PLAN COMMISSION

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

Thursday, December 03, 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 November 19, 2026

3. Old Business.

4. New Business.
   a. Certified Survey Map Review - Gorges & Pennings
   b. Tree Donation Application - Zornow

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.

City of Kaukauna Plan Commission Minutes

Thursday, November 19, 2026 at 4:00 PM
Council Chambers, Municipal Services Building
144 W. Second Street, Kaukauna, WI 54130

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

1. Roll Call

   Members Present: Brett Jensen, Giovanna Feller (virtual), Kelli Antoine (virtual), Michael Avanzi (virtual), Ken Schoenike, John Neumeier, Mayor Tony Penterman

   Members Absent: John Moore

   Others Present: Planning and Community Development Director Dave Kittel, Associate Planner Adrienne Nelson

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

2. Approval of Minutes
   a. Approve Minutes from November 5, 2026

      Jensen made a motion to approve the minutes from November 5, 2026. Seconded by Schoenike. The motion passed unanimously.

3. Old Business
   a. None

4. New Business
   a. Extraterritorial CSM Review – N214 Debruin Road (Town of Buchanan)

      Neumeier recused himself from the discussion on the extraterritorial certified survey map (CSM) review.

Director Kittel introduced the extraterritorial CSM application. The proposed CSM would create three lots from two existing lots located on Debruin Road in the Town of Buchanan. Planning and Community Development staff don't have concerns with the CSM as presented. Outagamie County and the Town of Buchanan will also review the CSM.

Antoine made a motion to recommend approval of the extraterritorial certified survey map to the Common Council. Seconded by Feller. Neumeier recused himself. The motion passed unanimously.

b. CSM Review – UA 400

Director Kittel introduced the CSM application. The proposed CSM would create one lot from three existing lots.

Schoenike asked who owned the three properties.

Mayor Penterman explained that two of the properties used to be owned by Talisman Development. All three properties are now owned by Plumbers and Steamfitters UA Local 400.

Jensen made a motion to recommend approval of the certified survey map to the Common Council. Seconded by Neumeier. The motion passed unanimously.

c. Grignon Park Projects

Neumeier started the discussion on proposed projects for Grignon Park. City staff are looking to complete stream restoration work, install a new soccer field, and add an additional parking lot. The new soccer field and parking lot are located near some residential properties, so the City would install fencing and maybe some landscaping to act as a buffer between the different uses. City staff plan to send a notice to the seven adjacent property owners with information on the proposed plan. Staff are looking for input from the City Plan Commission on what is being proposed.

Mayor Penterman asked if topography would be an issue for the soccer field.

Neumeier explained that the topography wasn't fantastic but the site would work.

Mayor Penterman brought up purchasing additional land for the park.

Neumeier agreed that purchasing additional land could be looked at in the future.

Schoenike commented that it's a good idea to reach out to the neighbors.

Antoine asked if City staff would be reaching out to the neighbors by mail.

Neumeier confirmed that City staff would be mailing the information.

d. Fence Height

Director Kittel started the discussion on a proposed change to the City's fence ordinance. The ordinance limits fences in the front yard to a maximum height of 42 inches. Many residents have told staff that fences with a height of 42 inches are hard to find or cost more to purchase than fences with a height of 48 inches. Other municipalities in the area have updated their ordinances to allow fences with a height of 48 inches in the front yard. Staff do not believe that increasing the height from 42 inches to 48 inches would have a major affect on safety, as the ordinance states that there must be 50% visibility for fences in the front yard. This 50% visibility rule ensures that people can still see through the fence.

Neumeier commented that he liked the proposal, but staff would need to make sure that fences remain out of all vision corners, including vision corners by driveways. Fences should not be placed right up to the driveway because it creates vision concerns.

Director Kittel agreed. He added that staff want to include images in the ordinance to help residents understand the rules. Staff will come back with a draft update for the fence ordinance at a later date.

5. Other Business
    a. None

6. Adjourn

Jensen made a motion to adjourn the meeting. Seconded by Neumeier. The motion passed unanimously. The meeting adjourned at 4:23 p.m.

Memo

Planning and Community Development

To: Plan Commission

From: Adrienne Nelson, Associate Planner

Date: November 24th, 2026

Re: Certified Survey Map Review – Gorges & Pennings

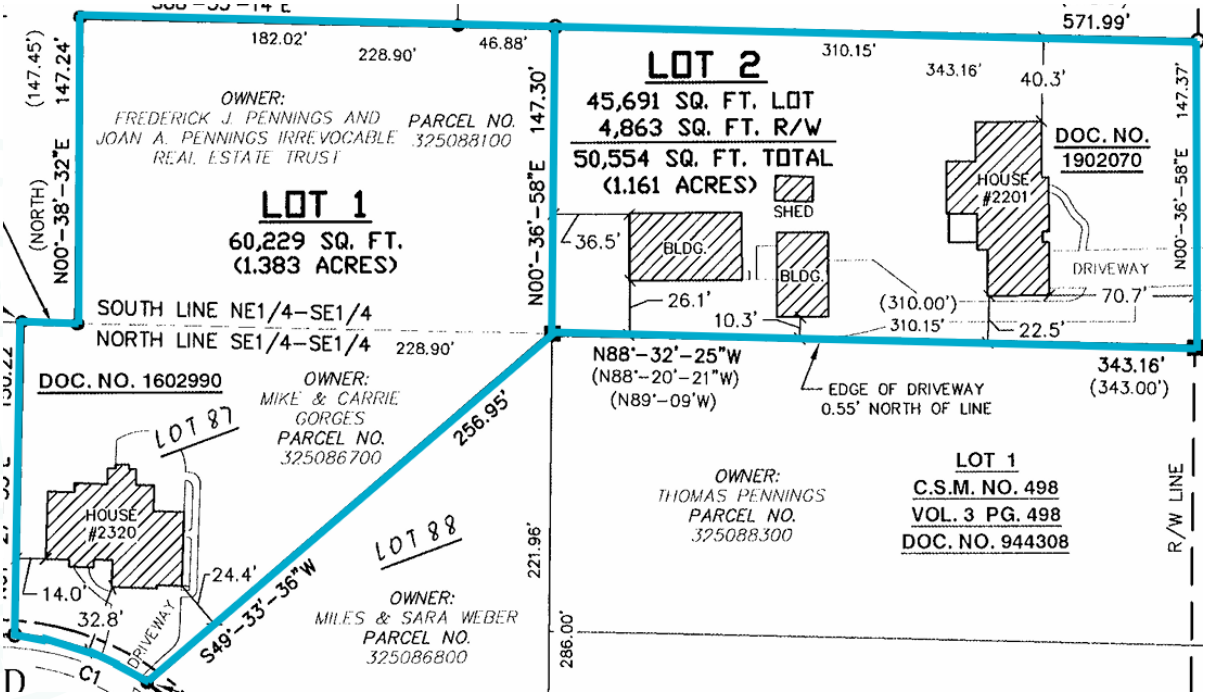
Background Information:
Steven C. De Jong, a professional land surveyor, submitted a certified survey map (CSM) for review. This CSM would remove land from parcel 325088100 and add that land to parcel 325086700. One of the lots, parcel 325088100, is owned by Frederick Pennings. The other lot, parcel 325086700, is owned by Mike Gorges.

The application and draft of the CSM are attached to this memo. A picture of the current map and the proposed map are shown below.

Current Map:



Proposed Map:



Staff Recommended Action:
Staff recommend approving the CSM to the Common Council.

APPLICATION: CERTIFIED SURVEY MAP REVIEW FORM

This application is required if you are seeking to divide, combine, or reconfigure up to four parcels. All parcels must meet the dimensional requirements as set forth in their zoning district. Information on zoning districts can be found in Section 17 of the Municipal Code. Information on certified survey maps can be found in Section 18.29 of the Municipal Code. Please note that the City of Kaukauna has extraterritorial review authority for any certified survey maps created for parcels located in townships within three miles of city borders.

Petitioner Information:

Name: Steve De Jong - Meridian Surveying, LLC

Mailing Address: N9637 Friendship Dr., Kaukauna, WI 54130

Phone Number: [redacted]

Email: [redacted]

***Property Owner Information (If Not Petitioner):**

Name: Mike Gorges & Frederick Pennings

Mailing Address: 2320 Southerland Circle (Gorges) & 2201 Kavanaugh Rd. (Pennings)
Kaukauna, WI 54130

Phone Number: [redacted]

Email: [redacted]

Property Information:

Site Address/Location: 2320 Southerland Circle & 2201 Kavanaugh Rd.
Kaukauna, WI

Lot Dimensions and Area: varied dimensions (see attached) - 2.543 acres

Current Zoning: RSF - Residential Single Family

Number of Lots to be Created: 2

***If multiple owners are involved, please add all additional owner information on an attached document.**

Please State Reason(s) for Certified Survey Map Review Request:

Removing lands from Parcel No. 325088100 (Pennings) and adding them to Parcel No. 325086700 (Gorges)

Additional Requirements: For Certified Survey Map review, professionally drawn maps are required to be submitted. These maps must include all structures, lot lines, and streets with distances 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.

Lot Division by CSM (1-4 lots) Fee Schedule: $10.00/lot based on total lots

Please Note: The City of Kaukauna will **never** request payment for an application in the form of a wire transfer. All payments are to be made by check to the City of Kaukauna (address below) and are due when the application is submitted, prior to review.

Application Timeline: Certified survey map reviews often require action by multiple governmental bodies and 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):

Date Submitted to the City of Kaukauna: 11-17-2026

Please submit by email to planning@kaukauna.gov or by mail to:
City of Kaukauna
Attn: Planning and Community Development Department
144 W Second Street
Kaukauna, WI 54130

FOR DEPARTMENT USE ONLY:

Date Application Received: 11/17/2026

Payment Received:

Payment Receipt #:

Certified Survey Map Reviewed: ☑

Plan Commission Approval:

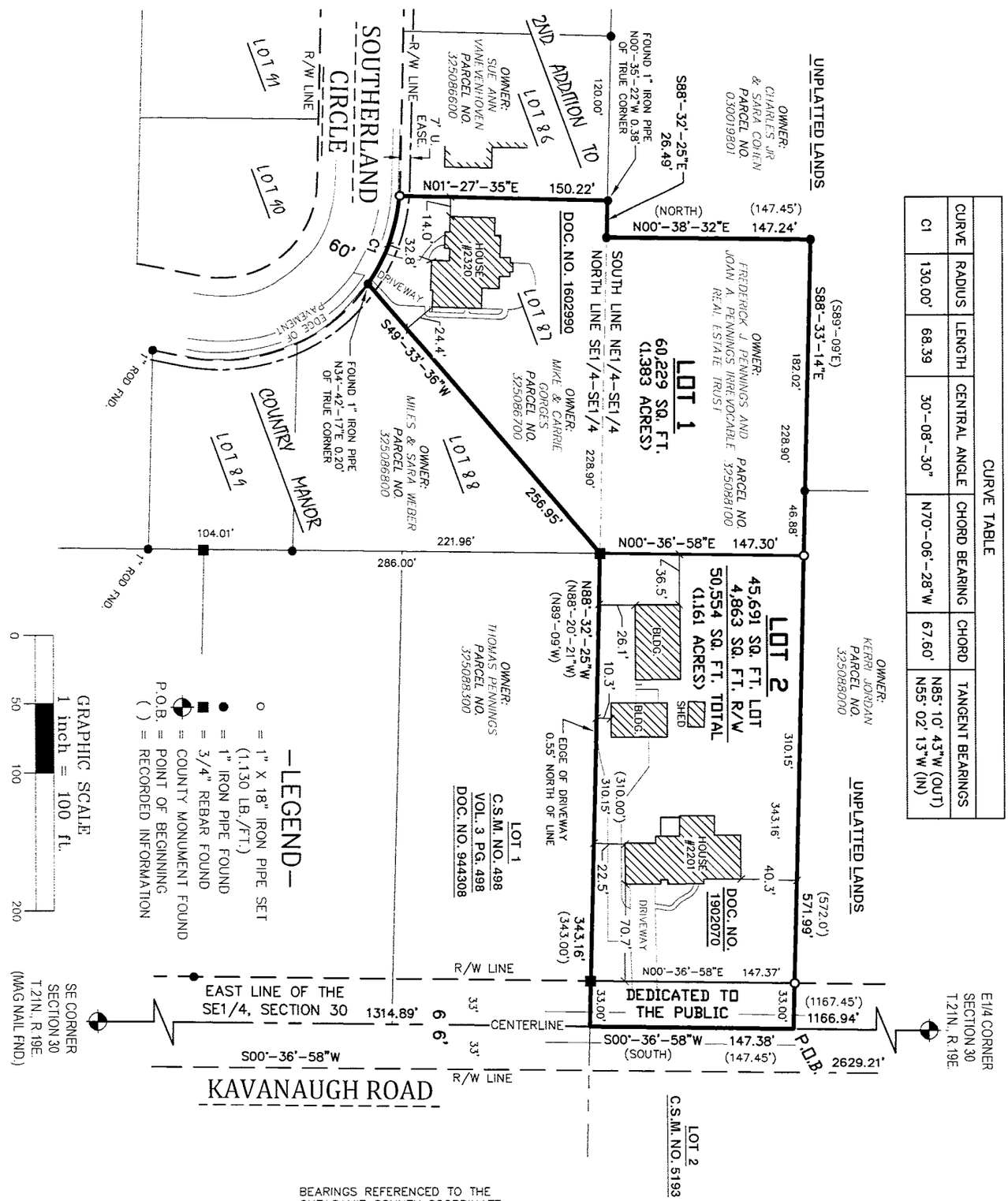
Legislative Committee Approval:

Common Council Approval:

Signature of Planning & Community Dev. Staff:

CERTIFIED SURVEY MAP

ALL OF LOT 87, 2ND ADDITION TO COUNTRY MANOR, LOCATED IN THE SE1/4 OF THE SE1/4 AND ALSO ADDITIONAL LANDS BEING A PART OF THE NE1/4 OF THE SE1/4, ALL IN SECTION 30, T.21N., R.19E., CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN.



CURVE TABLE						
CURVE	RADIUS	LENGTH	CENTRAL ANGLE	CHORD BEARING	CHORD	TANGENT BEARINGS
C1	130.00'	68.39	30°-08'-30"	N70°-06'-28"W	67.60'	N85° 10' 43"W (OUT) N55° 02' 13"W (IN)

BEARINGS REFERENCED TO THE OUTAGAMIE COUNTY COORDINATE SYSTEM AND THE EAST LINE OF THE SE1/4, SECTION 30, T.21N., R.19E., WHICH BEARS: S00°-36'-58"W

SURVEYED FOR:
MIKE GORGES
2320 SOUTHERLAND CI
KAUKAUNA, WI 54130

MERIDIAN SURVEYING, LLC
2020 Madison Street Office: 920-993-0881
New Holstein, WI 53061 Fax: 920-273-6037

THIS INSTRUMENT WAS DRAFTED BY: J.D.	JOB NO.: 17823
CHECKED BY: S.C.D.	FIELD WORK DATE: 10-2-26
SHEET 1 OF 4	

STATE OF WISCONSIN) SS
OUTAGAMIE COUNTY)

CERTIFIED SURVEY MAP NO. _____

SHEET 2 OF 4

ALL OF LOT 87, 2ND ADDITION TO COUNTRY MANOR, LOCATED IN THE SE1/4 OF THE SE1/4; AND ALSO ADDITIONAL LANDS BEING LOCATED IN THE NE1/4 OF THE SE1/4, ALL IN SECTION 30, T.21N., R.19E., CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE:

I, Steven C. De Jong, Wisconsin Registered Land Surveyor of Meridian Surveying, LLC., certify that I surveyed, divided and mapped under the direction of Mike Gorges a parcel of land being a all of Lot Eighty-Seven (87) of the 2nd Addition to Country Manor, located in Southeast Quarter (SE1/4) of the Southeast Quarter (SE1/4) and also additional lands being part of the Northeast Quarter (NE1/4) of the Southeast Quarter (SE1/4) of Section Thirty (30), Township Twenty-One (21) North, Range Nineteen (19) East, City of Kaukauna, Outagamie County, Wisconsin containing 110,783 square feet (2.543 acres) of land and being described by:

Commencing at the East Quarter Corner of said Section 30; thence S00°-36'-58"W 1166.94 feet along the east line of the SE1/4 of said Section 30 to the northeast corner of lands described in Deed Document No. 1902070 and the point of beginning; thence continuing S00°-36'-58"W 147.38 feet along the east line of the SE1/4 of said Section 30 to the southeast corner of said lands described in Deed Doc. No. 1902070 and to a point on the south line of the NE1/4 of the SE1/4 of said Section 30; thence N88°-32'-25"W 343.16 feet along said south line of the NE1/4 of the SE1/4 to the northeast corner of said Lot 87, 2nd Addition to Country Manor; thence S49°-33'-36"W 256.95 feet to the southeast corner of said Lot 87, also being a point on the northeasterly right of way line of Southerland Circle; thence Northwesterly 68.39 feet along the arc of a curve to the left, having a radius of 130.00 feet and a chord which bears N70°-06'-28"W 67.60 feet along said northeasterly right of way line, to the southwest corner of said Lot 87; thence N01°-27'-35"E 150.22 feet along the west line of said Lot 87 to the northwest corner thereof, also being a point on the south line of the NE1/4 of the SE1/4 of said Section 30; thence S88°-32'-25"E 26.49 feet along said south line to the southwest corner of lands described in Deed Doc. No. 1902070; thence N00°-38'-32"E 147.24 feet to the northwest corner of said lands; thence S88°-33'-14"E 571.99 feet to the northeast corner of lands described in Deed Document No. 1902070 and the point of beginning. Being subject to any and all easements and restrictions of record.

That such is a correct representation of all the exterior boundaries of the land surveyed and the subdivision thereof made.

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and Subdivision Regulations of the City of Kaukauna in surveying, dividing and mapping the same.

Dated this_____day of_____, 20____.

_____

Wisconsin Professional Land Surveyor S-2791
Steven C. De Jong

Notes:

Owners of Record: Frederick J. Pennings and Joan A. Pennings Irrevocable Real Estate Trust dated December 8, 2010, and Mike A. Gorges & Carrie M. Gorges

Recording Information: Document No. 1902070 - Frederick J. Pennings and Joan A. Pennings Irrevocable Real Estate Trust
Document No. 1602990 - Mike J. Gorges, & Carrie M. Gorges

Parcel Numbers: 325088100 & 32508670

STATE OF WISCONSIN) SS
OUTAGAMIE COUNTY)

CERTIFIED SURVEY MAP NO. _____

SHEET 3 OF 4

ALL OF LOT 87, 2ND ADDITION TO COUNTRY MANOR, LOCATED IN THE SE1/4 OF THE SE1/4; AND ALSO ADDITIONAL LANDS BEING LOCATED IN THE NE1/4 OF THE SE1/4, ALL IN SECTION 30, T.21N., R.19E., CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN

OWNER'S CERTIFICATE

As owner(s) I hereby certify that I caused the land on this Certified Survey Map to be surveyed, divided & mapped as represented on this map. I (we) also certify that this map is required by S. 236.10 or 236.12 to be submitted to the following for approval or objection: City of Kaukauna.

_____ _____
Mike A. Gorges Date

_____ _____
Carrie M. Gorges Date

NOTARY CERTIFICATE

Personally came before me this _____ day of_____ 20____.
The above owner to me is known to be the person who executed the foregoing instrument and acknowledge the same.

_____
Notary Public_____ Wisconsin.

My Commission Expires_____

OWNER'S CERTIFICATE

As owner(s) I hereby certify that I caused the land on this Certified Survey Map to be surveyed, divided & mapped as represented on this map. I (we) also certify that this map is required by S. 236.10 or 236.12 to be submitted to the following for approval or objection: City of Kaukauna.

_____ _____
Thomas G. Pennings Date
(Trustee) Frederick J. Pennings and Joan A. Pennings Irrevocable Real Estate Trust dated December 8, 2010

NOTARY CERTIFICATE

Personally came before me this _____ day of_____ 20____.
The above owner to me is known to be the person who executed the foregoing instrument and acknowledge the same.

_____
Notary Public_____ Wisconsin.

My Commission Expires_____

STATE OF WISCONSIN) SS
OUTAGAMIE COUNTY)

CERTIFIED SURVEY MAP NO. _____

SHEET 4 OF 4

ALL OF LOT 87, 2ND ADDITION TO COUNTRY MANOR, LOCATED IN THE SE1/4 OF THE SE1/4; AND ALSO ADDITIONAL LANDS BEING LOCATED IN THE NE1/4 OF THE SE1/4, ALL IN SECTION 30, T.21N., R.19E., CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN

COMMON COUNCIL RESOLUTION

Resolved by the Common Council of the City of Kaukauna, that the above Certified Survey Map of the described property is approved,

Passed and approved by Resolution No._____ this _____day of _____, 20____.

_____
Anthony J. Penterman (City of Kaukauna Mayor)

_____
Sally Kenney (City of Kaukauna Clerk)

CITY TREASURER'S CERTIFICATE

As City Treasurer, I hereby certify that the records in our office show no unredeemed taxes and no unpaid or special assessments affecting any of the lands included in this Certified Survey Map as of the date listed below

_____ _____
William Van Rossum (City of Kaukauna Treasurer) Date

COUNTY TREASURER'S CERTIFICATE

I being the duly elected qualified and acting treasurer of the County of Outagamie, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid assessments as of this _____ day of _____, 20____ on any lands included in this Certified Survey Map.

_____ _____
Outagamie County Treasurer Date

Memo

Planning and Community Development

To: Plan Commission

From: Adrienne Nelson, Associate Planner

Date: November 24th, 2026

Re: Tree Donation Application - Zornow

Background Information:
Nancy Zornow submitted a park donation application for review. She wants to donate a Japanese lilac tree. The tree would be planted in the Konkapot Trail and Horseshoe Valley area. It would be placed near a bench Nancy donated in 2021 and the replacement tree approved at the Plan Commission meeting on November 5th, 2026. The application is attached to this memo.

Staff Recommended Action:
Staff recommend approving the park donation application for Nancy Zornow.

From: City Of Kaukauna
To: Planning
Subject: Park Donation Application
Date: Monday, November 23, 2026 4:47:06 PM

Donor Name	Nancy Zornow
Phone Number	[redacted]
Address	212 Oshkosh Way Kimberly, Wisconsin 54136
Email	[redacted]
Proposed Location	Near Bench for Zip Zornow, at corner of Horseshoe and Konkapot creek trail(can be higher on hill in taller grass).
Please select the type of donation you wish to have	Tree
Please note any customizations (color, tree type, etc.) that you may have. (See guidelines for additional information)	compliment of replacement tree
	I have read the guidelines and policy and agree to the terms within.
Signature	