

PLAN COMMISSION

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



Thursday, April 09, 2026 at 4:00 PM

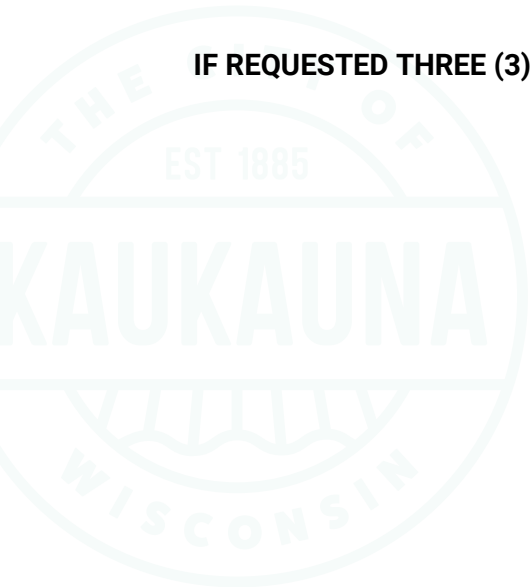
AGENDA

In-Person in Common Council Chambers, City of Kaukauna

1. Roll Call.
2. Approval of Minutes.
 - [a.](#) Approve Minutes from March 19, 2026
3. Old Business.
4. New Business.
 - [a.](#) LWCF Grant
 - [b.](#) Street Vacation Request - Calmes
 - [c.](#) CSM Review - 801 Gertrude Street
 - [d.](#) Little Free Library Park Donation - Location Update
 - [e.](#) *Extraterritorial CSM Review - Town of Buchanan
 - [f.](#) *Preliminary Plat Review - High Pointe Meadows
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
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144 W. Second Street, Kaukauna



Thursday, March 19, 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 Neumeier, John Moore, Ken Schoenike, Pennie Thiele, Mayor Tony Penterman

Members Absent: Michael Avanzi

Other(s) Present: Associate Planner Adrienne Nelson, Times Villager
Reporter Brian Roebke

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

2. Approval of Minutes

- a. Approve Minutes from February 19, 2026

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

3. Old Business

- a. None

4. New Business

- a. Site Plan Review – Prosperity In LLC (101 E County Road JJ)

Associate Planner Nelson introduced the site plan for Prosperity In LLC at 101 E County Rd JJ. Prosperity In LLC began construction on their commercial warehouse and office space, currently utilized by Bimbo Bakeries USA, in late 2024/early 2025. With phase 1 of the building complete, the site plan under review is for their phase 2

expansion. The project will add an additional 32,000 square feet to the existing building and 15 additional parking spaces.

The building meets the setback requirements for the industrial zoning district and the New Prosperity Center covenants. The current building has a height of 30 feet with the addition being the same. With the current 50 off-street parking spaces, the additional 15 will make 65 total off-street parking spaces. Prosperity In LLC will plant 17 trees in the yard fronting the street to comply with the New Prosperity Center covenants and city ordinances. There are no concerns with lighting. The Erosion Control and Stormwater Management permit has received approval from the Engineering Department. There are no current concerns with ingress, egress, or public safety.

The Industrial Park Committee extensively discussed the façade requirements per the New Prosperity Center's protective covenants. Per the covenants, the façade should be all masonry. The existing Prosperity In LLC building has a façade of both split block and metal R-panel, which staff recommends for the expansion.

Staff advised that the property owners ensure a formal landscape buffer for the property. There is a wooded residential area to the east. Staff recommended additional buffer on the property because the wooded area is not located on the property at 101 E County Road JJ.

Neumeier discussed the existing erosion control violation on the site at 101 E County Road JJ. While grading for phase 2 under a grading permit, the wetland area was filled. This wetland area was a permitted fill area. However, there was no flow path left. There is a culvert under County Road JJ that goes to the south, and the water from this culvert will have nowhere to go in the spring. None of the on-site swales have been restored, so clay material is washing down the to the silt fence. Because of these conditions, Neumeier indicated that failure is imminent. Neumeier relayed the information to the developer and the contractor and stated that the erosion control violation must be corrected before any permits are issued for the building site.

Staff recommends approval of the development with three conditions. Prior to the issuance of building permits, the façade plan must be updated so that the east exterior wall matches the north and west exterior walls with a mix of masonry and metal. The eastern wall from the initial submission is entirely metal exterior. Additionally, a formal landscape buffer should be planted, and the existing erosion control violation must be corrected before any permits are issued for the site.

Moore asked if the builder was made aware of the erosion control violation. Neumeier confirmed that the builder was asked to correct the violation.

Neumeier made a motion to approve the development with the conditions that the façade plan is updated so that the east exterior wall matches the north and west exterior walls with a mix of masonry and metal, a formal landscape buffer is planted, and the existing erosion control violation is corrected. Seconded by Moore. The motion passed unanimously.

b. Proposed Vacation of a Railroad Spur Easement – 1900 Tower Drive

Director of Public Works/City Engineer Neumeier introduced the proposed vacation of the railroad spur easement at 1900 Tower Drive. The owner of 1900 Tower Drive made site improvements, so Kaukauna Utilities (KU) is upgrading the utilities on the existing utility easement. KU operates in a 6-foot utility easement along 1900 Tower Drive.

While developing the industrial park, staff noted the existing railroad spur easement. However, given development in the industrial park, there is no longer a feasible route for railroad spur to reach this location. City staff does not anticipate the railroad spur easement being used, so the city intends to turn the railroad spur easement into a utility and drainage easement. This would allow correction of some swales along the property as well. A future endeavor by the city and KU would be to approach the other property owners along the railroad spur easement to extend the utility easement.

Moore asked if the other property owners along the railroad spur easement are aware of the potential easement changes. Neumeier responded that there are existing encroachments in addition to those along 1900 Tower Drive but that conversations have not occurred with the other property owners.

Jensen asked if an updated survey would be needed. Neumeier stated that he did not believe it would be required but that it would not hurt if the property owners were willing to have a new survey.

Schoenike asked what the instrument would be for the vacation of the railroad spur easement. Neumeier responded that a resolution would indicate the vacation.

Schoenike made a motion to approve a resolution vacating the 15-foot railroad spur easement located at 1900 Tower Drive with the condition that a utility and drainage easement agreement with the owner of 1900 Tower Drive is signed and recorded with Outagamie County. Seconded by Neumeier. The motion passed unanimously.

c. Discussion on Renaming Kaukauna Dog Park

Mayor Tony Penterman introduced the discussion on renaming Kaukauna Dog Park. In summer 2025, the city received an informal request to rename the Kaukauna Dog Park after Gary Landreman, who was instrumental in the development of the dog park at its current site.

Schoenike noted that in his work towards the dog park, Landreman investigated several other possible sites. The process with these other sites reached varying stages before ending for various reasons. Moore noted that Gary Landreman initiated the work towards the dog park but also noted Sarah Landreman's involvement through the doggy bags and the clean up at the dog park. Moore suggested including both Gary and Sarah's first names in the naming of the dog park if the new name includes any first names.

Schoenike noted that in addition to his work with the dog park, Gary Landreman worked on the disc golf course as well. Schoenike noted that naming the dog park after Gary Landreman would provide recognition for at least one of his major projects in the city.

Moore suggested that the mayor's office discusses the naming preferences with Gary and Sarah Landreman before bringing back for review.

5. Other Business

a. None

6. Adjourn

Moore made a motion to adjourn the meeting. Seconded by Schoenike. Motion passed unanimously. The meeting adjourned at 4:23 p.m.





MEMO

Engineering Department

To: Plan Commission

From: John Neumeier, Director of Public Works/City Engineer

Date: 4/9/2026

Re: Kaukauna High School Civic Engagement Grant Application for Wisconsin DNR Land and Water Conservation Funds – Grignon Park

Background information:

The Kaukauna Civic Engagement Class has been working on securing funds for the Grignon Park upgrades. The proposed project is *to enhance year-round recreational opportunities at Grignon Park by improving access to existing amenities and adding new facilities that serve a wide range of community users. The project will support winter recreation through improvements such as a tow rope for the Mount Misery sledding hill and a new ice-skating rink, while also strengthening the park’s ability to host summer activities including competitive soccer, and disc golf tournaments. By expanding access and supporting organized recreation, the project will increase park usage, attract regional visitors, and create a more inclusive outdoor space for residents of all ages.*

For the grant application, the group is requesting this commission, supports the project and the resolution required for the DNR application process.

Strategic Plan: This project will make Grignon Park more accessible and increase the number of visitors to the city and this park specifically.

Budget: If the grant funding is awarded and matching funds adequate matching funds are provided by KHS Civic Engagement, city staff would request borrowing for the remaining funds in the next available CIP/funding cycle.

Staff Recommended Action:

Motion to support the KHS Civic Engagement class grant application and recommend approval of a resolution for the DNR Land and Water Conservation Fund project at Grignon Park to Common Council.

Required Application Attachments

Please submit the following documents as attachments to the grant application. Note that some attachments are only applicable to select project types. Required maps can be generated by using the DNR Surface Water Data Viewer tool at <https://dnr.wisconsin.gov/topic/SurfaceWater/swdv>

Acquisition Projects	Development Projects	Required Application Documents	
<input type="checkbox"/>	<input type="checkbox"/>	1	Grant Application (Form 8700-191) – Must be Signed by Project Applicant
<input type="checkbox"/>	<input type="checkbox"/>	2	Response to Ranking Questions & Criteria (Form 8700-338) and required documentation
<input type="checkbox"/>	<input type="checkbox"/>	3	Grant Applicant Governing Board Resolution supporting the project and approval of budgeted matching funds.
<input type="checkbox"/>	<input type="checkbox"/>	4	Project Location Map
<input type="checkbox"/>	<input type="checkbox"/>	5	Project Boundary Map
<input type="checkbox"/>	<input type="checkbox"/>	6	Aerial photo map
<input type="checkbox"/>	<input type="checkbox"/>	7	Recordable full Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	8	Environmental Hazards Assessment Form (Form 1800-001)
<input type="checkbox"/>	<input type="checkbox"/>	9	Cost Estimate Worksheet (Form 8700-014)
<input type="checkbox"/>	<input type="checkbox"/>	10	Site Plan Development Projects: show facilities to be constructed with grant funding. Acquisition Projects: identify planned trails or facilities.
<input type="checkbox"/>	<input type="checkbox"/>	11	Brownfield Projects Only - Remediation Plan and signed DNR Final Close-out Letter (if available).
<input type="checkbox"/>	<input type="checkbox"/>	12	Public Access & Acceptable Uses Form (Form 8700-322)
<input type="checkbox"/>	N/A	13	USFLA or "Yellow Book" Appraisal (applicable to all acquisition projects and development projects that propose land donations as match)
<input type="checkbox"/>		14	Offer to Purchase or Letter of Intent to Purchase
<input type="checkbox"/>		15	Relocation Plan (if applicable)
<input type="checkbox"/>		16	Land Management Plan
N/A	<input type="checkbox"/>	17	Copy of Deed
	<input type="checkbox"/>	18	Required permits, if available
<input type="checkbox"/>	<input type="checkbox"/>	19	Comprehensive Outdoor Recreation Plan (CORP) – provide a link to the CORP and the location of relevant information and data supporting this project.

Certification

I certify that information in this application and all its attachments are true and correct and in conformity with applicable Wisconsin Statutes.

Name of Authorized Representative	Title
Signature	Date Signed

Notice: Use of this form is required by the Department of Natural Resources (DNR) for any application filed pursuant to ss. NR 50.06. Personal identifiable information will only be used in conjunction with the programs listed above. If you have any questions, contact your regional Project Manager. Personally identifiable information provided on this form will be used for program administration and will be available to requesters as required under Wisconsin's Public Records Law [ss. 19.31 - 19.39, Wis. Stats.].

Applicant City Of Kaukauna	Individual Authorized to Act on Behalf of Applicant John Neumeier	
Street or PO Box 144 W 2cnd Street	Title Director Of Public Works	
City, State, Zip Code Kaukauna, WI, 54130	Telephone Number 9207666305	Mobile Number 920
County Outagamie	E-Mail Address jneumeier@kaukauna.gov	

Grant Payment Information

ACH Payment Email Address or Check Mailing Address (if different from applicant)

	Name	Address		
	Organization	City	State	ZIP Code

Section 1: Project Information **Financial Summary**

Project Type (select one) Development Acquisition

Project Title: **Kaukauna Grignon Park Project**

Financial Summary
(Manually complete blue boxes)

Grant Request (up to 50% of Total Project Cost)

50%

Match Sources

Sponsor Funds (Cash and/or Force Account)

Donations (Cash, Labor, Materials, Equipment)

Other (list):

Total Sponsor Match: \$1,199,500

Total Project Cost \$2,399,000

Project Location

Township	Range	<input type="radio"/> E <input type="radio"/> W	Section	¼ ¼	¼	GPS Coordinates (Decimal Degrees): Lat: <u>44.29 N</u> Long: <u>-88.25 W</u>	County Outagamie	
UEI # (12 digits) JF1BRJ2FECB1						Congressional/Legislative District Numbers		
						WI Senate 1,2	WI Assembly 2,3,5	US Congressional 8

Section 2: Project Details

1. What is the primary purpose of the project?

The primary purpose of the project is to enhance year-round recreational opportunities at Grignon Park by improving access to existing amenities and adding new facilities that serve a wide range of community users. The project will support winter recreation through improvements such as a tow rope for the Mount Misery sledding hill and a new ice-skating rink, while also strengthening the park's ability to host summer activities including competitive soccer, kayaking events on the Fox River, and disc golf tournaments. By expanding access and supporting organized recreation, the project will increase park usage, attract regional visitors, and create a more inclusive outdoor space for residents of all ages.

2. Describe in detail which elements of the project will be completed with the requested funds. Please do not include information about tasks which are not part of this funding request.

The requested funds will support key components of the Grignon Park Project focused on enhancing recreational infrastructure and user amenities.

Building-related improvements funded through this request will include construction and completion of outdoor seating and gathering areas, restroom facilities, interior rental and storage spaces, and concession areas. These elements are essential to supporting year-round park use and improving the overall visitor experience.

Funds will also be used to develop and equip the sledding hill area, including installation of lighting, water system components, snowmaking equipment, a groomer, sound system, tow rope, and an attendant house. These improvements will modernize the sledding facility, increase safety, and expand winter recreation opportunities.

In addition, the requested funds will support the installation of an ice rink, including the chiller system, as well as necessary water and electrical utility infrastructure to serve the rink and surrounding amenities. A sound system associated with this recreation area is also included.

All funded elements are directly tied to enhancing recreational opportunities and ensuring the park can function as a high-quality, multi-season destination.

3. How will the public use and access the project?

The public will use and access the Grignon Park Project year-round in a variety of ways. In the winter, the well-known Mount Misery hill will serve as a sledding destination and will be equipped with a new tow rope that will increase usage by making the hill more accessible and appealing to people of all ages and abilities. While there will be a small fee to use the tow rope, all revenue will be reinvested into park operation & maintenance. The public will also be able to utilize the new ice-skating rink during the winter season. During the summer months, the park will feature a competitive-level soccer complex for local teams and regional tournaments. Kayak groups will also use the park building to host competitive events utilizing the Fox River. In addition, Grignon Park is home to one of the top disc golf courses in the state, and the park building will support disc golf tournaments throughout the spring, summer, and fall.

4. How did the public provide input for this project?

Public input for this project was gathered through an extensive community engagement process led by students from Kaukauna High School. The students worked directly with community stakeholders who regularly utilize Grignon Park—including soccer organizations, kayaking groups, disc golf participants, and other recreational users—to collect ideas, identify needs, and incorporate feedback into the project design. They also met with City of Kaukauna officials, regional tourism representatives, and county government leaders to present the concept and receive additional guidance. After refining the project based on this input, the proposal was presented to the Kaukauna Common Council, where it received unanimous support from both the Council and the Mayor. The strong collaboration between students, community organizations, and local government helped shape the final plan and demonstrates broad public support for moving the project forward.

5. Is there any opposition or controversy with this project? If yes, please explain.

At this time, there is no significant opposition or controversy surrounding the project. One concern occasionally raised by community members is the perception that the park amenities may not be accessible to everyone due to potential fees. However, access to the sledding hill, ice-skating rink, and park facilities will remain free and open to the public. Any optional costs would only apply to equipment rentals—such as ice skates or sledding tubes—to the use of the mechanical tow rope, which helps transport visitors up the hill. These optional fees help support operation & maintenance and long-term sustainability of the park while ensuring the core recreational opportunities remain accessible to the entire community.

6. Explain the approval process for this project.

The project followed a collaborative approval process that included community input, stakeholder consultation, and local government review. The concept was initially developed by a group of students from Kaukauna High School, who met with community organizations that regularly use Grignon Park, including soccer groups, kayaking organizations, and disc golf participants, to gather feedback and identify needs. The students also presented the concept to city officials, regional tourism representatives, and county government leaders to receive additional guidance and refine the proposal. After incorporating this feedback, the project was formally presented to the City of Kaukauna Common Council, where it received unanimous approval from both the Council and the Mayor, allowing the project to move forward.

7. How will the in-perpetuity obligations of these grant funds be managed? Who will be responsible for long-term operation and maintenance of the project and how will future funding be obtained?

The City of Kaukauna will be responsible for managing the in-perpetuity obligations associated with the grant funding and ensuring the long-term operation and maintenance of the Grignon Park project. The City's Parks and Recreation Department will oversee routine maintenance, facility upkeep, and operational management of the sledding hill, tow rope, ice-skating rink, and supporting park facilities. Ongoing funding for maintenance will come from the City's parks and recreation budget, as well as revenue generated from optional user fees such as equipment rentals and tow rope use. These funds will be reinvested directly into park operations and maintenance to help ensure the long-term sustainability and accessibility of the project for the community.

8. How will the match requirement be met? Is the match budgeted or in hand?

The match requirement for the Grignon Park Project will be met through a combination of secured private funding and municipal support. To date, approximately \$650,000 has been secured through donations and a successful capital campaign, demonstrating strong community backing and investment in the project.

If the grant funding is awarded, city staff would request borrowing for the remaining funds in the next available CIP/funding cycle.

Section 2: Project Details continued

9. Park/Trail/Recreational Area Name: Grignon Park (i.e. Veterans Memorial Park, etc.)

Acreage for this Project: .70 acres

Total Park Acreage: 36

- Project site is undeveloped Project site is partially developed

10. Are there any underground utility easements or overhead power lines on the property? Explain:

There are no underground utility easements or overhead power lines located on the project property.

11. When the project is completed, what will the hours of operation be for use by the general public?

The project will be accessible to the public year-round, with hours designed to accommodate a wide range of users.

12. Who is the primary project manager?

- Applicant from Page 1
 Other - Specify:

13. Who is handling the financial administration of the project?

- Applicant from Page 1
 Other - Specify: John Neumier

14. Estimated Project Timeline:

Acquisition: Have you already purchased the property? If yes, date: NA

If no, anticipated closing date:

Development: Anticipated Start Date: 5/1/2027
 Anticipated Completion Date: 10/1/2028

15. Describe the current project site and use.

(Include physical characteristics, topography, vegetation cover type, presence of any waterways/wetlands, current land use, are there any buildings on the property and what is the current use, and zoning classification, etc.)

The Grignon Park project site is currently zoned Institutional Zoning (IT), but functions as an established public recreational area serving the City of Kaukauna.

The site features varied topography, highlighted by a large sledding hill that is a seasonal attraction during the winter months. In addition to the hill, the property includes relatively flat areas consisting of maintained turf grass that are used for informal soccer play and general open-space recreation.

16. Has the area been surveyed for endangered and rare species? If yes, please explain.

Yes, based on the Endangered Resource Preliminary Assessment completed on 3/20/2026 this project will have minimum impact to endangered or threatened species.

17. Have you discussed the project with your DNR Regional Project Manager within the past 3 months?

- Yes No

DNR Contact: jessica.terrien@wisconsin.gov

18. Has consultation with a DNR Water Management Specialist occurred prior to submitting the application? (if applicable)

Yes No

DNR Water Management Specialist Contact:

19. What soil disturbance will be occurring on the site, and what is the size of the total disturbed area?

The proposed project will involve limited soil disturbance associated with the construction and installation of key recreational amenities. Disturbance will occur in areas where a new building will be constructed, as well as along the alignment of the tow rope system for the sledding hill and the installation of the ice rink and associated infrastructure.



- 1) The primary purpose of the project is to enhance year-round recreational opportunities at Grignon Park by improving access to existing amenities and adding new facilities that serve a wide range of community users. The project will support winter recreation through improvements such as a tow rope for the Mount Misery sledding hill and a new ice-skating rink, while also strengthening the park's ability to host summer activities including competitive soccer, kayaking events on the Fox River, and disc golf tournaments. By expanding access and supporting organized recreation, the project will increase park usage, attract regional visitors, and create a more inclusive outdoor space for residents of all ages.
- 2) The requested funds will support key components of the Grignon Park Project focused on enhancing recreational infrastructure and user amenities.

Building-related improvements funded through this request will include construction and completion of outdoor seating and gathering areas, restroom facilities, interior rental and storage spaces, and concession areas. These elements are essential to supporting year-round park use and improving the overall visitor experience.

Funds will also be used to develop and equip the sledding hill area, including installation of lighting, water system components, snowmaking equipment, a groomer, sound system, tow rope, and an attendant house. These improvements will modernize the sledding facility, increase safety, and expand winter recreation opportunities.

In addition, the requested funds will support the installation of an ice rink, including the chiller system, as well as necessary water and electrical utility infrastructure to serve the rink and surrounding amenities. A sound system associated with this recreation area is also included.

All funded elements are directly tied to enhancing recreational opportunities and ensuring the park can function as a high-quality, multi-season destination.

- 3) The public will use and access the Grignon Park Project year-round in a variety of ways. In the winter, the well-known Mount Misery hill will serve as a sledding destination and will be equipped with a new tow rope that will increase usage by making the hill more accessible and appealing to people of all ages and abilities. While there will be a small fee to use the tow rope, all revenue will be reinvested into park operation & maintenance. The public will also be able to utilize the new ice-skating rink during the winter season. During the summer months, the park will feature a competitive-level soccer complex for local teams and regional tournaments. Kayak groups will also use the park building to host competitive events utilizing the Fox River. In addition, Grignon Park is home to one of the top disc golf courses in the state, and the park building will support disc golf tournaments throughout the spring, summer, and fall.

- 4) Public input for this project was gathered through an extensive community engagement process led by students from Kaukauna High School. The students worked directly with community stakeholders who regularly utilize Grignon Park—including soccer organizations, kayaking groups, disc golf participants, and other recreational users—to collect ideas, identify needs, and incorporate feedback into the project design. They also met with City of Kaukauna officials, regional tourism representatives, and county government leaders to present the concept and receive additional guidance. After refining the project based on this input, the proposal was presented to the Kaukauna Common Council, where it received unanimous support from both the Council and the Mayor. The strong collaboration between students, community organizations, and local government helped shape the final plan and demonstrates broad public support for moving the project forward.
- 5) At this time, there is no significant opposition or controversy surrounding the project. One concern occasionally raised by community members is the perception that the park amenities may not be accessible to everyone due to potential fees. However, access to the sledding hill, ice-skating rink, and park facilities will remain free and open to the public. Any optional costs would only apply to equipment rentals—such as ice skates or sledding tubes—or to the use of the mechanical tow rope, which helps transport visitors up the hill. These optional fees help support operation & maintenance and long-term sustainability of the park while ensuring the core recreational opportunities remain accessible to the entire community.
- 6) The project followed a collaborative approval process that included community input, stakeholder consultation, and local government review. The concept was initially developed by a group of students from Kaukauna High School, who met with community organizations that regularly use Grignon Park, including soccer groups, kayaking organizations, and disc golf participants, to gather feedback and identify needs. The students also presented the concept to city officials, regional tourism representatives, and county government leaders to receive additional guidance and refine the proposal. After incorporating this feedback, the project was formally presented to the City of Kaukauna Common Council, where it received unanimous approval from both the Council and the Mayor, allowing the project to move forward.
- 7) The City of Kaukauna will be responsible for managing the in-perpetuity obligations associated with the grant funding and ensuring the long-term operation and maintenance of the Grignon Park project. The City's Parks and Recreation Department will oversee routine maintenance, facility upkeep, and operational management of the sledding hill, tow rope, ice-skating rink, and supporting park facilities. Ongoing funding for maintenance will come from the City's parks and recreation budget, as well as revenue generated from optional user fees such as equipment rentals and tow rope use. These funds will be reinvested directly into park operations and maintenance to help ensure the long-term sustainability and accessibility of the project for the community.

- 8) The match requirement for the Grignon Park Project will be met through a combination of secured private funding and municipal support. To date, approximately \$650,000 has been secured through donations and a successful capital campaign, demonstrating strong community backing and investment in the project.

If the grant funding is awarded, city staff would request borrowing for the remaining funds in the next available CIP/funding cycle.

This combination of funds in hand and committed municipal support ensures that the full match requirement will be met and that the project is financially viable and ready to move forward.

- 15) The Grignon Park project site is currently zoned Institutional Zoning (IT), but functions as an established public recreational area serving the City of Kaukauna.

The site features varied topography, highlighted by a large sledding hill that is a seasonal attraction during the winter months. In addition to the hill, the property includes relatively flat areas consisting of maintained turf grass that are used for informal soccer play and general open-space recreation. Vegetation is primarily turf with limited tree cover, supporting active recreational use.

An unnamed tributary stream runs through the property, contributing to the site's natural character and providing a connection to the nearby Fox River corridor. This water feature adds ecological value but is currently underutilized from a recreational and educational standpoint.

Existing infrastructure on the site includes a small shelter building with outdated restroom facilities and adjacent parking lots that provide access for park users. While these amenities support basic use, they are limited in capacity and do not meet current accessibility or user expectations.

Overall, the site is actively used but underdeveloped, with aging facilities and significant opportunity to better utilize its natural features, improve user amenities, and expand year-round recreational opportunities.

- 19) The proposed project will involve limited soil disturbance associated with the construction and installation of key recreational amenities. Disturbance will occur in areas where a new building will be constructed, as well as along the alignment of the tow rope system for the sledding hill and the installation of the ice rink and associated infrastructure.

The total area of soil disturbance for the project is anticipated to be approximately 0.7 acres. All disturbed areas will be managed in accordance with applicable erosion control

and storm water management best practices to minimize environmental impacts and ensure site stability during and after construction.

LWCF Grant Program Ranking Questions and Responses

Form 8700-338LWCF (R 2/2026)

Page 1 of 10

Instructions: Refer to the ranking questions in the Grant Program Guidance for Federal Land and Water Conservation (LWCF) grant programs. This form may be used to submit the required responses with the application package. Indicate "N/A" for any questions that are not applicable to the project.

Notice: Project selection criteria for these grant programs are developed per Ch. 23, NR 50, Wis. Admin. Code, and provisions of the programs outlined in federal law. Personal information collected on this form will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records law [ss. 19.31-19.39, Wis. Stats.].

Project Sponsor City Of Kaukauna	Project Name Grignon Park Project	County Outagamie	Date 3/23/26
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If any discrepancies exist between form 8700-338 and published grant guidelines, the grant guidelines shall take precedence.

Initial Eligibility Questions

All applicants must provide a narrative response to each question in this section.

Initial Eligibility Questions	Yes/No	Question Details and Documentation Notes	DNR Use Only
<p>1 COMPREHENSIVE OUTDOOR RECREATION PLAN (CORP): Is the project identified in a Comprehensive Outdoor Recreation Plan approved by the applicant or the County where the applicant resides?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Provide a link to the CORP and the location of relevant pages and data for this project. LWCF projects must be specified in a CORP. A CORP must be updated every five years. It may be referred to as a Parks and Open Space Plan. The CORP is not the same as the Comprehensive Plan, which refers to plans developed and adopted per requirements of S. 66.1001, Wis. Stats.</p>	
<p>Applicant Response The primary purpose of the project is to enhance year-round recreational opportunities at Grignon Park by improving access to existing amenities and adding new facilities that serve a wide range of community users. The project will support winter recreation through improvements such as a tow rope for the Mount Misery sledding hill and a new ice-skating rink, while also strengthening the park's ability to host summer activities including competitive soccer, kayaking events on the Fox River, and disc golf tournaments. By expanding access and supporting organized recreation, the project will increase park usage, attract regional visitors, and create a more inclusive outdoor space for residents of all ages. Below is a link to the City of Kaukauna's comprehensive outdoor recreation plan. https://kaukauna.gov/wp-content/uploads/2025/12/2025-2030-Comprehensive-Outdoor-Recreation-Plan-Accessible-Document.pdf</p>			

LWCF Grant Program Ranking Questions and Responses
Form 8700-338LWCF (R 2/2026)

Project Sponsor City Of Kaukauna	Date 3/23/26
Project Name Grignon Park Project	County Outagamie

Initial Eligibility Ranking Questions		Yes/No	Question Details and Documentation Notes	DNR Use Only
2	<p>STATE COMPREHENSIVE OUTDOOR RECREATION PLAN (SCORP): Wisconsin's SCORP has identified three goals for outdoor recreation. Indicate which goal(s) in the SCORP that apply to your project and explain how the project supports the goal(s) identified.</p> <ul style="list-style-type: none"> • Ensure that all Wisconsinites have opportunities to participate in outdoor recreation. • Maintain and expand sustainable outdoor recreational opportunities. • Grow the collaborative approach across non-profit organizations, businesses, and federal, state, regional and local agencies. <p>Applicant Response</p> <p>The proposed improvements at Grignon Park align with all three goals identified in Wisconsin's State Comprehensive Outdoor Recreation Plan (SCORP).</p> <p>First, the project supports the goal of ensuring that all Wisconsinites have opportunities to participate in outdoor recreation by expanding access to a wide variety of activities for users of all ages and abilities. By enhancing winter amenities such as the Mount Misery sledding hill with a tow rope and adding an ice-skating rink, alongside summer opportunities like soccer, kayaking, and disc golf, the park will provide inclusive, year-round recreational options that</p>	<p>Yes/No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>LWCF projects must support a goal of the Statewide Comprehensive Outdoor Recreation Plan. Please identify the specific goal(s) supported by the proposed project.</p>	
3	<p>LAND MANAGEMENT PLAN (Acquisition Projects Only): The applicant has a plan for long-term management of the property that preserves and enhances its conservation and/or recreational value.</p> <p>Applicant Response</p> <p>The City of Kaukauna has a clear and sustainable plan for the long-term management of Grignon Park that will preserve and enhance its recreational value. The City will assume responsibility for all in-perpetuity obligations associated with the grant and will ensure the continued operation, maintenance, and accessibility of the park and its amenities. The Parks and Recreation Department will oversee routine maintenance, facility upkeep, and day-to-day management of key features, including the sledding hill, tow rope, ice-skating rink, and supporting infrastructure.</p> <p>Long-term funding for maintenance and operations will be supported through the City's established parks and recreation</p>	<p>Yes/No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p>Submit a copy of land management plan. For local governments, this information may be included in the CORP, parks management plan, or other documents.</p> <p>For acquisition projects, sponsors must adhere to the program requirements in perpetuity.</p>	

LWCF Grant Program Ranking Questions and Responses
Form 8700-338LWCF (R 2/2026)

Project Sponsor City of Kaukauna	Date 3/23/26
Project Name Grignon Park Project	County Outagamie

Initial Eligibility Questions	Yes/No	Question Details and Documentation Notes	DNR Use Only
<p>4 LEGAL RIGHT TO CONSTRUCT (Development Projects Only): The applicant has the legal right to construct the proposed project and meet post-grant compliance requirements.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p>Submit a copy of the deed.</p>	
<p>Applicant Response The City of Kaukauna has the legal authority to construct the proposed improvements at Grignon Park and to meet all post-grant compliance requirements. Grignon Park is publicly owned and managed by the City, which provides the City with full control over site development, construction, and long-term operation of park facilities.</p>			
<p>5 PROJECT TIMELINE Will the project be completed in three years from the issuance of the LWCF contract?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>The project has undergone a thorough and collaborative approval process that included community input, stakeholder</p> <p>Please provide a detailed project timeline.</p>	
<p>Applicant Response Yes, the City of Kaukauna anticipates that the Grignon Park project will be completed within three years of the issuance of the LWCF contract. The City is prepared to begin construction as early as this summer, with planning, design, and approvals already well underway. With this momentum, the project is on track to progress efficiently through construction and be fully completed within the required three-year timeframe.</p>			

LWCF Grant Program Ranking Questions and Responses

Form 8700-338LWCF (R 2/2026)

Project Sponsor City Of Kaukauna	Date 3/23/26
Project Name Grignon Park Project	County Outagamie

Ranking Questions	Max. Points	Question Details and Documentation Notes	DNR Use Only
<p>6 GREEN TIER: The applicant is a designated Green Tier Legacy community. (0.1 pt.)</p> <p>Applicant Response Yes, The City of Kaukauna is a Green Tier Legacy community.</p>	0.1	See the Green Tier website for eligible Legacy Communities for this point. https://dnr.wisconsin.gov/topic/GreenTier/Participants/Charte rPages/LegacyCommunities.html	
<p>7 NEW RAILROAD CORRIDOR TRAIL: The project will acquire or develop an abandoned rail corridor for outdoor recreation. (0.1 pt.)</p> <p>Applicant Response No, the Grignon Park project does not include the acquisition or development of an abandoned rail corridor. The project is focused on improving and expanding recreational amenities within the existing park, including enhancements for year-round use such as winter recreation facilities and upgraded infrastructure for summer activities.</p>	0.1	This point is only awarded for the acquisition or initial development of a property.	

LWCF Grant Program Ranking Questions and Responses

Form 8700-338LWCF (R 2/2026)

Project Sponsor City Of Kaukauna	Date 3/23/26
Project Name Grignon Park Project	County Outagamie

Ranking Questions	Max. Points	Question Details and Documentation Notes	DNR Use Only
<p>8 SAFE ACCESS: Users have an existing opportunity for safe and legal parking and access to the project site or the proposed project will significantly improve safe and legal access to the site. (0.1 pt.)</p>	0.1	<p>Projects that provide access only via roadside parking would not receive points for this question.</p> <p>Applicants should provide a map that shows off-street parking options for the project and indicate if it provides for accessible parking options.</p>	
<p>Applicant Response Yes, users currently have safe and legal access to Grignon Park, and the proposed project will further improve access to the site. The City of Kaukauna has proactively acquired additional land to expand parking capacity and has developed plans to enhance parking and site access. These improvements will ensure that visitors can safely and conveniently access the park and its amenities supporting increased use and community participation.</p> <p>PREVIOUS GRANT COMPLETION:</p> <ul style="list-style-type: none"> Applicant has successfully completed and closed all previous LWCF grants. (2 pt.) Applicant did not receive a LWCF grant in application years 2021-2025 (1 pt.) <p>OR</p> <ul style="list-style-type: none"> Applicant has never received a LWCF grant. (1 pt.) 	1-3	<p>Applicants should provide a list of LWCF grants that have successfully been completed and closed. Applicants that were awarded a grant, but did not go forward will not be considered for these points.</p>	
<p>Applicant Response Yes, The City Of Kaukauna has completed and closed all previous LWCF grants.</p>			
<p>10 ACCESS TO OTHER OUTDOOR RECREATION FACILITIES: The proposed project provides direct access to other existing developed facilities, such as campground, fishing pier, local park, etc. (1 pt.)</p> <p>Applicant Response Yes, the proposed project provides direct access to a variety of existing developed recreational and educational facilities. The project builds upon and enhances current amenities within and adjacent to Grignon Park, including an existing sledding hill, a highly regarded disc golf course, and the Fox River, which is used for kayaking and competitive events.</p>	1	<p>Provide documentation that shows the relationship between the proposed project and the existing facility/facilities.</p>	

LWCF Grant Program Ranking Questions and Responses

Form 8700-338LWCF (R 2/2026)

Project Sponsor City Of Kaukauna	Date 3/23/26
Project Name Grignon Park Project	County Outagamie

Ranking Questions		Max. Points	Question Details and Documentation Notes	DNR Use Only
11	<p>UNIQUE NATURAL FEATURES: Acquisition: The proposed project includes acquisition of land with unique aesthetic/scenic value, natural value, ecological value, unique natural features. (1 pt.)</p> <p>Development: The proposed project includes development of recreational opportunities that support unique natural features and/or scenic highways. (1 pt.)</p>	1	Applicant should submit information documenting the specific unique natural features being protected or enhanced by the proposed project.	
<p>Applicant Response</p> <p>The Grignon Park Project leverages and enhances several existing natural and scenic assets within the park. The site features varied terrain, open green space, and close proximity to the Fox River, all of which contribute to its ecological and aesthetic value.</p> <p>The project will improve and formalize the existing sledding hill, a prominent natural landform that already serves as a seasonal recreational destination. Enhancements will increase safety, accessibility, and overall user experience while preserving the hill's natural character.</p> <p>In addition, the park's location along the Fox River provides a valuable opportunity to strengthen connections to this</p>				

LWCF Grant Program Ranking Questions and Responses

Form 8700-338LWCF (R 2/2026)

Project Sponsor City Of Kaukauna	Date 3/23/26
Project Name Grignon Park Project	County Outagamie

Ranking Questions	Max. Points	Question Details and Documentation Notes	DNR Use Only
<p>12</p> <p>URBAN POPULATIONS (pg. 15): The project includes land acquisition or development of a property in a designated urban/urbanized area or the project site is located outside of, but primarily serves, a designated urban/urbanized area as identified on page 15. (1 pt.)</p>	1	<p>See the Community and Population Information located on pg. 15. If applicant is not on the list of qualifying urban/urbanized areas, but serves a transient population, the applicant should provide documentation regarding recreational needs of transient populations that would be met by the proposed project.</p> <p>Also provide support documentation for a project site that is located outside of, but primarily serves, a designated urban/urbanized area.</p>	
<p>Applicant Response</p> <p>The Grignon Park Project is located within the City of Kaukauna, which qualifies as a designated urbanized area based on the criteria outlined on page 15 of the application materials.</p>			
<p>13</p> <p>DIVERSITY OF INTENDED USERS: The project is intended to serve specific diverse populations (e.g. elderly, minority, disabled, low-income). Describe the intended users and how they specifically will benefit from this project. (2 pts.)</p>	2	<p>Provide data explaining who the intended users are, how the data was generated, and how users will benefit from this project.</p> <p>Note:</p> <ul style="list-style-type: none"> • Serving nearby schools is not sufficient to qualify for these point. • This is not intended to be an ADA compliance question. 	
<p>Applicant Response</p> <p>The Grignon Park project is designed to serve a wide and diverse range of users by providing inclusive, accessible, and affordable outdoor recreation opportunities for people of all ages, abilities, and backgrounds.</p> <p>The project will benefit youth and families by offering safe, structured, and free or low-cost recreational options such as sledding, ice skating, soccer, and disc golf. These activities promote physical health, social interaction, and outdoor engagement, particularly for families who may not have the resources to access private recreation facilities.</p>			

Project Sponsor
City Of Kaukauna
Project Name
Grignon Park Project

Date
3/23/26
County
Outagamie

LWCF Grant Program Ranking Questions and Responses
Form 8700-338LWCF (R 2/2026)

Ranking Questions	Max. Points	Question Details and Documentation Notes	DNR Use Only
<p>14 RENOVATION OF EXISTING RECREATIONAL FACILITIES: Development Only:</p> <ul style="list-style-type: none"> The project will update the recreational facility to meet current American with Disability Act requirements and provide improved access to the facility. (2 pt.) The project will improve safety issues at the facility. (2 pt.) The project was previously funded with LWCF funding. (3 pts.) 	7	<p>Provide documentation that demonstrates how the project will improve access to the facility.</p> <ul style="list-style-type: none"> Provide evidence of safety issues that will be addressed. Provide a grant number for a previous LWCF project. 	
<p>Applicant Response</p> <p>The Grignon Park project will significantly improve accessibility and safety while enhancing the overall usability of existing recreational facilities.</p>			
<p>15 PROJECT READINESS: Acquisition:</p> <ul style="list-style-type: none"> Land can be acquired within one year. (1 pt.) The Uniform Appraisal Standards for Federal Land Acquisitions (USFLA or "Yellow Book") property appraisal is complete. (1 pt.) Applicant has a seller accepted offer-to-purchase or option. (2 pts.) <p>Development:</p> <ul style="list-style-type: none"> Required permit application(s) (beyond local permits required) have been submitted. (1 pt.) Permits are in hand at time of application OR no state or federal permits are required. (2 pts.) 	3-4	<p>Acquisition:</p> <ul style="list-style-type: none"> Provide documentation to show that the land can be acquired within one year. Applicants are highly encouraged to contact the DNR prior to executing an appraisal contract for grant purposes. <p>Development:</p> <ul style="list-style-type: none"> Applicants should contact DNR Wetlands/Waterways and/or DNR Stormwater staff if permitting is needed for proposed project. For state and federal permits provide a notice of application receipt. Submit copies of all permits. 	
<p>Applicant Response</p> <p>The Grignon Park Project is well-positioned for timely implementation. The proposed improvements are limited to development activities within an existing Grignon Park and do not involve land acquisition.</p>			

LWCF Grant Program Ranking Questions and Responses
Form 8700-338LWCF (R 2/2026)

Project Sponsor City Of Kaukauna	Date 3/23/26
Project Name Grignon Park Project	County Outagamie

Ranking Questions	Max. Points	Question Details and Documentation Notes	DNR Use Only
<p>16 YEAR-ROUND RECREATIONAL USES WITHIN PROJECT AREA: Explain how the project scope of work (development projects) or planned uses for new land acquisition property (acquisition projects) are considered year-round recreational opportunities. (3 pts.)</p> <p>Applicant Response The Grignon Park project is specifically designed to provide year-round recreational opportunities by supporting both winter and summer activities within the same park space.</p>	3	Planned uses for new land acquisition properties should be included in the applicant's Land Management Plan submitted with their application materials.	
<p>17 PROXIMITY OF RECREATION OPPORTUNITY: Explain how the project provides recreation land where a scarcity of similar/same recreation opportunities exists. Is the project located greater than 1 mile from another public outdoor recreational facility that is similar in type? (1 pt. development; 2 pts. acquisition)</p> <p>Applicant Response The Grignon Park project will provide a unique combination of recreational amenities that are not currently available elsewhere in Northeast Wisconsin, addressing a clear gap in regional outdoor recreation opportunities. While there are other parks in the area, none offer the integrated, year-round mix of facilities proposed in this project, including an enhanced sledding hill with a tow rope, an ice-skating rink, competitive soccer space, a high-quality disc golf course, and direct access to the Fox River for organized kayaking events.</p>	1-2	Explain and provide a map showing where the nearest similar/same recreational opportunities exist. Points will be given if another outdoor recreational facility of similar type is at least a mile from the proposed project location.	
<p>18 ALTERNATIVE ACCESS FOR TRANSPORTATION TO THE PROJECT AREA: • The project area will be accessible by an off-road trail. (1 pt.) • The project area is on a mass public transportation route (e.g., bus, train). (1 pt.)</p> <p>Applicant Response The Grignon Park Project area is accessible via the Kaukauna Locks Trail, an established off-road, multi-use trail that provides safe and convenient non-motorized access to the park. This trail connection allows residents and visitors to reach the project area by walking, biking, and other forms of active transportation, reducing reliance on personal vehicles.</p>	2	Explain how users will access the property where the project will occur and provide a map showing off-road trail access or bus/train route to property. Define what the connecting properties are. For this question, project area means the larger park or recreation area that the project may be located within.	

LWCF Grant Program Ranking Questions and Responses

Form 8700-338LWCF (R 2/2026)

Clear Date
 Project Sponsor: City Of Kaukauna
 Date: 3/23/26
 County: Outagamie
 Project Name: Grignon Park Project

Ranking Questions	Max. Points	Question Details and Documentation Notes	DNR Use Only
19 IMMEDIATE NEED FOR THE PROJECT: Please explain any threats to losing recreational use of the property or facility if not immediately acquired or developed. (2 pt. development; 3 pts. acquisition)	2-3	Is there a possibility this property or facility will no longer be used for outdoor recreation purposes in the next three years? Provide information showing potential threat to the property or facility (e.g. reports of safety concerns due to facility deterioration, is the property listed for sale or have developers approached the municipality about the property, or security threats).	
Applicant Response While there is no immediate threat of losing Grignon Park for public outdoor recreation use, there is a clear and time-sensitive need to reinvest in and modernize the existing facilities to prevent continued underutilization and decline.			

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- 1) The primary purpose of the project is to enhance year-round recreational opportunities at Grignon Park by improving access to existing amenities and adding new facilities that serve a wide range of community users. The project will support winter recreation through improvements such as a tow rope for the Mount Misery sledding hill and a new ice-skating rink, while also strengthening the park's ability to host summer activities including competitive soccer, kayaking events on the Fox River, and disc golf tournaments. By expanding access and supporting organized recreation, the project will increase park usage, attract regional visitors, and create a more inclusive outdoor space for residents of all ages. Below is a link to the City of Kaukauna's comprehensive outdoor recreation plan.

<https://kaukauna.gov/wp-content/uploads/2025/12/2025-2030-Comprehensive-Outdoor-Recreation-Plan-Accessible-Document.pdf>

- 2) The proposed improvements at Grignon Park align with all three goals identified in Wisconsin's State Comprehensive Outdoor Recreation Plan (SCORP).

First, the project supports the goal of ensuring that all Wisconsinites have opportunities to participate in outdoor recreation by expanding access to a wide variety of activities for users of all ages and abilities. By enhancing winter amenities such as the Mount Misery sledding hill with a tow rope and adding an ice-skating rink, alongside summer opportunities like soccer, kayaking, and disc golf, the park will provide inclusive, year-round recreational options that appeal to a broad segment of the community.

Second, the project advances the goal of maintaining and expanding sustainable outdoor recreational opportunities. Improvements to existing amenities and the addition of new facilities will increase the park's functionality and longevity, allowing it to better accommodate both casual users and organized events. By maximizing the use of existing natural resources, such as the Fox River, and enhancing established recreation areas, the project promotes efficient and sustainable park development.

Finally, the project supports the goal of growing a collaborative approach across organizations and agencies. The development and use of the park for organized activities such as competitive sports, kayaking events, and tournaments will encourage partnerships between local governments, community groups, and regional organizations. These collaborations will help activate the park, attract visitors, and ensure its continued success as a community recreation hub.

Overall, the project directly aligns with SCORP goals by increasing accessibility, enhancing sustainability, and fostering partnerships that expand outdoor recreation opportunities.

3) The City of Kaukauna has a clear and sustainable plan for the long-term management of Grignon Park that will preserve and enhance its recreational value. The City will assume responsibility for all in-perpetuity obligations associated with the grant and will ensure the continued operation, maintenance, and accessibility of the park and its amenities. The Parks and Recreation Department will oversee routine maintenance, facility upkeep, and day-to-day management of key features, including the sledding hill, tow rope, ice-skating rink, and supporting infrastructure.

Long-term funding for maintenance and operations will be supported through the City's established parks and recreation budget, supplemented by revenue generated from optional user fees such as equipment rentals and tow rope usage. These revenues will be reinvested directly into park operations to maintain high-quality facilities and services. This structured approach ensures that Grignon Park will remain a well-maintained, safe, and accessible recreational resource for residents and visitors, preserving its value for future generations.

4) The City of Kaukauna has the legal authority to construct the proposed improvements at Grignon Park and to meet all post-grant compliance requirements. Grignon Park is publicly owned and managed by the City, which provides the City with full control over site development, construction, and long-term operation of park facilities.

The project has undergone a thorough and collaborative approval process that included community input, stakeholder engagement, and formal review by local government. The concept was refined through consultation with park user groups and regional partners, and was ultimately presented to the City of Kaukauna Common Council. The project received unanimous approval from both the Common Council and the Mayor, authorizing the City to proceed with development.

With ownership of the property, formal approval from governing bodies, and established administrative capacity through its Parks and Recreation Department, the City of Kaukauna has the legal right and institutional framework necessary to construct the project and ensure compliance with all grant requirements.

<https://ascent.outagamie.org/LandRecords/PropertyListing/RealEstateTaxParcel#/Details/81076>

5) Yes, the City of Kaukauna anticipates that the Grignon Park project will be completed within three years of the issuance of the LWCF contract. The City is prepared to begin construction as early as this summer, with planning, design, and approvals already well underway. With this momentum, the project is on track to progress efficiently through construction and be fully completed within the required three-year timeframe.

6) Yes, The City of Kaukauna is a Green Tier Legacy community.

7) No, the Grignon Park project does not include the acquisition or development of an abandoned rail corridor. The project is focused on improving and expanding recreational amenities within the existing park, including enhancements for year-round use such as winter recreation facilities and upgraded infrastructure for summer activities.

8) Yes, users currently have safe and legal access to Grignon Park, and the proposed project will further improve access to the site. The City of Kaukauna has proactively acquired additional land to expand parking capacity and has developed plans to enhance parking and site access. These improvements will ensure that visitors can safely and conveniently access the park and its amenities, supporting increased use and accommodating larger events and year-round recreational activities.

9) Yes, The City Of Kaukauna has completed and closed all previous LWCF grants.

10) Yes, the proposed project provides direct access to a variety of existing developed recreational and educational facilities. The project builds upon and enhances current amenities within and adjacent to Grignon Park, including an existing sledding hill, a highly regarded disc golf course, and the Fox River, which is used for kayaking and competitive events.

In addition, the project will improve connectivity and access to nearby attractions such as the Grignon Mansion, creating expanded opportunities for educational programming and school group visits. By strengthening access to these established resources, the project maximizes the use of existing assets while creating a more cohesive and versatile recreational destination.

11) The Grignon Park Project leverages and enhances several existing natural and scenic assets within the park. The site features varied terrain, open green space, and close proximity to the Fox River, all of which contribute to its ecological and aesthetic value.

The project will improve and formalize the existing sledding hill, a prominent natural landform that already serves as a seasonal recreational destination. Enhancements will increase safety, accessibility, and overall user experience while preserving the hill's natural character.

In addition, the park's location along the Fox River provides a valuable opportunity to strengthen connections to this important natural resource.

The scenic, rolling terrain of the park will also be utilized to enhance and expand disc golf opportunities.

Overall, the project supports and highlights the park's unique natural features by aligning recreational development with the existing landscape, promoting both environmental stewardship and increased public enjoyment.

12) The Grignon Park Project is located within the City of Kaukauna, which qualifies as a designated urbanized area based on the criteria outlined on page 15 of the application materials.

13) The Grignon Park project is designed to serve a wide and diverse range of users by providing inclusive, accessible, and affordable outdoor recreation opportunities for people of all ages, abilities, and backgrounds.

The project will benefit youth and families by offering safe, structured, and free or low-cost recreational options such as sledding, ice skating, soccer, and disc golf. These activities promote physical health, social interaction, and outdoor engagement, particularly for families who may not have the resources to access private recreation facilities.

Older adults will benefit from improved access to park amenities, including expanded parking, safer pathways, and opportunities to engage in low-impact activities such as walking, spectating at events, and community gatherings. These features help support active lifestyles and social connection.

Individuals with disabilities will benefit from improved accessibility throughout the park. Enhancements to parking, circulation, and facility design will help ensure that more users can safely access and enjoy the park's amenities, supporting a more inclusive recreational environment.

The project also serves low-income residents by maintaining affordable access to high-quality outdoor recreation. While some optional user fees (such as equipment rentals or tow rope use) may be introduced, the park will continue to offer many free recreational opportunities, ensuring that cost is not a barrier to participation.

Additionally, the project will support school groups and community organizations by improving access to educational and cultural resources such as the Grignon Mansion, as well as providing space for organized events and activities. Overall, the project creates a welcoming and accessible environment that meets the needs of a diverse population and expands equitable access to outdoor recreation.

14) The Grignon Park project will significantly improve accessibility and safety while enhancing the overall usability of existing recreational facilities.

The construction of the new building will be fully compliant with the Americans with Disabilities Act (ADA), ensuring that individuals of all abilities can access and participate in park activities. This facility will expand inclusive opportunities by improving access to educational programming associated with the Grignon Mansion, supporting family-oriented activities, and providing an accessible gathering space for community events.

In addition, the project will improve access to existing recreational features within the park. Enhancements such as the addition of a tow rope at the sledding hill will allow more users, including those who may have difficulty navigating steep terrain, to safely and easily enjoy this popular winter activity. In cooperation with this project, The City of Kaukauna will also be constructing a paved trail from the parking lot connecting to the bottom of the hill for accessibility.

Safety will also be improved through better-designed access points, upgraded facilities, and more organized recreational spaces, helping to reduce potential hazards and create a more user-friendly environment for all visitors.

Overall, the project modernizes existing amenities to meet current accessibility standards while improving safety and expanding inclusive recreational opportunities.

15) The Grignon Park project will significantly improve accessibility and safety while enhancing the overall usability of existing recreational facilities.

The construction of the new building will be fully compliant with the Americans with Disabilities Act (ADA), ensuring that individuals of all abilities can access and participate in park activities. This facility will expand inclusive opportunities by improving access to educational programming associated with the Grignon Mansion, supporting family-oriented activities, and providing an accessible gathering space for community events.

In addition, the project will improve access to existing recreational features within the park. Enhancements such as the addition of a tow rope at the sledding hill will allow more users, including those who may have difficulty navigating steep terrain, to safely and easily enjoy this popular winter activity. In cooperation with this project, The City of Kaukauna will also be constructing a paved trail from the parking lot connecting to the bottom of the hill for accessibility.

Safety will also be improved through better-designed access points, upgraded facilities, and more organized recreational spaces, helping to reduce potential hazards and create a more user-friendly environment for all visitors.

Overall, the project modernizes existing amenities to meet current accessibility standards while improving safety and expanding inclusive recreational opportunities.

16) The Grignon Park project is specifically designed to provide year-round recreational opportunities by supporting both winter and summer activities within the same park space.

During the winter months, the project will enhance cold-weather recreation through improvements to the existing sledding hill, including the addition of a tow rope, as well as the development of a new ice-skating rink. These amenities will encourage active outdoor use during the winter season and provide accessible, family-friendly recreation options.

In the warmer months, the park will support a wide range of activities, including competitive soccer, disc golf on the existing course, and kayaking events on the Fox River. The project also enhances access and infrastructure to better accommodate tournaments, group events, and general park use.

By investing in amenities that are seasonally complementary, the project maximizes the usability of the park throughout the entire year. This approach not only increases overall park usage but also ensures that residents and visitors have consistent access to diverse outdoor recreation opportunities regardless of the season.

17) The Grignon Park project will provide a unique combination of recreational amenities that are not currently available elsewhere in Northeast Wisconsin, addressing a clear gap in regional outdoor recreation opportunities. While there are other parks in the area, none offer the integrated, year-round mix of facilities proposed in this project, including an enhanced sledding hill with a tow rope, an ice-skating rink, competitive soccer space, a high-quality disc golf course, and direct access to the Fox River for organized kayaking events.

Because of this distinct combination of amenities, the project is expected to serve as a regional destination rather than duplicating existing local facilities. It is supported by the Fox Cities Visitors Bureau specifically because of its potential to attract visitors from across the region and beyond, further demonstrating the scarcity of comparable recreation opportunities.

The project is not simply replicating a nearby facility within a one-mile radius; instead, it is creating a new and complementary recreational hub that expands the types of experiences available in the region. By filling this gap, the project enhances access to diverse outdoor recreation and strengthens the overall park system in Northeast Wisconsin.

18) The Grignon Park Project area is accessible via the Kaukauna Locks Trail, an established off-road, multi-use trail that provides safe and convenient non-motorized access to the park. This trail connection allows residents and visitors to reach the project area by walking, biking, and other forms of active transportation, reducing reliance on personal vehicles.

The integration of the park with the Kaukauna Locks Trail enhances regional connectivity and supports broader community goals related to recreation, health, and alternative transportation. This access point ensures that the project area is readily available to a wide range of users through an existing, well-utilized trail network.

19) While there is no immediate threat of losing Grignon Park for public outdoor recreation use, there is a clear and time-sensitive need to reinvest in and modernize the existing facilities to prevent continued underutilization and decline.

Currently, the park is significantly underused despite its prime location along the Fox River and its access to regional amenities. Existing facilities—particularly those supporting winter

recreation—are outdated and do not meet the growing demand for outdoor seasonal activities in Northeast Wisconsin. Without improvements, the park risks continued decline in use, reduced community engagement, and missed opportunities to serve as a regional recreation destination.

The proposed project represents a critical opportunity to revitalize the park by enhancing the sledding hill, improving access to the Fox River corridor, and expanding disc golf and soccer opportunities, while drastically improving accessibility. These improvements will transform the park into a multi-season recreational asset that better serves current and future community needs.

Delaying development could result in increased maintenance challenges, further deterioration of existing amenities, and the continued inability to meet rising demand for outdoor recreation. Advancing the project now ensures the park remains relevant, safe, and well-utilized, while maximizing its unique natural features and strategic location.

RESOLUTION 2026-_____

AUTHORIZING RESOLUTION FORM FOR OUTDOOR RECREATION GRANT APPLICATIONS

WHEREAS, the City of Kaukauna is interested in developing lands for public outdoor recreation purposes as described in the application; and

WHEREAS, financial aid is required to carry out the project.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin that the City of Kaukauna will request future borrowing of a sum sufficient to complete the project; and

HEREBY AUTHORIZES John W. Neumeier, Director of Public Works and City Engineer to act on behalf of the City to:

- Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available.
- Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date.
- Submit signed documents; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that the City of Kaukauna will comply with state or federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting, and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

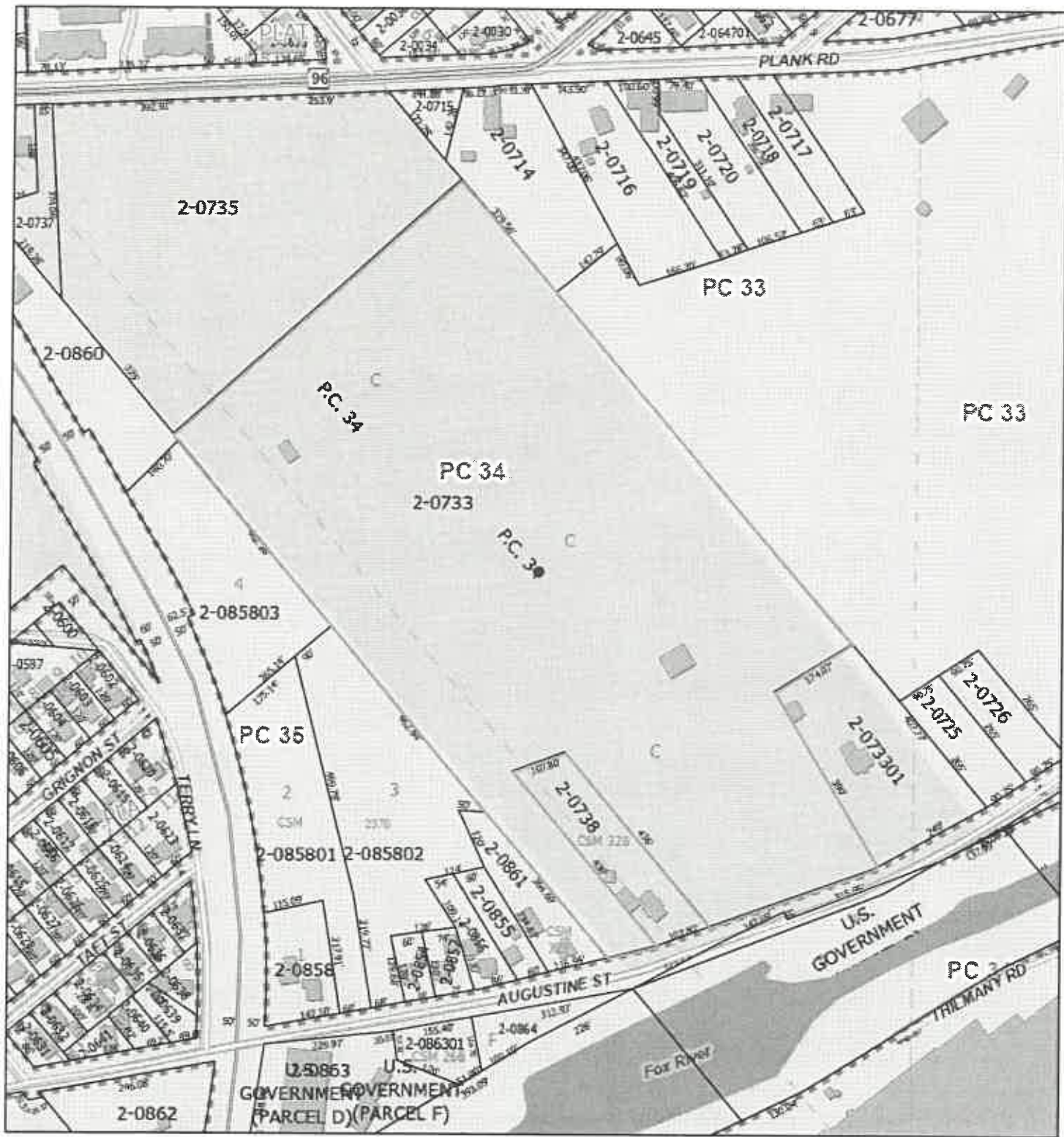
Adopted by the Common Council of the City of Kaukauna, Wisconsin, on this 21st day of April, 2026.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessmann, City Clerk











Outagamie County GIS Map

Item 4.a.



3/25/2026, 10:24:16 AM

1:4,514

-  Tax Parcel Information
-  SSA Planning Area Boundary
-  Fox River
-  Streets
-  LOCAL
-  STH
-  Highway Labels
-  PLSS Sections
-  Plat Boundary Lines
-  Plat Boundary



Outagamie GIS



- Tow Rope - .11 acre
- Attendant House - .01 acre
- Ice Rink - .16 acre
- Chiller - .02 acre
- Building - .35 acre
- Utilities - .01 acre



Outagamie County
Ascent Land Records Suite

User: Public Choose Product: Land Records Suite Choose Category: Real Estate Propert What do you want to do? Search properties Item 4.a.

[Browser Setup Help](#)

[Return to search results](#)

[Property Summary](#)

Owner (s): CITY OF KAUKAUNA		Location: PRIVATE CLAIM 34, Sect. 33, T21N, R18E	
Mailing Address: CITY OF KAUKAUNA 201 W SECOND ST KAUKAUNA, WI 54130		School District: 2758 - SCH D OF KAUKAUNA AREA	
Request Mailing Address Change			
Tax Parcel ID Number: 322073300	Tax District: 241-CITY OF KAUKAUNA	Status: Active	
Alternate Tax Parcel Number:	Government Owned:	Acres: 0.0000	

Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.):
SUBD PC #34 ASSES PLT LOT C LESS 353D71 & LESS 8.5AC SOLD CITY OF KAUKAUNA & SOLD CITY FOR ST & LESS 2845M40 22.78AC M/L

Site Address (es): (Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.)
GRIGNON ST

[Printer Friendly Page](#) [View Interactive Map](#)

Taxes

0 Lottery credits claimed Print tax bills: 2025 2024 2023 2022 2021 2020 2019 2018 2017 2016 2015 2014 2013 2012 2011 2010

Tax History

* Click on a Tax Year for detailed payment information.

Tax Year*	Omitted	Tax Bill	Taxes Paid	Taxes Due	Interest	Penalty	Fees	Total Payoff
2025		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2024		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2022		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2021		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2020		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2019		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2015		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total								\$0.00

Interest and penalty on delinquent taxes are calculated to **March 31, 2026**.

Payoff Month: March Payoff Year: 2026 Submit

Assessments

Districts

Notice: This form must be completed and approved by the Department of Natural Resources (DNR) before grant funds can be expended for land acquisition and development projects. Please complete all sections. Use additional page if necessary. Collection of this information is authorized under ss. 23.0915 - 23.0917, Wis. Stats. Failure to provide this information may result in denial or repayment of grant awards. Personal information collected will be used for management of DNR programs and grants, and may be made available to requesters to the extent required by Wisconsin's Public Records laws (ss. 19.31-19.39, Wis. Stats.).

1. General Information

Applicant Name City of Kaukauna	Project / Parcel 322073300	County Outagamie
Property Owner Name City of Kaukauna	Property Street Address 1201 Augustine Street	
Close / Intersecting Roads Plank Road		

Legal Description:	¼ ¼	¼	Section 34	Township 21 N	Range 19	<input checked="" type="radio"/> E <input type="radio"/> W
--------------------	-----	---	---------------	------------------	-------------	---

2. Environmental Condition Statement of Property

Complete the checklist to the best of your knowledge through inspection of the site. Indicate if any of the following conditions currently exist on site:

- | Yes | No | |
|-----------------------|----------------------------------|--|
| <input type="radio"/> | <input checked="" type="radio"/> | Known spills, release of chemicals, hazardous substances or fuels |
| <input type="radio"/> | <input checked="" type="radio"/> | Dumps, debris piles, stockpiles of waste, containers, barrels or drums |
| <input type="radio"/> | <input checked="" type="radio"/> | Sludge |
| <input type="radio"/> | <input checked="" type="radio"/> | Discolored or odorous soil |
| <input type="radio"/> | <input checked="" type="radio"/> | Areas of stressed vegetation, absence of vegetation, areas previously burned |
| <input type="radio"/> | <input checked="" type="radio"/> | Unusual or noxious odors |
| <input type="radio"/> | <input checked="" type="radio"/> | Discolored, polluted, foul water (in standing water, wells, or wetlands) |
| <input type="radio"/> | <input checked="" type="radio"/> | Is an existing well located on site? If yes, where is it located? |
| | | |
| <input type="radio"/> | <input checked="" type="radio"/> | Old pipes, electrical equipment |
| <input type="radio"/> | <input checked="" type="radio"/> | Unusual or irregular depressions or mounds on surface |
| <input type="radio"/> | <input checked="" type="radio"/> | Other evidence of possible contamination- If yes, describe: |

If the answer to any question above is yes:
 • Attach description or explanation and site map showing location of item(s) checked.
 • The property may require a Phase I or further investigation/inspection. Talk to your regional grant specialist listed in the application form.

3. Land Use History

A. Current Uses of the Property:

<input type="checkbox"/> Industrial	<input type="checkbox"/> Commercial	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Orchards	<input type="checkbox"/> Railroads and Railroad Spurs	<input type="checkbox"/> Landfills
<input checked="" type="checkbox"/> Other - Explain: Park					

B. Historical Uses of the Property (for the past 20 years):

<input type="checkbox"/> Industrial	<input type="checkbox"/> Commercial	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Orchards	<input type="checkbox"/> Railroads and Railroad Spurs	
<input type="checkbox"/> Suspected Former Landfills	<input checked="" type="checkbox"/> Other - Explain: Park				

- C. To the best of your knowledge does the property have evidence of the following?
- | Yes | No | |
|----------------------------------|----------------------------------|--|
| <input type="radio"/> | <input checked="" type="radio"/> | Has the site been used for the storage or warehousing of commercial or industrial materials? |
| <input type="radio"/> | <input checked="" type="radio"/> | Are there areas with a history or likelihood of underground storage tanks? |
| <input type="radio"/> | <input checked="" type="radio"/> | Are there monitoring wells on site? |
| <input type="radio"/> | <input checked="" type="radio"/> | Is there any history of contamination on the property? |
| <input checked="" type="radio"/> | <input type="radio"/> | Is there any history of contamination on any adjacent properties? |

If you checked any boxes in Sections 3A or 3B above, or answered yes to any question in Section 3C, the property may require a Phase I or further investigation/inspection. Talk to your regional grant specialist listed in the application form.

4. Site Investigation Documentation

Has a Phase I or Phase II Site Investigation been completed on the property? Yes No

If yes, attach a copy of the conclusions.

5. Certification

I hereby certify that I have inspected the property and contacted the current owner regarding environmental contamination. The information provided is a full disclosure of my findings and is true and complete to the best of my knowledge.

Printed Name of Preparer John W. Neumeier	Title Director of Public Works / City Engineer
Signature of Preparer <i>John W. Neumeier</i>	Date Signed

If you are submitting this form as a condition of a Nonpoint Targeted Runoff Management or Nonpoint Urban Storm Water-Construction grant, please also indicate the following:

Printed Name of Authorized Representative	Title
Signature of Authorized Representative	Date Signed

Leave Blank – DNR Use Only

6. Search of DNR Records

A. Does the property appear on the most recent version of the Bureau of Remediation and Redevelopment Tracking System (BRRTS)? Yes No
 If yes, Site Name: _____ BRRTS Activity #: _____

B. Does the property appear on the most recent version of the DNR Registry of Waste Disposal Sites in Wisconsin? Yes No
 If yes, Site Name: _____

C. Does the property appear on the most recent version of the Solid and Hazardous Waste Information Management System (SHWIMS)? Yes No
 If Yes, Site Name: _____

7. Conclusions

- Based on the information available in DNR's Regional files at this time, no additional investigation recommended.
- Further investigation Needed, Consult with Region R & R Program for Recommendation.

Additional information

Printed Name of DNR Reviewer	Title
Signature of DNR Reviewer	Date Signed

ACQUISITION PROJECT COST ESTIMATE:		NOTE: If project includes more than two parcels, attach additional information.		
	Parcel 1	Parcel 2	Total	
1. Parcel Owner				
2. Number of Acres being Purchased				
3. Grant Eligible Acres				
4. Option Expiration Date				
5. Option Amount	\$	\$	\$	
6. Appraised Value :	Land \$	\$	\$	
	Improvements \$	\$	\$	
7. Subtotal	\$	\$	\$	
8. Estimated Other Eligible Acquisition Costs Total	\$	\$	\$	
List costs included in above:	\$	\$		
	\$	\$		
	\$	\$		
	\$	\$		
	\$	\$		
	\$	\$		
	\$	\$		
9. Grand Total Project Costs: (Add Lines 7 & 8)				

DEVELOPMENT PROJECT ITEMS LISTING: NOTE: This list is intended as a guideline and is not a complete list.

- | | | | |
|--|--|---|---|
| <p>SERVICES
 Pre-approval Engineering
 Post-approval Engineering
 Supervision
 Feasibility Studies
 Planning
 Administration</p> <p>BOATING AREA
 Ramp Apron
 Launch Ramp
 Bulkhead/Seawall
 Riprap
 Security Lighting</p> <p>CAMPSITES
 Tables
 Grills/Fire Rings
 Camp Pads (Gravel, Asphalt)
 Refuse Containers</p> <p>EQUIPMENT
 Benches
 Trash Receptacles
 Other (identify)</p> <p>FISHING AREA
 Fishing Pier
 Bank Stabilization
 Riprap
 Bank Fishing Site</p> <p>LANDSCAPING
 Tree/Shrub Planting
 Sodding/Grass Seed
 Mulch/Fertilizer
 Retaining Walls</p> <p>OTHER/MISCELLANEOUS
 Specify</p> | <p>PARKING
 Gravel/Paving
 Curbs/Bumper blocks
 Striping</p> <p>PICNIC AREA
 Tables/Grills
 Trash Receptacles
 Shelters
 General Construction
 Electrical/Water Service</p> <p>PLAY AREA
 Play Equipment
 Equipment Installation
 Surfacing Material</p> <p>ROADS
 Gravel Base/Paving
 Curb and Gutter</p> <p>SIGNING
 Signs
 Posts/Hardware
 Installation
 Walkways/Trails
 Interpretive/Informational
 Parking</p> <p>SITE PREPARATION
 Cleaning/Grubbing
 Rough Grading/Fine Grading
 Fill/Top Soil
 Building Demolition
 Drainage Structures
 Storm Sewers</p> | <p>SPORT COURTS
 Tennis
 Sand Lift
 Gravel/Paving
 Fencing
 Color Coating
 Lighting
 Volleyball
 Basketball
 Hockey Rinks
 Sand/Gravel Base
 Dasher Boards
 Lighting
 Water Hydrant
 Multipurpose Courts</p> <p>SPORTS FIELDS-should include specific items as shown under Softball.
 Softball
 Infield Mix
 Backstop/Fencing
 Grass Seeding/Sodding
 Player Enclosures
 Bleachers with Pads
 Lighting
 Sprinkling Sys/Drainage Tile</p> <p>SOCCER / FOOTBALL
 Baseball
 Skating Rinks
 Multipurpose Game Fields
 Sledding/Toboggan Hills</p> <p>SWIMMING AREA
 Beach
 Dredging
 Sand Blanket
 Raft/Pier
 Guard Towers
 Buoys & Ropers
 Bathhouse</p> | <p>SWIMMING / WADING POOL
 Pool Tank
 Filtration Equipment
 Fencing
 Pool Equipment</p> <p>TOILETS
 Flush Toilets
 General Construction
 Plumbing
 Electrical
 Sewer/Water Laterals
 Vault Toilets</p> <p>TRAILS
 Clearing
 Surfacing
 Overview Structures
 Boardwalks
 Culverts
 Bridges
 Grading</p> <p>UNDERGROUND ELECTRIC
 Trenching
 Junction Boxes
 Conduit
 Transformers</p> <p>WALKWAYS
 Fill
 Gravel
 Paving
 Culverts
 Bridges
 Curb Cuts</p> <p>WATER SYSTEMS
 Well
 Pump
 Distribution
 Fountains
 Spigots/Hose Bibs</p> |
|--|--|---|---|



- Tow Rope - .11 acre
- Attendant House - .01 acre
- Ice Rink - .16 acre
- Chiller - .02 acre
- Building - .35 acre
- Utilities - .01 acre

Personally identifiable information collected will be used for program administration and may be made available to requesters as required under Wisconsin's Public Records Law [ss. 19.31 - 19.39, Wis. Stats.].

For Acquisition Projects: You should complete this form as early as possible in your project planning process and **contact your regional Community Services Specialist** to discuss your project before submitting a completed application.

For Development Projects: Submit this form with the rest of your grant application.

Grant Project Information		
Applicant / Sponsor John Neumeier	Year of Application 2026	Project Type: <input checked="" type="radio"/> Development
Municipality City of Kaukauna	County Outagamie	<input type="radio"/> Fee Simple Acquisition
Park or Area Name (after acquisition) Grignon Park	Specific Tract Name	<input type="radio"/> Easement Acquisition

Public Uses / Activities (select all that apply)

Before Grant	After Grant	Activity	Before Grant	After Grant	Activity
<input type="checkbox"/>	<input type="checkbox"/>	1. 4-Wheel Drive Vehicles	<input type="checkbox"/>	<input type="checkbox"/>	14. Motorized boat launch
<input type="checkbox"/>	<input type="checkbox"/>	2. ATV and/or UTV Trail	<input type="checkbox"/>	<input type="checkbox"/>	15. Mountain Biking
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3. Biking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16. Nature study/wildlife observation/photography
<input type="checkbox"/>	<input type="checkbox"/>	4. Camping facilities	<input type="checkbox"/>	<input type="checkbox"/>	17. Non-motorized boat
<input type="checkbox"/>	<input type="checkbox"/>	5. Community Gardens	<input type="checkbox"/>	<input type="checkbox"/>	18. Off-Highway Motorcycles
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Cross-county skiing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19. Picnic area
<input type="checkbox"/>	<input type="checkbox"/>	7. E-bikes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20. Playground/playfield/intensive recreational area
<input type="checkbox"/>	<input type="checkbox"/>	8. E-scooters	<input type="checkbox"/>	<input type="checkbox"/>	21. Primitive camping
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9. Fishing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	22. Running/Jogging
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10. Hiking	<input type="checkbox"/>	<input type="checkbox"/>	23. Segways
<input type="checkbox"/>	<input type="checkbox"/>	11. Horseback riding	<input type="checkbox"/>	<input type="checkbox"/>	24. Snowmobile trail
<input type="checkbox"/>	<input type="checkbox"/>	12. Hunting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	25. Snowshoeing
<input type="checkbox"/>	<input type="checkbox"/>	13. Inline Skating	<input type="checkbox"/>	<input type="checkbox"/>	26. Swimming area
<input type="checkbox"/>	<input type="checkbox"/>	27. Trapping			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28. Other activities (describe): The park will serve as a multi-use community space supporting a variety of recreational and special events, including car shows, benefiting the Grignon Mansion, disc golf, sledding, soccer tournaments(local & regional)/games and ice skating.			

Other Comments

Activity Descriptions

- Provide descriptions of the activities listed below that are available on the grant property.
- Explain reasons if the activities listed below are not available or are restricted on the grant property.
- Attach a plat map identifying the specific property to be acquired with this grant.
- If the Land Management Plan for the larger project conflicts with this document with regard to allowable public uses, this form will be the official documentation for uses of this specific property.

Hiking No ordinances currently restrict this activity.
 An ordinance(s) will restrict or prohibit this activity. Attach a copy of the ordinance.

Hunting

- No ordinances currently restrict this activity.
- An ordinance(s) will restrict or prohibit this activity. Attach a copy of the ordinance.

The property is within the City of Kaukauna limits, and therefore hunting would be very difficult due to recreational use proximity of buildings and residencies.

Primary Municipal Codes

Section 10.05(2) – Discharge of Weapons: This section prohibits the discharge of any firearm, air gun, bow and arrow, or crossbow within the city limits.

Section 16.03 – Activities in Parks: This ordinance strictly prohibits hunting or trapping within any city-owned park or conservancy area, such as the 1000 Islands Environmental Center.

Key Restrictions

Trapping: Trapping is generally prohibited on all city-owned land. On private property, it must comply with both city nuisance ordinances and Wisconsin DNR Trapping Regulations.

Weapon Discharge: You cannot discharge a weapon (including bows) in a way that allows the projectile to traverse any street, alley, or public ground.

Fishing

- No ordinances currently restrict this activity.
- An ordinance(s) will restrict or prohibit this activity. Attach a copy of the ordinance.

Trapping

- No ordinances currently restrict this activity.
- An ordinance(s) will restrict or prohibit this activity. Attach a copy of the ordinance.

The property is within the City of Kaukauna limits, and therefore trapping would be very difficult due to recreational use by humans and their pets.

Primary Municipal Codes

Section 16.03 – Activities in Parks: This ordinance strictly prohibits hunting or trapping within any city-owned park or conservancy area, such as the 1000 Islands Environmental Center.

Key Restrictions

Trapping: Trapping is generally prohibited on all city-owned land. On private property, it must comply with both city nuisance ordinances and Wisconsin DNR Trapping Regulations.

Cross-Country Skiing

- No ordinances currently restrict this activity.
- An ordinance(s) will restrict or prohibit this activity. Attach a copy of the ordinance.

Outagamie County, WI Parcel Viewer Outagamie Map Gallery Landmark Tax Information (Assess) Data Download

322073300 X Q

Show search results for 32207...

2-0735 2-0714 2-0716 2-0720 2-0722

PC:33

2-0733 PC:34 PC:36

2-085803

085801 085802 2-0858 2-0859

2-0863

WHITE CITY MILK

GOVERNMENT

City of Kaukauna

Owner(s)	CITY OF KAUKAUNA
Owner	201 W SECOND ST
Address	KAUKAUNA, WI 54130
Parcel Number	322073300
Property Description	SUBD PC #34 ASSES PLOT LOT C LESS 333D71 & LESS 3.5AC SOLD CITY OF KAUKAUNA & SOLD CITY FOR ST & LESS 2645M40 22.78AC MFL
Tax Information (Assess)	Assessor Data
	Planning & Zoning Viewer
ROD Documents	No Documents Found
Zoom to	

Esti Community Maps Contributor, County of Outagamie, © Oper

[Return to search results](#)

[Property Summary](#)

Owner (s): CITY OF KAUKAUNA		Location: PRIVATE CLAIM 34, Sect. 33, T21N, R18E	
Mailing Address: CITY OF KAUKAUNA 201 W SECOND ST KAUKAUNA, WI 54130		School District: 2758 - SCH D OF KAUKAUNA AREA	
Request Mailing Address Change			
Tax Parcel ID Number: 322073300	Tax District: 241-CITY OF KAUKAUNA	Status: Active	
Alternate Tax Parcel Number:	Government Owned:	Acres: 0.0000	
Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.): SUBD PC #34 ASSES PLT LOT C LESS 353D71 & LESS 8.5AC SOLD CITY OF KAUKAUNA & SOLD CITY FOR ST & LESS 2845M40 22.78AC M/L			
Site Address (es): (Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.) GRIGNON ST			

[Printer Friendly Page](#)

[View Interactive Map](#)

Taxes

0 Lottery credits claimed Print tax bills: [2025](#) [2024](#) [2023](#) [2022](#) [2021](#) [2020](#) [2019](#) [2018](#) [2017](#) [2016](#)
[2015](#) [2014](#) [2013](#) [2012](#) [2011](#) [2010](#)

Tax History

* Click on a Tax Year for detailed payment information.

Tax Year*	Omitted	Tax Bill	Taxes Paid	Taxes Due	Interest	Penalty	Fees	Total Payoff
2025	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2024	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2022	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2021	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2020	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2019	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2015	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total								\$0.00

Interest and penalty on delinquent taxes are calculated to **March 31, 2026**.

Payoff Month: Payoff Year:

- [Assessments](#)
- [Districts](#)



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission
From: Adrienne Nelson, Associate Planner
Date: April 6, 2026
Re: Street Vacation Request - Calmes

Randy Calmes, owner of parcels 322095712 and 322095713 in the City of Kaukauna, is requesting a vacation of a 66' wide planned road that is located between his two parcels. It appears that this street was originally intended to cut through what is now the Commerce Crossing Business Park before the majority of the planned road was vacated in the late 1980s. A section of the road continues into the Town of Vandebroek, and Mr. Calmes has been working with the Town to have this section vacated as well. The highlighted section below shows the remaining strip of road located within City limits.





Per [State Statute 66.1003](#), Mr. Calmes has 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 840.11](#). The petition, map, and legal description are attached to this memo.

Staff Recommendation

Staff recommend approval of the street vacation request to Common Council.

**PETITION TO VACATE UNDEVELOPED STREET RIGHT OF WAY
LOCATED ON ATTACHED MAP**

The undersigned petitioners, owning adjacent property, hereby request the City of Kaukauna to vacate this undeveloped right of way and return ownership to the adjacent abutting property owners.

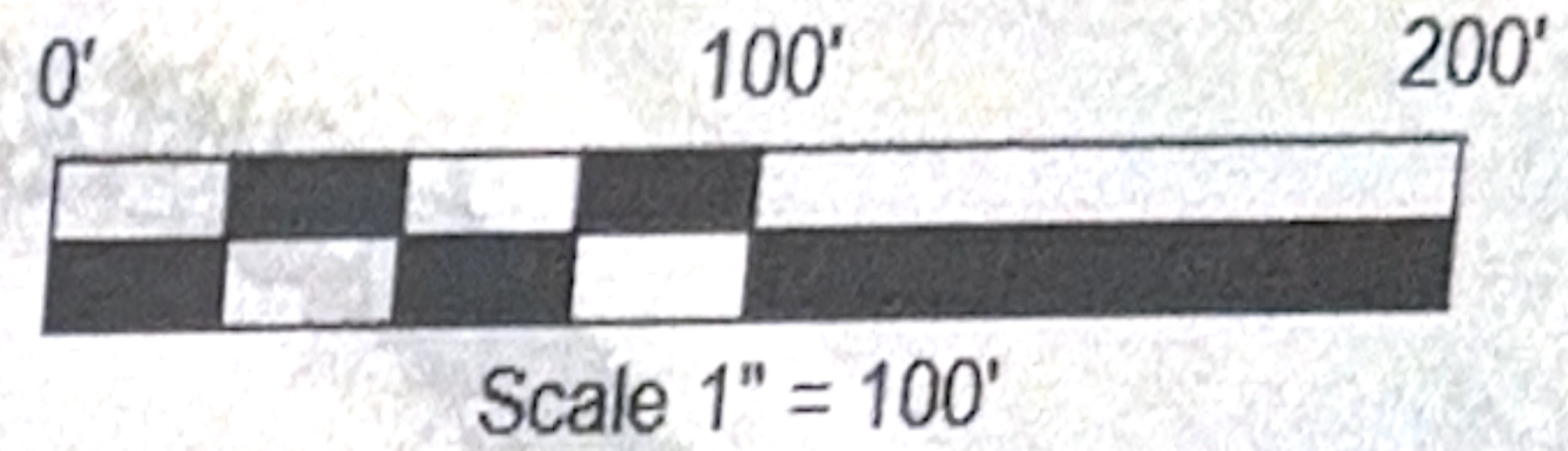
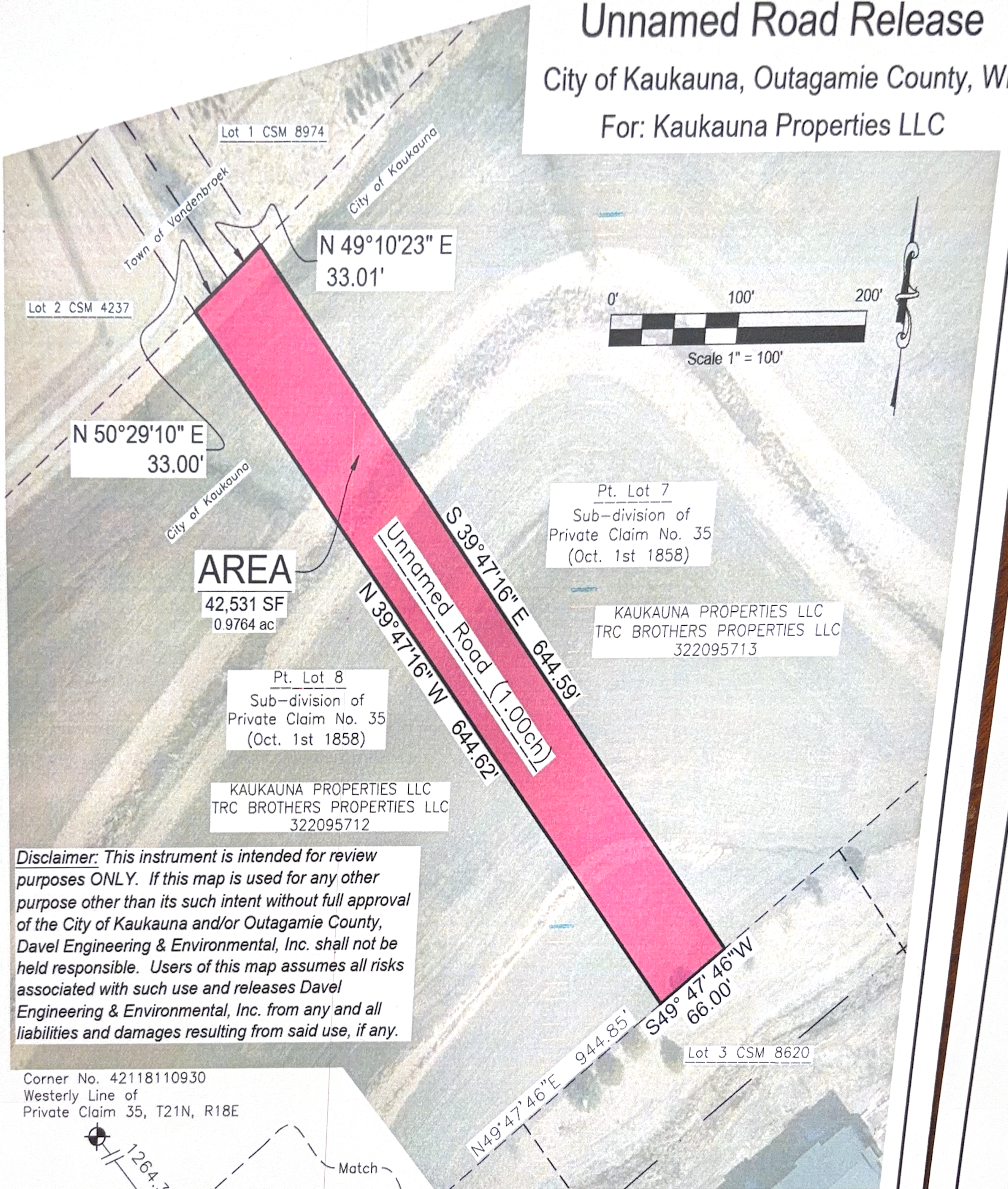
	OWNER/SIGNATURE	ADDRESS/PHONE NUMBER	TAX PARCEL OF ADJACENT PROPERTY
1.	Randy of Celms	N1851 State Highway 55 Kaukauna, WI 54130 (920) 609-5785	# 2000 56600
2.	Randy of Celms	N1851 State Highway 55 Kaukauna, WI 54130 (920) 609-5785	# 322095712
3.	Randy of Celms	N1851 State Highway 55 Kaukauna, WI 54130 (920) 609-5785	# 322095713
4.	Mattie A. Murrie	4329 Nicollet Drive Green Bay, WI. 54311	# 3 2 2 0 9 5 5 0 5
5.			
6.			

Exhibit

Unnamed Road Release

City of Kaukauna, Outagamie County, WI

For: Kaukauna Properties LLC



AREA
42,531 SF
0.9764 ac

Pt. Lot 7
Sub-division of
Private Claim No. 35
(Oct. 1st 1858)

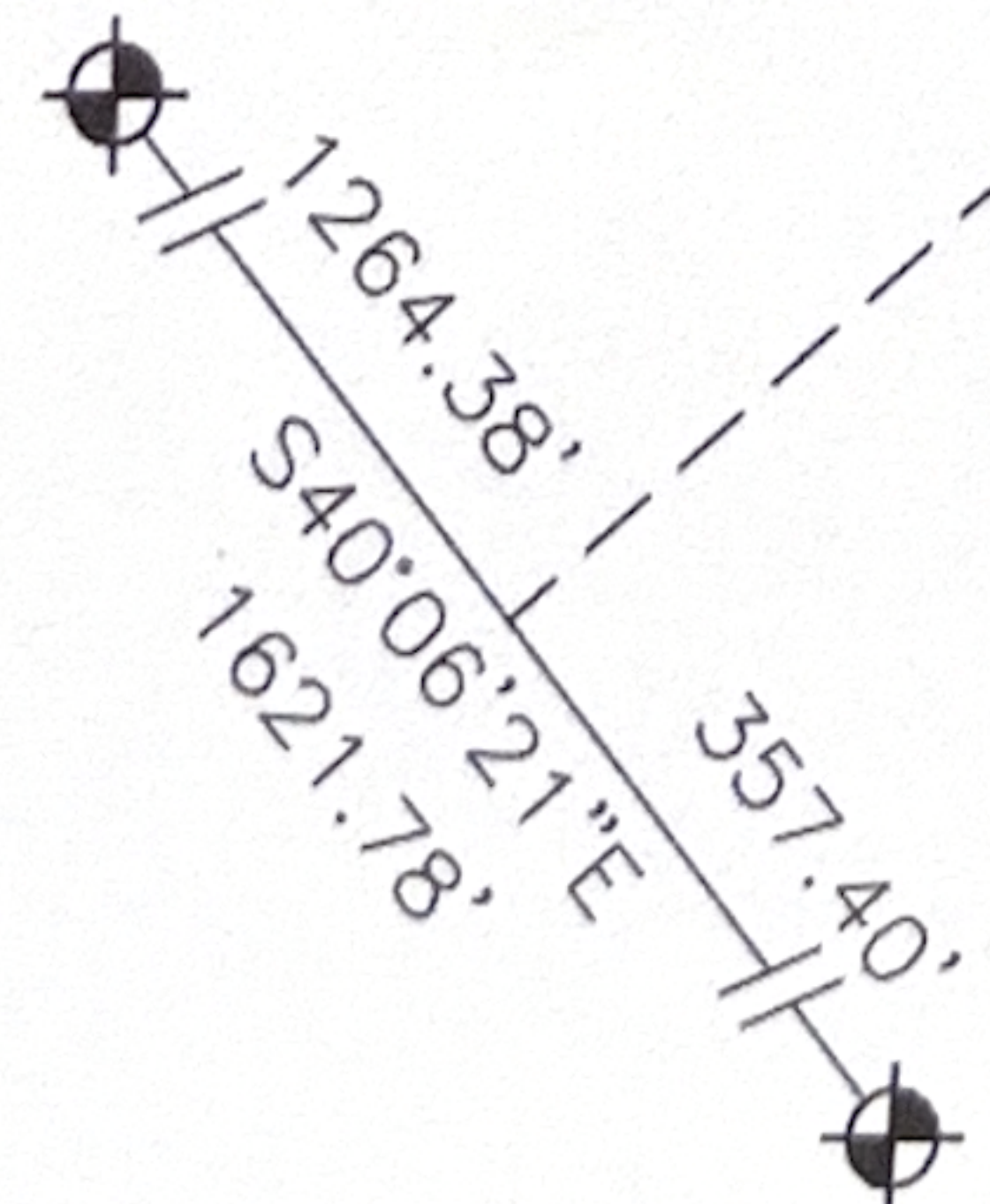
KAUKAUNA PROPERTIES LLC
TRC BROTHERS PROPERTIES LLC
322095713

Pt. Lot 8
Sub-division of
Private Claim No. 35
(Oct. 1st 1858)

KAUKAUNA PROPERTIES LLC
TRC BROTHERS PROPERTIES LLC
322095712

Disclaimer: This instrument is intended for 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.

Corner No. 42118110930
Westerly Line of
Private Claim 35, T21N, R18E



SE Corner of Gov't Lot 4
Section 11, T21N, R18E

File: 5262RoadVacate.dwg
Date: 04/02/2026
Drafted By: scott
Sheet: 1 of 2



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



Legal Description

Legal Description for: Kaukauna Properties LLC

Unnamed - Undeveloped Road

Road to be Released/Vacated is Situated Between Lot 7 and Lot 8 of Sub-division of Private Claim No. 35 (Oct. 1st 1858); Located in Private Claim 35, Township 21 North, Range 18 East, City of Kaukauna, Outagamie County, containing 42,251 Square Feet (0.9764 Acres) of land described as follows:

Commencing at a Point No. 42118110930 on the Westerly Line of Private Claim 35, Township 21 North, Range 18 East; thence, along said westerly line, S40°06'21"E, 1264.38 feet; thence, N49°47'46"E, 944.85 feet to the Easterly line of Lot 8 of Sub-division of Private Claim No. 35 (Oct. 1st 1858) and to the Point of Beginning of the Unnamed-Undeveloped Road to be released/vacated; thence, along said Easterly Line of Lot 8, N39°47'16"W, 644.62 feet; thence, N50°29'10"E, 33.00 feet; thence, N49°10'23"E, 33.01 feet to the Westerly Line of Lot 7 of Sub-division of Private Claim No. 35 (Oct. 1st 1858); thence along said Westerly Line of Lot 7, S39°47'16"E, 644.59 feet; thence, S49°47'46"W, 66.00 feet to the point of beginning. Described Area is subject to easement and restriction of record.



**DAVEL ENGINEERING &
ENVIRONMENTAL, INC.**

Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952

Ph: 920-991-1866

www.davel.pro

File: 5262RoadVacate.dwg

Date: 04/02/2026

Drafted By: scott

Sheet: 2 of 2



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission
From: Adrienne Nelson, Associate Planner
Date: April 6, 2026
Re: CSM Review – 801 Gertrude Street

Steve De Jong, surveyor, has submitted a certified survey map (CSM) on behalf of Jacqueline Reardon, owner, 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. The application and a draft of the CSM are attached to this report. An aerial image of the current property is shown below for reference.





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: Steve De Jong - Meridian Surveying

Mailing Address: N9637 Friendship Dr., Kaukauna, WI 54130

Phone Number: [REDACTED]

Email: [REDACTED]

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

Name: Jacqueline Reardon

Mailing Address: 801 Gertrude St., Kaukauna, WI 54130

Phone Number: [REDACTED]

Email: [REDACTED]

Property Information:

Site Address/Location: 801 Gertrude St

Lot Dimensions and Area: 170' x 120' 19,495 sq. ft.

Current Zoning: residential

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:

Split lot

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:

A handwritten signature in black ink, appearing to be 'S. J. [unclear]', written over a horizontal line.

Signature of Owner (If Not Petitioner):

Date Submitted to the City of Kaukauna: 3-24-2026

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: 3/24/2026

Payment Received: 3/24/2026

Payment Receipt #: CS9607

Certified Survey Map Reviewed:

Plan Commission Approval:

Legislative Committee Approval:

Common Council Approval:

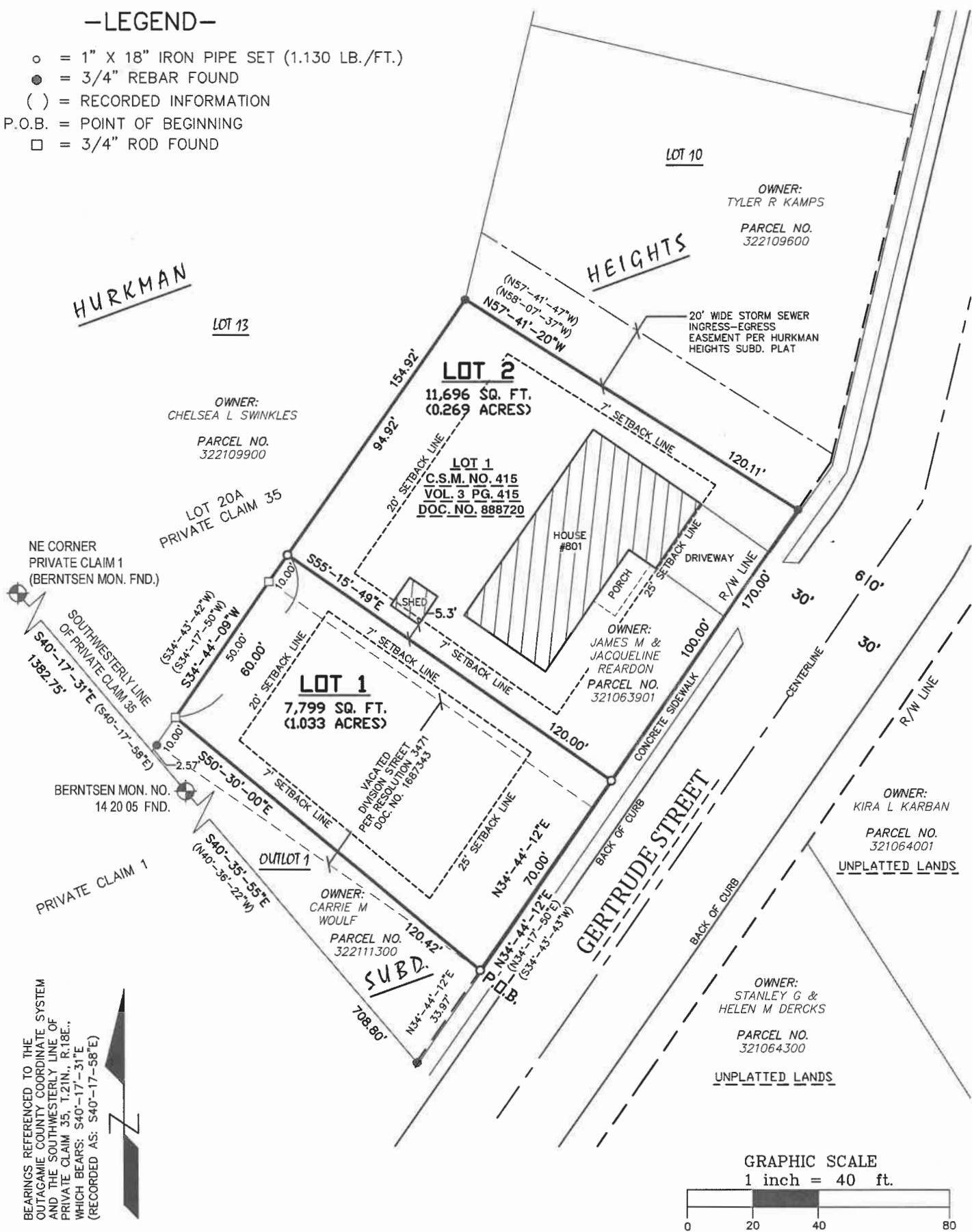
Signature of Planning & Community Dev. Staff:

CERTIFIED SURVEY MAP NO. _____

BEING ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 415, RECORDED IN VOLUME 3, PAGE 415, AS DOCUMENT NO. 888720 AND ALSO A PART OF VACATED DIVISION ST. PER CITY OF KAUKAUNA RESOLUTION NO. 3471 RECORDED AS DOCUMENT NO. 1687343; ALL LOCATED IN LOT 20A IN THE SUBDIVISION OF PRIVATE CLAIM 35, T.21N., R.18E., CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN

-LEGEND-

- = 1" X 18" IRON PIPE SET (1.130 LB./FT.)
- = 3/4" REBAR FOUND
- () = RECORDED INFORMATION
- P.O.B. = POINT OF BEGINNING
- = 3/4" ROD FOUND



BEARINGS REFERENCED TO THE OUTAGAMIE COUNTY COORDINATE SYSTEM AND THE SOUTHWESTERLY LINE OF PRIVATE CLAIM 35, T.21N., R.18E., WHICH BEARS: S40°-17'-31"E (RECORDED AS: S40°-17'-58"E)

MERIDIAN SURVEYING, LLC
 9637 Friendship Drive Office: 920-993-0881
 Kaukauna, WI 54130 Fax: 920-273-6037

THIS INSTRUMENT WAS DRAFTED BY: K.R.	FIELD WORK DATE: 2-23-26
CHECKED BY: S.C.D.	FIELD BOOK: X
JOB NO.: 17075	SHEET 1 OF 4

SURVEYED FOR:
 JACQUELINE REARDON
 801 GERTRUDE ST
 KAUKAUNA, WI 54130

STATE OF WISCONSIN) SS
OUTAGAMIE COUNTY)

CERTIFIED SURVEY MAP NO. _____
SHEET 2 OF 4

BEING ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 415, RECORDED IN VOLUME 3 ON PAGE 415 AS DOCUMENT NO. 888720; AND ALSO A PART OF VACATED DIVISION ST. PER CITY OF KAUKAUNA RESOLUTION NO. 3471 RECORDED AS DOCUMENT NO. 1687343; ALL LOCATED IN LOT 20A IN THE SUBDIVISION OF PRIVATE CLAIM 35, T.21N., R.18E., CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE:

I, Steven C. De Jong, Wisconsin Registered Land Surveyor of Meridian Surveying, LLC., certify that I surveyed, divided and mapped under the direction of Jacquelin Reardon a parcel of land being all of Lot One (1) of Certified Survey Map No. 415, recorded in Volume 3 on Page 415 as Document No. 888720; and also a part of vacated Division St. per City of Kaukauna Resolution No. 3471 recorded as Document No. 1687343; all located in Lot 20A in the Subdivision of Private Claim Thirty-Five (35); Township Twenty-One (21) North, Range Eighteen (18) East, City of Kaukauna, Outagamie County, Wisconsin containing 19,495 square feet (0.448 acres) of land and being described by:

Commencing at the Northeast Corner of Private Claim 1, said point being on the southwesterly line of said Private Claim 35; thence S40°-17'-31"E 1382.75 feet along the southwesterly line of said Private Claim 35 to found Bernsten Monument No. 14 20 05; thence continuing along said southwesterly line of Private Claim 35, S40°-35'-55"E 708.80 feet to a point on the westerly line of Gertrude Street; thence N34°-44'-12"E 33.97 feet along said westerly line of Gertrude Street to the point of beginning; thence continuing N34°-44'-12"E 170.00 feet along said westerly line of Gertrude Street to the northeast corner of said Lot 1; thence N57°-41'-20"W 120.11 feet along the northerly line of said Lot 1 to the northwest corner thereof; thence S34°-44'-09"W 154.92 feet along the westerly line of said Lot 1 and its southerly extension; thence S50°-30'-00"E 120.42 feet to the point of beginning.

Being subject to any and all easements and restrictions of record.

That such is a correct representation of all the exterior boundaries of the land surveyed and the subdivision thereof made.

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and Subdivision Regulations of the City of Kaukauna in surveying, dividing and mapping the same.

Dated this ____ day of _____, 20__.

Wisconsin Registered Land Surveyor, S-2791
Steven C. De Jong

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

Owners of Record: James M. Reardon & Jacqueline K. Reardon

Recording Information: Document No. 896721 & 171290

Parcel Number: 321063901

STATE OF WISCONSIN) SS
OUTAGAMIE COUNTY)

CERTIFIED SURVEY MAP NO. _____
SHEET 3 OF 4

BEING ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 415, RECORDED IN VOLUME 3 ON PAGE 415 AS DOCUMENT NO. 888720; AND ALSO A PART OF VACATED DIVISION ST. PER CITY OF KAUKAUNA RESOLUTION NO. 3471 RECORDED AS DOCUMENT NO. 1687343; LOCATED IN LOT 20A IN THE SUBDIVISION OF PRIVATE CLAIM 35, T.21N., R.18E., CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN

OWNER'S CERTIFICATE

As owner I hereby certify that I caused the land on this Certified Survey Map to be surveyed, divided & mapped as represented on this map. I (we) also certify that this map is required by S. 236.10 or 236.12 to be submitted to the following for approval or objection: City of Kaukauna.

James M. Reardon Date

NOTARY CERTIFICATE

Personally came before me this _____ day of _____ 20____.
The above owner to me is known to be the person who executed the foregoing instrument and acknowledge the same.

Notary Public _____ Wisconsin.

My Commission Expires _____

OWNER'S CERTIFICATE

As owner I hereby certify that I caused the land on this Certified Survey Map to be surveyed, divided & mapped as represented on this map. I (we) also certify that this map is required by S. 236.10 or 236.12 to be submitted to the following for approval or objection: City of Kaukauna.

Jacqueline K. Reardon Date

NOTARY CERTIFICATE

Personally came before me this _____ day of _____ 20____.
The above owner to me is known to be the person who executed the foregoing instrument and acknowledge the same.

Notary Public _____ Wisconsin.

My Commission Expires _____

STATE OF WISCONSIN) SS
OUTAGAMIE COUNTY)

CERTIFIED SURVEY MAP NO. _____
SHEET 4 OF 4

BEING ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 415, RECORDED IN VOLUME 3 ON PAGE 415 AS DOCUMENT NO. 888720; AND ALSO A PART OF VACATED DIVISION ST. PER CITY OF KAUKAUNA RESOLUTION NO. 3471 RECORDED AS DOCUMENT NO. 1687343; LOCATED IN LOT 20A IN THE SUBDIVISION OF PRIVATE CLAIM 35, T.21N., R.18E., CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN

COMMON COUNCIL RESOLUTION

Resolved by the Common Council of the City of Kaukauna, that the above Certified Survey Map of the described property is approved,

Passed and approved by Resolution No. _____ this _____ day of _____, 20____.

Anthony J. Penterman (City of Kaukauna Mayor)

Kayla Nessmann (City of Kaukauna Clerk)

CITY TREASURER'S CERTIFICATE

As City Treasurer, I hereby certify that the records in our office show no unredeemed taxes and no unpaid or special assessments affecting any of the lands included in this Certified Survey Map as of the date listed below

City of Kaukauna Treasurer

Date

COUNTY TREASURER'S CERTIFICATE

I being the duly elected qualified and acting treasurer of the County of Outagamie, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid assessments as of this _____ day of _____, 20____ on any lands included in this Certified Survey Map.

Outagamie County Treasurer

Date



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
From: Adrienne Nelson, Associate Planner
Date: April 6, 2026
Re: Little Free Library Park Donation – Location Update

A donation application for a “little free library” was approved for Mary Brennan at the [October 9, 2025](#), Plan Commission meeting. Mary is requesting a slight change in the location of the little free library (see below). This area is owned by the City of Kaukauna but maintained by Kaukauna Utilities. Mary has already spoken with Kaukauna Utilities about placing the little free library in this area and is now looking for the City’s permission as well.





Staff Recommendation

Staff recommend approval of the updated location, with the understanding that the little free library may need to be temporarily relocated when work begins on the Kaukauna Utilities project.



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission
From: Adrienne Nelson, Associate Planner
Date: April 7, 2026
Re: Extraterritorial CSM Review – Town of Buchanan

Scott Andersen, surveyor, has submitted a certified survey map on behalf of James and Beth Verbeten, owners, to create two lots and two out lots from parcels 030062307, 030063500, and 030062304 in the Town of Buchanan.

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 out lots will be deeded to the adjoining parcels.

The application and a draft of the CSM are attached to this report.

Recommendation:

Recommend approval of the extraterritorial Certified Survey Map to the Common Council.



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:

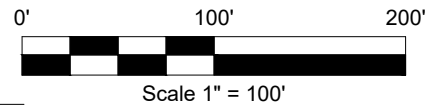
Signature of Planning & Community Dev. Staff:

Certified Survey Map No. _____

All of Lot 1 and Part of Lot 2, Certified Survey Map No. 6578 (Doc. 1972612);
Part of Lot 2, Certified Survey Map No. 3772 (Doc. 1369982); 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.

LEGEND

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

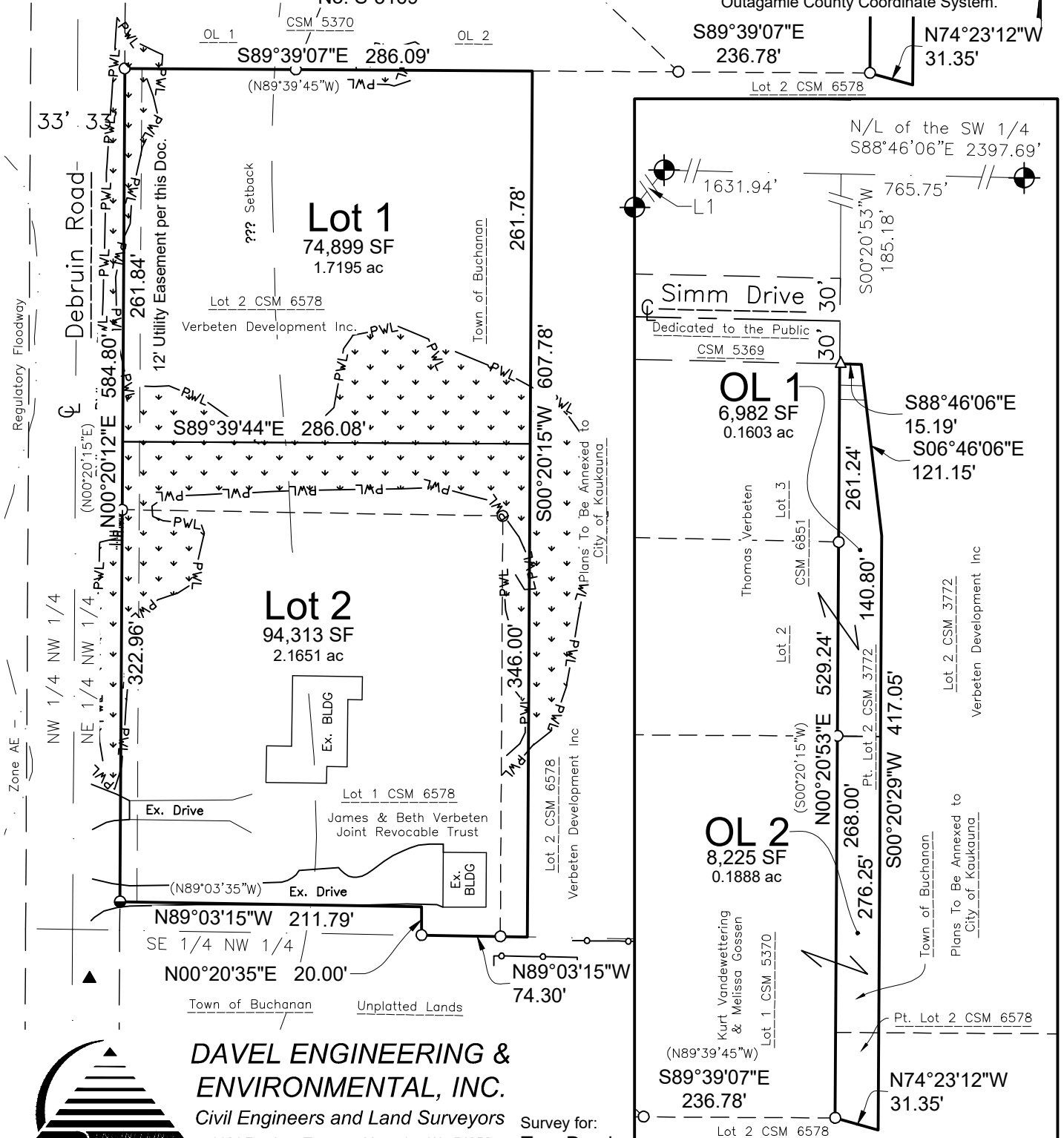


Scott R. Andersen
Professional Land Surveyor
No. S-3169

Date _____

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.

See Notes on Sheet 2



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: 03/12/2026
Drafted By: scott
Sheet: 1 of

Certified Survey Map No. _____

All of Lot 1 and Part of Lot 2, Certified Survey Map No. 6578 (Doc. 1972612); Part of Lot 2, Certified Survey Map No. 3772 (Doc. 1369982); 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 Black Wolf and Winnebago County, and under the direction of Verbeten Development Inc., the property owners of said land, I have surveyed divided 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 Part of Lot 2, Certified Survey Map No. 6578 (Doc. 1972612); part of Lot 2, Certified Survey Map No. 3772 (Doc. 1369982); 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 1679988 Square Feet (38.5672 Acres) of land described as follows:

Commencing at the North 1/4 corner of said Section 35; thence along the North line of the Northwest 1/4 of said Section 35, N88°46'06"W, 765.75 feet; thence S00°20'53"W, 185.18 feet to the point of beginning; thence continuing along said North line, N89°36'13"E, 104.29 feet; thence N45°20'38"E, 520.50 feet; thence S38°48'45"E, 463.63 feet; thence 200.00 feet along the arc of a curve to the left with a radius of 11459.16 feet and a chord of 200.00 feet which bears S40°07'22"E; thence S40°37'22"E, 629.25 feet to the East line of the Northeast 1/4 of said Section 12; thence along said East line, S00°00'59"W, 691.40 feet to the South line of the Northeast 1/4 of the Northeast 1/4 of said Section 12; thence along said South line, S89°36'11"W, 1308.30 feet to the West line of the Northeast 1/4 of the Northeast 1/4 of said Section 12; thence along said West line, N00°12'21"E, 1325.72 feet to the point of beginning, subject to all easements, and restrictions of record.

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

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

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.

Caveat: Outlots 1 & 2 of this Certified Survey Map shall be deeded to an adjoining parcel that meets Town and County Regulations.

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.

LINE TABLE		
Line	Bearing	Length
L1	S 38°32'53" W	400.08'

Certified Survey Map No. _____

All of Lot 1 and Part of Lot 2, Certified Survey Map No. 6578 (Doc. 1972612); Part of Lot 2, Certified Survey Map No. 3772 (Doc. 1369982); 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.

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

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

Certified Survey Map No. _____

All of Lot 1 and Part of Lot 2, Certified Survey Map No. 6578 (Doc. 1972612); Part of Lot 2, Certified Survey Map No. 3772 (Doc. 1369982); 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, combined 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

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

Authorized Representative	Print Name	Date

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

Certified Survey Map No. _____

All of Lot 1 and Part of Lot 2, Certified Survey Map No. 6578 (Doc. 1972612); Part of Lot 2, Certified Survey Map No. 3772 (Doc. 1369982); 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, the property owner, 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, 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

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

File: 9254CSM.dwg
Date: 04/06/2026
Drafted By: scott
Sheet: 5 of



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission
 From: Adrienne Nelson, Associate Planner
 Date: April 7, 2026
 Re: Preliminary Plat Review – High Pointe Meadows

Tom Dercks, petitioner, has submitted a preliminary plat on behalf of Verbeten Development Inc., property owner, 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 of DeBruin Road to the west and two entrances in the south off of Springcrest Drive and Cilantro Lane. The smallest lot size would be 10,012, and the largest lot size would be 69,297. Utility and drainage easements will be added to the final plat.

Staff Recommendation:

The preliminary plat presented is pending extraterritorial CSM and annexation approval. Staff is recommending discussion and, if there are no concerns with the preliminary plat as presented, recommend approval to the Common Council with the following conditions:

- That the certified survey map (CSM) is reviewed and approved by all applicable review bodies and recorded with Outagamie County.
- That the petition for unanimous annexation is reviewed and approved by all applicable review bodies.
- That the floodplain study is completed and the floodplain map amended in compliance with Municipal Code.



APPLICATION: PLAT REVIEW FORM

This application is required if you are seeking to create a plat. A plat is a map of a subdivision complete with all certificates and engineering data. Information on platting regulations can be found in Section 18 of the Municipal Code.

Petitioner Information:

Name: Tom Dercks

Mailing Address: W857 CTH ZZ Kaukauna, WI 54130

Phone Number: [REDACTED]

Email:

Property Owner Information (If Not Petitioner):

Name: Verbeten Development Inc

Mailing Address: N214 DeBruin Rd., Kaukauna, WI 54130

Phone Number: [REDACTED]

Email: [REDACTED]

Plat Information:

Site Address/Location: DeBruin Road north of County Road KK

Total Number of Acres of Plat Area: 47.6472 acres

Total Number of Lots Created: ~~119~~ 117

Smallest Lot Size: 10,012 sf

Largest Lot Size: 69,297 sf

Miles of Street to be Added: 1.19 miles

*Size of Park Land to be Donated:

Current Zoning: AG

Current Uses: vacant/farm

Proposed Zoning: R1

Proposed Uses: Residential Subdivision

*If no park land is to be dedicated, a park development fee will be applied.

Describe the Proposed Project in Detail:

Development of a 119 lot residential subdivision. Development is to be completed in 2 phases; 1st phase consists of 77 lot with 2 Outlots and 4,100 LF of street. 2nd phase consists of 39 lots and 2,188 LF of street.

Preliminary Plat or Final Plat?: Preliminary

Additional Requirements: For a 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 a 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'. Please include proposed addresses of any new lots created. Additional information may also be requested as may be appropriate per the proposal being made.

Subdivision Fee Schedule:

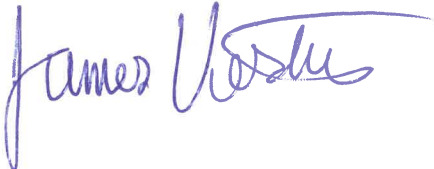
- Subdivision Review (5+ Lots): \$200.00
- Variance to Subdivision Ordinance: \$50.00
- Planned Unit Subdivision Ordinance: \$200.00
- Payment in Lieu of Dedication: \$250.00 per residential lot created by the subdivision

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: Plat reviews often require action by multiple governmental bodies. Between multiple meetings 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 #:

Plat Reviewed:

Plan Commission Approval:

Legislative Committee Approval:

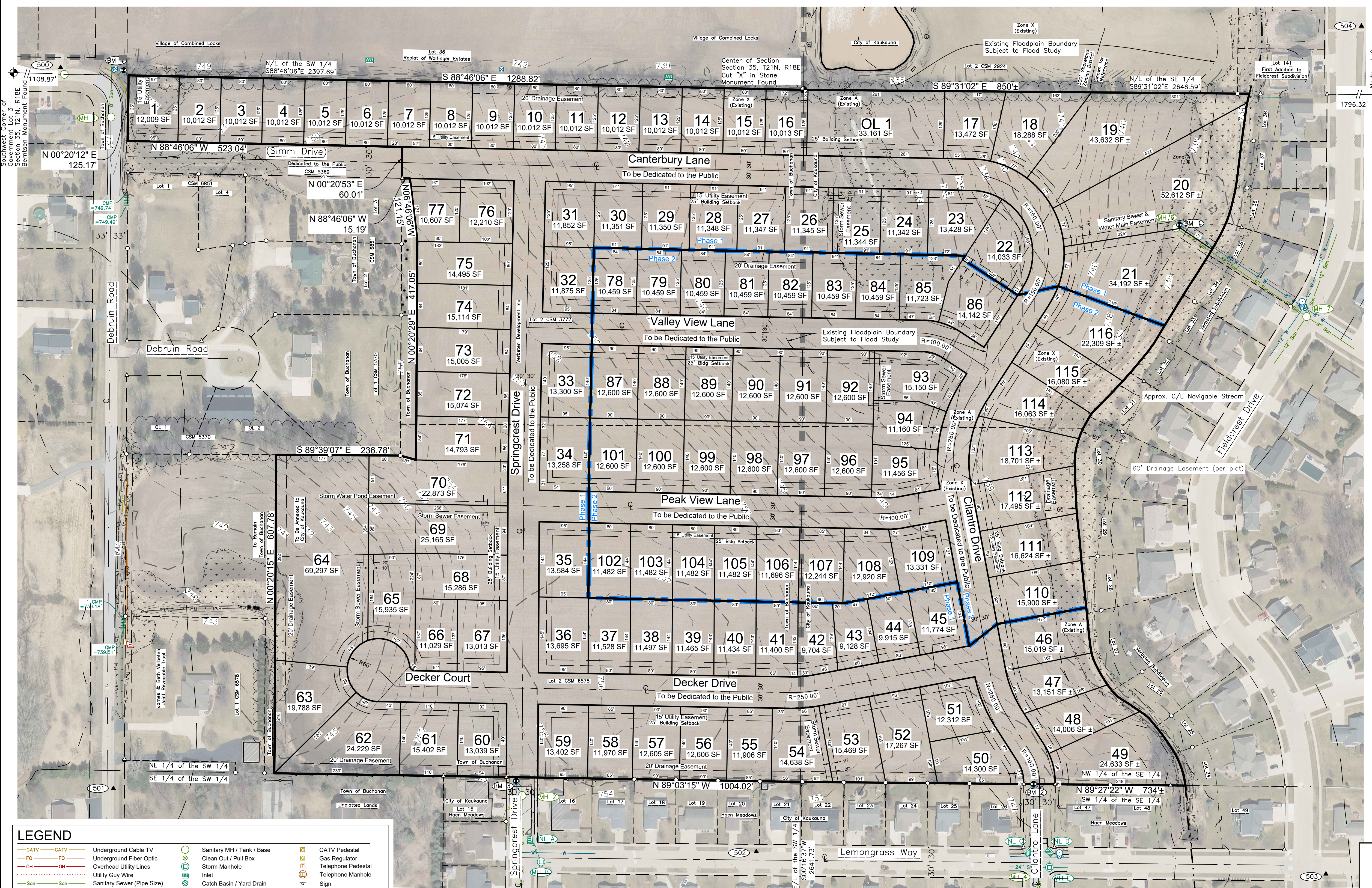
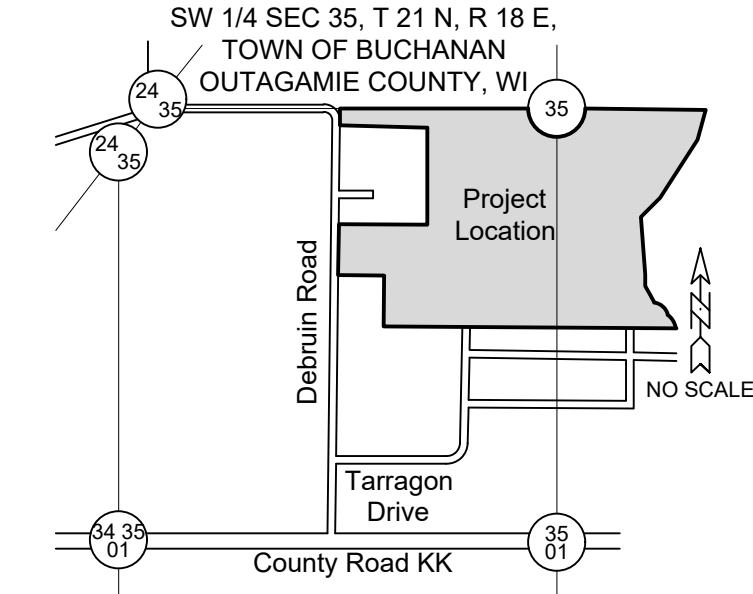
Common Council Approval:

Signature of Planning & Community Dev. Staff:

Preliminary Plat of

High Pointe Meadows

LOCATION MAP



BENCHMARKS (Datum NAVD88)

- BM 0 NGS Benchmark PID-DE7729, Designation - 4X74 Elev 791.73'
- BM 1 Fire Hydrant, Tag Bolt Northeast Corner of Property Elev 736.90'
- BM 2 Fire Hydrant, Tag Bolt ±150' N of Clantro Ln/Lemongrass Way Int. Elev 747.84'
- BM 3 Fire Hydrant, Tag Bolt ±150' N of Springcrest Dr/Lemongrass Way Int. Elev 755.22'
- BM 4 Fire Hydrant, Tag Bolt Corner of Debruin Rd/Northwest Corner of Property Elev 753.95'

Storm Structures

Structure #	Rim	Inv	Size	Material	Direction
INL A	749.34	745.04	12"	PVC	SE
MH B	748.60	743.51	12"	PVC	NW
		743.49	12"	PVC	SW
		743.47	18"	PVC	E
INL C	745.04	741.50	12"	PVC	E
INL D	745.04	741.24	12"	PVC	W
		741.41	12"	PVC	S
MH E	745.44	741.25	12"	PVC	N
		739.64	12"	PVC	E
		739.50	24"	RCP	W
		739.54	30"	RCP	S

Sanitary Structures

Structure #	Rim	Inv	Size	Material	Direction
MH 1	751.40	725.54	8"	PVC	N
		725.54	8"	PVC	S
MH 2	751.85	740.46	8"	PVC	S
MH 3	747.20	732.19	8"	PVC	N
		732.19	8"	PVC	S
		732.19	8"	PVC	E
MH 4	745.71	727.09	8"	PVC	N
		727.09	8"	PVC	S
		727.09	8"	PVC	E
		727.09	8"	PVC	W
		733.86	8"	PVC	W
MH 5	746.12	728.30	8"	PVC	N
		728.30	8"	PVC	S
		728.30	8"	PVC	W
MH 6	735.44	717.93	8"	PVC	SE
MH 7	740.70	716.67	8"	PVC	NW
		716.67	12"	PVC	SW
		716.67	12"	PVC	NE

Horizontal Control

PN9254 - (Town of Buchanan)
2026-01-19
Davel Engineering and Environmental
Horizontal Control (per Outagamie County Coordinate System)

Point Number	Northing	Easting	Description
500	558166.00	858253.75	CPT MAG
501	556789.64	858354.40	CPT MAG
502	556669.44	859581.30	CPT MAG
503	556626.74	860668.25	CPT MAG
504	558245.05	860736.07	CPT MAG

LEGEND

CATV	Sanitary MH / Tank / Base	CATV Pedestal
FO	Clean Out / Pull Box	Gas Regulator
OH	Storm Manhole	Telephone Pedestal
San	Inlet	Telephone Manhole
Sto	Water MH / Well	Sign
E	Curb Stop	Post / Guard Post
G	Hydrant	Deciduous Tree
T	Utility Valve	Coniferous Tree
W	Utility Meter	Bush / Hedge
Fence - Steel	Light Pole	Benchmark
Fence - Wood	Signal Pole / Signal	Asphalt Pavement
Fence - Barbed Wire	Guy Wire	Concrete Pavement
Trellis	Electric Pedestal	Gravel
Index Contour - Existing	Electric Transformer	Ex Spot Elevation
Intermediate Contour - Existing	Electric Manhole	Preliminary Wetlands
		Delineation Scheduled for Spring 2026 and Subject to change as shown

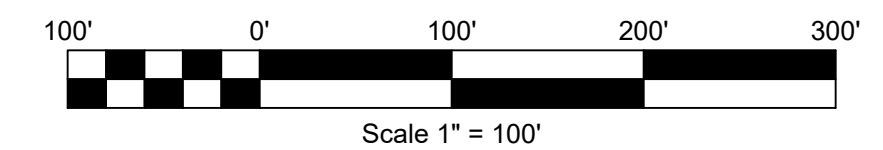
SUPPLEMENTARY DATA

Total Area = 2,075,514 SF 47.6472 acres
 R/W Area = 382,696 SF 8.7855 acres
 Net Area = 1,692,818 SF 38.8618 acres
 Number of Lots = 116
 Average lot size = 14,593 SF
 Typical lot dimension = 80'x 125'
 Lineal feet of street = 6,288 LF

Existing zoning = General Agriculture
 Proposed zoning = RSF
 Approving Authorities
 City of Kaukauna
 Objecting Authorities
 Department of Administration
 Outagamie County

Phase 1:
 Total Area = 2,075,514 SF 47.6472 acres
 R/W Area = 255,021 SF 5.8545 acres
 Net Area = 1,820,493 SF 41.7258 acres
 Number of Lots = 77 and 2 Outlot
 Lineal feet of street = 4,100 LF

Phase 2:
 Total Area = 635,007 SF 14.5778 acres
 R/W Area = 127,675 SF 2.9310 acres
 Net Area = 507,332 SF 11.6467 acres
 Number of Lots = 39
 Lineal feet of street = 2,188 LF



NOTES
 • Utility and Drainage Easements will be shown on Final Plat

Mar. 30, 2026 - 11:47 AM J:\Projects\9254\9254Plat.dwg Printed by: scott

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1164 Province Terrace, Menasha, WI 54952
 Ph: 920-991-1966
 www.davelpro

PRELIMINARY PLAT

High Pointe Meadows
 City of Kaukauna, Outagamie County, WI
 For: Tom Dercks

Date: 03/30/2026
 Filename: 9254Plat.dwg
 Author: SRA
 Last Saved by: scott
 Page 1 of 1