAL (IT)	
Existing Gross Floor Area of Building: N/A	Proposed Gross Floor Area of Building: 263,008 SF
Existing Building Height: N/A	Proposed Building Height: 45'-6"
Existing Number of Off-Street Parking Spaces: N/A	Proposed Number of Off-Street Parking Spaces: 459 Stalls
Existing Impervious Surface Coverage Percentage: 0 SF (0.0 ac; 0 %)	Proposed Impervious Surface Coverage Percentage: 1,142,183 SF (26.22 ac; 18.1 %)

I certify that the attached drawings are, to the best of my knowledge, complete and drawn in accordance with all City of Kaukauna codes.

Owner/Agent Signature: _____

Owner/Agent Name (printed): **CHRIS MCDANIEL**