

PLAN COMMISSION

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



Thursday, October 08, 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 September 3, 2026
3. Old Business.
4. New Business.
 - [a.](#) High Pointe Meadows Subdivision Lots 32-35
 - [b.](#) CSM Review - Lauer Subdivision
 - [c.](#) Tree Donation Application - Miller
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

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144 W. Second Street, Kaukauna



Thursday, September 3, 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, Giovanna Feller, John Moore, Michael Avanzi, Ken Schoenike, John Neumeier, Mayor Tony Penterman

Members Absent: Kelli Antoine

Others Present: Associate Planner Nelson, Komaria Mendy of Haven Heritage Adult Family Home LLC, Eric Miller of Kaukauna Utilities, Citizen Peter Bebeau

Avanzi made a motion to excuse the absent member. Seconded by Jensen. The motion passed unanimously.

2. Approval of Minutes

a. Approve Minutes from July 23, 2026

Feller made a motion to approve the minutes from July 23, 2026. Seconded by Avanzi. The motion passed unanimously.

3. Public Hearing

a. Public Hearing – Special Exception for AFH at 180 Plank Road

Mayor Penterman declared the public hearing open and asked if anyone in the Council Chamber wished to address the Plan Commission regarding the special exception request at 180 Plank Road.

After asking two more times if anyone wished to address the commission, no one appeared, and Mayor Penterman declared the public hearing closed.

4. Old Business

a. None

5. New Business

a. Special Exception Request – Haven Heritage Adult Family Home

Associate Planner Nelson explained that the parcel is currently zoned Residential Multifamily and the current use of the property is duplex style residential units. The applicants are seeking to operate a 1-2 bed facility for adults with disabilities, which would operate with 24-hour support. All special exception notification requirements have been followed. Only one resident reached out to express opposition to the special exception request due to concerns for the safety of elderly or disabled residents during natural disasters, possible access issues for fire/police, and yard maintenance issues. The special exception request was sent over to police and fire for review and comments. Some concerns were brought up, as two nearby adult family homes have required extensive assistance from both departments. Associate Planner Nelson explained that the Plan Commission can recommend approval, approval with conditions, or denial to the Common Council based on their findings.

Commissioner Neumeier brought up state statute, which allows for denial of adult family homes when certain density requirements are met or when there are existing homes in the vicinity. He added that the request should be denied due to the presence of two other facilities within 2,500 feet and the extra stress another establishment would put on public services.

Komaria Mendy of Haven Heritage Adult Family Home LLC explained that they have policies and procedures in place to address any emergency concerns. She explained that adult family homes serve a

range of different clients and that their intended clientele would not put the same strain on City services as existing homes.

Commissioner Schoenike asked how many other homes the applicants currently have in operation.

Mendy explained that this would be their first, but they plan to open other locations in the future.

Commissioner Avanzi asked for additional information on the two existing adult family homes on Plank Road.

Nelson explained that the two existing facilities went through the special exception process and that they were approved with minimal conditions. The facilities themselves are regulated by the state.

Mayor Penterman stated that the City already has a high saturation of care facilities.

Commissioner Moore asked about the next steps if the special exception was denied.

Nelson clarified that the Common Council has final decision making authority and that Plan Commission's job is to provide a formal recommendation.

Schoenike asked what the timeline was on police/EMS calls, and if they had fluctuated at all.

Nelson explained that the number of calls had remained relatively consistent.

Moore agreed with Neumeier's concerns regarding the strain on public facilities.

Moore made a motion to recommend denial of the special exception request to Common Council. Seconded by Neumeier. A roll call vote was taken.

Jensen Aye
Feller Aye
Avanzi Nay
Schoenike Nay
Neumeier Aye
Moore Aye
Penterman Aye

The motion passed 5-2.

b. Kaukauna Utilities Amendment

Associate Planner Nelson introduced the memorandum of understanding, and associated easements for access and utilities, with Outagamie County for the installation and maintenance of a communications tower at 809 Boyd Avenue. The easement and agreement were not recorded and were not identified by City staff as part of the recent CSM for the Kaukauna Water Treatment Plant #1. Kaukauna Utilities and Outagamie County have agreed to adjust the width of the easement to accommodate. Staff is recommending approval of the First Amendment to Lease and Memorandum of Understanding Dated March 31, 2014 to the Common Council.

Schoenike made a motion to recommend approval of First Amendment to Lease and Memorandum of Understanding Dates March 31, 2014 to the Common Council. Seconded by Feller. Avanzi abstained. The motion passed unanimously.

c. Rezoning Request – KU

Associate Planner Nelson introduced the rezoning application submitted by Eric Miller on behalf of Kaukauna Utilities for properties located at 300 Island Street. The request is to rezone six parcels from

Industrial District and Residential Two-Family District to Institutional District to ensure zoning matches the existing use of the parcels. A public hearing for this request will occur during the September 15th Common Council meeting. Staff is recommending approval of the rezoning request to the Common Council and that notice be mailed to all property owners within 200' of the proposed rezone.

Neumeier made a motion to recommend approval of the rezoning request to the Common Council and that notice be mailed to all property owners within 200' of the proposed rezone. Seconded by Jensen. Avanzi abstained. The motion passed unanimously.

d. Park Bench Donation Application – Bebeau

Applicant Peter Bebeau explained that he would like to have a memorial bench for his late wife placed in La Follette Park after trail reconstruction is completed next spring. He provided bench design examples to the Commission.

Avanzi made a motion to recommend approval of the park bench donation for Peter Bebeau in memory of Kristine Landreman with the condition that staff will work with the donor to finalize the location of the bench. Seconded by Feller. The motion passed unanimously.

e. Extraterritorial CSM Review – Parcels 030019202 & 033019600 (Town of Buchanan)

Associate Planner Nelson explained that surveyor Scott Andersen submitted a certified on behalf of Kaukauna Storage LLC and Brian VanLanen for the adjustment of lot lines. The two parcels are contiguous to exiting land in the City but there are no plans for annexation at this time. When the CSM was presented previously, there were concerns that the adjustment would not leave enough room for planned residential development. The Plan Commission requested additional information to ensure that residential development is still possible. Before the meeting, the applicant was able to provide

confirmation from Outagamie County that they would be open to discussing access off of County Road CE.

Commissioner Neumeier commented that there is still opportunity for residential development, but that the developer would be taking on a substantial portion of the roadway assessments in the future and roadway access costs on CE, and that there may be some sewer extension concerns.

Neumeier made a motion to recommend approval of the extraterritorial CSM to the Common Council. Seconded by Avanzi. The motion passed unanimously.

6. Other Business
 - a. None

7. Adjourn

Jensen made a motion to adjourn the meeting. Seconded by Neumeier. Motion passed unanimously. The meeting adjourned at 4:36 p.m.





MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission
From: Adrienne Nelson, Associate Planner
Date: October 2, 2026
Re: High Pointe Meadows Subdivision Lots 32-35

At the Plan Commission meeting on [July 9th, 2026](#), and the Common Council meeting on [July 21st, 2026](#), the final plat for High Pointe Meadows Subdivision Phase 1 was approved with the following conditions:

- That for lots 32-35, no site work starts, no building permits are issued, and no sale of land occurs until FEMA and the Wisconsin DNR's review is complete and City floodplain ordinance updates for this area are approved by the Common Council
- That the proposed CSM for the remaining lots in the Town of Buchanan is approved and recorded, OR separate easement documents are approved by City staff and recorded for drainage, grading, and storm sewer purposes.

The developer has received concurrence from the DNR and is requesting that the sale restriction be removed from lots 32-35. As FEMA concurrence is still pending, the site work and building permit restrictions would remain.

Staff Recommendation:

Staff recommend that the sale restriction on parcels 32-35 of High Pointe Meadows Subdivision Phase 1 be removed.



October 2, 2026

John Neumeier
Director of Public Works
City of Kaukauna
144 West 2nd Street
Kaukauna, WI 54130

REFERENCE ID: FAD 21537

Subject: City of Kaukauna – Fieldcrest Drive Tributary Floodplain Analysis

Mr. Neumeier:

The Department of Natural Resources has completed its review of the floodplain analysis requested by the City of Kaukauna on August 4, 2026. This analysis, received September 17, 2026, was prepared by John Davel of Davel Engineering and Environmental Inc., and evaluates the existing conditions a tributary to Garner's Creek. It incorporates improved data that was not available when the waterway was originally mapped. The analysis was conducted on behalf of the City of Kaukauna for the project located in Section 35, T21N, R19E, City of Kaukauna, Outagamie County.

The tributary to Garner's Creek (WBIC: 5021989) is currently mapped as an approximate Zone A floodplain. The floodplain analysis was completed to determine floodway, flood fringe, and establish base flood elevations for the study area.

Based on our review, this study meets the standards outlined in NR 116 and is hereby approved by the Department. Please note that a Letter of Map Revision (LOMR) must be submitted to and approved by FEMA before the updated data can be used for regulatory purposes.

This approval pertains solely to the requirements of NR 116 and does not exempt the applicant from complying with any other applicable Federal, State, or Local requirements. If you have any questions regarding this approval, please contact me at ryan.pichler@wisconsin.gov or (920) 769-6234.

Sincerely,

Ryan Pichler
Water Management Engineer
Green Bay Service Center
Wisconsin DNR

cc: John Davel – Davel Engineering and Environmental Inc.



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission
From: Adrienne Nelson, Associate Planner
Date: October 2, 2026
Re: CSM Review – Lauer Subdivision

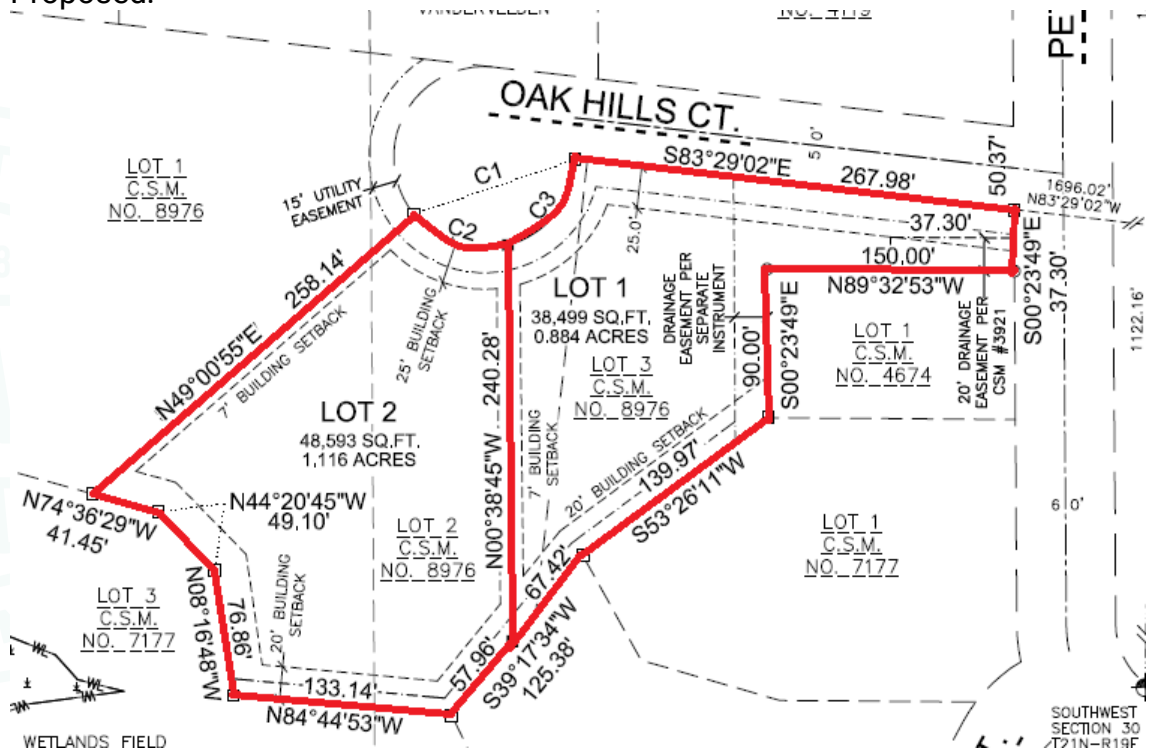
Gary A. Zahringer, surveyor, has submitted a certified survey map (CSM) on behalf of Greg Lauer, owner, to adjust the lot lines between parcels 325032307 and 325032308. This request to adjust the lot lines will allow parcel 325032308 to have a larger buildable area. The application and a draft of the CSM are attached to this report. The current map and proposed map are shown below for additional detail.



Current:



Proposed:



Staff Recommendation:

Recommend approval of the CSM to the Common Council.





APPLICATION: CERTIFIED SURVEY MAP REVIEW FORM

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

Petitioner Information:

Name: Gregory Lauer

Mailing Address: W1470 Peters Rd. Kaukauna WI 54130

Phone Number:

Email:

Property Owner Information (If Not Petitioner):

Name: Gergory Lauer

Mailing Address: W1470 Peters Rd. Kaukauna WI 54130

Phone Number:

Email:

Property Information:

Site Address/Location: Peters Rd, Kaukauna, Lots 2 and 3 of CSM 8976

Lot Dimensions and Area: 87,092 sq.ft.

Current Zoning: None

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:

Move lot line between lots 2 and 3 to give lot 3 a bigger buildable area.

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 Certified Survey Map (1-4 lots) Fee Schedule: \$10.00/lot based on total lots

Please Note: Certified survey map 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 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: 9/29/2026

Payment Received: 9/28/2026

Payment Receipt #: N/A

Site Plan Reviewed: N/A

1st Notice Sent: N/A

2nd Notice Sent: N/A

Plan Commission Approval:

Common Council Approval:

Signature of Planning & Community Dev. Staff:



CERTIFIED SURVEY MAP NO. _____

LOTS 2 AND 3 OF CERTIFIED SURVEY MAP NO. 8976; BEING PART OF GOVERNMENT LOTS 5 AND 6 IN SECTION 21, TOWNSHIP 21 NORTH, RANGE 19 EAST, CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN.

CURVE TABLE							
CURVE	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD	TANGENT IN	TANGENT OUT
1	55.00'	139°43'12"	134.12'	N71°11'40.0"E	103.27'	S38°56'44"E	N01°20'04"E
2	55.00'	066°06'41"	63.46'	S72°00'04.5"E	60.00'	S38°56'44"E	N74°56'35"E
3	55.00'	073°36'31"	70.66'	N38°08'19.5"E	65.90'	N74°56'35"E	N01°20'04"E

SURVEYOR'S CERTIFICATE

I, GARY A. ZHRINGER, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY:

THAT I HAVE SURVEYED, MAPPED AND DIVIDED AT THE DIRECTION OF GREG LAUER, LOTS 2 AND 3 OF CERTIFIED SURVEY MAP NO. 8976; BEING PART OF GOVERNMENT LOTS 5 AND 6 IN SECTION 21, TOWNSHIP 21 NORTH, RANGE 19 EAST, CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN. CONTAINING 87,092 SQUARE FEET [2.000 ACRES]. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE FULLY COMPLIED WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND WITH THE CITY OF KAUKAUNA SUBDIVISION ORDINANCE IN SURVEYING, DIVIDING AND MAPPING THE SAME.

THAT THIS MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF.

GIVEN UNDER MY HAND THIS _____ DAY OF _____, 2026.

GARY A. ZHRINGER, PROFESSIONAL LAND SURVEYOR S-2098

THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENTS

OWNERS OF RECORD:	RECORDING INFORMATION:	PARCEL NUMBER:
GREG LAUER REVOCABLE TRUST	DOCUMENT NO. 2355967	325032307 AND 325032308

CITY OF KAUKAUNA COMMON COUNCIL APPROVAL:

RESOLVED BY THE COMMON COUNCIL OF THE CITY OF KAUKAUNA, THAT THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED.

DATED THIS _____ DAY OF _____, 20__.

ANTHONY J. PENTERMAN, MAYOR

I HEREBY CERTIFY THAT THE ABOVE IS A TRUE AND CORRECT COPY OF THE RESOLUTION ADOPTED BY THE COMMON COUNCIL.

DATED THIS _____ DAY OF _____, 20__.

KAYLA NESSMANN, CITY CLERK

TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS SHOWN INCLUDED IN THIS CERTIFIED SURVEY MAP.

CITY TREASURER	DATE	COUNTY TREASURER	DATE
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CERTIFIED SURVEY MAP NO. _____

LOTS 2 AND 3 OF CERTIFIED SURVEY MAP NO. 8976; BEING PART OF GOVERNMENT LOTS 5
AND 6 IN SECTION 21, TOWNSHIP 21 NORTH, RANGE 19 EAST, CITY OF KAUKAUNA,
OUTAGAMIE COUNTY, WISCONSIN.

GREGORY R. LAUER IRREVOCABLE TRUST OWNERS CERTIFICATE:

AS OWNER, I THE UNDERSIGNED, HEREBY CERTIFY THAT WE CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, DIVIDED, AND MAPPED AS SHOWN AND REPRESENTED ON THIS MAP.

I ALSO FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.10 OR 236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: CITY OF KAUKAUNA

DATED THIS _____ DAY OF _____, 20____

TRUSTEE SIGNATURE

PRINT NAME _____

STATE OF WISCONSIN)
) SS
COUNTY)

PERSONALLY CAME BEFORE ME ON THE _____ DAY OF _____, 20__, THE ABOVE OWNERS TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC, STATE OF WISCONSIN
MY COMMISSION (IS PERMANENT)
(EXPIRES:)



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
From: Adrienne Nelson, Associate Planner
Date: October 1, 2026
Re: Tree Donation Application - Miller

A park donation application has been submitted by Carrier Miller for either a willow tree or an oak tree to be planted at La Follette Park in memory of Julie Hammen. A plaque would be included and would read as follows:

"In Loving Memory of Julie Hammen"

Staff Recommendation

Staff recommend approval of the donation of an oak tree to be planted at La Follette Park in memory of Julie Hammen, with guidance from staff on location.





PARK DONATION APPLICATION

Donor Name: Carrie Miller (The Family of Julie Hammen)

Phone Number: [REDACTED]

Address: 2413 Gmeiner Rd. Appleton, WI 54915

Email: [REDACTED]

Proposed Location: La Follette Park

Type of Donation:

- ☐ Bike rack
- ☐ Bench
- ☐ Picnic table
- ☐ Planter
- ☒ Tree
- ☐ Other (please describe

Please note: The Plan Commission reviews donations separately. If you wish to make multiple donations, you will need to complete a separate application for each item you wish to donate.

Please note any customizations (color, tree type, etc.) that you may have. (See guidelines for additional information)

1st choice = Willow, alternate choice = Oak

Inscription Text (if applicable):

In Loving Memory of Julie Hammen

The city maintains the donation for its expected/useful life. Any maintenance demands deemed excessive may lead to the removal of a donated item. The City of Kaukauna reserves the right to remove and/or relocate donations which are inappropriately located, no longer useful, or serve no continued value to the park system without notification.

☐ I have read the guidelines and policy and agree to the terms within

Signature: 1a4a3590-5d8b-4d9d-8e10-622fc340e16f

Digitally signed by 1a4a3590-5d8b-4d9d-8e10-622fc340e16f
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 Reason: I am the author of this document
 Location: your signing location here
 Date: 2026.09.30 09:03:36-05'00'
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