

PLAN COMMISSION

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



Thursday, April 23, 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 April 9, 2026
3. Old Business.
4. New Business.
 - a. Extraterritorial CSM Review - Town of Buchanan
 - b. Annexation Petition Review - Verbeten Development
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, April 9, 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: Giovanna Feller, John Neumeier, John Moore, Michael Avanzi, Ken Schoenike, Pennie Thiele, Mayor Tony Penterman

Members Absent: Brett Jensen

Other(s) Present: Associate Planner Adrienne Nelson, Tim Roehrig

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

2. Approval of Minutes

- a. Approve Minutes from March 19, 2026

Feller made a motion to approve the minutes from March 19, 2026. Seconded by Moore. The motion passed unanimously.

3. Old Business

- a. None

4. New Business

- a. LWCF Grant

Director of Public Works/City Engineer Neumeier presented the Land and Water Conservation Funds (LWCF) Grant application from the Kaukauna High School civic engagement class. The application is for sledding hill improvements at Mount Misery, an ice rink with a chiller, and a new restroom building to replace the existing building. The civic engagement class is asking for city support for a resolution to apply for the LWCF Grant. Tim Roehrig and his civic engagement class

completed the application, but per the recommendation of the Wisconsin DNR, the city is the official applicant.

The results of the application will be communicated in summer or fall 2026. After that point, there is a National Park Service review and a deed would be put over the property. Then the project would be approved to move forward.

The LWCF Grant covers up to 50% of the project cost. Per Tim Roehrig's updated cost estimate, the total project cost is \$2,399,000. The civic engagement class has raised approximately \$650,000. The city wants to see the 50% match from the grant to go forward with the project because the grant is reimbursable. The Wisconsin DNR would reimburse the remaining 50% of the project if the LWCF Grant application is accepted. The city would borrow the gap funding needed in the meantime before reimbursement.

Moore asked if a prior archeological survey on the Grignon Property was referenced in the application. Tim Roehrig stated that potential artifacts were briefly mentioned, but the Grignon Home was mentioned as much as possible because of the relationship between the sledding hill and the Grignon property.

Schoenike asked how the chiller operates. Tim Roehrig responded that if the temperature is below 52 degrees, there will be ice on the ice rink.

Thiele questioned the wording in the second paragraph of item 4 on page 28 of the agenda packet. Thiele noted that the Common Council did not authorize development of the project. Instead, Thiele requested the application be reworded to indicate that the Common Council authorized support for the project. Tim Roehrig agreed to reword references to development.

Avanzi made a motion to recommend approval of the resolution and direct staff to modify the application with the changes discussed. Seconded by Schoenike. The motion passed unanimously.

b. Street Vacation Request - Calmes

Associate Planner Nelson introduced the request for a vacation of a 66-foot-wide planned road located between two parcels. These are parcels 322095712 and 322095713, owned by Randy Calmes. It appears that the street was originally intended to cut through what is now the Commerce Crossing Business Park before most of the planned road was vacated in the late 1980s. A section of the road continues in the Town of Vandebroek; Randy Calmes is working with the Town to vacate this section as well.

Randy Calmes submitted a petition signed by all property owners abutting the road in support of the vacation. Additionally, a lis pendens has been submitted to Outagamie County in compliance with state statute.

Moore asked what Randy Calmes plans to do with the property. Nelson responded that there are interested developers, but the developers all wanted the street area resolved before moving forward.

Moore made a motion to recommend approval of the vacation request to Common Council. Seconded by Neumeier. The motion passed unanimously.

c. CSM Review – 801 Gertrude Street

Associate Planner Nelson introduced the Certified Survey Map (CSM) submitted on behalf of Jacqueline Reardon to create two lots from parcel 321063901. This request to split the lot into two parcels will allow for the sale and residential development of the newly created lot.

Avanzi made a motion to approve the CSM and forward it to Common Council. Seconded by Feller. The motion passed unanimously.

d. Little Free Library Park Donation – Location Update

Associate Planner Nelson presented the request for location change of the Little Free Library park donation. Mary Brennan's application for the donation was approved in October 2025. The location for the Little Free Library is owned by the City of Kaukauna but maintained by Kaukauna Utilities (KU).

Nelson noted that the Little Free Library may need to be temporarily relocated when work begins on an upcoming Kaukauna Utilities project. Avanzi stated that KU's work may not impact the location of the Little Free Library but that he would work with Mary Brennan.

Thiele made a motion to approve staff recommended approval of the updated location with the understanding that the Little Free Library may be temporarily relocated when work begins on the KU project. Seconded by Moore. The motion passed unanimously.

e. *Extraterritorial CSM Review – Town of Buchanan

Associate Planner Nelson introduced the extraterritorial CSM submitted by Scott Andersen, surveyor, on behalf of James and Beth Verbeten. The CSM is to create two lots and two out lots from parcels 030062307, 030063500, and 030062304 in the Town of Buchanan. The CSM was brought before the Plan Commission because the parcels fall within the extraterritorial review area of the City of Kaukauna. The parcels are located just to the west of the Verbeten Subdivision and Inside the Park Place. The out lots will be deeded to the adjoining parcels.

Neumeier noted that he had a meeting with the administrator for the Town of Buchanan, Michael Brown, regarding the extraterritorial CSM. Neumeier's concern was with ensuring the out lots are attached immediately but otherwise expressed support for the CSM.

Nelson noted that in conversation with Michael Brown, it was expressed that the Town of Buchanan would execute a CSM to unify the properties according to county regulations.

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

f. *Preliminary Plat Review – High Pointe Meadows

Associate Planner Nelson introduced the preliminary plat submitted by Tom Dercks on behalf of Verbeten Development Inc. for the development of the High Pointe Meadows Subdivision. This development would be located to the west of the Verbeten Subdivision and Inside the Park Place. This new development is planned to be completed in two phases, and it would create 117 new residential lots over a total of about 48 acres. A total of 1.19 miles of street would be added, with one entrance off DeBruin Road to the west and two entrances to the south off Springcrest Drive and Cilantro Lane. The smallest lot size would be approximately 10,000 square feet, and the largest would be approximately 69,000 square feet. Utility and drainage easements will be added to the final plat.

Moore asked if the plan was to annex the area to the city. Nelson confirmed that a petition for annexation has been submitted to the city and that she further directed the developers to submit a petition to the Town of Buchanan and to the Department of Administration.

Avanzi asked Neumeier if there were concerns from the city's standpoint on servicing utilities to this area. Neumeier confirmed that he had no concerns with water, sewer, and electric, although Neumeier is currently unsure on how stormwater services will be provided with ponds and discharges. There is a pond in Jonen Park that could serve part of the development and may be enlarged. Neumeier noted a current wetland pocket that he would prefer to not fill, instead creating some park lot cul-de-sacs there. Neumeier noted that he overall liked the layout of the plan, although the flood study may change everything about the design.

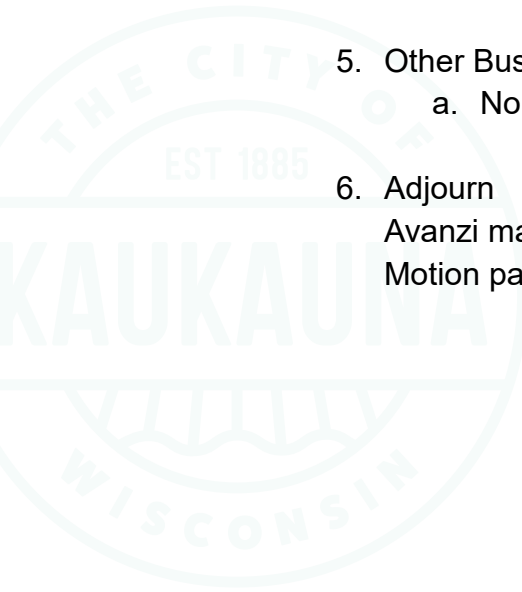
Thiele asked if a development of the size proposed would require a park or if the proximity of Jonen Park would satisfy that requirement.

Neumeier answered that the appropriateness of park areas would be up to the city's discretion.

Thiele asked if there are concerns with traffic. Neumeier stated that he does not anticipate traffic issues because he anticipates the traffic would go out to De Bruin rather than Fieldcrest.

Neumeier noted that a flood study is going on in the development area. The city has also asked for a corridor study on the stream that runs along Fieldcrest Drive. The city is waiting for the study to come back from the DNR and FEMA to see what the actual floodplain would be. Nelson noted that because the floodplain zoning is part of the city's zoning code, if the map is amended, it will need to go through a zoning code update. Moore asked if property owners would be notified at that point. Nelson noted that although the city typically does not notify specific property owners with a zoning code update, she recommends notification to property owners in this case.

Nelson noted that the plans are pending the extraterritorial CSM annexation and that a new floodplain map could significantly alter the proposal. Feller expressed a desire to wait to bring the preliminary plat review to council. No action was taken.

- 
5. Other Business
 - a. None

6. Adjourn

Avanzi made a motion to adjourn the meeting. Seconded by Schoenike. Motion passed unanimously. The meeting adjourned at 4:46 p.m.



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission
From: Adrienne Nelson, Associate Planner
Date: April 17, 2026
Re: Extraterritorial CSM Review – Town of Buchanan

Scott Andersen, surveyor, has submitted an updated certified survey map on behalf of James and Beth Verbeten, owners, to create four lots from parcels 030062307, 030063500, and 030062304 in the Town of Buchanan. The original version of the certified survey map was approved by the Plan Commission at the [April 9, 2026](#) meeting, but has since been updated at the request of Town of Buchanan staff to include the entire parent parcel.

These parcels fall within the extraterritorial review area of the City of Kaukauna, which is why the CSM is being brought before the Plan Commission. They are located just to the west of the Verbeten Subdivision and Inside the Park Place.

The application, CSM, and plans for an additional division later on are attached to this report.

Recommendation:

Recommend approval of the extraterritorial Certified Survey Map to the Common Council with the following condition:

- That an access restriction is added to the small strip of land connecting Lot 3 to Simm Drive.



APPLICATION: CERTIFIED SURVEY MAP REVIEW FORM

This application is required if you are seeking to divide, combine, or reconfigure up to four parcels. All parcels must meet the dimensional requirements as set forth in their zoning district. Information on zoning districts can be found in Section 17 of the Municipal Code. Information on certified survey maps can be found in Section 18.29 of the Municipal Code. Please note that the City of Kaukauna has extraterritorial review authority for any certified survey maps created for parcels located in townships within three miles of city borders.

Petitioner Information:

Name: Scott Andersen

Mailing Address: 1164 Province Terrace

Phone Number: [REDACTED]

Email: [REDACTED]

***Property Owner Information (If Not Petitioner):**

Name: James & Beth Verbeten

Mailing Address: N214 Debruin Road

Phone Number: [REDACTED]

Email: [REDACTED]

Property Information:

Site Address/Location: N214 DEBRUIN RD

Lot Dimensions and Area:

Current Zoning: Town Zoning - Single Family and AG

Number of Lots to be Created: ~~3~~ 4

***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:

Extraterritorial Review

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

Please Note: The City of Kaukauna will **never** request payment for an application in the form of a wire transfer. All payments are to be made by check to the City of Kaukauna (address below) and are due when the application is submitted, prior to review.

Application Timeline: Certified survey map reviews often require action by multiple governmental bodies and 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 the City of Kaukauna:

Please submit by email to planning@kaukauna.gov or by mail to:

City of Kaukauna

Attn: Planning and Community Development Department

144 W Second Street

Kaukauna, WI 54130

FOR DEPARTMENT USE ONLY:

Date Application Received: 3/30/2026

Payment Received: 3/30/2026

Payment Receipt #:

Certified Survey Map Reviewed:

Plan Commission Approval:

Legislative Committee Approval:

Common Council Approval:

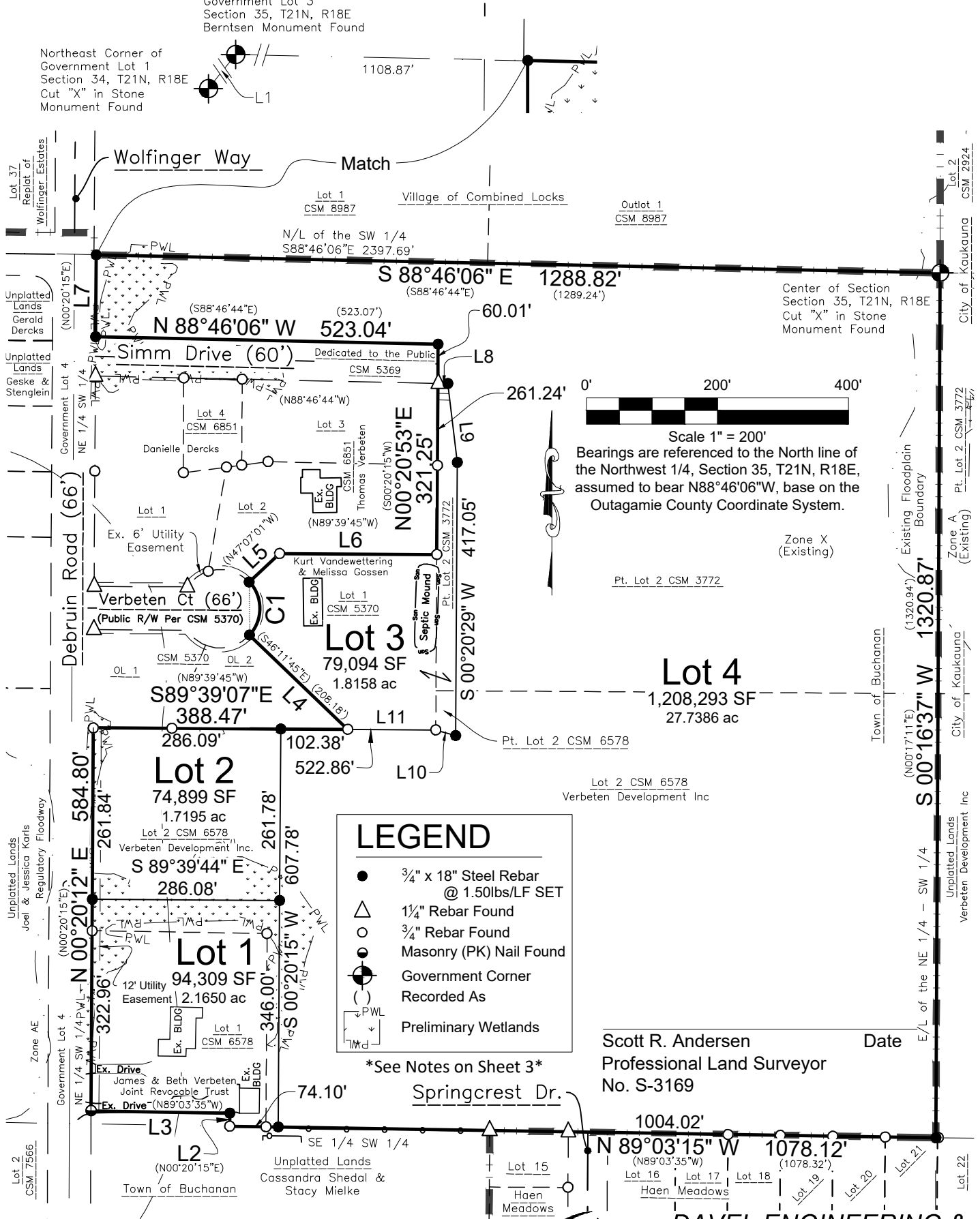
Signature of Planning & Community Dev. Staff:

Certified Survey Map No. _____

All of Lot 1 and Lot 2, Certified Survey Map No. 6578 (Doc. 1972612); Part of Lot 2, Certified Survey Map No. 3772 (Doc. 1369982); All of Lot 1, Certified Survey Map No. 5370 (Doc. 1713456); Being Part of the Northeast 1/4 of the Southwest 1/4 of Section 35, Township 21 North, Range 18 East, Town of Buchanan, Outagamie County, Wisconsin.

Southwest Corner of Government Lot 3 Section 35, T21N, R18E Berntsen Monument Found

Northeast Corner of Government Lot 1 Section 34, T21N, R18E Cut "X" in Stone Monument Found



Bearings are referenced to the North line of the Northwest 1/4, Section 35, T21N, R18E, assumed to bear N88°46'06"W, base on the Outagamie County Coordinate System.

LEGEND

- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- △ 1/4" Rebar Found
- 3/4" Rebar Found
- Masonry (PK) Nail Found
- Government Corner
- () Recorded As
- ▭ Preliminary Wetlands

See Notes on Sheet 3

Scott R. Andersen Professional Land Surveyor No. S-3169 Date

Springcrest Dr.

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1164 Province Terrace, Menasha, WI 54952
 Ph: 920-991-1866
 www.davel.pro



Survey for: Tom Dercks W857 CTH ZZ Kaukauna, WI 54130

File: 9254CSM.dwg Date: 04/15/2026 Drafted By: scott Sheet: 1 of 9

Certified Survey Map No. _____

All of Lot 1 and Lot 2, Certified Survey Map No. 6578 (Doc. 1972612); Part of Lot 2, Certified Survey Map No. 3772 (Doc. 1369982); All of Lot 1, Certified Survey Map No. 5370 (Doc. 1713456); Being Part of the Northeast 1/4 of the Southwest 1/4 of Section 35, Township 21 North, Range 18 East, Town of Buchanan, 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 Town of Buchanan and Outagamie County, and under the direction of Verbeten Development Inc. and James & Beth Verbeten Joint Revocable Trust, Kurt Vandewettering and Melissa Gossen, the property owners of said land, I have surveyed, divided, combined and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is All of Lot 1 and Lot 2, Certified Survey Map No. 6578 (Doc. 1972612); Part of Lot 2, Certified Survey Map No. 3772 (Doc. 1369982); All of Lot 1, Certified Survey Map No. 5370 (Doc. 1713456); Being Part of the Northeast 1/4 of the Southwest 1/4 of Section 35, Township 21 North, Range 18 East, Town of Buchanan, Outagamie County, Wisconsin, containing ~~296,914 Square Feet (6.8163 Acres)~~ of land described as follows:

Commencing at the Southwest Corner of Government Lot 3, Section 35, Township 21 North, Range 18 East; thence, S88°46'06"E along the North Line of the Southwest 1/4 of Said Section 35, 1108.87 feet to the east right of way line of Debruin Road and to the Point Of Beginning of the Parcels being described; thence, S88°46'06"E continuing along said North Line, 1288.82 feet to the Center of Said Section 35 as Monumented by a Found Stone Monument; thence, S00°16'37"W along the East line of the Northeast 1/4 of the Southwest 1/4 of said Section 35, 1320.87 feet to the North line of Haen Meadows Plat and the South Line of the Northeast 1/4 of the Southwest 1/4 of said Section 35; thence, N89°03'15"W along said South Line, 1078.12 feet; thence, N00°20'12"E, 20.00 feet; thence, N89°03'15"W, 212.00 feet to the east right of way line of Debruin Road; thence, N00°20'12"E along said right of way line, 584.80 feet to the South Line of Certified Survey Map No. 5370; thence, S89°39'07"E along said South Line, 388.47 feet to the Southwest Corner of Lot 1 of said Map No. 5370; thence, N46°11'07"W along said Southwest Line of said Lot 1, 208.20 feet to the right of way of Verbeten Ct.; thence along said right of way line and the arc of a curve turning to the left with an arc length of 88.95 feet, with a radius of 60.00 feet, with a central angle of 84°56'42", which has a chord that bears N00°23'56"W, 81.03 feet to the Northwest Corner of Said Lot 1; thence, N47°07'39"E along the Northwesterly Line of Said Lot 1, 63.89 feet; thence, S89°39'07"E along the north line of Said Lot 1, 240.00 feet to the Southeast Corner of Lot 2, Certified Survey Map No. 6851; thence, N00°20'53"E along the east line of said Lot 2 and the east line Lot 2 of Said Map No. 6851 and along the east right of way line of Simm Drive, 321.25 feet; thence, N88°46'06"W along the north right of way line of Simm Drive, 523.04 feet to the east right of way line of Debruin Road; thence, N00°20'12"E along said east right of way line, 125.17 feet to the Point Of Beginning of the Parcels being Described. Said Parcels are subject to existing easements and restrictions of record.

Given under my hand this _____ day of _____, _____.

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

LINE TABLE		
Line	Bearing	Length
L1	S 38°32'53" W	400.08'
L2	N 00°20'12" E	20.00'
L3	N 89°03'15" W	212.00'
L4	N 46°11'07" W	208.20'
L5	N 47°07'39" E	63.89'
L6	S 89°39'07" E	240.00'
L7	N 00°20'12" E	125.17'
L8	S 88°46'06" E	15.19'
L9	S 06°46'06" E	121.15'
L10	N 74°23'12" W	31.35'
L11	N 89°39'07" W	134.39'

CURVE TABLE					
Curve	Radius	Chord Direction	Chord Length	Arc Length	Central Angle
C1	60.00'	N 00°23'56" W	81.03'	88.95'	84°56'42"
	(60.00')	(N 00°15'55" W)	(82.07')	(90.37')	(86°18'03")

File: 9254CSM.dwg
Date: 04/15/2026
Drafted By: scott
Sheet: 2 of 9

Certified Survey Map No. _____

All of Lot 1 and Lot 2, Certified Survey Map No. 6578 (Doc. 1972612); Part of Lot 2, Certified Survey Map No. 3772 (Doc. 1369982); All of Lot 1, Certified Survey Map No. 5370 (Doc. 1713456); Being Part of the Northeast 1/4 of the Southwest 1/4 of Section 35, Township 21 North, Range 18 East, Town of Buchanan, Outagamie County, Wisconsin.

Wetland Notes: Shown Wetlands are PRELIMINARY and for reference ONLY. An official wetland delineation is scheduled for the Spring of 2026 and the shown wetlands are subject to change. Any use other than preliminary planning done before the delineation report is completed, Davel Engineering & Environmental, Inc. shall not be held responsible. Users of this map assumes all risks associated with such use and releases Davel Engineering & Environmental, Inc. from any and all liabilities and damages resulting from said use, if any.

Additional action is required. This map does NOT transfer ownership of the property or properties shown. Sale or transfer of ownership requires a separate document to be recorded at the Register of Deeds office.

Survey Notes:

-Right-to-farm statement. The lots created on this map are adjacent to properties that, as of the date of this document, are being used for agricultural purposes. Some individuals believe the activities associated with the agricultural use constitute a nuisance or conflict with the quiet enjoyment of their property. This statement is intended to provide third parties with notice agricultural activities may exist on the adjacent properties.

-Drain tile statement. Any agricultural drain tile which is disturbed, cut or broken as part of the development of the CSM or excavation for construction must be repaired and/or relocated to allow for the drain tile to continue to drain as originally designed. The cost of repair and/or replacement of the drain tile must be borne by the party damaging the drain tile.

-Floodplain, navigable streams and wetlands. Prior to development, floodplain, navigable stream and a wetland delineations may be required. All required buffers/setbacks shall be shown at that time.

Scott R. Andersen Date
Professional Land Surveyor
No. S-3169

File: 9254CSM.dwg
Date: 04/15/2026
Drafted By: scott
Sheet: 3 of 9

Certified Survey Map No. _____

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Corporate Owner's Certificate

Verbeten Development Inc., a corporation duly organized and existing under and by virtue of the Laws of the State of Wisconsin, as the property owners, do hereby certify that we caused the land above described to be surveyed, divided, mapped and dedicated all as shown and represented on this map.

We do further certify this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

Outagamie County Department of Development & Land Services
Town of Buchanan
City of Kaukauna

IN WITNESS WHEREOF, the said Verbeten Development Inc., has caused these presents to be

signed by its authorized representatives, located at _____, Wisconsin, and its corporate seal to be hereunto affixed

this _____ day of _____, 20_____.

In the Presence of: Verbeten Development Inc.

By _____ By _____

print name _____ print name _____

Title _____ Title _____

State of Wisconsin)
)ss
_____ County)

Personally came before me this _____ day of _____, 20_____,

the above named, officers of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

_____ My commission expires: _____.

Notary Public, Wisconsin

Scott R. Andersen Date
Professional Land Surveyor
No. S-3169

File: 9254CSM.dwg
Date: 04/15/2026
Drafted By: scott
Sheet: 4 of 9

Certified Survey Map No. _____

All of Lot 1 and Lot 2, Certified Survey Map No. 6578 (Doc. 1972612); Part of Lot 2, Certified Survey Map No. 3772 (Doc. 1369982); All of Lot 1, Certified Survey Map No. 5370 (Doc. 1713456); Being Part of the Northeast 1/4 of the Southwest 1/4 of Section 35, Township 21 North, Range 18 East, Town of Buchanan, Outagamie County, Wisconsin.

12' Utility Easement Provisions

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

Verbeten Development Inc., 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.

In the Presence of: Verbeten Development Inc.

By _____

By _____

print name _____

print name _____

Title _____

Title _____

State of Wisconsin)

)ss

_____ County)

Personally came before me this _____ day of _____, 20____,

the above named, officers of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

My commission expires: _____.

Notary Public, Wisconsin

Scott R. Andersen Date
Professional Land Surveyor
No. S-3169

File: 9254CSM.dwg
Date: 04/15/2026
Drafted By: scott
Sheet: 5 of 9

Certified Survey Map No. _____

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12' Utility Easement Provisions

An easement for electric, natural gas, and communications service is hereby granted by:
James & Beth Verbeten Joint Revocable Trust, 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.

In the Presence of: James & Beth Verbeten Joint Revocable Trust

By _____ By _____
print name _____ print name _____
Title _____ Title _____

State of Wisconsin)
)ss
_____ County)

Personally came before me this _____ day of _____, 20 _____,

the above named, officers of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

Notary Public, Wisconsin My commission expires: _____.

Scott R. Andersen Date
Professional Land Surveyor
No. S-3169

File: 9254CSM.dwg
Date: 04/15/2026
Drafted By: scott
Sheet: 6 of 9

Certified Survey Map No. _____

All of Lot 1 and Lot 2, Certified Survey Map No. 6578 (Doc. 1972612); Part of Lot 2, Certified Survey Map No. 3772 (Doc. 1369982); All of Lot 1, Certified Survey Map No. 5370 (Doc. 1713456); Being Part of the Northeast 1/4 of the Southwest 1/4 of Section 35, Township 21 North, Range 18 East, Town of Buchanan, Outagamie County, Wisconsin.

Owners' Certificate

As representative of James & Beth Verbeten Joint Revocable Trust, I hereby certify that we caused the land described on this certified survey map to be surveyed, divided, dedicated and mapped all as shown and represented on this map.

We do further certify this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

Outagamie County Department of Development & Land Services
Town of Buchanan
City of Kaukauna

In the presence of: James & Beth Verbeten Joint Revocable Trust

James Verbeten
Trustee

Beth Verbeten
Trustee

State of Wisconsin)
)SS
_____ County)

Personally came before me on the _____ 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

Scott R. Andersen Date
Professional Land Surveyor
No. S-3169

File: 9254CSM.dwg
Date: 04/15/2026
Drafted By: scott
Sheet: 7 of 9

Certified Survey Map No. _____

All of Lot 1 and Lot 2, Certified Survey Map No. 6578 (Doc. 1972612); Part of Lot 2, Certified Survey Map No. 3772 (Doc. 1369982); All of Lot 1, Certified Survey Map No. 5370 (Doc. 1713456); Being Part of the Northeast 1/4 of the Southwest 1/4 of Section 35, Township 21 North, Range 18 East, Town of Buchanan, Outagamie County, Wisconsin.

Owners' Certificate

As the property owners, we hereby certify that we caused the land described on this certified survey map to be surveyed, divided, combined and mapped all as shown and represented on this map.

We do further certify this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

Outagamie County Department of Development & Land Services
Town of Buchanan
City of Kaukauna

Dated this _____ day of _____, 20_____

Kurt Vandewettering, Owner

Melissa Gossen, Owner

State of Wisconsin)
)SS
_____County)

Personally came before me on the _____ 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

Scott R. Andersen Date
Professional Land Surveyor
No. S-3169

File: 9254CSM.dwg
Date: 04/15/2026
Drafted By: scott
Sheet: 8 of 9

Certified Survey Map No. _____

All of Lot 1 and Lot 2, Certified Survey Map No. 6578 (Doc. 1972612); Part of Lot 2, Certified Survey Map No. 3772 (Doc. 1369982); All of Lot 1, Certified Survey Map No. 5370 (Doc. 1713456); Being Part of the Northeast 1/4 of the Southwest 1/4 of Section 35, Township 21 North, Range 18 East, Town of Buchanan, Outagamie County, Wisconsin.

Town Board Approval Certificate

Resolved, that this certified survey map in the Town of Buchanan, Outagamie County, Verbeten Development Inc. and James & Beth Verbeten Joint Revocable Trust, Kurt Vandewettering and Melissa Gossen, the property owners is hereby approved by the Town Board of the Town of Buchanan.

_____	_____	_____
Chairman	Print Name	Date

I hereby certify that the foregoing is a copy of a resolution adopted by the Town Board of the Town of Buchanan.

_____	_____	_____
Clerk	Print Name	Date

City Approval Certificate (Extraterritorial)

This Certified Survey Map has been reviewed by the City of Kaukauna Planning Commission.

_____	_____	_____
Mayor	Print Name	Date

Treasurers' Certificate

We, being the duly elected, qualified and acting Treasurers' of the Town of Buchanan 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 certified survey map.

_____	_____	_____
Town Treasurer	Print Name	Date

_____	_____	_____
County Treasurer	Print Name	Date

Department of Development and Land Services Approval Certificate

Resolved, that this certified survey map in the Town of Buchanan, Outagamie County, Verbeten Development Inc. and James & Beth Verbeten Joint Revocable Trust, Kurt Vandewettering and Melissa Gossen, the property owner, is hereby approved by Outagamie County.

_____	_____	_____
Department Representative	Print Name	Date

This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

the property owners of record:	Recording Information:	Parcel Number(s):
Verbeten Development Inc.	Doc. 1597023	030063500
	Doc. 1597023	030062307
James & Beth Verbeten Joint Revocable Trust	Doc. 1988610	030062304
Kurt Vandewettering & Melissa Gossen	Doc. 1974722	030062303

 Scott R. Andersen Date
 Professional Land Surveyor
 No. S-3169

File: 9254CSM.dwg
 Date: 04/15/2026
 Drafted By: scott
 Sheet: 9 of 9



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
From: Adrienne Nelson, Associate Planner
Date: April 17, 2025
Re: Annexation Petition Review – Verbeten Development

Verbeten Development Inc. has submitted an annexation request for unanimous annexation of parcels 030062307 and 030063500 from the Town of Buchanan to the City of Kaukauna. The annexation request is for a total of 28.5993 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. The property can be serviced with water and sewer by the City, and the request for annexation is being made to support a future neighborhood development.

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



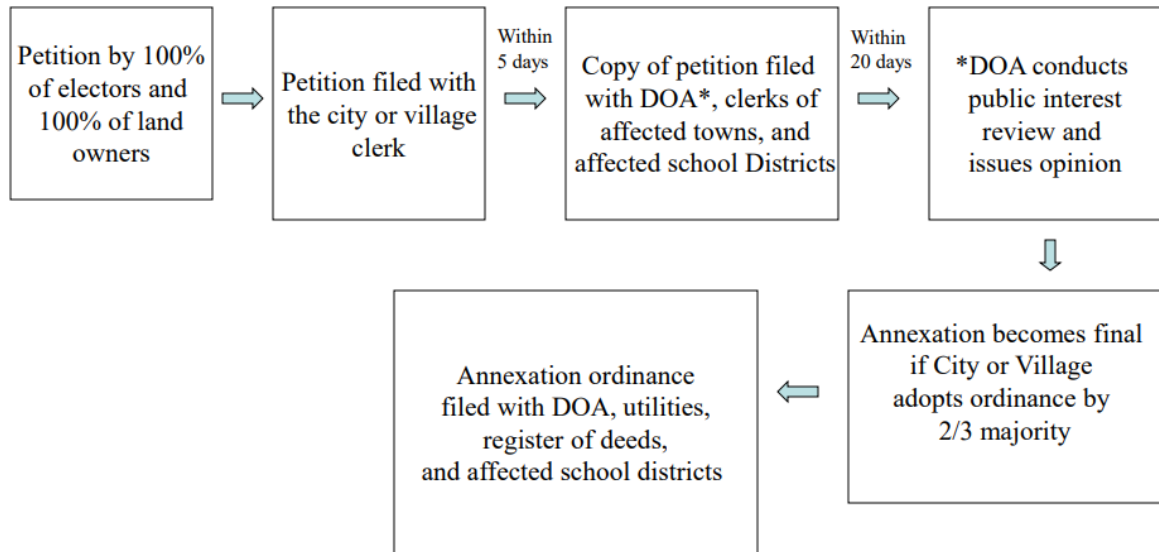


See the below chart and link for more information on the unanimous consent annexation process.



Process of a Unanimous Consent Annexation

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



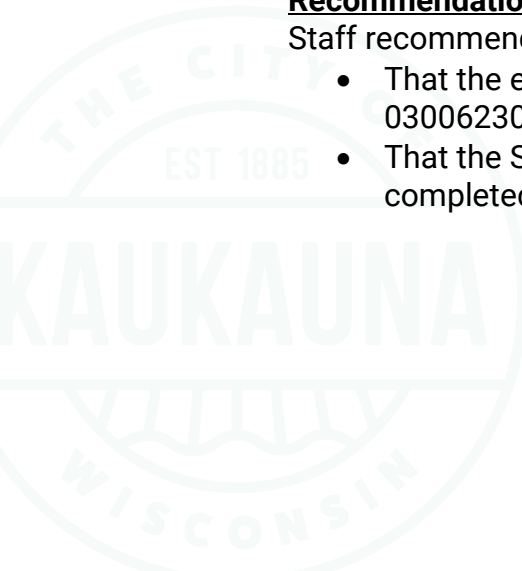
*DOA involvement not applicable in counties with less than 50,000 persons

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

Recommendation

Staff recommends approval to the Common Council with the following conditions:

- That the extraterritorial certified survey map creating four lots from parcels 030062307, 030063500, and 030062304 is approved.
- That the State of Wisconsin’s Department of Administration review is completed prior to review and action by the Common Council.





CITY OF KAUKAUNA PLAN COMMISSION PETITION FOR UNANIMOUS ANNEXATION

To the Common Council of the City of Kaukauna, Outagamie County, Wisconsin:

Petition is hereby made in accordance with the provisions of Section 66.0217(2) of the Wisconsin State Statutes for direct annexation to the City of Kaukauna, Wisconsin, from the Town of Buchanan, Wisconsin, of the real estate described on the attached map.

The attached map is in accordance with statutory requirements and is of a reasonable scale, showing the contiguous boundary with the City of Kaukauna of the territory to be annexed, and showing acreage and North arrow.

There are 0 residents residing within the territory under petition.

Signatures:

1. NAME OF PETITIONER: Verbeten Development Inc

SIGNATURE: *[Handwritten Signature]*
DATE: 7/6/20

2. NAME OF PETITIONER:

SIGNATURE:

DATE:

3. NAME OF PETITIONER:

SIGNATURE:

DATE:

4. NAME OF PETITIONER:

SIGNATURE:

DATE:

5. NAME OF PETITIONER:

SIGNATURE:

DATE:

6. NAME OF PETITIONER:

SIGNATURE:

DATE:

Additional Requirements: City of Kaukauna staff are able to assist you in map preparation to meet statutory regulations. Please contact us by email at jstephenson@kaukauna-wi.org or by phone at (920) 766-6315 to begin the annexation process.

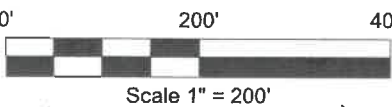
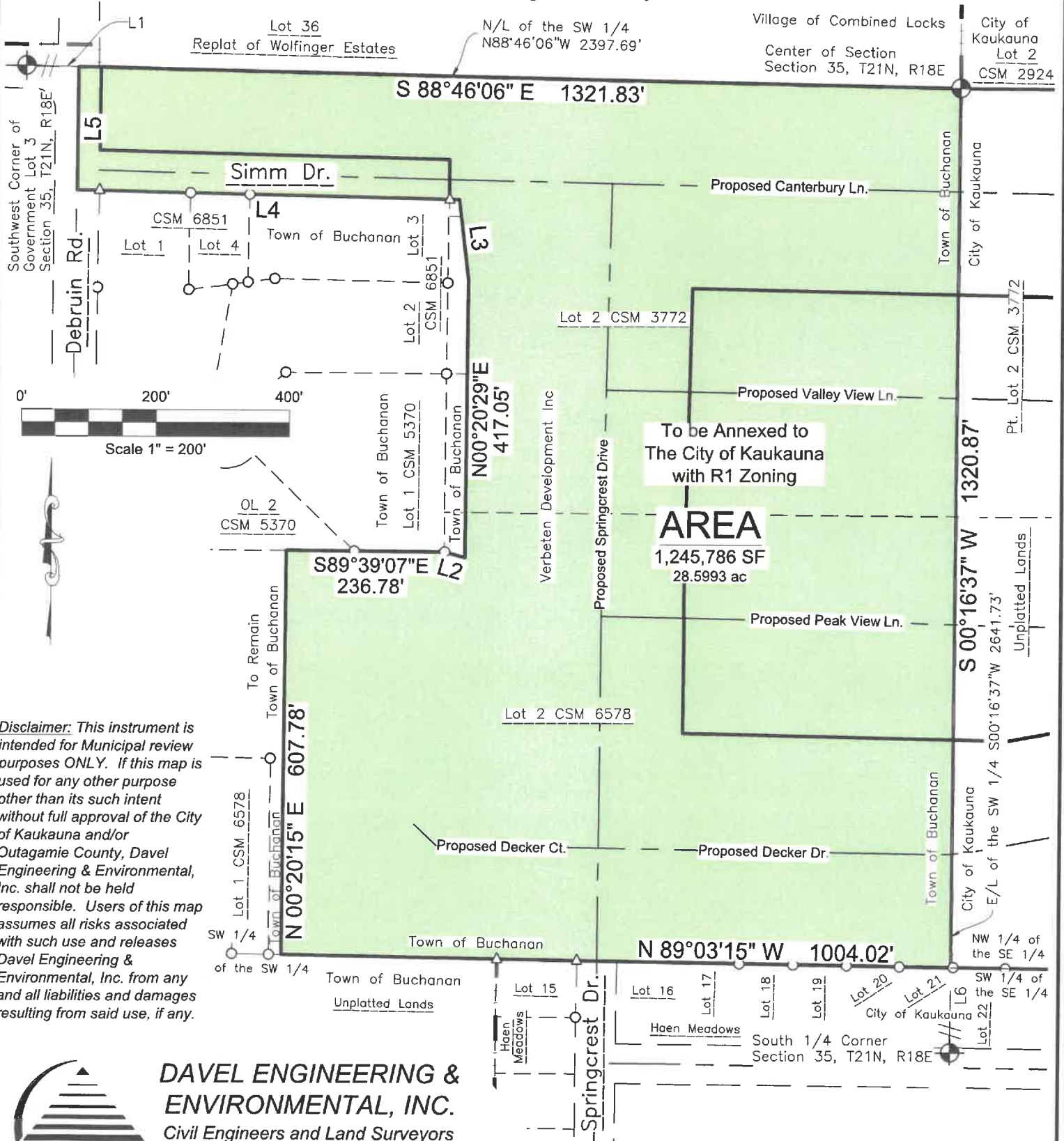
Fees: There are no locally assessed fees from the City of Kaukauna for annexation review, but the Wisconsin Department of Administration does assess fees for annexation.

Please Note: Annexation review and adoption requires 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.

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

Annexation Exhibit

Part of Lot 2, Certified Survey Map No. 6578 (Doc. 1972612); Part of Lot 2, Certified Survey Map No. 3772 (Doc. 1369982); and All of Simm Drive, Certified Survey Map No. 5369 (Doc. 1713455); Part of Debruin Road; All being Part of the Northeast 1/4 of the Southwest 1/4 of Section 35, Township 21 North, Range 18 East, Town of Buchanan, Outagamie County, Wisconsin.



Disclaimer: This instrument is intended for Municipal review purposes ONLY. If this map is used for any other purpose other than its such intent without full approval of the City of Kaukauna and/or Outagamie County, Davel Engineering & Environmental, Inc. shall not be held responsible. Users of this map assumes all risks associated with such use and releases Davel Engineering & Environmental, Inc. from any and all liabilities and damages resulting from said use, if any.



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1164 Province Terrace, Menasha, WI 54952
 Ph: 920-991-1866
 www.davel.pro

File: 9254Annex.dwg
 Date: 03/30/2026
 Drafted By: scott
 Sheet: 1 of 2

Annexation Exhibit Description

High Pointe Meadows

City of Kaukauna, Outagamie County, WI

For: Tom Dercks

Parcel: 030062307 & 030063500

Current municipality: Town of Buchanan

To be annexed to : City of Kaukauna

Part of Lot 2, Certified Survey Map No. 6578 (Doc. 1972612); Part of Lot 2, Certified Survey Map No. 3772 (Doc. 1369982); and All of Simm Drive, Certified Survey Map No. 5369 (Doc. 1713455); Part of Debruin Road; All being Part of the Northeast 1/4 of the Southwest 1/4 of Section 35, Township 21 North, Range 18 East, Town of Buchanan, Outagamie County, Wisconsin; containing 1,245,786 Square Feet (28.5993 Acres) of land described as follows:

Commencing at the Southwest Corner of Government Lot 3 of Section 35, T21N, R18E; thence S88°46'06"E along the North line of the Southwest 1/4, 1075.87 feet to the Point of Beginning of the lands being Annexed to the City of Kaukauna; thence continuing along said North line, S88°46'06"E, 1321.83 feet to the Center of Said Section 35; thence S00°16'37"W, along the East line of of the Southwest 1/4, 1320.87 feet; thence N89°03'15"W, 1004.02 feet; thence N00°20'15"E, 607.78 feet; thence S89°39'07"E, 236.78 feet; thence S74°23'12"E, 31.35 feet; thence N00°20'29"E, 417.05 feet; thence N06°46'06"W, 121.15 feet; thence N88°46'06"W, 571.22 feet; thence N00°20'12"E, 185.18 feet to the Point of Beginning of the lands being Annexed to the City of Kaukauna.



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

LINE TABLE		
Line	Bearing	Length
L1	N 88°46'06" W	1075.87'
L2	S 74°23'12" E	31.35'
L3	N 06°46'06" W	121.15'
L4	N 88°46'06" W	571.22'
L5	N 00°20'12" E	185.18'
L6	S 00°16'37" W	1320.87'



DAVEL ENGINEERING & ENVIRONMENTAL, INC.

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Sheet: 2 of 2