

PLAN COMMISSION

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



Thursday, August 08, 2024 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 July 18, 2024 Meeting
3. Old Business.
4. New Business.
 - [a.](#) Special Exception 194 Plank Road Unit change
 - [b.](#) Park Donation Review- Disc Golf Course
 - [c.](#) Park Donation Review- Pollinator Garden
 - [d.](#) Park Donation Review- Bench
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.

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Thursday, July 18, 2024 at 4:00 PM

MINUTES**In-Person.****1. Roll Call.**

Members present: Giovanna Feller, John Moore, Mayor Tony Penterman, Brett Jensen, Ken Schoenike

Member(s) absent: John Neumeier, Pennie Thiele, Michael Avanzi

Other(s) present: Planning and Community Development Director Dave Kittel

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

2. Approval of Minutes.**1. Approve Minutes from June 20, 2024 Meeting**

Feller made a motion to approve the minutes from the June 20, 2024 meeting. Moore seconded the motion. The motion passed unanimously.

3. Old Business.

None

4. New Business.**1. Kay Drive Extension Proposal**

Director Kittel introduced the proposal of an extension to Kay drive to improve the abrupt ending of the road to alleviate existing issues with vehicles turning around/backing out of driveways. This property owner of the extension area is in the Town of Vandebroek and by allowing this it also allows them to make some improvements on their property and have a safe access onto Kay Drive as well. The Board of Public Works has recommended approval, and the common council has approved a resolution accepting this new right of way area pending plan commission review and approval

Moore made a motion to approve the Kay Drive Extension and easement agreement. Seconded by Jensen. The motion passed unanimously.

2. Discussion-Storage Container Draft Ordinance

Director Kittel went over the drafted language of the storage container ordinance. A definition will need to be added to section 17 as well. Final review by staff is still ongoing. This will still allow for some use of storage containers for moving but not allow for long term use as a shed or garage. A discussion pursued with conversation to ensure that someone couldn't use a shipping container as an accessory dwelling unit and ensuring that existing ordinances are strong enough for if someone would use an old trailer in this manner as well. Director Kittel went over some of the existing ordinances for trailers that cover this area and mentioned that a plan will need to be created for existing shipping containers that are in use on commercial properties. Commissioner Moore also stated that adding a permit fee should be created for the final version. Staff will make some updates and prepare a final version for review.

5.Other Business.

None

6.Adjourn.

Schoenike made a motion to adjourn. Feller seconded the motion. The motion passed unanimously. Meeting adjourned at 4:30pm





MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission
From: Dave Kittel, Director of Planning and Community Development
Date: 8/1/2024
Re: Special Exception 194 Plank Road Unit change

A request has been received to update the previously granted Special Exception for 194 Plank Road to operate an adult assisted living service from 194 Plank Road to 150 Plank Road. An opportunity to move units came up after the Special exception was granted and by moving the unit it would be adjacent to the other unit at 154 Plank road. This would provide a better situation for the tenants at the properties and better allow for staff at the units to assist one another when needed. No additional units are being requested strictly allowing for the change of address from 194 to 150 Plank Road.

Recommendation:

To approve the address change of the units.





MEMO

Engineering Department

To: Plan Commission
From: John Neumeier
Date: 8/8/2024
Re: Park Donation – Grignon Disc Golf Course

Background information:

Appleton Area Disc Golf Club has been volunteering with clean-up and improvements, helping with new hole layouts, and collecting donations to improve the Grignon Park Disc Golf course. With the utility work, stream restoration, and ash tree removal work, there was a great opportunity for upgrades to the course. New holes and signage are being donated and would be installed by public works, in addition to various new tee pads, benches, and site work. The following businesses, groups, and individuals would be recognized on the signage.

- The Wingz Disc Golf Team and Ridge Roller Customs Team (4 holes)
- Appleton Area Disc Golf Club (4 holes)
- Wisconsin Disc Sports Association
- Bad Batch CrossFit and Fox Valley Meal Prep
- Andrew Wolfinger (2 holes)
- Justin Lamers
- Liz Phillippi
- Yates Vanden Heuvel

Strategic Plan:

This project will help re-establish and improve the Grignon Park Disc Golf area. The group is looking to host tournaments and increase usage of the park. The project also encourages residents to get outside and connect with natural areas in the park.

Budget: N/A currently. May come back to Board of Public Works for any shortfall in fund raising.

Staff Recommended Action:

Approve the donations for the disc golf course.







MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission
From: Dave Kittel, Director of Planning and Community Development
Date: 8/2/2024
Re: Park Donation-Pollinator Garden

A local Girl Scout is working on completing her Gold Award Program and would like to create a pollinator garden in the City of Kaukauna. Her main objective is to create an area for the community to use, learn about and appreciate pollinators. After going around to many sites, a location off the corner of Canal St and Catherine St also known as Thilwerth Park was chosen. This site provides opportunities for those on the trail nearby to experience the garden and for the Library and School district to possibly use for programming/education. Overall, this area had a higher potential of community involvement, which is key to this project. The Pollinator Garden would be installed and paid for by the individual working on this project and would include some signage about the garden and pollinators. See map/pictures below for more information.



Recommendation:

To approve the location of the pollinator garden and direct staff to work with the individual on placement of the garden and any signs ensuring it will be out of any vision triangle area.



