

PLAN COMMISSION

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



Thursday, November 05, 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 October 22, 2026
3. Old Business.
4. New Business.
 - [a.](#) Park Donations - Replacement Policy
 - [b.](#) Bench and Tree Application - Riske
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, October 22, 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, Kelli Antoine, Michael Avanzi, John Neumeier, Ken Schoenike, Mayor Tony Penterman

Members Absent: Giovanna Feller, John Moore

Others Present: Associate Planner Adrienne Nelson, Mike Klarner with Fox Structures, Inc.

Avanzi made a motion to excuse the absent members. Seconded by Neumeier. The motion passed unanimously.

2. Approval of Minutes

a. Approve Minutes from October 8, 2026

Antoine made a motion to approve the minutes from October 8, 2026. Seconded by Jensen. The motion passed unanimously.

3. Old Business

a. None

4. New Business

a. Site Plan Review – ROAM Storage (Parcel #322112300)

Associate Planner Nelson explained that Straightline Refrigeration is located at 300 Kelso Road in the NEW Prosperity Center Industrial Park and they have plans to purchase parcel 322112300 for the construction of a 28,975 square foot storage and maintenance facility. They have applied for a variance to the front yard setback requirements for the Industrial District, and they have submitted an

amendment request for the NEW Prosperity Center Protective Covenants, so that they can obtain a 20 foot front yard setback. The variance and amendment requests were made because about 55% of the lot is unbuildable due to the floodplain and stream setback on the west and south side of the lot. The amendment request was approved at the Common Council meeting on October 20th, 2026, and the variance request is set to go before the Board of Appeals on October 28th, 2026.

Nelson gave an overview of the site plan. The proposed building height is 25 feet and they plan to have between 10 to 12 off-street parking spaces. Landscaping requirements are being met and there are no concerns with lighting. The erosion control and stormwater management permit has been submitted and is currently being reviewed by the Engineering Department. There are no concerns with traffic or from the Fire and Police Departments. The façade elevation was approved by the Industrial Park Commission. Staff recommend approval of the development with the following conditions: prior to the issuance of building permits, the variance request for the 20 foot front yard setback must be approved by the Board of Appeals, the amendment request for the 20 foot front yard setback must be approved by the Common Council, and the stormwater and erosion control permit must be approved by the Engineering Department.

Schoenike asked Nelson for more information on the use of the building.

Nelson explained that the building will be used for office space for Straightline's staff as well as for contractor storage, shops, and maintenance facilities.

Neumeier asked about plans for address signage on or near the building.

Nelson explained that there were currently no plans for signage.

Neumeier stated that they will be required to have signage at the entrance or on the building listing the separate addresses and businesses in the building per City ordinance.

Jensen asked if the plan had been submitted to the state for plan review yet.

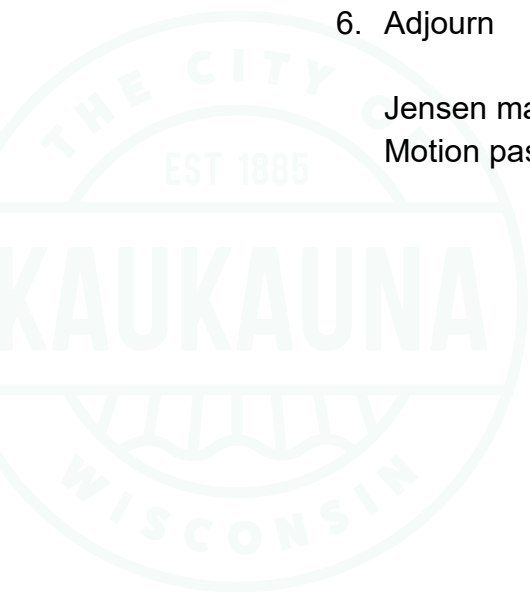
Mike Klarner with Fox Structures, Inc. explained that the plan has not been submitted yet but will be.

Avanzi made a motion to approve the development with the following conditions: prior to the issuance of building permits, the variance request for the 20 foot front yard setback must be approved by the Board of Appeals, the amendment request for the 20 foot front yard setback must be approved by the Common Council, and the stormwater and erosion control permit must be approved by the Engineering Department. Seconded by Neumeier. The motion passed unanimously.

5. Other Business
 - a. None

6. Adjourn

Jensen made a motion to adjourn the meeting. Seconded by Schoenike. Motion passed unanimously. The meeting adjourned at 4:07 p.m.





MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
From: Jessica Buettner, Planning Assistant
Date: October 27, 2026
Re: City of Kaukauna Tree Planting and Replacement Policy and Park
Donation Policy Guidelines Update

A memorial tree donation was made from Nancy Zornow in honor of Dennis “Zip” Zornow in 2022 located in the Konkapot and Horseshoe Valley area near the bench that was previously donated in 2021. Nancy came in on July 29, 2026 to notify the Planning & Community Development Department that the Spring Snow Crabapple tree that was donated was destroyed by deer and asked to have two new trees planted with fencing to prevent damage.

After discussion with the Associate Planner and the Department of Public Works Superintendent, the City of Kaukauna Tree Planting and Replacement Policy and the Park Donation Policy Guidelines online document were reviewed to consider updates.

It was decided that a time limit is defined in the Useful Life sections of the policies, and that this language be added: “Donated trees will be replaced by request at no cost to the donor for up to three years after planting in the event that the tree dies. This is a one-time replacement offer and does not apply in the event that the replacement tree dies.”

Staff Recommendation

Staff recommend approval of the policy updates with the condition that staff will work with the donor to clarify tree replacement and protective measures to prevent damage to the tree.



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
From: Jessica Buettner, Planning Assistant
Date: October 22, 2026
Re: Park Donation Application Review – Riske

A park bench and tree donation application has been submitted by Amanda Riske in memory of Vicki Wagner. The proposed location of the bench and tree is located at the Ann Street and Fieldcrest Drive crossing guard corner. This bench would be in the City of Kaukauna's standard Cambridge bench style in purple and would include a plaque near the bench which will be ordered from Action Awards. The tree would be a Brandywine Maple or a Tina Crabapple. An example of the style of plaque being requested is shown below.



Staff Recommendation

Staff recommend approval of the park bench and tree donation for Amanda Riske in memory of Vicki Wagner with the condition that staff will work with the donor to finalize the location of the bench and tree.