

# PLAN COMMISSION

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



Thursday, August 22, 2024 at 4:00 PM

## AGENDA

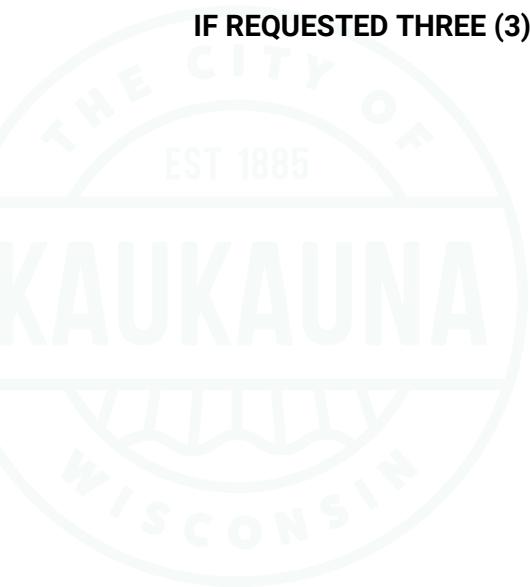
### In-Person in Common Council Chambers, City of Kaukauna

1. Roll Call.
2. Approval of Minutes.
  - a. Approve Minutes from August 8, 2024 Meeting
3. Old Business.
4. New Business.
  - a. Final Plat Review-Blue Stem West
  - b. Park Donation Review-Bench
5. Other Business.
6. 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.**





**PLAN COMMISSION**

City of Kaukauna

**Council Chambers**

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, August 8, 2024 at 4:00 PM

**MINUTES****In-Person.****1. Roll Call.**

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

Member(s) absent: Brett Jensen, Ken Schoenike

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

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

**2. Approval of Minutes.****a. Approve Minutes from July 18, 2024 Meeting**

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

**3. Old Business.**

None

**4. New Business.****a. Special Exception 194 Plank Road Unit change**

Director Kittel introduced the item stating a request was made to adjust the previously approved special exception for 194 Plank Road to 150 Plank Road to provide a better setup onsite. This would improve the previously stated concerns for parking and provide for a better setup for the provider on site.

Neumeier made a motion approve the address change for the special exception from 194 Plank Road to 150 Plank Road and directed Planning staff to send notice of the change to all tenants in that 4 plex building of the change and recommend the same to the Common Council. Seconded by Moore. The motion passed unanimously.

b. Park Donation Review- Disc Golf Course

Commissioner Neumeier introduced the donation for new signs for the disc golf course.

Thiele made a motion to approve the donation for the disc golf course. Seconded by Avanzi. The motion passed unanimously.

c. Park Donation Review- Pollinator Garden

Director Kittel introduced the donation for a pollinator garden at Thilwerth Park. The garden would allow for possible use by the school district and library for programming and be an added amenity near the existing trail and the downtown. Commissioner Moore asked if there was to be a boarder and if Diggers Hotline would be notified to ensure no utilities were in the area.

Avanzi made a motion to approve the location of the pollinator garden and direct staff to work with the individual on placement of the garden and any signs ensuring it will be out of any vision triangle area and ensure diggers hotline is contacted and a boarder of mulch be placed. Seconded by Neumeier. The motion passed unanimously.

d. Park Donation Review- Bench

Director Kittel introduced a Bench donation for Horseshoe Park by the Kaukauna Ghost fast Pitch for the Denny Lauer Family to overlook the baseball field.

Thiele made a motion to approve the park bench donation and directed staff to work with the donors for a location overlooking the field. Seconded by Feller. The motion passed unanimously

Director Kittel introduced a secondary Donation for a tree next to an existing bench Donated by the Hurst family on Kankapot trail

Moore made a motion to approve the Tree donation next to the existing bench and directed staff to select a tree with the donor and final location near the existing bench. Seconded by Neumeier. The motion passed unanimously.

5. Other Business.

None

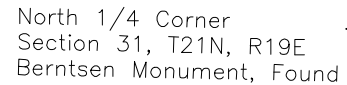
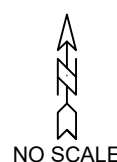
6. Adjourn.

Avanzi made a motion to adjourn the meeting. Seconded by Neumeier. The motion passed unanimously meeting adjourned at 4:30pm.



# Blue Stem West

NW 1/4 SEC 31, T 21 N, R 19 E,  
CITY OF KAUKAUNA  
OUTAGAMIE COUNTY, WI



Date \_\_\_\_\_



File: 8070Final.dwg  
Date: 08/09/2024  
Drafted By: scott  
Sheet: 1 of 2



1164 Province Terrace, Menasha, WI 54952  
Ph: 920-991-1866 Fax: 920-441-0804  
[www.davelpro.com](http://www.davelpro.com)

# Blue Stem West

All of Lot 1 of Certified Survey Map 8672 being located in part of the Southeast 1/4 of the Northwest 1/4 of Section 31, Township 21 North, Range 19 East, City of Kaukauna, Outagamie County, Wisconsin.

## Surveyor's Certificate

I, Scott R. Andersen, Professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Kaukauna, and under the direction of Dercks Dewitt, LLC, owner of said land, I have surveyed divided and mapped Blue Stem West; that such plat correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is all All of Lot 1 of Certified Survey Map 8672, Document No. 2312399, being located in part of the Southeast 1/4 of the Northwest 1/4 of Section 31, Township 21 North, Range 19 East, City of Kaukauna, Outagamie County, Wisconsin, containing 744,381 Square Feet (17.0886 Ac) of land. Described parcel is subject to all easements, and restrictions of record.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Scott R. Andersen, Wisconsin Professional Land Surveyor No. S-3169

## Owner's Certificate of Dedication

Dercks Dewitt, LLC, a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as the property owner, does hereby certify that said limited liability company caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat.

Dercks Dewitt, LLC, does further certify this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

City of Kaukauna  
Department of Administration  
Outagamie County

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

In the presence of: Dercks Dewitt, LLC

\_\_\_\_\_  
Tom Dercks, Managing Member

State of Wisconsin)  
\_\_\_\_\_) ss

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_) My Commission Expires \_\_\_\_\_  
Notary Public, Wisconsin

## Utility Easement Provisions

An easement for electric, natural gas, and communications service is hereby granted by:

Dercks Dewitt, LLC, Grantor

to:

Kaukauna Utilities, Grantee,  
Wisconsin Electric Power Company and Wisconsin Gas, LLC, Wisconsin corporations doing business as We Energies, Grantee,  
AT&T, Grantee,  
Spectrum, Grantee,  
TDS Metrocom, LLC, Grantee,

and

Any utility company with a current and approved Public Right-of-Way Registration in the City of Kaukauna, Grantees

their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone and cable TV facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "Utility Easement Areas" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across within and beneath the surface of each lot to serve improvements, thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable TV facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Buildings shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "Utility Easement Areas" without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than four inches without written consent of grantees.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

\_\_\_\_\_) Date  
Tom Dercks, Managing Member

## Treasurers' Certificate

We, being the duly elected, qualified and acting Treasurers' of the City of Kaukauna and Outagamie County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this plat.

\_\_\_\_\_) Date  
City Treasurer

\_\_\_\_\_) Date  
County Treasurer

## City of Kaukauna Common Council Approval Certificate

Resolved, that the plat of Blue Stem West in the City of Kaukauna, Dercks Dewitt, LLC, owner, is hereby approved by the Common Council.

\_\_\_\_\_) Date  
Mayor

I hereby certify that the foregoing is a copy of a resolution adopted by the Common Council of the City of Kaukauna.

\_\_\_\_\_) Date  
City Clerk

## City of Kaukauna Drainage Easement Restrictions:

The following uses and structures are prohibited within all Drainage Easements in the subdivision plat of Blue Stem West: filling, grading, and excavating except for construction of drainage ways and drainage facilities; the cultivation of crops, fruits, or vegetables; the dumping or depositing of ashes, waste, compost or material of any kind; the storage of vehicles, equipment, materials or personal property of ay kind and constructing, erecting or moving any building or structure, including fences, within the drainage easement.

## City of Kaukauna Drainage Easement Maintenance:

Maintenance of all drainage ways and associated drainage structures within the subdivision of Blue Stem West are the sole responsibility of the property owners in the subdivision, unless otherwise noted on the drainage plan which has been prepared for this subdivision and which has been approved by and is on file with the City of Kaukauna.

Upon failure of any property owner to perform maintenance, abide by restrictions, or follow grading requirements of the drainage ways and associated drainage structures, the City of Kaukauna retains the right to have maintenance or corrective measures performed. The cost of said maintenance or corrective measures on any given lot shall be a special charge to the non-complying lot.

Maintenance by the City to include, but not limited to, the removal of silt and decomposed vegetation that gradually accumulates in the bottom of a pond, a detention area, and/or accompanying ditch. Payment for city maintenance may be placed on the annual real estate tax bill from all contributing sources as a special assessment if not paid.

## Grading and Grades

All grading and final grades for the construction of any public or private improvements, including landscaping, shall conform to the surface water drainage plan as approved and on file with the City of Kaukauna.

## Sidewalks

All parts of a lot fronting a street, within the Blue Stem West, will have sidewalk.

This Final Plat is contained wholly within the property described in the following recorded instruments:

the property owner of record: Dercks Dewitt, LLC	Recording Information: Doc No. 2314412	Parcel Number(s): 325-1181-65
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There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified \_\_\_\_\_, 20\_\_\_\_\_

Department of Administration



File: 8070Final.dwg  
Date: 08/09/2024  
Drafted By: scott  
Sheet: 2 of 2



**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952  
Ph: 920-991-1866 Fax: 920-441-0804  
www.davel.pro



# MEMO

## PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission  
From: Dave Kittel Director of Planning and Community Development  
Date: August 16, 2024  
Re: Final Plat Review – Blue Stem West

Davel Engineering, agent for developer Tom Dercks, has submitted a final plat for review. Blue Stem West is a subdivision development adjacent to existing Blue Stem Meadows 3 and Wildlife Heights subdivisions. Blue Stem West adds 56 residential single-family lots to this area of the city. This development also features the completion of Red Fox Lane and White Dove Lane, which will provide adequate traffic flow for existing and future residents, and EMS. This subdivision will be developed over 17 acres, which has recently been annexed into the City of Kaukauna. The average lot size is about 10,500 square feet. There is a large range of lot sizes, from ~8,800 square feet to ~15,700 square feet. This range allows for a mix of single family homes to be built. The smaller lots are intended for smaller cottage style homes that will attract retired persons, those that want to downsize, or young professionals. Lot widths range from 66 feet to 115.02 feet, which meets Zoning Code requirements.

The Plat conforms to all provisions in Chapter 18 Subdivision and Platting Regulations of the City Ordinances. The Final Plat conforms substantially to the approved Preliminary Plat. A copy of the Final Plat, application and draft resolution are attached to this memo.

### **Staff Recommendation:**

**Approve the Final plat for Blue Stem West and recommend the same to the Common Council.**





## **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: Davel Engineering & Environmental Inc.

Address: 1164 Province Terrace, Menasha WI 54952

Phone Number: 920-560-6569

Owner's Name (if not the petitioner): Dercks Builders & Masonry Inc

Owner's Address: W857 CTH ZZ

Address of Parcel in Question: 325-1181-65

Property Dimensions (in either SF or Acres): 744381 SF, 17.0886 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:

Blue Stem West Subdivision

**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:**

8/18/24

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

**RESOLUTION 2024-\_\_\_\_\_****RESOLUTION TO APPROVE THE BLUE STEAM WEST FINAL PLAT**

**WHEREAS**, Dercks Dewitt LLC, as owners have presented a plat for a subdivision to the City of Kaukauna Common Council as prepared by Scott Andersen, a registered land surveyor of Davel Engineering and Environmental INC; and

**WHEREAS**, The final plat has been found to be in compliance with Chapter 18 of the City of Kaukauna's Municipal Code; and

**WHEREAS**, on August 22<sup>nd</sup> 2024 the Plan Commission of the City of Kaukauna recommends to approve the Blue Steam West final plat; and

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Kaukauna, Wisconsin, that the Blue Steam West final plat is hereby accepted and approved, there having been compliance with all local applicable provisions of law related thereto.

Introduced and adopted on this x day of Month, year

APPROVED: \_\_\_\_\_

Anthony J. Penterman, Mayor

ATTEST: \_\_\_\_\_

Sally A. Kenney, City Clerk