

PLAN COMMISSION

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



Thursday, October 06, 2022 at 4:00 PM

AGENDA

1. Roll Call.
2. Approval of Minutes.
 - [a.](#) Approve Minutes from September 8, 2022 Meeting
3. Old Business.
 - [a.](#) Petition for Unanimous Annexation – Parcel(s) 030067904
4. New Business.
 - [a.](#) Park Donation Application Review – River Heights Condo Association
 - [b.](#) Ordinance Update – Landscaping
 - [c.](#) Preliminary Plat Review – Bluestem Meadows 3
 - [d.](#) Preliminary & Final Plat Review – Hurkman Heights 4
5. Other Business.
6. Adjourn.

NOTICES

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

PLAN COMMISSION

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



Thursday, September 08, 2022 at 4:00 PM

MINUTES

1. Roll Call.

Members Present: Michael Avanzi, Giovanna Feller, Pennie Thiele, Ken Schoenike, AP Paul, PCDD Joe Stephenson, DPW John Neumeier, Mayor Tony Penterman

Member(s) Absent: John Moore

Others Present: Brian Vanderloop

A motion was made by Thiele to excuse the absent member(s). Schoenike seconded the motion. The motion passed unanimously.

2. Approval of Minutes.

a. Approve Minutes from August 18, 2022 Meeting

Feller made a motion to approve the minutes from August 18, 2022 meeting. DPW Neumeier seconded the motion. The motion passed unanimously.

3. New Business.

a. CSM Review for Parcel(s) 321086300, 321086301

AP Paul presented a CSM combination of parcels 321086300 and 321086301. The location of these parcels is 1006 Hyland Street. The parcels consist of an existing business building on one, and a parking lot on the other. The reason for the combination is to show that the ownership for each parcel is the same and clean lot lines up. This CSM is consistent with City Comprehensive plans and zoning of the lots will remain the same.

Thiele made a motion to approve the CSM for parcels 321086300 and 321086301 and recommend the same to council. DPW Neumeier seconded the motion. The motion passed unanimously.

b. Ordinance Update – Landscaping

AP Paul presented a landscaping ordinance since the current Code of Ordinances does not specify a landscape ordinance. Many zoning districts like Industrial Park and Commerce Crossing have protective covenants that details some landscaping requirements, but is only exclusive to those areas. This new ordinance will omit

confusion for new developers in the city when submitting site plans. Also, landscape ordinances will create a better environment for the city and add an element of beauty. There are three sub categories that group certain Zoning Districts/Uses together and specify reasonable requirements for each. Those sub categories are Commercial, Institutional, and Multifamily Use; Industrial Use; and Commercial Core District. Additional language was added to require screening from dumpsters. This will encourage dumpster corrals which will be aesthetically pleasing and easier for garbage pick-up or maintenance. There was discussion about how landscaping be applied in the Commercial Core district, and there is language offering alternative methods of landscaping such as planters. Language will be added to that section specifying that those requirements are at the discretion of the Plan Commission to accommodate for special exceptions. There was more discussion about using landscaping as a screen from public utilities, there should be at least a 5 foot buffer from utilities so maintenance can easily be performed. A point was brought up that landscape plans only need to be submitted for new development/site plans, or significant renovations to existing building that would trigger site plan submittal.

No action was taken.

c. Park Donation Application Review

AP Paul received a park donation application submitted by Don Mohr who wants to install a bench on the Konkapot Trail in memory of his late wife Nancy Peters. The bench style will match previously approved benches.

Avanzi made a motion to approve the park bench donation and grant staff to work with the family to install the bench in a more precise location in the general vicinity that was requested. DPW Neumeier seconded the motion. The motion passed unanimously.

4. Other Business

There was no other business.

5. Adjourn

DPW Neumeier made a motion to adjourn the meeting. Avanzi seconded the motion. Meeting adjourned at 4:26 PM.



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
From: Lily Paul, Associate Planner
Date: October 3, 2022
Re: Petition for Unanimous Annexation

David Evers, owner of parcel 030067904, has submitted a petition for annexation of his property into the City of Kaukauna. This property is a ~1 acre, vacant lot located on the North East corner at the intersection of County Road CE and County Road HH. Mr. Evers is proposing to build a multifamily home at this site.

The property does have a curb cut for a drive way, and the distance is ~160 feet from the entrance/exit of the roundabout. Staff feels that is a poor location for a drive way and can foresee problems with traffic through the roundabout and the short distance to turn into the driveway.

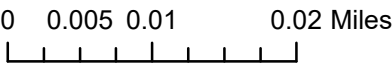
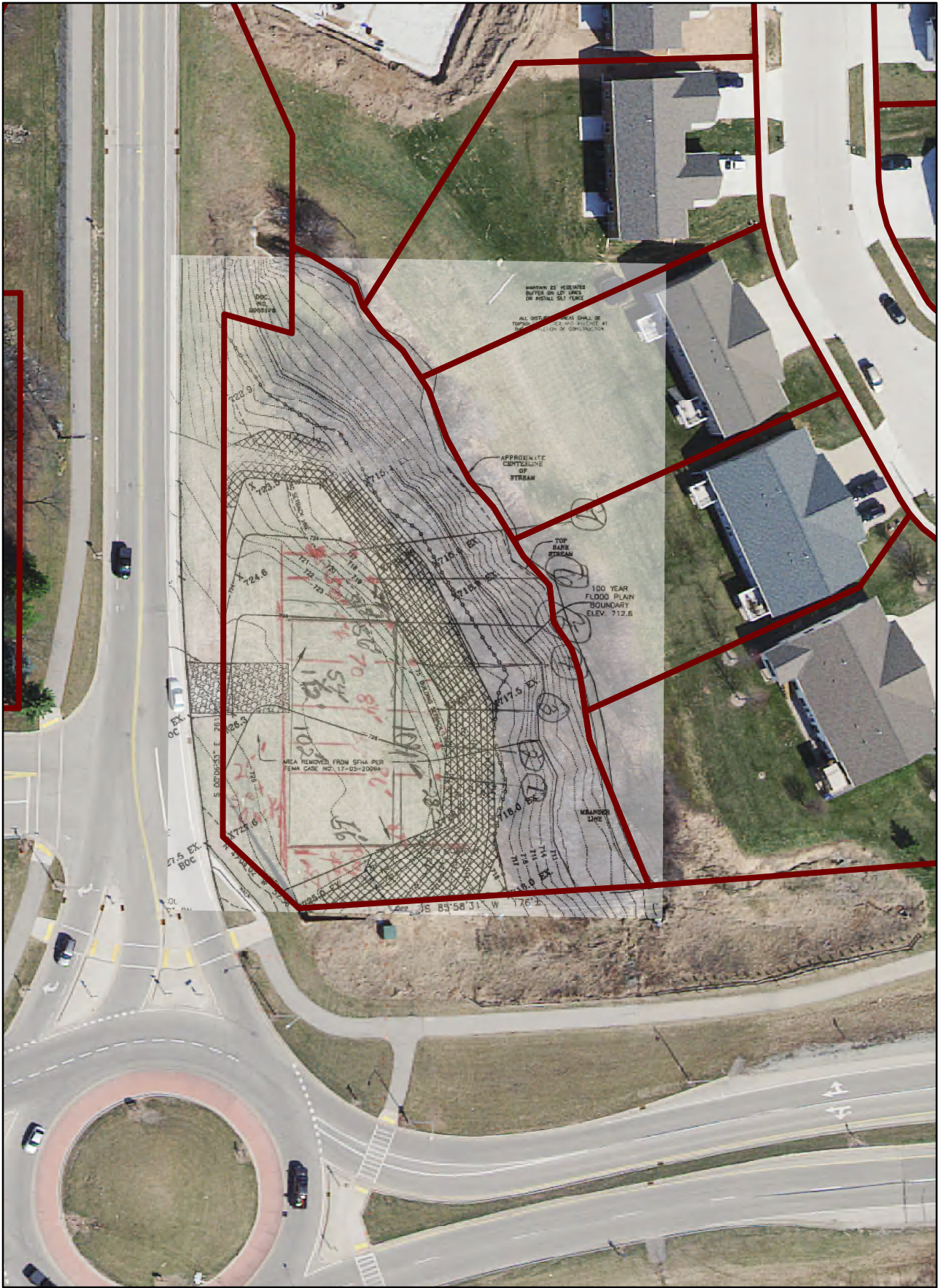
The north east part of the property is situated in the Flood Plain of Garner's Creek. Due to 75 foot stream setbacks, 0.61 acres of the parcel is unbuildable creating a difficult building footprint. Due to this property being situated on a corner, the side yard must adhere to front yard setbacks. The current site layout that was submitted does not adhere to those setbacks. To be in compliance with those setbacks, the building size will be reduced. The City will also enforce any setbacks the County Highway suggests since the property is situated on the corner of two county highways. Sec. 54-350 of the Outagamie Co. code has front yard setback off of county highway as 55 feet. This would make the whole site plan out of compliance and unbuildable.

There is no water or sewer serviced to the parcel and no plans to extend sewer to that area. Running sewer and water is the responsibility of the owner. Sewer and water would have to come from the main on Ann Street and come down DeBruin Rd/CTH HH. That is not advised.

Staff Recommendation:

Staff recommends to **DENY** the Petition for Unanimous Annexation for David Evers and parcel 030067904.

Parcel 030067904 Site Plan





MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
From: Lily Paul, Associate Planner
Date: October 3, 2022
Re: Park Donation Application Review

River Heights Condominium Association has submitted a request to install stairs from their property to access the Nelson Family Heritage Crossing. They have had many association meetings and have collected the correct permissions to perform this request. Since the stairs will be installed on City property they are seeking approval for this to be done. Please find attached cost and construction details.

There are many stairs leading from houses and properties toward the riverfront. Providing this access for the residents is a great asset to the Condo Association, and will increase use on the Nelson Trail.

Staff Recommendation

Staff recommends to approve the Park Donation and grant staff to work with the River Heights Condominium Association to collect proper permitting.

River Heights Condo Stairs



10/3/2022, 1:02:48 PM

- Tax Parcel Information

County Boundaries

Airports

Shiocton Airport Runway

Outagamie County Regional Airport Runway

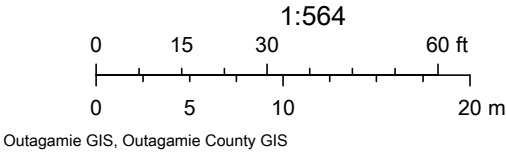
PLSS Sections

Parcel Data

Display Parcel Lines

Outlot Line

Meander Line





APPLICATION FOR PARK DONATION

Donor Name: River Heights Condo Association

Phone Number: 920 574 1652

Address: 1 Altendorf Place Kaukauna

Email Address: chuckkohman@yahoo.com

Park for Donation: Heritage Crossing Trail

Proposed Location: see photo

Cost of Project (materials and installation)

Type of Donation:

*Please provide an estimate if you are not sure on exact cost

Bench

Table

Tree

Other Item (Please Describe)

River Heights Condo Association-

Inscription Text (If Applicable)

We would like to access the Heritage Crossing Trail via stairs.

* see proposed cost and construction details attached

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

Proposal

Snowbelt of Waupaca Home Improvements

Phone (920) 205-4203

NAME: <u>Chuck Ohman</u>	DATE: <u>May 18th 2022</u>
STREET: <u>1 Altendorf Place #10</u>	STREET:
CITY: <u>Kaukauna</u> STATE: <u>WI</u>	CITY: STATE:
PHONE: <u>920 974-1652</u>	PHONE:

We hereby submit specifications and estimates for:

(Green Treated Lumber) Install Stairs To Walkway
- Fully Insured -
Set Post In Sona Tubes + Concrete
Build Stairs w/ begining + Ending Landing
" Midway Landing 5x10??
" 1 Railing On 1 Side

\$9550⁰⁰Add 2nd Railing

\$500 -

Homeowner is responsible for purchasing building permit.

Please remove all interior objects (ie. wall hangings etc.) from the outer walls. Snowbelt is not responsible for any broken objects.

We hereby propose to furnish labor and materials - complete in accordance with the above specifications, for the sum of:

_____ dollars (\$ _____) with payment to be made as follows

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate.

All agreements contingent upon strikes, accidents or delays beyond our control.

Purchase orders cancelled after work started will be invoiced at 10% of quotation plus Percentage of work completed.

Authorized Signature _____

NOTE: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted

Signature _____

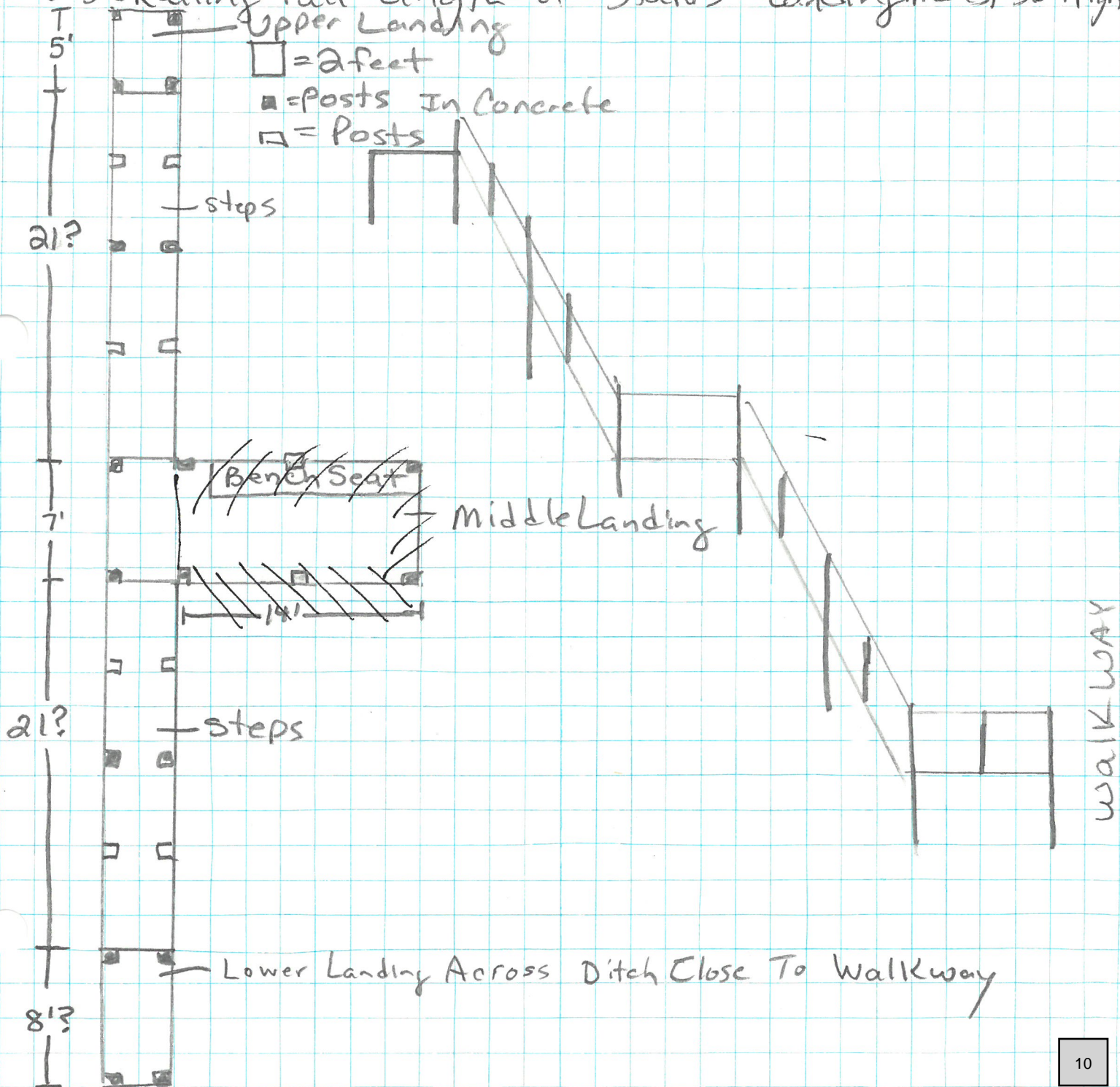
Date _____

Title _____

Chuck Ohman 1 Altendorf place Condo

Item 4.a.

- Post Holes will Be Concreted In On Pads Below Frost Line
- All Lumber Is Green Treated w/ ACQ Fasteners
- Treads are 11" deck $\frac{5}{4}$ Boards
- Risers will Be 1x6 $\leq 7\frac{3}{4}$ "
- Deck on bottom Is 4ft Wide w/ 4 Joist 16" on Center (2x10)
- Stairs are 4ft Wide w/ 4 Joist 16" on Center (2x12)
- Middle Landing - Rails on All Sides w/ ~~built in Bench Seat~~
Landing Is 7' x 14'
- 2 Railing Full Length of Stairs + Landing At least 36" High



I, Ian Hackel, give my permission to River Heights Condominium Association to build steps on my piece of property (Parcel # 323001107) going to the Heritage Crossing Trail.

Print Name: Ian Hackel

Sign: Ian Hackel

Date: 8/31/22



1 Altendorf Condo.PNG



17.52 Landscaping Requirements

1. *Intent.* This section is intended to establish landscaping requirements that promote compatible development; stabilized property values; foster the attractiveness and functional utility of the community as a place to live and work; preserve the character and quality of the built and natural environment by maintaining the integrity of those areas which have a discernible character; protect certain public and private investments in the area; and raise the level of community expectations for the quality of its environment.
 - a. *The following definitions shall apply to this section:*
 - i. Shrub: a woody perennial plant which produces several basal shoots at or near the ground.
 - ii. Tree: a tall woody perennial plant with a single trunk or stem at or near the base.
2. *Landscape Plan Requirements:*
 - a. *Landscape Plan Submittals.* A landscape plan (to scale) must be submitted. It shall include details of all proposed landscaping, buffering, and screening, including the estimated costs. The landscape plan shall show the location and dimensions of all existing and proposed structures, parking, drives, rights-of-way, and any other permanent features, and the following landscape information:
 - i. A plant list and a coverage chart showing the location, quantity, size (at time of planting), spacing, and common names of all landscape materials used.
 - b. *Applicability.* No structure and no building shall be erected, constructed, reconstructed, moved, enlarged, or more than 50 percent of façade is altered until a landscape plan is approved by the Director of Community Development, or designee.
 - c. *Application.* Landscaping is required in Commercial, Industrial, Institutional and Multi-family Uses. The area or length of each, as required in this Ordinance, shall be measured to determine the amount of landscaping required.
3. *Landscaping Maintenance*
 - a. All landscaping shall be maintained and in good order. Dead plantings shall be removed and replaced within 30 days. In cases where plantings can't be established in 30 days, an appropriate timeline shall be approved by the Community Development department designee.
4. *Commercial, Institutional and Multifamily Use Landscaping*
 - a. At least one canopy tree, not less than 1.5-inch caliper shall be provided for every 75 linear feet within the front yard setback adjacent to the street. Points of ingress and egress shall not be included in this calculation.
 - b. For every five (5) linear feet of building street frontage one (1) shrub shall be placed on the site. Every five (5) square feet of landscaped area that includes decorative grasses and/or flowers can be substituted for one (1) shrub.
5. *Industrial Use Landscaping*
 - a. At least one canopy tree, not less than 1.5-inch caliper shall be provided for every 100 linear feet of street frontage. 50 percent of the trees must be planted within

the front yard setback adjacent to the street. Point of ingress and egress shall not be included in this calculation.

6. Commercial Core District Landscaping
 - a. At least 1 planting shall be provided for every 75 linear feet within the front yard setback adjacent to the street. Planting can be any of the following:
 - i. Trees, shrubs, five square feet of landscaped area that includes decorative grasses or flowers, or decorative planter approved by the Community Development department designee.
 - ii. A minimum of two plantings shall be provided per site regardless of linear frontage.
 - iii. Plantings adjacent to the site within public right of way, maintained by the building owner or **designee**, may count towards the requirement of this section, **upon approval by the Planning and Public Works Department.**
7. Mechanical Equipment and Dumpster Screening
 - a. No dumpster or ground mounted mechanical equipment shall not be in the front yard setback.
 - b. All dumpsters shall be 100% screened on three sides with a fence, vegetation, or combination of the two.
 - c. All effort shall be made to screen **private** ground mounted mechanical equipment from public right of ways. **This excludes public utilities.**
 - d. **All plantings must be placed at least 5 feet away from ground mounted public utilities.**
8. *Landscaped buffer.* The use of properly planted and maintained buffer areas may reduce and ease potential incompatibility between and among different uses of land in proximity to each other. All commercial, institutional, industrial, and multi-family uses, adjacent to single or two-family residential uses, shall include a buffer yard on all sides that immediately abut the single or two-family residential use.
 - a. *Landscape Buffer Requirements.* Where these regulations require a landscaped buffer area, the following requirements shall be met:
 - i. The landscaped buffer area shall not be less than eight feet in width measured at right angles to property lines and shall be established along the entire length of and contiguous to the designated property line.
 - ii. The area shall be so designed, planted, and maintained as to be 75 percent or more opaque between two feet and six feet above average ground level when viewed horizontally.
 - iii. Types and numbers of plantings for landscaped buffers shall be submitted with application for a building permit or special exception, along with plans and statements demonstrating how the buffer will be maintained in the future.
 - iv. Plantings shall be of a size and type which will ensure the meeting of the 75 percent opacity requirement within no longer than 12 months of the date of the first planting.
 - v. Failure to maintain the landscaped buffer area as set out above shall be a violation of this chapter.
 - b. *Substitution for landscaped buffer area.* Except when otherwise specifically provided by this chapter, a six feet high opaque structure set in a six feet wide landscaped buffer area may be substituted for the six feet high planted buffer

above. If such opaque structure is of nonliving material, for each ten feet thereof, an average of one shrub or vine shall be planted abutting such barrier but need not be spaced ten feet apart. Such shrubs or vines shall be planted along the outside of such barrier unless they are of sufficient height at the time of planting to be readily visible over the top of such barrier. The remainder of the required landscaped areas shall be landscaped with grass, ground cover, or other landscaping.

- c. *Sight distance.* When an accessway intersects a public right-of-way, all landscaping or structures shall provide unobstructed cross-visibility at a level between 2 1/2 feet and six feet within the areas of property on both sides of the accessway formed by the intersection of each side of the accessway and public right-of-way lines with two sides of each triangle being ten feet in length from the point of intersection and the third side being a line connecting the ends of the two other sides. No structure of landscaping, except required grass or ground cover, shall be located closer than three feet from the edge of any accessway pavement.

NOTE: Remove all reference to Section 17.32 (10) within the zoning district sections.



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
From: Lily Paul, Associate Planner
Date: October 3, 2022
Re: Preliminary Plat Review - Bluesteam Meadows 3

Blue Steam Meadows 3 is a subdivision development south of CTH CE and east of Haas Road. This subdivision is a total of 29.4 acres. There are 59 proposed Residential Single-Family Lots where the average lot size is about 13,500 square feet. The roads proposed are extensions of existing Haas Rd, Snow Goose Way, Beckett Lane and White Dove Lane. There are good connecting/exit roads and good traffic flow.

Staff Recommendation

Staff recommends to approve Blue Steam Meadows 3 Preliminary Plat and recommends the same to Common Council.





MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission
From: Joe Stephenson
Date: 10/6/2022
Re: Final Plat Hurkman Heights Phase 4

Hurkman Heights is a development South of Highway 41 on the north end of the city. Hurkman Heights is a 24-unit single-family development that has been built out in 4 phases. Plan Commission has reviewed a previous plat for this phase. Plan Commission gave direction to the developer to provide for more traffic circulation and found the long dead-end road to be a safety concern.

Since then, a new plat has been created that provides traffic circulation and a secondary exit to the subdivision. Golden Way has been extended East and will link Boxer Street and Ben's Way. This extension ameliorates the safety and traffic concerns and will provide a joining of the various phases of Hurkman Heights Subdivision.

Recommendation:

Approval of the Hurkman Heights Phase 4 Final Plat, and recommend the same to the common council with the following conditions:

1. Direct the developer to work with city staff and the DNR to permit the new road extension, Golden Way.
2. Prior to construction all applicable permits and approvals are obtained from Public Works and the City Building Inspector.

Preliminary Plat of

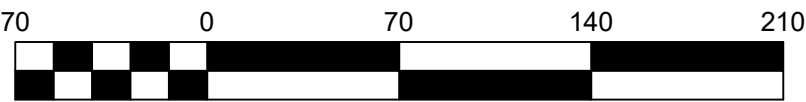
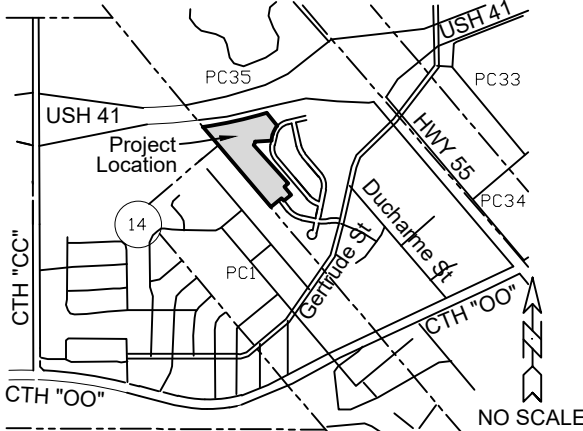
Hurkman Heights 4

All of Lot 71 Hurkman Heights 3 and part of Lots 12 & 18 and all of Lot 16, In the Subdivision of Private Claim 35 in 1858, Township 21 North, Range 18 East, City of Kaukauna, Outagamie County, Wisconsin



LOCATION MAP

PART OF PC35, T 21 N, R 18 E,
CITY OF KAUKAUNA
OUTAGAMIE COUNTY, WI



Bearings are referenced to the West line of Private Claim 35, T21N, R18E assumed to bear N40°17'32\"/>

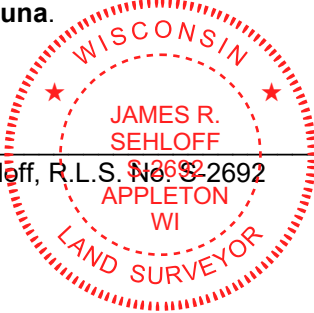
SUPPLEMENTARY DATA

Total Area = 502,523 SF 11.5363 acres
R/W Area = 97,544 SF 2.2380 acres
Net Area = 404,979 SF 9.2970 acres
Number of Lots = 25
Average lot size = 11,250 SF
Typical lot dimension = 90'x 125'
Lineal feet of street = 1,685 LF
Existing zoning = RSF
Proposed zoning = RSF
Approving Authorities
City of Kaukauna
Objecting Authorities
Department of Administration
Department of Transportation
NOTES
Utility and Drainage Easements
will be shown on Final Plat

SURVEYOR'S CERTIFICATE

I, James R. Sehloff, hereby certify that this Preliminary Plat is a correct representation of all existing land divisions and features, and that I have complied with the preliminary plat requirements for the City of Kaukauna

James R. Sehloff, R.L.S. No. 82692
APPLETON, WI
Date



Storm Structures

Structure	#	Rim	Inv	Size	Material	Direction
MH	A	724.31	719.40	8"	PVC	SE
MH	B	719.97	715.32	10"	PVC	SE
CB	C	719.14	715.50	12"	PVC	SW
MH	D	718.75	714.21	12"	PVC	SE
INL	E	718.45	715.00	12"	PVC	SW
INL	F	718.44	715.00	12"	PVC	NE

Sanitary Structures

Structure	#	Rim	Inv	Size	Material	Direction
MH	1	723.73	716.10	8"	PVC	SE
MH	2	720.01	711.55	8"	PVC	SE
MH	3	719.04	708.75	8"	PVC	SE
			708.64	8"	PVC	NW

BENCHMARKS (NAVD 88 Datum)

BM 0	NGS Benchmark PID PN0153 Elev	712.26
BM 1	Fire Hydrant, Tag Bolt Lots 17/18 S R/W Ben's Way Elev	722.56
BM 2	Fire Hydrant, Tag Bolt West End of Ben's Way (NW Corner Lot 21) Elev	720.53
BM 3	Fire Hydrant, Tag Bolt North End of Rusty Street (NE Corner Lot 26) Elev	723.06
BM 4	Fire Hydrant, Tag Bolt Boxer Street (Lot 74/ Lot 75) Elev	718.84
BM 5	Fire Hydrant, Tag Bolt Boxer Street, ±65 South of Lot 71 Elev	717.92
BM 6	Fire Hydrant, Tag Bolt Setter Drive(NW Corner Lot 52) Elev	718.39

LEGEND

—CATV—	CATV	Underground Cable TV	Sanitary MH / Tank / Base	□	CATV Pedestal
—FD—	FD	Underground Fiber Optic	Clean Out / Curb Stop / Pull Box	□	Gas Regulator
—San—	San	Sanitary Sewer	Storm Manhole	Δ	1/2" Rebar Found
—Sto—	Sto	Storm Sewer	Inlet	□	3/4" Rebar Found
—E—	E	Underground Electric	Catch Basin / Yard Drain	□	1" Iron Pipe Found
—G—	G	Underground Gas Line	Water MH / Well	□	Government Corner
—T—	T	Underground Telephone	Hydrant	□	Benchmark
—W—	W	Water Main		□	
—800—		Index Contour		□	
—799—		Intermediate Contour		□	

File: 4562Plat Ph4.dwg
Date: 09/24/2022
Drafted By: Jim
Sheet: 1 of 1



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