

PLAN COMMISSION

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



Thursday, May 23, 2024 at 4:00 PM

AGENDA

In-Person

1. Roll Call.
2. Approval of Minutes.
 - [a.](#) Approve Minutes from May 9, 2024 Meeting.
3. New Business.
 - [a.](#) Request to Vacate Rear Lot Drainage Easement-Lot 110 Blue Stem Meadows.
 - [b.](#) Site Plan Change Review- Legacy Apartments
 - c. Request for Proposal for new Recreation and Open Space Master Plan
4. Other Business.
5. Adjourn.

NOTICES

Teleconference Access Information on Following Page

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



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144 W. Second Street, Kaukauna



Thursday, May 9, 2024 at 4:00 PM

MINUTES**In-Person.**

1. Roll Call.

Members present: Giovanna Feller, John Moore, DPW John Neumeier, Mayor Tony Penterman, Pennie Thiele, Michael Avanzi, Brett Jensen,

Member(s) absent: Ken Schoenike

Other(s) present: Associate Planner Lily Paul, Planning and Community Development Director Dave Kittel, Dave Paul with Kaukauna Utilities, Andy VandenHeuvel with Kaukauna Utilities, Brain Roebke

Avanzi made a motion to excuse the absent members. Moore seconded the motion. The motion passed unanimously.

2. Approval of Minutes

a. Approve Minutes from April 18, 2024

Feller made a motion to approve the minutes from the April 18, 2024 meeting. Moore seconded the motion. The motion passed unanimously.

3. New Business

a. Site plan Change Review-U-Haul, 1550 Arbor Way

Director Kittel introduced the changes proposed for the U-Haul facility with the addition of a canopy and propane filling.

Avanzi made a motion to approve the proposed changes to the site plan for U-Haul for a canopy and propane filling area contingent all state and local regulations are met. Thiele seconded the motion. The motion passed unanimously.

b. Relocate Water Treatment Facilities-City Owned Property

Mayor Penterman provided an overview of the request to expand the existing water treatment facility at riverside park and a new water treatment facility on City Property above the pool. Avanzi provided additional details on the item to explain the benefits of the site and all the options that Kaukauna Utilities investigated. With some of the infrastructure on this site being on site it may allow for some amenities to still exist on the site such as min-golf. The archery range could be moved to the existing water treatment facility that would be replaced as part of this project. Commissioner Feller asked what the timeline on this, Avanzi stated that it should be done by 2028. Neumeier stated that public works is in favor of this location and there should be pursuit of what amenities could be built on top of the underground infrastructure. Commissioner Thiele stated that the water utility is a vital need, and this is a necessary item and something that residents want to see improved. Commissioner Moore mentioned that this could also save cost with the pool if that water is softened.

Moore made a motion to recommend to the Common Council to approve the site #1 location for the new water treatment facility. Feller seconded the motion. The motion passed unanimously. Avanzi abstained from the vote.

Moore made a motion that Kaukauna Utilities work with the engineering department for the space needs at Riverside Park for updates/additions to existing facilities. Seconded by Mayor Penterman. The motion passed unanimously. Avanzi abstained from the vote.

c. Park Donation Review

AP Lilly Paul presented a recent bench donation on the Kankapot trail. The bench will be the same style as others in the area.

Thiele a motion to approve the park bench donation for Erica Schoenfelt in honor of her mother Diann Schoenfelt and direct staff to work with the donor to pick a precise location. Jansen seconded the motion. The motion passed unanimously.

d. Disposition of City Land-Remnant Parcel, 122 Island Street

Director Kittel provided the background information on this remnant parcel. This item was reviewed in 2022 by the Plan Commission and never made it to Council for final action and is coming back through for action.

Avanzi made a Motion to direct staff to prepare documents including a survey and deed to transfer the remnant of parcel 325008400 also known as Lot 1 Block 2 Kaukauna Island Plat to the adjacent property owner and to recommend the transfer of the same to City Council. Moore seconded the motion. The motion passed unanimously.

e. Additional Easement Review-Blue Stem Meadows 3 Plat

AP Lily Paul introduced the item and provided background information to the need for the additional easement.

Thiele made a motion to approve the easements for Blue Stem Meadows Lot 123, Lots 1 through 3 of CSM 8540, and Lots 1 through 4 of CSM 8541 and recommend the same to common council. Feller seconded the motion. The motion passed unanimously.

4. Other Business

None

5. Adjourn.

Avanzi made a motion to adjourn the meeting. Jensen seconded the motion. The motion passed unanimously. Meeting adjourned at 4:36pm



MEMO

Engineering Department

To: Plan Commission
From: John Neumeier
Date: 5-17-2024
Re: Request to vacate a rear lot drainage easement on Lot 110, Blue Stem Meadows 3, Parcel 325118149

Background information:

The resident at 2231 White Dove Lane, Lot 110 of Blue Stem Meadows, has approached the Engineering Department about building a shed in the rear yard easement on the property. In order to do so, an existing 15' wide drainage easement would need to be vacated or a variance granted. In reviewing the existing easement, it has been determined by Engineering, that the drainage easement on this property is not required for the drainage plan to function properly, is not needed for city access to maintain the same, and vacation of the same would not cause any issues with this or adjacent properties.

Staff Recommended Action:

Motion to approve vacating the 15' wide rear lot drainage easement for Parcel 325118149, Lot 110 of Blue Stem Meadows 3, and recommend the same to Common Council.

HOUSE LAYOUT

LOT 110, BLUE STEM MEADOWS 3,
CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN

WHITE DOVE LANE

FOR: -SCHMIDT BROS. CUSTOM HOMES
-4845 CANVASBACK CIRCLE
-APPLETON, WI 54913
-PHONE: (920) 993-1520

2231 White Dove

LOT 111

Neumeier

John

6305

766-~~6315~~

#4

###7

NOTE:
THIS IS NOT A PROPERTY SURVEY. THE BOUNDARY AS SHOWN IS PER
THE RECORDED PLAT OR SURVEY OF RECORD.

THE HOME BUILDER IS RESPONSIBLE FOR VERIFYING THAT THE
LOCATION OF THE FOUNDATION AS SHOWN IS IN CONFORMANCE WITH
ALL RECORDED EASEMENTS, PRIVATE COVENANTS AND BUILDING
SETBACKS.

FIELD STAKING OF THE FOUNDATION WILL BEGIN UPON THE APPROVAL
FROM THE HOME BUILDER FOR THE LOCATION AS SHOWN.

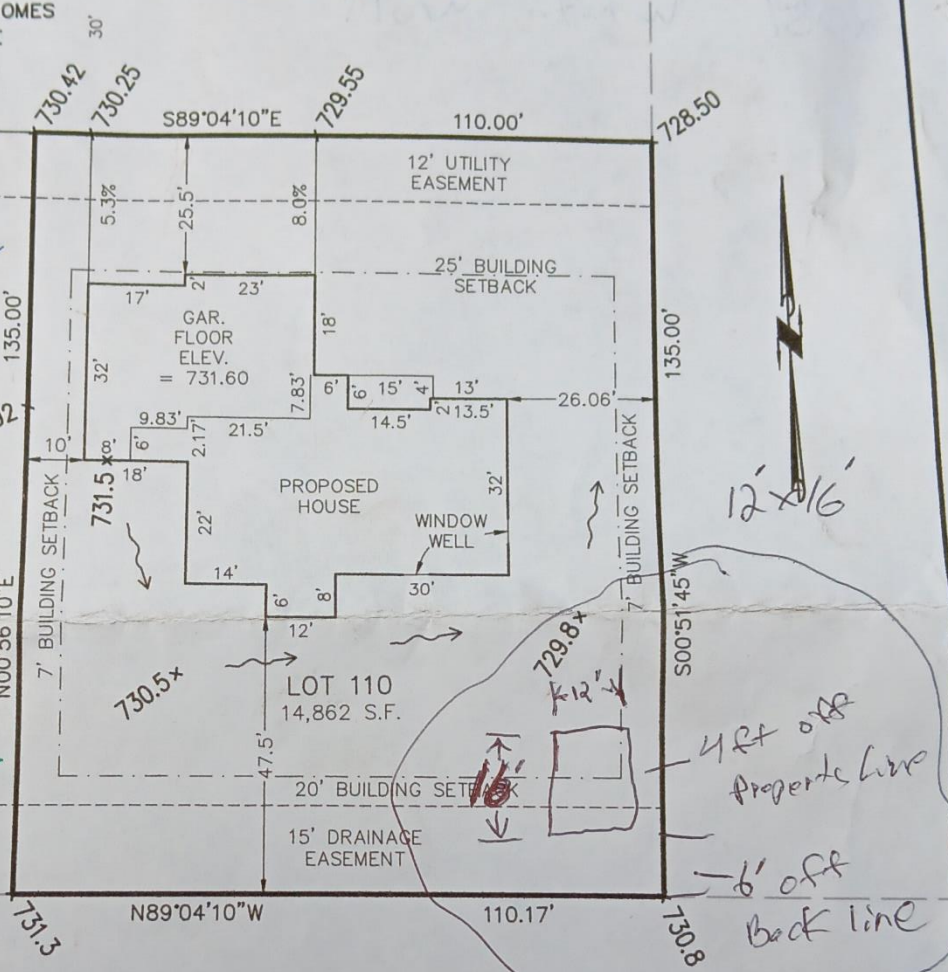
PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY PROPOSED
SITE GRADES BY FIELD CHECKING TWO (2) BENCHMARKS AND A
MINIMUM OF ONE (1) SITE FEATURE AS SHOWN ON THIS PLAN. THE
CONTRACTOR SHALL IMMEDIATELY NOTIFY MCMAHON OF ANY VERTICAL
DISCREPANCY.

McMAHON
ENGINEERS ARCHITECTS

Project No. S0086 092400260.00 Date FEB. 2024 Scale 1"=30'

Drawn By CWK Field Book Page
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
Tel: (920) 751-4200 Fax: (920) 751-4284

File No.



SCALE - FEET

LEGEND

- * 730.42 - PROPOSED GRADE
- 731.0 - GRADE AT FOUNDATION
- 731.68 - PROPOSED TOP OF WALL ELEVATION ($\pm 0.67'$ FROM GRADE AT FOUNDATION)



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

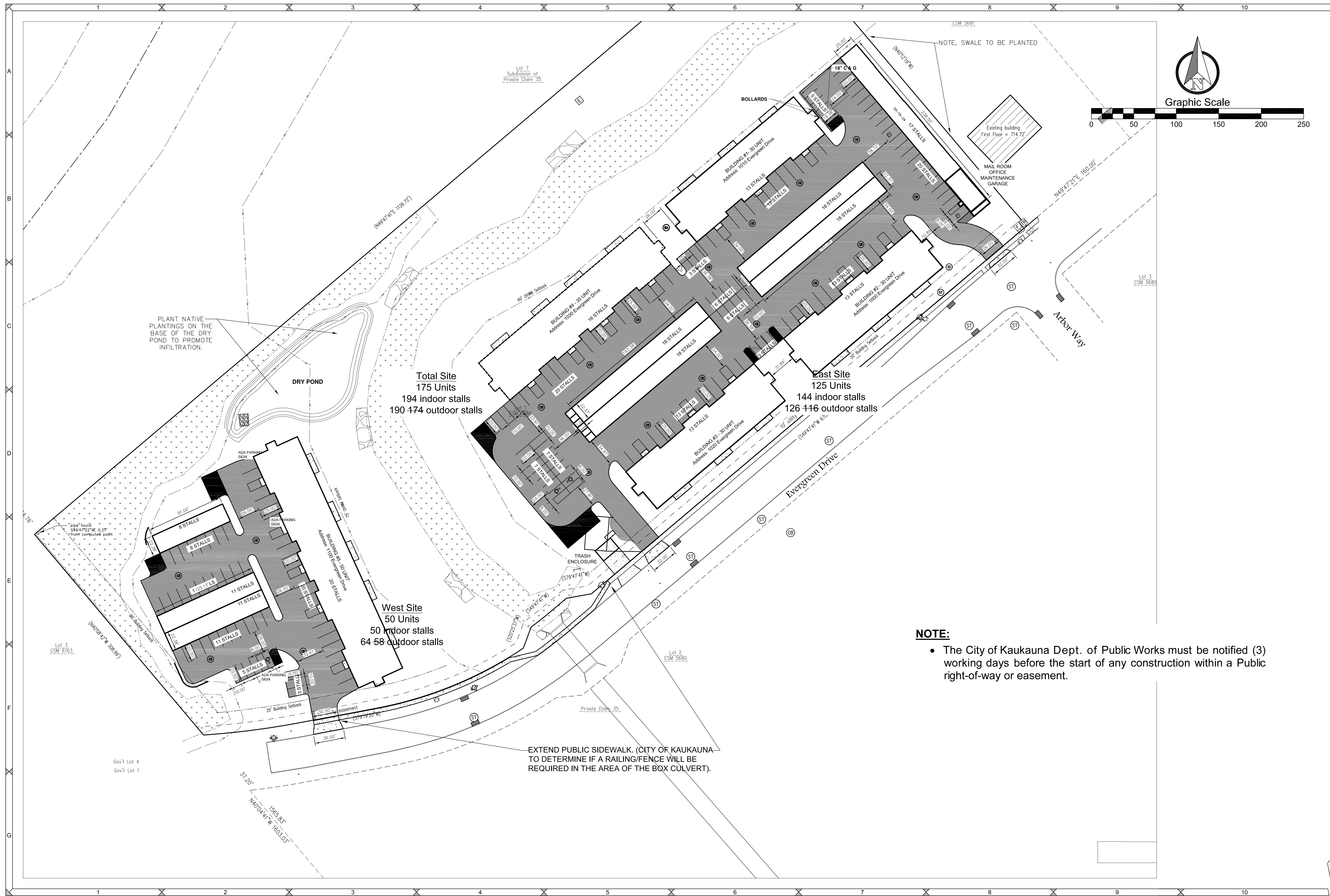
To: Plan Commission
From: Dave Kittel, Director of Planning and Community Development
Date: 5/22/2024
Re: Site Plan Change Review- Legacy Apartments

The Developer for Legacy apartments has submitted some changes to the originally submitted site plan. They are looking to add 14 additional parking spaces on their western site and 10 additional parking spaces on the east site. This change has overall minimal impact and would provide better useability for the apartments. In addition, the Developer would like to rotate the proposed position of the dumpster enclosure to be in line with Evergreen Drive and is requesting an additional driveway opening for the enclosure. Staff has some concerns with this proposed change in regards to traffic and snow storage. Attached to this memo is an updated site plan to show these requested changes.

Recommendation:

To approve the changes for the additional Parking Stalls.





NOTE:

- The City of Kaukauna Dept. of Public Works must be notified (3) working days before the start of any construction within a Public right-of-way or easement.

DESIGNED BY
DJM

DATA FILE
D-3222.txt

DATE
02-14-24

Number	Date	Comments
-	-	-
-	-	-
-	-	-
-	-	-

Mau & Associates
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Fax: 920-434-9672

DUQUAINE DEVELOPMENT
SITE LAYOUT PLAN

PROJECT NO.
D-3222

SHEET NO.
C2.0

DRAWING NO.
S-3645

File: D-3222Eng 032124.dwg