

PLAN COMMISSION

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



Thursday, November 06, 2025 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 October 23, 2025
3. Old Business.
4. New Business.
 - [a.](#) DAR Monument
 - [b.](#) Girl Scout Silver Award Mural
 - [c.](#) Annexation Petition Review- Debruin parcel 200049900
5. Other Business.
6. Adjourn.

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

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Thursday, October 23, 2025 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 (virtual), Ken Schoenike, Pennie Thiele, Mayor Tony Penterman

Other(s) Present: Associate Planner Adrienne Nelson, Time Villager Reporter Brian Roebke, Representatives from DAR, interested citizens

2. Approval of Minutes

a. Approve Minutes from October 9, 2025

Feller made a motion to approve the minutes from October 9, 2025.
Seconded by Moore. The motion passed unanimously.

3. Old Business

a. None

4. New Business

a. CSM Review – Greg Lauer CSM

Associate Planner Nelson presented the certified survey map (CSM) submitted by Garrett Smith for parcel 030032306 on behalf of Gregory Lauer. This property was recently annexed into the city. The CSM creates, essentially, four lots. One lot would be landlocked and abuts the Konkapot Creek. This lot has some topography and floodplain items that would make development difficult. The other three lots would be created near Peters Road and would include a small access road with a cul-de-sac at the end. The new access road and cul-de-sac meet municipal requirements per Section 18 of the Municipal Code and staff is reviewing the plans for the stormwater aspects of this development. It is important to

note that the access road and cul-de-sac create additional road frontage for two properties to the north. Staff would like something to be done regarding this to avoid creating a situation where those properties are specially assessed for a road they do not use or benefit from. This issue could be addressed in a couple of different ways. Staff is recommending approval of the CSM with the following condition: that the special assessment issue is addressed with either language added to the CSM, a deed restriction, or other form of recorded document for the affected properties.

Neumeier added that he would like to see language added that confirms that sidewalks will be added to lots one, two, and three, in a similar manner to what was done for Butterclay Court. He also wants the 10' rear yard stormwater easement to be looked into further. In the proposed CSM, the easement is recorded both on lots two and three as well as on the adjacent Butterclay Court properties. Neumeier was unaware of any stormwater easements recorded for the adjacent Butterclay Court properties and believes this may be an error.

Neumeier made a motion to recommend approval of the CSM to the Common Council with the following conditions: that the special assessment issue is addressed with either language added to the CSM, a deed restriction, or other form of recorded document for the affected properties, that language is added that provides for sidewalks, and that the stormwater easement issue is corrected. Seconded by Thiele. The motion passed unanimously.

b. Site Plan Review – Lauer Subdivision/Oak Hills Ct

Associate Planner Nelson presented the site plan submitted in association with the Greg Lauer CSM. This site plan creates three new single-family lots. The plan set and additional documentation is attached for review by the Plan Commission. Staff is recommending approval of the site plan with the following condition: that the special assessment issue is addressed with either language added to the CSM, a deed restriction, or other form of recorded document for the affected properties.

Neumeier requested that, in addition to addressing the special assessment issue, the motion include a requirement that the applicant obtain stormwater and erosion control permits before beginning work. He also wanted to note that the access road would be narrower than is typical and therefore would likely require some parking restrictions to be put in place. The Fire Department has reviewed the site plan, and they are okay with the turning radius of the cul-de-sac.

Neumeier made a motion to recommend approval of the site plan to the Common Council with the following conditions: that the special assessment issue is addressed with either language added to the CSM, a deed restriction, or other form of recorded document for the affected properties and that stormwater and erosion control permits are obtained before beginning work. Seconded by Schoenike. The motion passed unanimously.

5. Other Business

a. DAR (Daughters of the American Revolution)

Representatives from DAR attended the Plan Commission meeting to provide an update on their plans for the parklet and monument to be constructed at the corner of Hendricks Avenue and Reaume Avenue. They will be bringing back the plan for final approval at the next meeting.

6. Adjourn

Moore made a motion to adjourn the meeting. Seconded by Jensen. Motion passed unanimously. The meeting adjourned at 4:21 p.m.

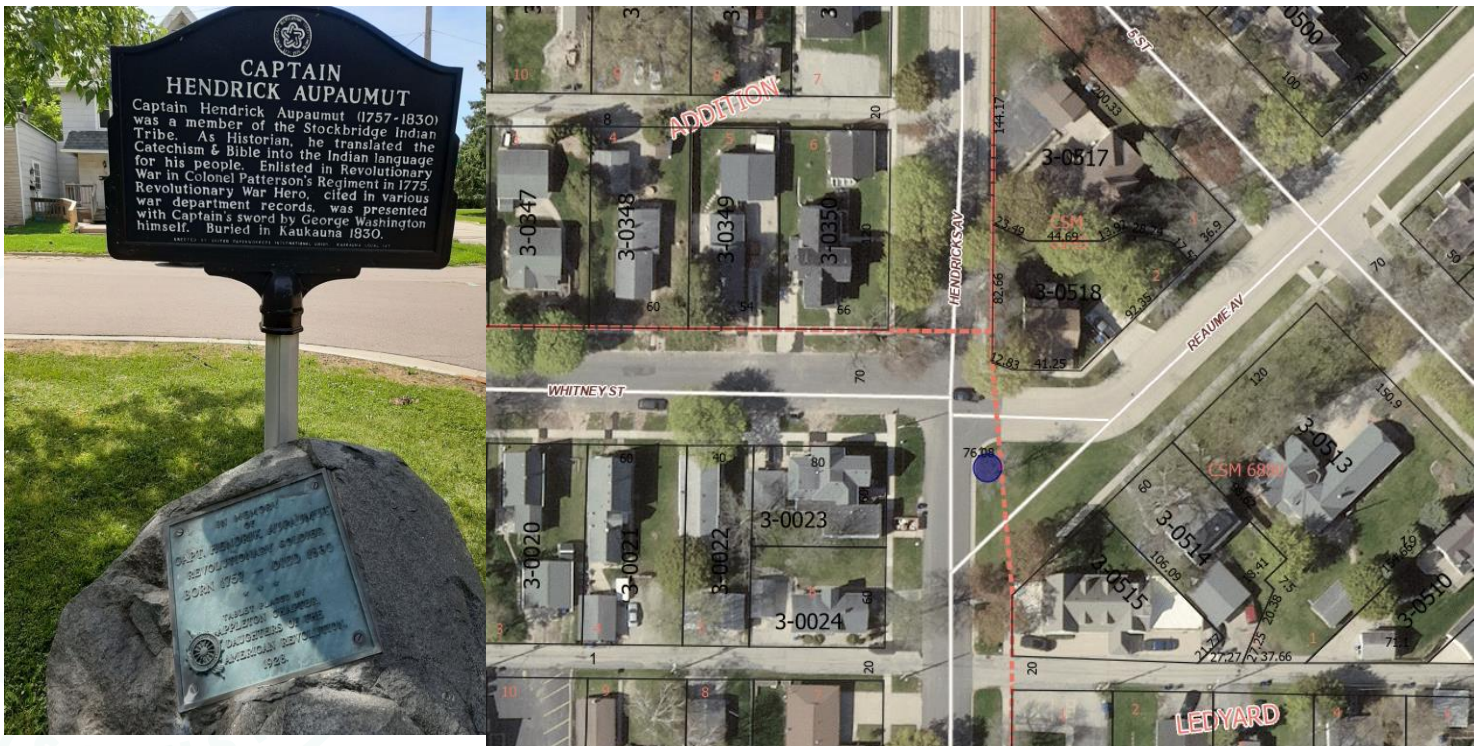


MEMO

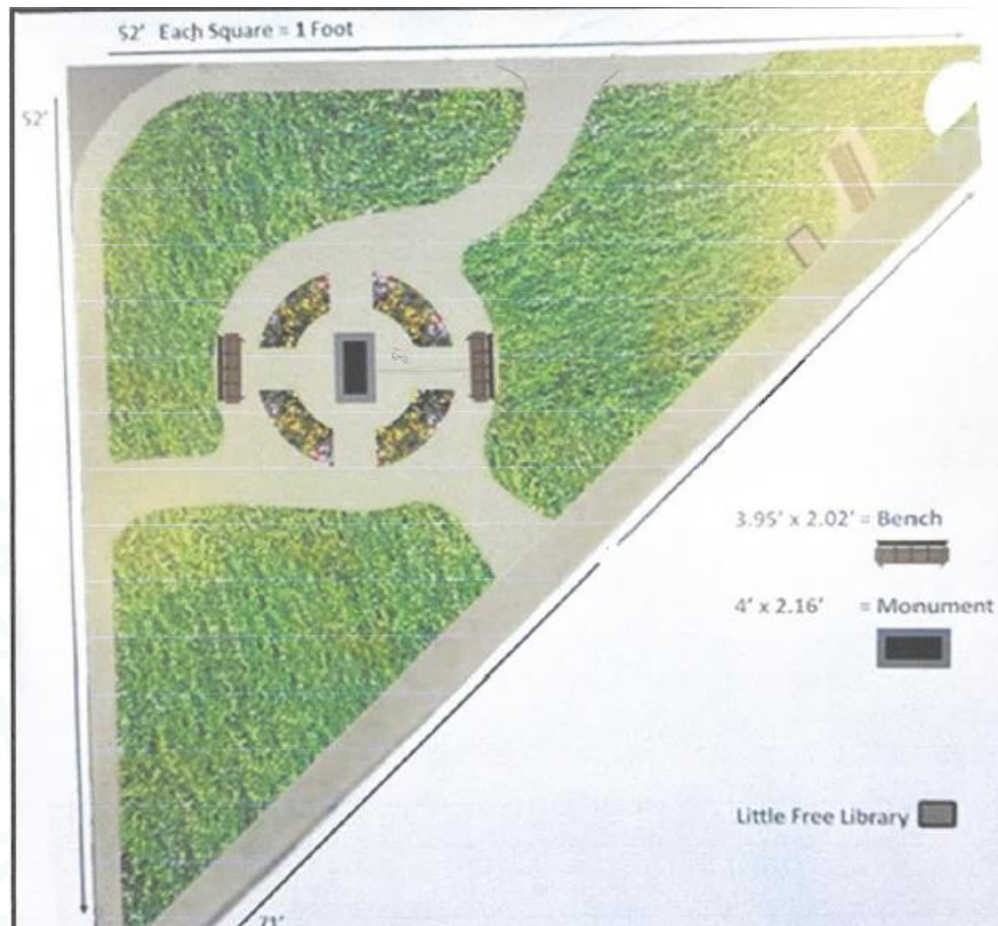
PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission
 From: Dave Kittel, Director of Planning and Community Development
 Date: 10/31/2025
 Re: Park Donation-DAR Monument

The Daughters of the American Revolution (DAR) had donated a monument to the City of Kaukauna some time ago as a historical marker for Hendrick Aupaumut (use this link for more info on the marker <https://www.wisconsinhistory.org/Records/Image/IM35233>), see the below of image of the existing monument with location on Hendricks Ave:



This is a unique and important part of our local history and something that should be preserved. DAR is looking to refurbish and update this existing monument to provide more insight on to the importance of Hendrick Aupouamut and his family. Currently the location is not ideal, and this corner could be better utilized. From conversations with representatives from DAR creating a more inviting parklet is a realistic opportunity that will add beauty to the area and assist in preserving this history. With some efforts from the City, and DAR a parklet is a possible item on this small corner DAR will contribute a new monument and benches and some financial assistance along with working with other groups to create a small area to sit, reflect and spark curiosity into the history of our area. The layout of this area is below. The concept would be to create a low maintenance area with robust plantings that would add beauty but not need constant mowing such as using clover instead of grass and native plantings/flowers:





POLYWOOD Trex Outdoor Fu...



Final details are still being worked out for timing and fundraising but, the project is at a point where preparations can begin to ready the site and create this unique monument and park feature. The City will work with DAR to facilitate this new parklet using our available resources. Some of the costs are not fully available but about \$6,000 would be needed for the flatwork and about \$1,000 for the foundation for the monument. If any city expenditures occur it would be reviewed by the Common Council.

For more information on Hendrick Aupaumut see below links:

<https://kaukaunlibrary.org/a-brief-history-of-kaukauna/>

<https://www.wissar.org/aupaumut>

<https://founders.archives.gov/documents/Washington/03-21-02-0283>

Recommendation:

Approve the proposed Park Donation for an updated monument with DAR for Hendrick Aupaumut and the formal creation of a parklet at the corner of Hendrick's and Reaume Ave





MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
From: Adrienne Nelson, Associate Planner
Date: October 31, 2025
Re: Girl Scout Silver Award Project - Mural

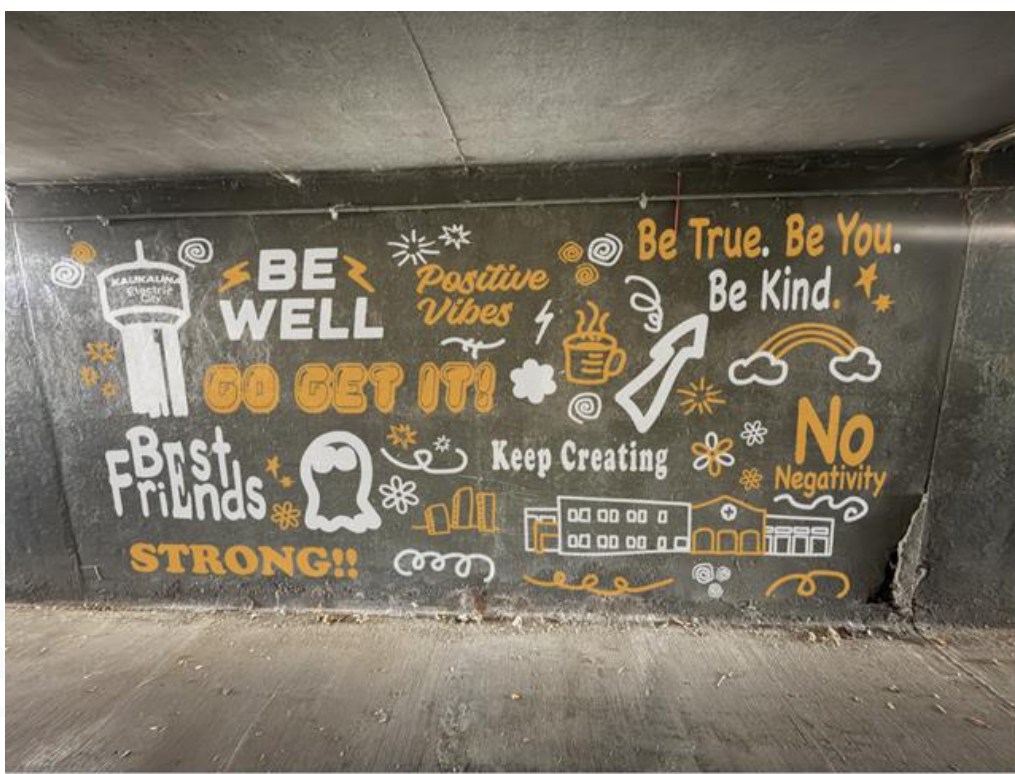
A local Girl Scout cadette group is proposing painting a mural on the tunnel under the CE Trail by Electa Quinney Elementary School. They are working towards their Silver Award, which is obtained by helping their community and making a long-lasting project. The proposed design is shown below and includes a Kaukauna logo (one of the two designs shown), ghosts doing sports, interactive artwork, and other ideas that center around school spirit and positivity.

If the Plan Commission approves the plan and the mural concept as presented, the troop is planning to start coordinating and fundraising for the project over winter. The plan would be to have the mural installed in the summer of 2026, with a hard deadline of September 30, 2026. The painting would be completed by the troop as well as volunteers recruited from other Girl Scouts and Scouting America troops in the area.

Proposed Design:







Staff Recommendation

Staff recommend approval of the request to install a mural on the tunnel under the CE Trail by Electa Quinney Elementary School with the condition that, if any significant alterations are made to the proposed design, the applicants will come back before the Plan Commission to receive approval of the updated design.





MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
 From: Dave Kittel, Director of Planning and Community Development
 Date: October 31, 2025
 Re: Annexation Petition Review – DeBruin Parcel 200049900

Thomas DeBruin has submitted an annexation request for direct annexation of parcel 200049900. The annexation request is for a total of 0.378 acres. As it currently stands, the property would default to Residential Single-Family for zoning if the annexation is approved, which is compliant with the City's comprehensive plan and logical for the current use as a single family residence. The property can be serviced with water and sewer by the City, and this is the main reason the owners of the property are requesting to annex into the City.

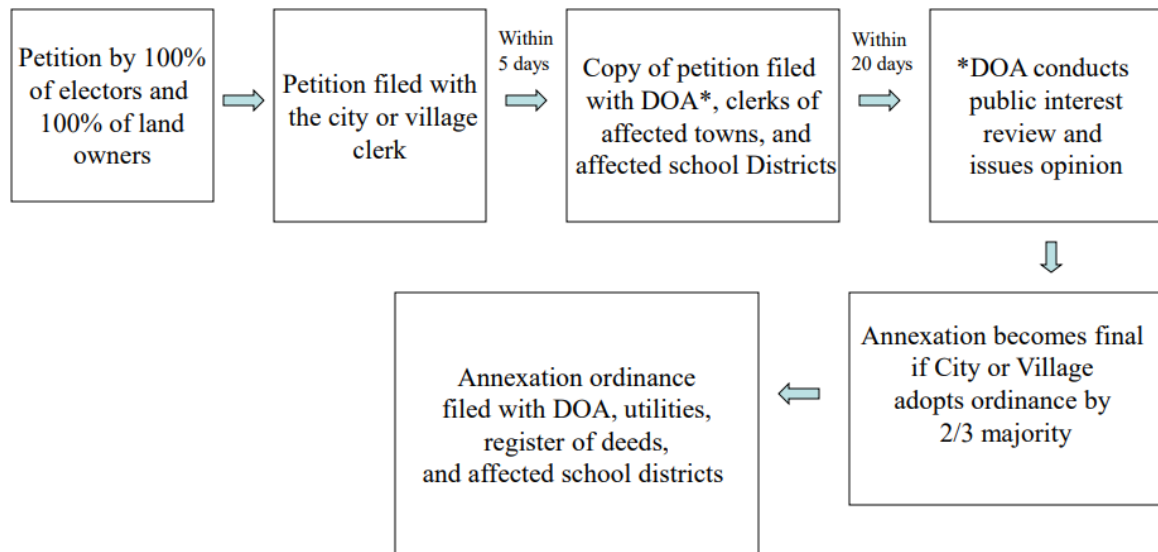
Attached is the annexation petition for greater detail and below is a simple map showing the proposed annexation area.



See the chart below and link for more information on the unanimous consent annexation process.

Process of a Unanimous Consent Annexation

See section [66.0217\(2\)](#) of the Wisconsin Statutes



*DOA involvement not applicable in counties with less than 50,000 persons

<https://doa.wi.gov/Pages/LocalGovtsGrants/Annexation.aspx>

Recommendation:

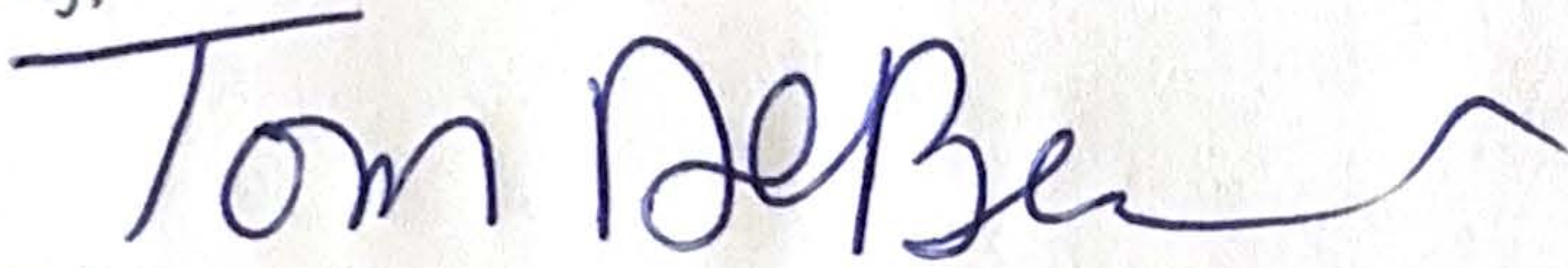
Staff recommends approving Thomas DeBruin's Petition for Unanimous Annexation from the Town of Vandenbroek to the City of Kaukauna for Parcel 200049900.

Petition for Annexation

The undersigned, constituting 100 percent of the owners of the following described territory located in the Town of Vandebroek, Outagamie County, Wisconsin lying contiguous to the City of Kaukauna, petition the Honorable Mayor and Common Council of said city to annex the territory described below and shown upon the attached map, as permitted by Chapter 66 of the Wisconsin Statutes, to the City of Kaukauna, Outagamie County, Wisconsin.

All of Lot Two (2) of Certified Survey Map No. 8779 as recorded as Document No. 2326504 and being located in Private Claim Three (#3), Township Twenty-One (21) North, Range Eighteen(18) East, Town of Vandebroek, Outagamie County, Wisconsin containing 16,487 feet (0.378 acres) of land.

Sincerely,

A handwritten signature in blue ink that reads "Tom DeBruin". The signature is fluid and cursive, with a long horizontal stroke at the end.

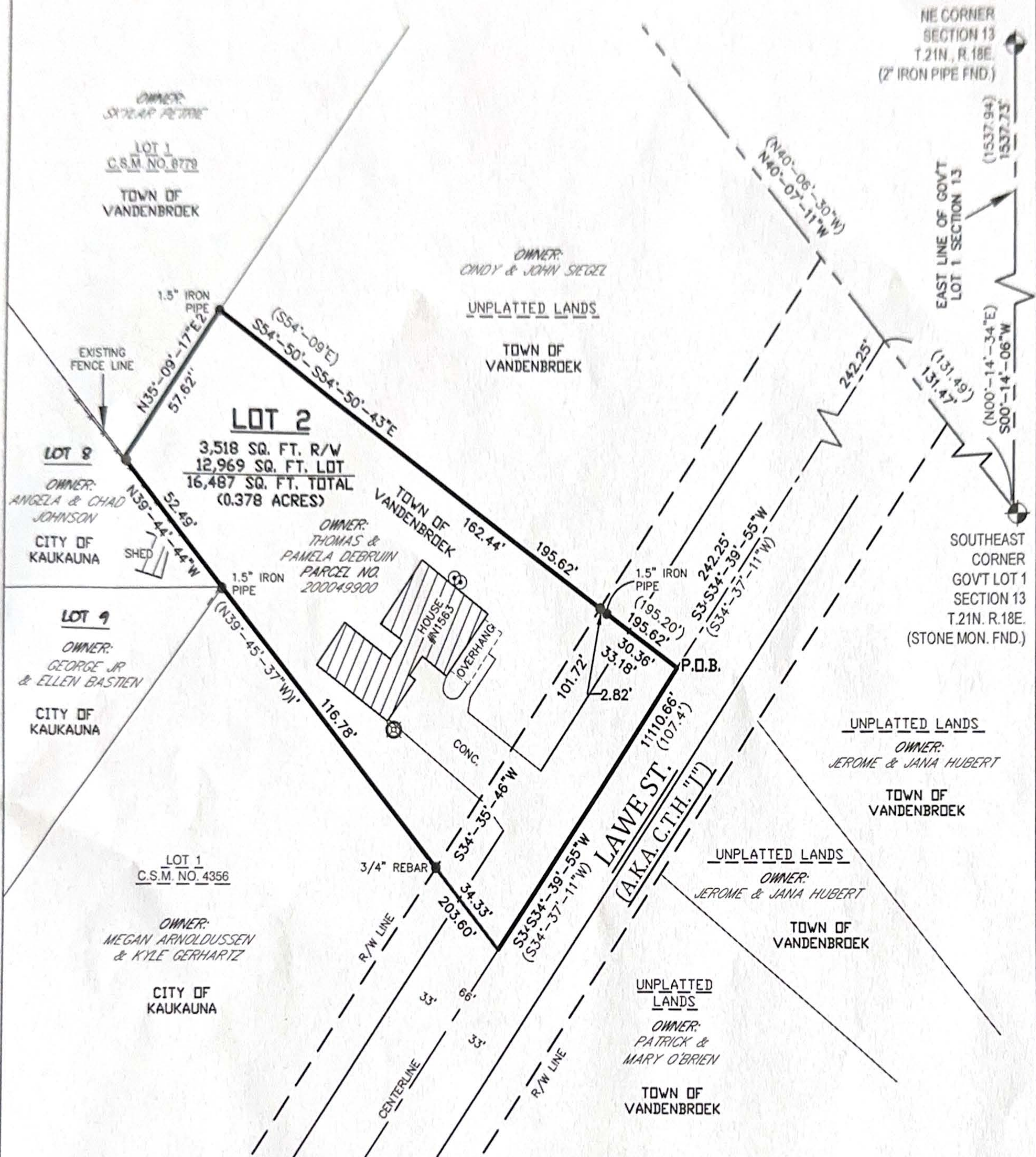
Thomas G DeBruin

Owner

Dated this 22 day of September, 2025

ANNEXATION PETITION EXHIBIT MAP

ALL OF LOT 2 OF CERTIFIED SURVEY MAP 8779 AS RECORDED AS
DOCUMENT NO. 2326504, LOCATED IN PRIVATE CLAIM 3, T.21N., R.18E.,
TOWN OF VANDENBROEK, OUTAGAMIE COUNTY, WISCONSIN

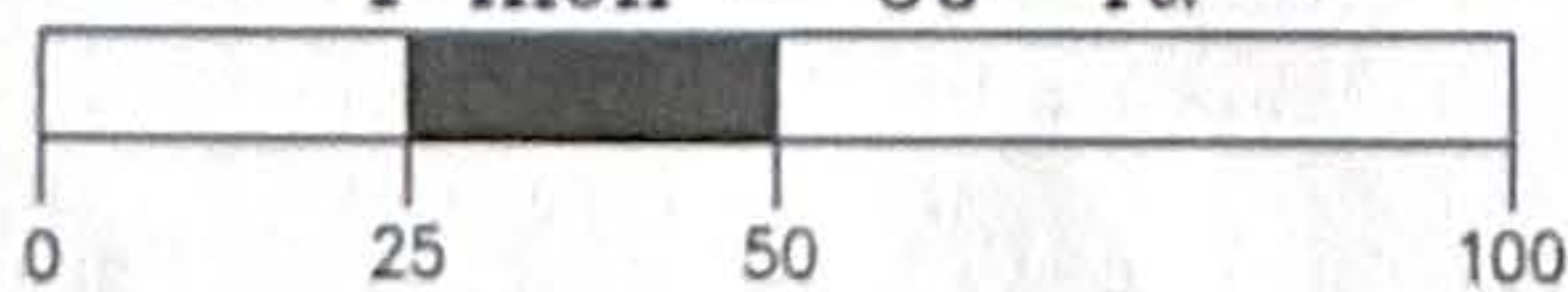


ANNEXATION PETITION

All of Lot Two (2) of Certified Survey Map No. 8779 as recorded as Document No. 2326504 and being located in Private Claim Three (3), Township Twenty-One (21) North, Range Eighteen (18) East, Town of Vandebroek, Outagamie County, Wisconsin containing 16,487 square feet (0.378 acres) of land.

BEARINGS REFERENCED TO THE
OUTAGAMIE COUNTY COORDINATE
SYSTEM AND THE NORTHEASTERLY LINE
OF PRIVATE CLAIM NO. 3 LINE, T.21N.,
R.18E., WHICH BEARS: S40°-07'-11"E

GRAPHIC SCALE
1 inch = 50 ft.



—LEGEND—

- = 1" IRON PIPE FOUND (UNLESS OTHERWISE NOTED)
- ⊙ = COUNTY MONUMENT FOUND
- ⊙ = SEPTIC TANK COVER
- ⊙ = WELL HEAD
- () = RECORDED INFORMATION

MERIDIAN
SURVEYING, LLC

N9637 Friendship Drive Office: 920-993-0881
Kaukauna, WI 54130 Fax: 920-273-6037

DRAWN BY: JB

FIELD WORK
DATE: 9-19-24

CHECKED BY: C.A.K.

FIELD BOOK: X

JOB NO.: 15741

SHEET 1 OF 1

Annexation Review Questionnaire

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645
Madison WI 53701
608-264-6102 Fax: 608-264-6104
wimunicipalboundaryreview@wi.gov
<http://doa.wi.gov/municipalboundaryreview>

Petitioner: **DeBruin**

Petition Number: **14803**

1. Territory to be annexed: From **TOWN OF VANDENBROEK** To **CITY OF KAUKAUNA**

2. Area (Acres): .38

3. Pick one: ☒ Property Tax Payments

OR ☐ Boundary Agreement

a. Annual town property tax on territory to be annexed:

\$ 228.19

a. Title of boundary agreement _____

b. Year adopted _____

b. Total that will be paid to Town

(annual tax multiplied by 5 years): \$1140.95

c. Participating jurisdictions _____

d. Statutory authority (pick one)

c. Paid by: ☐ Petitioner ☒ City ☐ Village

☐ s.66.0307 ☐ s.66.0225 ☐ s.66.0301

☐ Other: _____

4. Resident Population: _____ Electors: _____ Total: _____

5. Approximate **present land use** of territory:

Residential: 79 % Recreational: _____ % Commercial: _____ % Industrial: 21 %

Undeveloped: _____ %

6. If territory is undeveloped, what is the **anticipated use**?

Residential: _____ % Recreational: _____ % Commercial: _____ % Industrial: _____ %

Other: _____ %

Comments: _____

7. Has a ☐ preliminary or ☐ final plat been submitted to the Plan Commission: ☐ Yes ☐ No

Plat Name: _____

8. What is the **nature of land use adjacent** to this territory in the city or village?

In the town?: Residential and Industrial

9. What are the **basic service needs** that precipitated the request for annexation?

☐ Sanitary sewer ☐ Water supply ☐ Storm sewers

☐ Police/Fire protection ☐ EMS ☐ Zoning

Other _____

10. Is the city/village or town capable of providing needed utility services?

City/Village ☐ Yes ☐ No Town ☐ Yes ☒ No

If yes, approximate timetable for providing service:

Sanitary Sewers immediately
or, write in number of years. _____

City/Village Town

☐ ☐

Water Supply immediately
or, write in number of years. _____

☐ ☐

Will provision of sanitary sewers and/or water supply to the territory proposed for annexation require capital expenditures (i.e. treatment plant expansion, new lift stations, interceptor sewers, wells, water storage facilities)?

☐ Yes ☐ No

If yes, identify the nature of the anticipated improvements and their probable costs: _____

11. Planning & Zoning:

a. Do you have a comprehensive plan for the City/Village/Town? ☒ Yes ☐ No

Is this annexation consistent with your comprehensive plan? ☐ Yes ☒ No

b. How is the annexation territory now zoned? 79% Residential, 21% Industrial

c. How will the land be zoned and used if annexed? _____

12. Elections: ☐ New ward or ☐ Existing ward? Will the annexation create a new ward or join an existing ward? For more information, please contact the Wisconsin Election Commission at (608) 266-8005, elections@wi.gov or see their annexation checklist here: <http://elections.wi.gov/forms/el-100>

13. Other relevant information and comments bearing upon the public interest in the annexation:

Prepared by: ☒ Town ☐ City ☐ Village

Name: Cory Swedberg

Email: clerk@vandenbroekwi.gov

Phone: 920-850-1848

Date: 09/29/25

(March 2018)

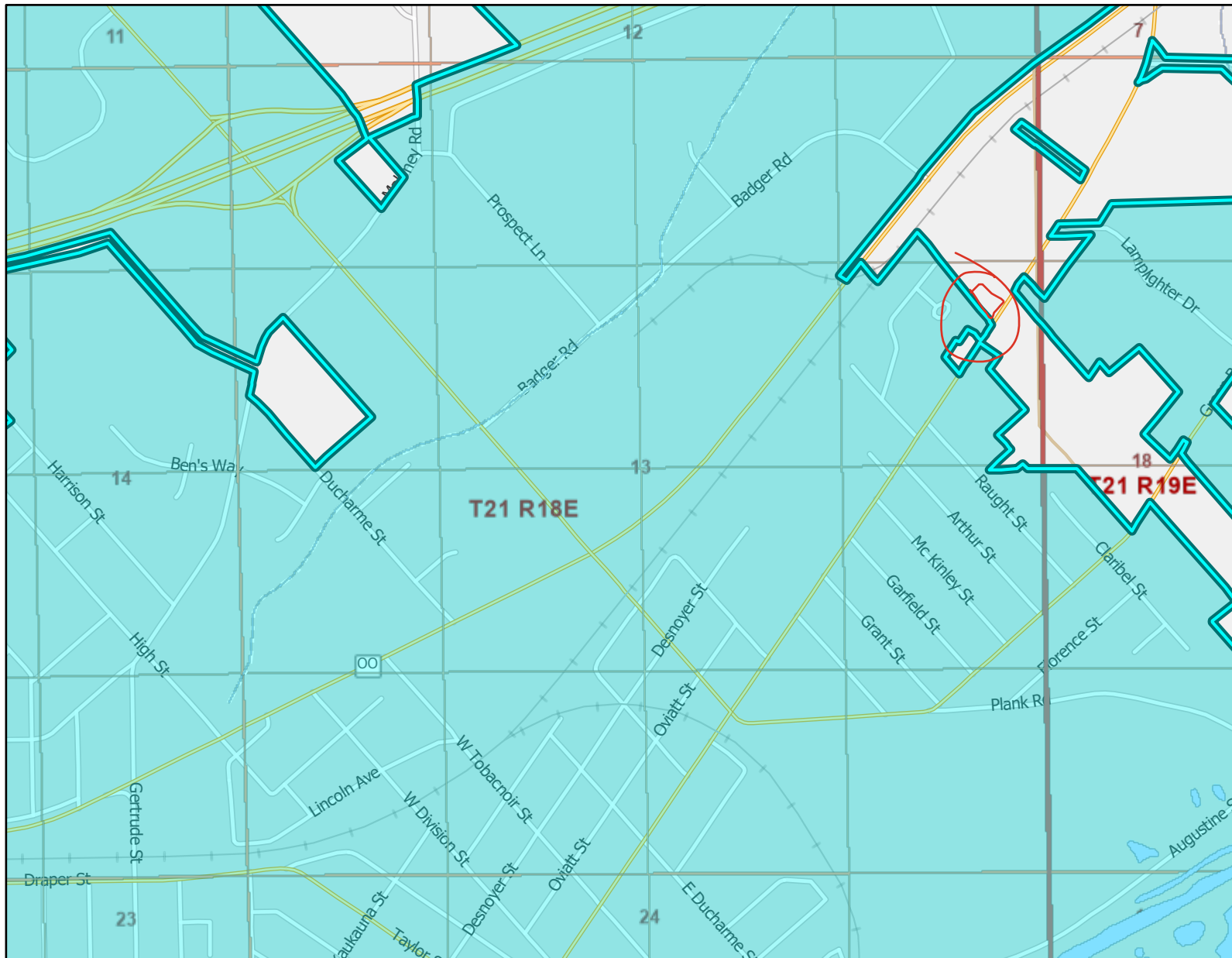
Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104



Legend: (some map layers may not be displayed)

- Rivers and Streams
- Intermittent Streams
- Open Water
- 24K Intermittent Streams
- 24K Lakes and Open Water
- Township
- Section
- Quarter-Quarter
- Cities, Towns & Villages
- City
- Civil Town

Notes:



Map: 0 890 1,780 Feet
0 260 520 Meters

Service Layer Credits:
DNR Basic Feature Vector Tile Layer WTM: , Cadastral: , Surface Water (Cached): WiDNR, USGS, and other data

Map projection: NAD 1983 HARN Wisconsin TM

This map is a product generated by a DNR web mapping application.

This map is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. The user is solely responsible for verifying the accuracy of information before using for any purpose. By using this product for any purpose user agrees to be bound by all disclaimers found here: <https://dnr.wisconsin.gov/legal>

Date Printed: 10/14/2025 3:27 PM





Total number of Acres 12,241.93

Total number of Acres <u>2241.55</u>							
Surveys Designated.	By Whom Surveyed.	Date of Contract.	Amount of Surveys. M. Ch. ^s Lk. ^s			When Surveyed.	When Charged in the Sur. ^r Gen ^l 's acc ^t .
Township lines.	A. G. Ellis	May 18, 1843	13	79	32	June 1843	1 st Q ^r 1844
Subdivisions.	John Bannister	Aug 16, 1843	38	22	54	4 th Q ^r 1843	4 th Q ^r 1844

The above Map of Township N^o 21 North, of Range N^o 18 East 4th Principal Meridian, Wisconsin Territory is strictly conformable to the field notes of the survey thereof on file in this Office, which have been examined and approved.

Surveyor General's Office,
Pueblo, December 31, 1844



TONY EVERS

GOVERNOR

KATHY BLUMENFELD

SECRETARY

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Voice (608) 264-6102 Fax (608) 264-6104

Email: wimunicipalboundaryreview@wi.govWeb: <http://doa.wi.gov/municipalboundaryreview>

October 14, 2025

PETITION FILE NO. 14803

KAYLA NESSMANN, CLERK
CITY OF KAUKAUNA
PO BOX 890
KAUKAUNA, WI 54130-0890

CORY SWEDBERG, CLERK
TOWN OF VANDENBROEK
W2030 COUNTY ROAD JJ
KAUKAUNA, WI 54130-9419

Subject: DEBRUIN ANNEXATION

The proposed annexation submitted to our office on September 24, 2025, has been reviewed and found to be in the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city..." so as, to ensure the resulting boundaries are rational and compact. The statute also requires the Department to consider whether the annexing city or village can provide needed municipal services to the territory. The subject petition is for territory that is reasonably shaped and contiguous to the City of Kaukauna, which is able to provide needed municipal services.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of administration a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please include your MBR number 14803 with your ordinance.** Ordinance filing checklist available at <http://mds.wi.gov/>, click on "Help on How to Submit Municipal Records". Email scanned copy of required materials (color scan maps with color) to mds@wi.gov or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2877>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner