

PLAN COMMISSION

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



Thursday, September 05, 2024 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 August 22, 2024 Meeting
3. Old Business.
4. New Business.
 - a. Rezoning Request- Parcel 322095715
 - b. Special Exception Request- 2716 Main Ave
 - c. Special Exception Request- 2108 Sullivan Ave
 - d. Special Exception Request- 500 Hendricks Ave
 - e. Facade- 1011 Delanglade St
 - f. Park Donation Review-Bench
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, August 22, 2024 at 4:00 PM

MINUTES

In-Person in Common Council Chambers, City of Kaukauna

1. Roll Call.

Members present: Mayor Tony Penterman, John Neumeier, Pennie Thiele, Brett Jensen, Ken Schoenike

Member(s) absent: John Moore, Giovanna Feller, Michael Avanzi

Other(s) present: Planning and Community Development Director Dave Kittel

Thiele made a motion to excuse the absent members. Seconded by Schoenike. The motion passed unanimously.

2. Approval of Minutes.

a. Approve Minutes from August 8, 2024 Meeting

Neumeier made a motion to approve the minutes from the August 8, 2024 meeting. Thiele seconded the motion. The motion passed unanimously.

3. Old Business.

None

4. New Business.

a. Final Plat Review-Blue Stem West

Director Kittel introduced the Final Plat for Blue Stem West.

Schoenike made a motion to approve the Final Plat for Blue Stem West and recommend the same to the Common Council with the following changes adding 10ft drainage easement to the rear of southern lots #43 thru 56 and

replace 12ft utility easement with a 10ft drainage easement in the rear of lots 1 thru 14. Seconded by Thiele. The motion passed unanimously.

b. Park Donation Review-Bench

Location of bench was not determined yet and will be coming back at the next plan commission meeting.

5. Other Business.

None

6. Adjourn.

Jensen made a motion to adjourn the meeting. Seconded by Neumeier. The motion passed unanimously meeting adjourned at 4:07pm.



UPDATED 3.21.2022



CITY OF KAUKAUNA PLAN COMMISSION

APPLICATION FOR REVIEW

I am requesting a:

Zoning Change

Special Exception Permit

Certified Survey Map Review

Subdivision Plat Review

Petitioner Information:

Name: Donald Conrad

Address: 2071 Meadowview St

Phone Number: 920 912 0204

Owner's Name (if not the petitioner):

Owner's Address:

Address of Parcel in Question:

Parcel 322095715 Lot 1 CSM 0770

Property Dimensions (in either SF or Acres):

2.7 acres

Explain your proposed plans and what you are requesting the Plan Commission approve.

Please also note if there are existing structures on this property:

move property from residential to commercial. It was bought with plans verbally approved from town of vanderbrook to build a shop business. The property was annexed to kaukauna while finances were being secured to purchase the lot. we would like to proceed with building.

Additional Requirements: For Certified Survey Map and Subdivision Plat Review, professionally drawn maps are required to be submitted. These maps must include all structures, lot lines and streets with distances to each. For Subdivision Plat Review, the proposed street system must be indicated on the face of the preliminary plat to indicate, within a 2,000 foot radius from the exterior border of the plat, how the proposed streets will tie into the existing street system. Maps should be drawn to a scale of not less than 1":1,000'. For Zoning Change requests that would result in split zoning (or two zoning classifications on one parcel), a professionally drawn map meeting the standards above is also required. Additional information may also be requested as may be appropriate per the proposal being made.

Plan Commission Review Fee Schedule:

Lot Division by Certified Survey Map (1-4 lots)	\$10/lot based on total lots
Subdivision Review (5+ lots)	\$200
Special Exception Permit	\$100
Rezoning/Zoning Change	\$100
Variance to Subdivision Ordinance	\$50
Planned Unit Subdivision Ordinance	\$200

Please Note: Changes to zoning ordinances, special exception permits and map/plat reviews 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):

Date Submitted to City of Kaukauna:

Please submit by email to lpaul@kaukauna-wi.org or by mail to City of Kaukauna, Attn: Plan Commission, P.O. Box 890, Kaukauna, WI 54130

Outagamie County GIS Map

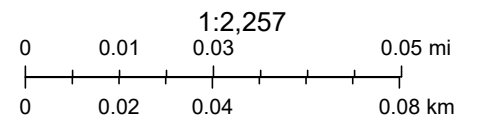
Item 4.a.



8/30/2024, 12:04:10 PM

- Tax Parcel Information
- PLSS Sections
- Display Parcel Lines
- Meander Line
- Plat Boundary Lines
- Plat Boundary

- Plat Lot Number
- Lot Dimension
- Acreage
- CSM Lot Number
- Tax Key
- Streets
- STH
- Highway Labels





MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
 From: Dave Kittel Director of Planning and Community Development
 Date: September 4, 2024
 Re: Special Exception Request – 2716 Main Ave

Blessed Hands Family Care operates an adult assisted living service and has submitted an application for a Special Exception for parcel 324072600 – address 2716 Main Ave. The parcel is zoned Residential Single Family (RSF), and the current use of the property is single family dwelling. Staff has spoken with the applicant and the property owner to gather the following information:

- The property in question is a 3-bedroom single family dwelling with one client in each room. The assisted care is 24 hours.
- The operator has the appropriate license from the Department of Health Services (DHS)
- The clients are typically adults. The assisted living service provides transportation for the clients, they do not have their own vehicles. There is a driveway and attached garage for the property adequate for parking of staff. If there are visiting hours, it would be arranged with the parents/guardian and the driveway can be utilized accordingly.
- The group home would offer services for a range of care such as people with special needs, elderly, traumatic brain injury, mental health, ect..

The City of Kaukauna Code of Ordinances, [Section 17.16 \(3\)](#) “allows community living arrangements/group homes, subject to Wis. Stats. § 62.23(7)(i)” as a special exception.

According to [Section 17.47 \(4\)](#), Plan Commission shall use the following criteria:

Before any special exception shall be recommended for approval, the city plan commission shall make findings that the granting of a special exception will not adversely affect the public interest and certify that the specific requirements governing the individual special

exception, if any, have been met by the applicant. No special exception shall be recommended for approval unless the plan commission shall find:

- a. That the establishment, maintenance, or operation of the special exception use or structure will not be detrimental or injurious to the use and enjoyment of adjacent properties or properties in the immediate vicinity.
- b. That the special exception is compatible with the adjacent existing uses and structures or uses and structures likely to develop which are permitted in the district.
- c. That adequate public facilities and services are available to the development.
- d. That adequate measures are taken to provide for drainage.
- e. That ingress and egress to the property is provided in such a manner as to minimize traffic hazards and congestion.
- f. That adequate parking and loading areas are provided.

Public hearing. Upon the filing of an application for a special exception, the city plan commission shall notify the city council of such application and shall fix a reasonable time, not more than 60 days from the filing date, for a public hearing. A class 2 notice pursuant to Wis. Stats. ch. 985 shall be published in the official newspaper of the city specifying the date, time, and place of hearing and the matters to come before the city plan commission. Notice shall also be mailed to the parties of interest, as determined by the city plan commission.

Recommendation:

Finding the special exception request to meet all the criteria set forth in [Section 17.47 \(4\)](#) of the City Municipal Code, Staff recommends to schedule a public hearing for the October 18, 2024 Plan Commission meeting at 4:00 PM in the City Council Chambers and send notice to the newspaper and parties of interest.



UPDATED 3.21.2022



CITY OF KAUKAUNA PLAN COMMISSION APPLICATION FOR REVIEW

I am requesting a:

- Zoning Change
- Special Exception Permit
- Certified Survey Map Review
- Subdivision Plat Review

Petitioner Information:

Name: BLESSED HANDS FAMILY CARE / TCHAMBAZA RUGAJU

Address: 2716 MAIN Ave, KAUKAUNA, WI 54130

Phone Number: 806-567-8453

Owner's Name (if not the petitioner): MIKIUNGURA ALEX

Owner's Address: 1619 STELVLAH Ave, Appleton WI 54915

Address of Parcel in Question: 2716 MAIN Ave, KAUKAUNA WI 54130
1002 WOODLAND CT, KAUKAUNA WI 54130

Property Dimensions (in either SF or Acres): 1992 sqft

Explain your proposed plans and what you are requesting the Plan Commission approve.

Please also note if there are existing structures on this property:

Additional Requirements: For Certified Survey Map and Subdivision Plat Review, professionally drawn maps are required to be submitted. These maps must include all structures, lot lines and streets with distances to each. For Subdivision Plat Review, the proposed street system must be indicated on the face of the preliminary plat to indicate, within a 2,000 foot radius from the exterior border of the plat, how the proposed streets will tie into the existing street system. Maps should be drawn to a scale of not less than 1":1,000'. For Zoning Change requests that would result in split zoning (or two zoning classifications on one parcel), a professionally drawn map meeting the standards above is also required. Additional information may also be requested as may be appropriate per the proposal being made.

Plan Commission Review Fee Schedule:

Lot Division by Certified Survey Map (1-4 lots)	\$10/lot based on total lots
Subdivision Review (5+ lots)	\$200
Special Exception Permit	\$100
Rezoning/Zoning Change	\$100
Variance to Subdivision Ordinance	\$50
Planned Unit Subdivision Ordinance	\$200

Please Note: Changes to zoning ordinances, special exception permits and map/plat reviews 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):

TCHAMBAZA

RUGAJU

Date Submitted to City of Kaukauna:

08-15-2024

Please submit by email to lpaul@kaukauna-wi.org or by mail to City of Kaukauna, Attn: Plan Commission, P.O. Box 890, Kaukauna, WI 54130

Outagamie County GIS Map

Item 4.b.



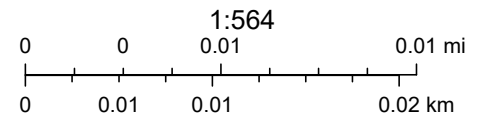
8/30/2024, 12:17:25 PM

Tax Parcel Information

Plat Boundary Lines

Lot Dimension

Streets



Tax Key

LOCAL

Highway Labels

Property Address

Plat Boundary

PLSS Sections

Plat Lot Number



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
 From: Dave Kittel Director of Planning and Community Development
 Date: September 4, 2024
 Re: Special Exception Request – 2108 Sullivan Ave

Tonic Home Care LLC operates an adult assisted living service and has submitted an application for a Special Exception for parcel 323141800 – address 2108 Sullivan Ave. The parcel is zoned Residential Two Family (RTF), and the current use of the property is single family dwelling. Staff has spoken with the applicant and the property owner to gather the following information:

- The property in question is a 3-bedroom single family dwelling with one client in each room. The assisted care is 24 hours.
- The operator has the appropriate license from the Department of Health Services (DHS)
- The clients are adults. The assisted living service provides transportation for the clients, they do not have their own vehicles. There is a driveway and attached garage for the property adequate for parking of staff. If there are visiting hours, it would be arranged and the driveway can be utilized accordingly.

The applicant has provided additional information in an attached letter.

The City of Kaukauna Code of Ordinances, [Section 17.18 \(3\)](#) “allows community living arrangements/group homes, subject to Wis. Stats. § 62.23(7)(i)” as a special exception.

According to [Section 17.47 \(4\)](#), Plan Commission shall use the following criteria:

Before any special exception shall be recommended for approval, the city plan commission shall make findings that the granting of a special exception will not adversely affect the public interest and certify that the specific requirements governing the individual special exception, if any, have been met by the applicant. No special exception shall be recommended for approval unless the plan commission shall find:

- a. That the establishment, maintenance, or operation of the special exception use or structure will not be detrimental or injurious to the use and enjoyment of adjacent properties or properties in the immediate vicinity.
- b. That the special exception is compatible with the adjacent existing uses and structures or uses and structures likely to develop which are permitted in the district.
- c. That adequate public facilities and services are available to the development.
- d. That adequate measures are taken to provide for drainage.
- e. That ingress and egress to the property is provided in such a manner as to minimize traffic hazards and congestion.
- f. That adequate parking and loading areas are provided.

Public hearing. Upon the filing of an application for a special exception, the city plan commission shall notify the city council of such application and shall fix a reasonable time, not more than 60 days from the filing date, for a public hearing. A class 2 notice pursuant to Wis. Stats. ch. 985 shall be published in the official newspaper of the city specifying the date, time, and place of hearing and the matters to come before the city plan commission. Notice shall also be mailed to the parties of interest, as determined by the city plan commission.

Recommendation:

Finding the special exception request to meet all the criteria set forth in [Section 17.47 \(4\)](#) of the City Municipal Code, Staff recommends to schedule a public hearing for the October 18, 2024 Plan Commission meeting at 4:00 PM in the City Council Chambers and send notice to the newspaper and parties of interest.



08/16/2024

Tonic Home Care LLC
2108 Sullivan Ave
Kaukauna WI 54130
tonichomecae@gmail.com
9202846716

Dear David Kittle and Members of the
City of Kaukauna Planning commission
P.O. Box890, Kaukauna, WI 54130

I am writing to formally request approval to convert a three-bedroom residential property located at 2108 Sullivan Ave Kaukauna, WI 54130 into an assisted living facility. The purpose of this conversion is to provide care and housing for three unrelated adults who require assistance with daily living activities.

This proposed facility will be designed to offer a safe, supportive environment that meets the needs of its residents. Each of the three adults will have a private bedroom, and shared spaces will include the living room, kitchen, and bathroom facilities. The home will be staffed by qualified caregivers who will be present 24/7 to provide personal care, medication management, meal preparation, and other necessary services.

The conversion of this property into an assisted living facility will not alter the interior nor exterior of the house or impact the character of the neighborhood. We are committed to maintaining the property to high standards and ensuring that it blends seamlessly into the community. Additionally, we will adhere to all relevant city, state, and federal regulations governing assisted living facilities.

We believe this facility will be a valuable resource to the community, offering a compassionate and supportive living arrangement for individuals in need. We respectfully request that the City of Kaukauna, grants the necessary special exemption permit approval to allow for this business.

Please let me know if any additional information or documentation is required to process this request. I am available to meet with the Planning and planning commission Department at your convenience to discuss this proposal further.

Thank you for your time and consideration.

Sincerely,
Hassan Sharif,
The Director of Tonic Home Care LLC

Outagamie County GIS Map



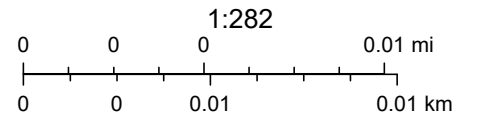
8/30/2024, 12:21:59 PM

Tax Parcel Information

Plat Boundary Lines

Lot Dimension

Streets



Tax Key

LOCAL

Highway Labels

Property Address

Plat Boundary

PLSS Sections

Plat Lot Number

Additional Requirements: For Certified Survey Map and Subdivision Plat Review, professionally drawn maps are required to be submitted. These maps must include all structures, lot lines and streets with distances to each. For Subdivision Plat Review, the proposed street system must be indicated on the face of the preliminary plat to indicate, within a 2,000 foot radius from the exterior border of the plat, how the proposed streets will tie into the existing street system. Maps should be drawn to a scale of not less than 1":1,000'. For Zoning Change requests that would result in split zoning (or two zoning classifications on one parcel), a professionally drawn map meeting the standards above is also required. Additional information may also be requested as may be appropriate per the proposal being made.

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Please Note: Changes to zoning ordinances, special exception permits and map/plat reviews 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):

TCHAMBAZA

RUGAJU

Date Submitted to City of Kaukauna:

08-15-2024

Please submit by email to lpaul@kaukauna-wi.org or by mail to City of Kaukauna, Attn: Plan Commission, P.O. Box 890, Kaukauna, WI 54130



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
 From: Dave Kittel Director of Planning and Community Development
 Date: September 4, 2024
 Re: Special Exception Request – 500 Hendricks Ave

Golden Care Services is looking to purchase 500 Hendricks Ave has submitted an application for a Special Exception for parcel 323051500 to use the property for office space. The parcel is zoned Residential Two Family (RTF), and the current use of the property is as office space. Staff has spoken with the applicant and the property owner to gather the following information:

- The property in question has been previously used as office space.
- The proposed use would continue to use the property as office space with no foot traffic other than the office workers
- The site has adequate onsite parking for their needs

According to [Section 17.47 \(4\)](#), Plan Commission shall use the following criteria:

Before any special exception shall be recommended for approval, the city plan commission shall make findings that the granting of a special exception will not adversely affect the public interest and certify that the specific requirements governing the individual special exception, if any, have been met by the applicant. No special exception shall be recommended for approval unless the plan commission shall find:

- a. That the establishment, maintenance, or operation of the special exception use or structure will not be detrimental or injurious to the use and enjoyment of adjacent properties or properties in the immediate vicinity.
- b. That the special exception is compatible with the adjacent existing uses and structures or uses and structures likely to develop which are permitted in the district.
- c. That adequate public facilities and services are available to the development.
- d. That adequate measures are taken to provide for drainage.
- e. That ingress and egress to the property is provided in such a manner as to minimize traffic hazards and congestion.

- f. That adequate parking and loading areas are provided.

Public hearing. Upon the filing of an application for a special exception, the city plan commission shall notify the city council of such application and shall fix a reasonable time, not more than 60 days from the filing date, for a public hearing. A class 2 notice pursuant to Wis. Stats. ch. 985 shall be published in the official newspaper of the city specifying the date, time, and place of hearing and the matters to come before the city plan commission. Notice shall also be mailed to the parties of interest, as determined by the city plan commission.

Recommendation:

Finding the special exception request to meet all the criteria set forth in [Section 17.47 \(4\)](#) of the City Municipal Code, Staff recommends to schedule a public hearing for the October 18, 2024 Plan Commission meeting at 4:00 PM in the City Council Chambers and send notice to the newspaper and parties of interest.



UPDATED 3.21.2022



CITY OF KAUKAUNA PLAN COMMISSION
APPLICATION FOR REVIEW

I am requesting a:

Zoning Change

Special Exception Permit

Certified Survey Map Review

Subdivision Plat Review

Petitioner Information:

Name: Ruth Zych

Address: PO Box 5036 De Pere, WI 54136

Phone Number: 920-202-8908

Owner's Name (if not the petitioner): Noreen Properties LLC

Owner's Address: N5541 Saint Catherines Bay Road, Hilbert WI 54129

Address of Parcel in Question: 500 Hendricks Ave, Kaukauna, WI 54130

Property Dimensions (in either SF or Acres):

Explain your proposed plans and what you are requesting the Plan Commission approve.

Please also note if there are existing structures on this property:

Office use for a non-profit.

Additional Requirements: For Certified Survey Map and Subdivision Plat Review, professionally drawn maps are required to be submitted. These maps must include all structures, lot lines and streets with distances to each. For Subdivision Plat Review, the proposed street system must be indicated on the face of the preliminary plat to indicate, within a 2,000 foot radius from the exterior border of the plat, how the proposed streets will tie into the existing street system. Maps should be drawn to a scale of not less than 1":1,000'. For Zoning Change requests that would result in split zoning (or two zoning classifications on one parcel), a professionally drawn map meeting the standards above is also required. Additional information may also be requested as may be appropriate per the proposal being made.

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Signature of Petitioner:  *Ruth Zych* 08/29/24

Signature of Owner (if not Petitioner):

John M. Eult - Noreen Properties LLC

Date Submitted to City of Kaukauna:

Please submit by email to- lpaul@kaukauna-wi.org or by mail to City of Kaukauna, Attn: Plan Commission, P.O. Box 890, Kaukauna, WI 54130

Outagamie County GIS Map

Item 4.d.



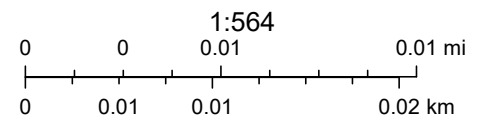
8/30/2024, 12:24:33 PM

- Tax Parcel Information
- Plat Boundary Lines
- Property Address
- Plat Boundary
- PLSS Sections
- Plat Lot Number

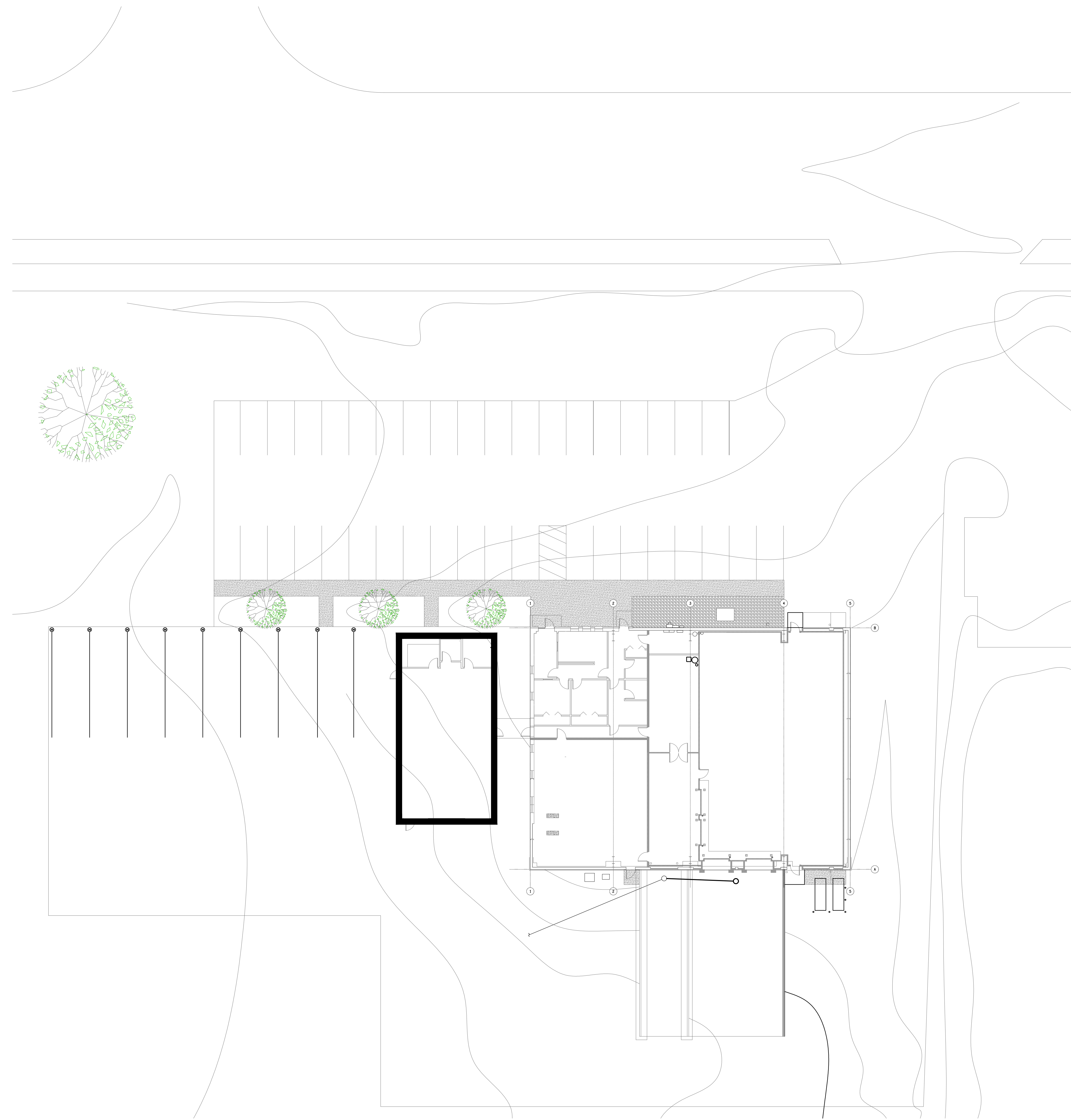
- Lot Dimension
- CSM Lot Number
- CSM Name

- Tax Key
- Block Number
- Plat Name

- Streets
- LOCAL
- Highway Labels









APPLICATION FOR PARK DONATION

Donor Name: American Legion Kaukauna Post 41

Phone Number: 920-585-3497

Address: 538 Roger Ct

Email Address: jensen8837@outlook.com

Proposed Location: Heritage Trail or Konkopot Creek tr

Type of Donation:

Cambridge Bench

Picnic Table

Tree

Book Exchange

Garbage Receptacle

Other Item (Please Describe)

Inscription Text (If Applicable)

IN MEMORY OF

JAMES AND BETTY McDANIEL

AMERICAN LEGION KAUKAUNA POST 41 AND AUXILIARY UNIT 41

Please attach any necessary photos or documents with this form

Park Donations to the City of Kaukauna are considered outright and unrestricted donations. The City of Kaukauna does not guarantee the permanency of the accepted donation. If a memorial must be relocated, Department staff will attempt to notify the donor in writing at the address shown on this form. Donations may be tax deductible (please consult an accountant). The donor declares to have read the Parks Donation Policy and Guidelines. The donor understands and agrees with the conditions set forth in this policy and agrees to any conditions required by City staff or elected officials.

By signing below, I acknowledge that I have read and understand the Parks Donation Policy and Guidelines

William Jensen

June 6, 2024

CITY OF KAUKAUNA

144 W 2nd Street
Kaukauna, WI 54130

920.766.6300
www.cityofkaukauna.com

PAID JWN 6/6/24 - 27