

# PLAN COMMISSION

City of Kaukauna  
**Hydro View Room**  
Municipal Services Building  
144 W. Second Street, Kaukauna



Thursday, March 20, 2025 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 6, 2025 Meeting](#)
3. Old Business.
4. New Business.
  - a. [Discussion-Commercial Signage Ordinance Clarity and Updates](#)
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, March 6, 2025 at 4:00 PM

**MINUTES**

**In-Person**

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, Michael Avanzi (virtual), Ken Schoenike, Pennie Thiele, Mayor Tony Penterman

Other(s) Present: Planning and Community Development Director Dave Kittel, Associate Planner Adrienne Nelson, Times Villager Reporter Brian Roebke, Representatives from Kaukauna Utilities

- 2. Approval of Minutes
  - a. Amend Minutes from January 9, 2025

Neumeier made a motion to amend the minutes from January 9, 2025 to change the listed date from January 9, 2024, to January 9, 2025. Seconded by Moore. The motion passed unanimously.

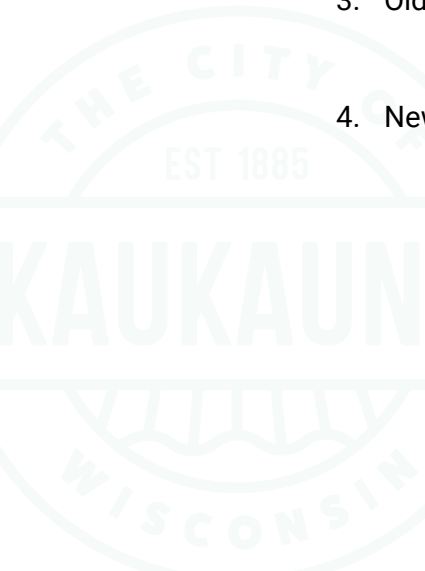
- b. Approve Minutes from January 9, 2025

Neumeier made a motion to approve the minutes from January 9, 2025. Seconded by Moore. The motion passed unanimously.

- 3. Old business
  - a. None

- 4. New business
  - a. Site Plan Review – 1200 Prospect Lane (Eagle Graphics)

Director Kittel presented the site plan for the Eagle Graphics building located at 1200 Prospect Lane. The plan is to add an addition to the front of the building and redo the front access point. The site plan is in compliance with all existing covenants and ordinances, and the addition will follow the look of the existing building. The site plan has already received approval from the Industrial Park Commission. The Planning and Community Development Department did note that, given the layout of the front access point, trucks will have to back into the property. The street is wide enough to handle this and it does not violate any existing ordinances. Staff recommends approval with the condition that, prior to the issuance of building permits, stormwater and erosion control permits must be obtained from the Engineering Department.



Moore asked if staff knew if this addition would lead to the hiring of more employees at Eagle Graphics.

Kittel stated that staff did not know if additional employees would be hired, but that it is likely that some additional staff may be hired on. This addition is being done primarily to allow for Eagle Graphics to continue to grow their in-house vehicle wrapping business.

Neumeier asked if landscaping requirements would still be met even with the removal of trees to widen the driveway.

Kittel stated that they will still have enough trees to meet landscaping requirements.

Schoenike made a motion to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department. Seconded by Moore. The motion passed unanimously.

b. Site Plan Review – 2130 Badger Road (Precision Scraping)

Director Kittel presented the site plan for the Precision Scraping building located at 2130 Badger Road. The plan is to add an addition to the back of the building. The site plan is in compliance with all existing covenant and ordinances, and the addition will follow the look of the existing building. The site plan has already received approval from the Industrial Park Commission. The Planning and Community Development Department did note that, during the last addition Precision Scraping added onto their building, they planned ahead to ensure facilities were upgraded to handle stormwater in preparation for another addition. Staff recommends approval with the condition that, prior to the issuance of building permits, stormwater and erosion control permits must be obtained from the Engineering Department.

Neumeier made a motion to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department. Seconded by Feller. The motion passed unanimously.

c. Site Plan Review – Water Treatment Plant Pool Hill (325021600 & 325021900)

Director Kittel presented the site plan for the water treatment plant to be located on parcels 325021600 and 325021900. The site plan is in compliance with all existing ordinances. The building façade will be made of texturized panels similar in color to City Hall. A certified survey map will be coming before the Plan

Commission in the future in order to finalize the property lines for these parcels. Staff recommends approval with the condition that, prior to the issuance of building permits, stormwater and erosion control permits must be obtained from the Engineering Department and a finalized landscaping plan must be approved by staff.

Neumeier asked if there was a setback for the water tank required by ordinance. Kittel stated that the tank would meet necessary setback in this zoning district. Accessory structures could be built up to the property line depending on neighboring districts.

Moore asked if the basketball court would be removed.

Kittel stated that the basketball court would be removed.

Schoenike asked if the water tanks would be screened from view – particularly the view from the nearby swimming pool.

Neumeier stated that a preliminary discussion is underway regarding the creation of a landscaping buffer between the water tanks and parking lot.

The representatives from Kaukauna Utilities explained that their vision is to install a walking trail around the storm water retention basin and plant natural grasses around the area.

Moore questioned if there was a need for a barrier to block views from the pool, or if it would only be visible from the parking lot.

Neumeier asked how tall the water tank will be.

The representatives from Kaukauna Utilities stated that the water tank will be eighteen feet tall and will match the building.

Mayor Penterman explained that the water tank would not be able to go deeper into the ground without dramatically increasing the cost to build it.

The representatives from Kaukauna Utilities explained that it would cost an additional \$100,000 to dig down an additional four to five feet. There are concerns that lowering the height of the water tank could lead people to try to climb onto it, so there would need to be fencing around it. Additionally, it is easier to observe the integrity of the tank when it is largely visible.

Neumeier clarified that the original concept for the water tanks was to have them underground.

Penterman asked what other potential uses for this site were considered. Neumeier stated that the original idea discussed was to have a mini golf course at this location.

Kittel went on to explain that the archery range currently located on the property would be moved to the existing water treatment site.

Neumeier made a motion to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff. Seconded by Jensen. Avanzi recused himself. The motion passed unanimously.

d. Site Plan Review – Water Treatment Plant Riverside Park (Parcel 321002900 & 321056400)

Director Kittel presented the site plan for the water treatment plant to be located on parcels 321002900 and 321056400. The plan is to add an addition onto the existing water treatment building. This addition will also combine the existing water treatment building with the existing public bathrooms. The site plan is in compliance with all existing ordinances. The addition will be similar in appearance to the water treatment plant proposed for parcels 325021600 and 325021900 on Pool Hill. The batting cages will need to be relocated, but they will still remain in the park. Staff recommends approval with the condition that, prior to the issuance of building permits, stormwater and erosion control permits must be obtained from the Engineering Department and a finalized landscaping plan must be approved by staff.

Neumeier added that ten to eleven trees will need to be removed for this project. Half of these trees are dead or past their prime. Replacement trees will need to be included in the landscaping plan.

Neumeier made a motion to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff. Seconded by Jensen. Avanzi recused himself. The motion passed unanimously.

e. Site Plan Review – Well 10

Director Kittel presented the site plan for well 10. The proposal is to replace the existing facility, which is dated and has already been through numerous updates and remodels. The new facility will maintain the same look as the two water treatment facilities discussed prior. A generator will be added to the well, but the building will have the same footprint and be in the same location as the old

building. Staff recommends approval with the condition that, prior to the issuance of building permits, stormwater and erosion control permits must be obtained from the Engineering Department and a finalized landscaping plan must be approved by staff.

Neumeier asked if there will be a screening wall blocking the generator. The representatives of Kaukauna Utilities confirmed that there will be a screening wall blocking the generator.

Neumeier made a motion to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff. Seconded by Jensen. Avanzi recused himself. The motion passed unanimously.

f. Park Donation – Bench Wolfinger

Associate Planner Nelson presented a request by Lisa Wolfinger to donate a bench in memory of Patricia and Gerald Arnoldussen, to be installed at Hydro Park, in the city's standard bench style. This bench would include a plaque, which would read as follows: "In memory of Patricia & Gerald Arnoldussen". Staff recommends approval of the park bench donation for Lisa Wolfinger in memory of Patricia and Gerald Arnoldussen with the condition that staff work with the donor to finalize the location of the bench.

Moore asked that the location of this bench be considered carefully, so as not to interfere with Electric City River Jam.

Mayor Penterman agreed that the bench should go by the sidewalk, and not in the middle of the park.

Director Kittel stated that staff would work with the Engineering Department and the Public Works Department to ensure that the bench would not impede anything.

Thiele made a motion to approve the bench donation as presented with the condition that staff work with the donor to finalize the location of the bench. Seconded by Avanzi. The motion passed unanimously.

5. Other Business

a. None

6. Adjourn

Jensen made a motion to adjourn the meeting. Seconded by Schoenike. The motion passed unanimously. The meeting adjourned at 4:29 pm.



# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission  
 From: Dave Kittel, Director of Planning and Community Development  
 Date: 3/17/2025  
 Re: Commercial Sign Ordinance

**Background information:**

Staff have received numerous calls from sign companies working in the city that have confusion on how to find information on sign code and what the codes mean. While typically a few emails or a quick phone call can provide the needed information it is showing that the presentation of our sign code is causing confusion and by just updating some of the language the code would be much easier to follow for contractor, business owners and staff. As an example, if you would like to determine if a sign would be compliant in the Commercial Core District first you would need to look in 17.20 for zoning specifics, then 17.32(6) for additional supplementary District, then in 17.03 under definitions for the remaining regulations. There also may be needed to review parts of Section 14 depending on size. Often some of the important rules on signs are missed by those not aware that there are specific items on signs delineated out in the definitions. And there is often confusion on what the sign limits are. Ideally one would only need to look in two places, the zoning district for specific district requirements and the sign code area for construction standards and general sign regulations. As it stands, someone may need to look through 4 different sections to hopefully get all the needed information.

Staff would like to update the format to more of a bullet point layout for simplicity and update the language to be more direct to prevent confusion as well as ensure any sign regulations in the definitions are either also found in the other parts of the sign ordinance or properly referenced. This will better help contractors when submitting permits and hopefully free up staff time as these questions are quite frequent.

In addition, this will allow for staff to review the size limitations in some of the districts and how the city handles temporary signage. A few business owners have expressed a desire for allowing for a bit more signage opportunities in the Commercial Core District specifically. From, looking at surrounding municipalities and current signage in the downtown area making some clarifications and updates to number of signs and size would make sense



such as allowing two signs on a building when there are more than one business operating out of the building.

**Recommendation:**

Only for discussion and possible direction from the Plan Commission



