

PLAN COMMISSION

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



Thursday, May 18, 2023 at 4:00 PM

AGENDA

1. Roll Call.
2. Approval of Minutes.
 - [a.](#) Approve Minutes from May 4, 2023 Meeting
3. New Business.
 - [a.](#) Park Donation Application Review – Vaudette Plaza
 - [b.](#) Proposed Storm Sewer Easement – Ann Street Underground Storage
4. Other Business.
5. Adjourn.

NOTICES

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.



PLAN COMMISSION

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Thursday, May 04, 2023 at 4:00 PM

MINUTES

1. Roll Call.

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

Other(s) present: AP Lily Paul, PCDD Joe Stephenson, Bill Wolfe, & interested citizens.

2. Approval of Minutes.

a. Approve Minutes from April 20, 2023 Meeting

Motion made by Moore to approve the minutes from April 20, 2023 meeting. Feller seconded. Motion passed unanimously.

3. Public Hearing

a. Special Exception – 548 Frances Street

Mayor Penterman opened the public hearing and asked three times if there was anyone who wished to speak. No comment was made. Mayor Penterman closed the public hearing.

b. Special Exception – 200 W. Wisconsin Ave

Mayor Penterman opened the public hearing and asked three times if there was anyone who wished to speak. No comment was made. Mayor Penterman closed the public hearing.

4. New Business.

a. Special Exception – 548 Frances Street

AP Lily presented a Special Exception Request for Bright Amudoaghan, owner, to operate an Assisted Living Facility within Residential Single Family district. The property address is 548 Frances Street. The most recent use of the property was Assisted Living/Nursing Home, but with the change in ownership the Special Exception request is required.

Moore made a motion to approve the Special Exception request to operate an Assisted Living Facility within the Residential Single Family district at 548 Frances Street and recommend the same to the Common Council. Thiele seconded the motion. The motion passed unanimously.

b. Special Exception – 200 W. Wisconsin Ave

AP Lily presented a Special Exception request for Bill Wolfe, owner, to operate an Auto Sales Business in the Commercial Core District. The address of the property is 200 W. Wisconsin Avenue. Mr. Wolfe was present and answered questions that the commissioners had.

- The business is focusing on manual transmission vehicles
- There will be no additions to the building, only cosmetic work
- 10 - 20 cars through the business per month
- 5 - 6 cars on the lot at a time
- No street parking
- Repair services will be off site
- No noise concerns

Avanzi made a motion to approve the Special Exception Request to operate an Auto Sales Business within the Commercial Core District at 200 W Wisconsin Avenue and recommend the same to Common Council. Moore seconded the motion. The motion passed unanimously.

c. Extraterritorial Review: Preliminary Plat – Legacy Acres

AP Lily presented a Preliminary Plat for Extraterritorial Review. Legacy Acres is a plat in the Town of Kaukauna, off of State Highway 96, across from Farmland Drive. This plat zoning is classified as Rural Development District meaning all lots will be a minimum of 1 acre, and have private well and septic systems. City services are not feasible at this time. The plat shows ample traffic flow with street connections from Fox Meadows Lane, and the extension of Farmland Drive. Fallen Star Drive is a dead end which will provide access for future expansion to the south.

Avanzi made a motion to approve the Preliminary Plat for Legacy Acres and recommend the same to Common Council. Schoenike seconded the motion. The motion passed unanimously.

d. Site Plan Review – 911 Delanglade Street

AP Lily presented a Site Plan for Hindu Temple of North East Wisconsin. The foundation for the roughly 1,865 square foot expansion was completed already when the existing building was constructed. No storm water or erosion control permits are required, but should practice good housekeeping practices to prevent debris from leaving the site or entering on site storm drains. The side wall of the building will be pushed out to expand their kitchen, storage, and multi-purpose room. The façade will match the existing building. All setbacks and parking requirements are met. Landscaping will be added around the new construction, and 4 canopy trees will be added to the front yard adjacent to the street front.

Moore made a motion to approve the Site Plan for Hindu Temple of North East Wisconsin with the following conditions:

- Proper building permits are obtained
- The landscaping is not planted in the Utility Easement

Neumeier seconded the motion. Motion passed unanimously.

e. Ordinance Update – Commercial Business District

PCDD Stephenson presented a repeal and replace of Central Business District zone to create a Business District zone. This Business District will allow light manufacturing uses and commercial uses, but not allow explosive use, warehousing/mini-storage, manure making, and slaughter houses. There is no property within the city that used the Central Business District Zoning. This zone will be used as a buffer zone between commercial uses and heavy industrial uses, especially where expansion in the city can happen. New development in this zone will be encouraged to install EV charging.

Moore made a motion to approve the Repeal and Replacement of the Central Business District and recommend the same to the Legislative Committee. Neumeier seconded the motion, the motion passed unanimously.

5. Other Business.

There was no other business.

6. Adjourn.

Schoenike made a motion to adjourn the meeting. Avanzi seconded the motion. The motion passed unanimously. Meeting adjourned at 4:34 PM.



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
From: Lily Paul, Associate Planner
Date: May 12, 2023
Re: Donation Application Review – Vaudette Plaza

Michelle Keller, the leader of Girl Scout Troop 2055, is inquiring about donating materials and time to help beautify the City. She has proposed to plant flowers in a park within the city, and did not have a specific location in mind. After discussion with Ms. Keller, Vaudette Plaza was proposed to be the recipient park. This location is adjacent to a highly traveled highway and would truly allow the hard work to be seen and recognized. Ms. Keller and the Girl Scouts will plant annuals that are right for the light and temperature of this area. A watering schedule will be administered with the group to ensure that the plants thrive.

Staff will work with the donor to set up a time and schedule for this project. The following dates are the proposed days that the initial planting will happen:

- Saturday May 21, 2023 from 9 AM to 11 AM
- Tuesday May 23, 2023 from 6 PM to 7:30 PM
- Thursday May 25, 2023 from 6 PM to 7:30 PM

A Volunteer form is provided as well. This states that all materials will be provided by the group, but AP Lily will help coordinate and prepare for the service day. The service is expected to last until August 31.

Staff Recommendation

Staff recommends to approve Michelle Keller and Girl Scout Troop 2055's flower planting donation/volunteer service for Vaudette Plaza.

Lily Paul

From: Michelle Keller <makeller6611@gmail.com>
Sent: Wednesday, April 12, 2023 2:46 PM
To: Lily Paul
Subject: Beautification

Lily,
I called on Friday concerning having my Troop plant flowers in the Kaukauna area. I did receive your follow up message yesterday. There are six girls in our troop ranging in ages from 6-8 year olds. As a 2023 service project, they decided to plant flowers using their cookie money to purchase flowers and plant them. This completes several things: giving back to our community, money management, giving in general, responsibility, goal setting and follow through, learning experience. The list is endless when I stop to think of it. It also will gain the girls a badge or two as well. We have three dates we are looking at:

Saturday, May 21 9:00 am-11:00am

Tuesday, May 23 6:00pm - 7:30 pm

Thursday, May 25 6:00pm- 7:30pm

We would love the opportunity to give our service to beautify our city. I can be reached through email at makeller6611@gmail.com or by phone (208) 420-6975 for further questions and/or information.

Sincerely,
Michelle Keller
GS Troop2055 Leader



APPLICATION FOR PARK DONATION

Donor Name: Michelle Keller + Girl Scout Troop 2055

Phone Number: 208-420-6975

Address:

Email Address: makeller6611@gmail.com

Proposed Location: Vaudette Plaza

Type of Donation:

Cambridge Bench ☐

Picnic Table ☐

Tree ☐

Book Exchange ☐

Garbage Receptacle ☐

Other Item (Please Describe)

Planting the bed with flowers

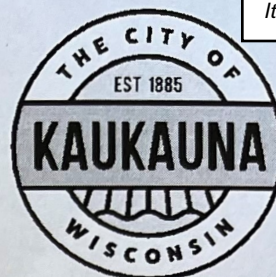
Inscription Text (If Applicable)

NONE

Please attach any necessary photos or documents with this form

Park Donations to the City of Kaukauna are considered outright and unrestricted donations. The City of Kaukauna does not guarantee the permanency of the accepted donation. If a memorial must be relocated, Department staff will attempt to notify the donor in writing at the address shown on this form. Donations may be tax deductible (please consult an accountant). The donor declares to have read the Parks Donation Policy and Guidelines. The donor understands and agrees with the conditions set forth in this policy and agrees to any conditions required by City staff or elected officials.

By signing below, I acknowledge that I have read and understand the Parks Donation Policy and Guidelines



VOLUNTEER SERVICE AGREEMENT

This Agreement is between the City of Kaukauna and Girl Scout Troop 2055 ("Volunteer") for the Kaukauna Beautification Service Project ("Project").

In consideration of the mutual agreements herein, the City and the Volunteer agree as follows:

1. **The City will** provide a sufficient area/room for the provision of the services described.
2. **The Volunteer will:**
 - a. Provide the service of planting the Vandette Plaza (location).
 - b. The Volunteer will provide all materials, equipment, and supplies necessary to perform or provide the services described except that the City will be expected to provide N/A.
 - c. The Volunteer acknowledges he/she is not an employee of the City and is acting solely as a Volunteer.
 - d. The Volunteer will be obligated to perform the services described in accordance with the ordinary standards of care, skill, and judgment.
 - e. The Volunteer will supervise clean-up as may be reasonably requested by the City.
 - f. At the close of the Volunteer's work, the Volunteer will remove his or her materials and equipment.
 - g. The Volunteer will provide his or her services in a manner and time so as not to cause interference with any of the operations of the City facility. In the event of a conflict between the schedules of the Volunteer and contractors and employees of the City, the conflict may be resolved at the discretion of the City.
 - h. The Volunteer will meet with Lily Paul, Associate Planner before Saturday May 21, 2023, to coordinate all issues regarding facilities use and assure that the facilities provided are adequate.
 - i. The Volunteer(s) will allow publication of any media taken of them during this project/event.

3. Duration

This Agreement will become effective on May 18, 2023, and ends no later than August 31, 2023. This Agreement may be cancelled on thirty (30) days written notice of either party.

4. Use of City Name

It is understood and agreed that the name of the City and the municipal location may not be used by the Volunteer in any promotional materials without prior approval of the City.

5. Liability

The City represents that it does carry public liability insurance covering the municipal location. The City specifically notes that it has not purchased insurance coverage for the Volunteer or his/her employees. Nothing contained in this Agreement is intended as a waiver of the City to rely upon the immunities or limitations to liability as may be contained within Wisconsin Statutes 893.80, 895.52, 895.525 or other applicable law.

6. Wisconsin Law

This Agreement shall be governed by and construed with the laws of the State of Wisconsin.

7. Complete Agreement

This Agreement represents the entire listing of the terms between the parties. This Agreement may be modified only in writing by an amendment signed by both parties.

8. Endorsement

By endorsing this Agreement, both the Volunteer and the City indicate that each has the authority to bind to the terms of this Contract.

BY: Lily Paul 05-12-2023
City of Kaukauna Date

BY: Michelle Keller GST2055 leader 5/11/23
Volunteer Date

BY: _____
Volunteer Date



City of Kaukauna Plan Commission

May 18, 2023

jn/engr dept

Agenda Item

Proposed Storm Sewer Easement – Ann Street Underground Storage

Background

The City is proposing to install large diameter storm sewer which will provide underground stormwater storage and flood control on Kaukauna Area School District property near the Ann Street water tower. We would look to obtain a temporary construction easement and a permanent storm sewer easement for this project. We have been in preliminary discussions with KASD staff.

Staff Recommended Action

Motion to direct staff to work with Kaukauna Area School District to create proposed temporary construction easement and a storm sewer easement for proposed Ann Street Underground Storage installation and recommend the acquisition of the same to Common Council.

