

PLAN COMMISSION

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



Thursday, March 17, 2022 at 4:00 PM

AGENDA

HYBRID MEETING (May attend in-person or via Zoom)
In-Person in Common Council Chambers, City of Kaukauna
Remote Attendance option available via Zoom

1. Roll Call.
2. Approval of Minutes.
 - [a.](#) Approval of February 17th, 2022 Meeting Minutes
3. Old Business.
 - [a.](#) Approval of New Ordinance - Section 17.49 - Public Notification
4. New Business.
 - [a.](#) Letter of Support - UNPS & SW Construction Grant - Company Woods Pond
 - [b.](#) RW Plat & Relocation Order - Intersection of Island Street and Elm Street
5. Other Business.
6. Adjourn.

NOTICES

Teleconference Access Information on Following Page

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

WE ARE FOLLOWING CDC GUIDELINES REGARDING MASK-WEARING IN CITY FACILITIES.

MEETING ACCESS INFORMATION

You can access this meeting by one of three methods: from your telephone, computer, or by an app. Instructions are below.

To access the meeting by telephone:

1. Dial **1-312-626-6799**
2. When prompted, enter **Meeting ID 651 261 7664** followed by #
3. When prompted, enter **Password 54130** followed by #

To access the meeting by computer:

1. Go to **<http://www.zoom.us>**
2. Click the **blue link** in the upper right hand side that says **Join a Meeting**
3. Enter **Meeting ID 651 261 7664**
4. Enter **Password 54130**
5. Allow Zoom to access your microphone or camera if you wish to speak during the meeting

To access the meeting by smartphone or tablet:

1. **Download** the **free Zoom app** to your device
2. Click the **blue button** that says **Join a Meeting**
3. Enter **Meeting ID 651 261 7664**
4. Enter **Password 54130**
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

Members of the public will be muted unless there is an agenda item that allows for public comment or if a motion is made to open the floor to public comment.



PLAN COMMISSION

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

Thursday, February 17th, 2022 at 4:00 PM

MINUTES

HYBRID MEETING (May attend in-person or via Zoom)
In-person in Common Council Chambers, City of Kaukauna
Remote Attendance option available via Zoom

1. Roll Call.

The Meeting was called to order by Mayor Penterman at 4:00 PM.

Members Present: Mayor Penterman, , Commissioner Avanzi, Alderperson Moore (District 2), Alderperson Thiele (District 4), PCDD Stephenson and DPW Neumeier.

Members Absent: Commissioner Feller and Schoenike

A motion was made by Alderperson Moore to excuse the absent members. The motion was seconded by Alderperson Thiele. The motion carried.

2. Approval of Minutes.

a. Approve Minutes of January 20th, 2022 Meeting

A motion was made by Alderperson Moore to approve the minutes of January 20th, 2022, meeting. The motion was seconded by DPW Neumeier. The motion carried.

3. Old Business.

No old business to discuss.

4. New Business.

a. Extraterritorial Review – Wolfinger Subdivision – Phase 1

PCCD Stephenson gave a background on the preliminary plat for phase 1 of Wolfinger Subdivision. This plat is in the town of Buchanan and the City of Kaukauna exercised its right to review the plat.

The Plan Commission entered into a conversation with the following being discussed:

- Lot 1 access off of De Bruin Road
- The ability for the developer to stub in all partial roads.

- Green Haven Lane needs to be maintained to provide cross connection between the subdivisions.
- Sidewalk and bike path plans within the development.
- Darboy vs Kaukauna Utility services.
- The boundary agreement between Kaukauna and Town of Buchanan.

A motion was made by DPW Neumeier to approve Phase 1, Extraterritorial Preliminary Plat Review, of Wolfinger Subdivision and recommend the same to the Common Council with the following conditions:

- Additional phases of the subdivision shall submit a plat for extraterritorial review by the City of Kaukauna.
- A Street connection between Fieldcrest Dr and De Bruin Rd is provided by the development.

The motion was seconded by Alderperson Thiele. The motion carried.

b. Repeal and Replace of Ordinance – Chapter 18 – Subdivision and Platting Regulations

PCDD Stephenson gave a background on the ordinance update to the City's subdivision code.

The Plan Commission entered into a conversation with the following being discussed:

- Utilities language throughout needs to be reviewed by Kaukauna Utilities.
- Cul Du Sac requirements.

A motion was made by Alderperson Thiele to table the subdivision code and allow staff to coordinate with Kaukauna Utilities to update the utility language in the ordinance. The motion was seconded by Commissioner Avanzi. The motion carried.

c. Approval of New Ordinance – Section 17.49 – Public Notification

PCDD Stephenson gave an update on the ordinance to codify additional public notification requirements that will help to keep the public informed of certain zoning changes.

The Plan Commission entered into a conversation with the following being discussed:

- The best time to send the mailing to residents.
- The number of feet away from a development the mailing should be sent.
- When to place the notification sign on the property.

A motion was made by Alderperson Moore to table the ordinance to allow staff to make the discussed changes and bring back the ordinance with those changes. The motion was seconded by DPW Neumeier. The motion carried.

5. Other Business.

The Plan Commission would like to discuss at another meeting, electric vehicle charging stations at personal residence.

6. Adjourn.

A motion was made to adjourn the meeting at 4:56 PM by Commissioner Avanzi. The motion was seconded by Alderperson Moore. The motion carried.



Sec. 17.49 – Public Notification

- (1) Purpose. Section 17.49- Public Notification is intended to assist with alerting the public to certain zoning changes within the City of Kaukauna. Public notification practices, outlined in this section, are in addition to Wisconsin Statutory requirements to keep the public informed of proposed zoning changes.
- (2) *Mailings*: A letter may be mailed, indicating the proposed zoning change, to owners of property within the City of Kaukauna within two hundred feet (200') of property subject to the proposed change under either of the following circumstances :
 - a. A special exception has been submitted and the property is within two hundred feet (200') of a single-family or two-family residential use.
 - b. A rezoning has been submitted and is within two hundred feet (200') of a single-family or two-family residential use and the rezoning will result in an up-zoning or zoning type change.
 - i. Up-Zoning: an up-zoning is when a district of lower intensity is zoned to a district higher intensity. (Example: Residential Single Family rezoned to Residential Two Family)
 - ii. Zoning Type: a classification for similar uses within a broad zoning category, regardless of zoning intensity. (Example: all residential districts or all commercial districts are a zoning type)
- (3) All effort shall be taken to mail the letters to the current owners or record the week prior to the Plan Commission meeting the zoning change will be discussed. In the event a letter is not sent or is sent to the wrong individual, this shall not disqualify the zoning change from being discussed and acted upon at subsequent government meetings.
- (4) *Signage*: In all instances that mailings are required, an informational sign may be placed at the site of the proposed zoning change prior to the Plan Commission meeting at which the proposed zoning change will be discussed.

City of Kaukauna
Plan Commission

March 17, 2022

jn/engr dept

Agenda Item:

Letter of Support for Urban Non-Point Source & Storm Water (UNPS&SW) Construction Grant application for Company Woods Pond

Background

The Engineering Department is seeking the support of the Plan Commission and Stormwater Citizen Advisory Board to apply for an Urban Non-Point Source & Storm Water (UNPS&SW) Construction Grant from the WDNR for the Company Woods Pond Expansion project. A draft letter explaining the project and a map of the area is attached.

Recommended Action

Motion to authorize the Mayor to send a letter of support from the City Plan Commission and Citizen Advisory Board as part of the City's WDNR grant application.



DRAFT LETTER OF SUPPORT

March 18, 2022

John W. Neumeier
City of Kaukauna Engineering Dept
144 West Second Street, P0 Box 890
Kaukauna, WI 54130-0890

Dear Mr. Neumeier:

The Plan Commission and Stormwater Citizen Advisory Board supports the City of Kaukauna's desire to apply for an Urban Non-Point Source & Storm Water (UNPS&SW) Construction Grant from the Wisconsin Department of Natural Resources (DNR) for the Grignon Park Stream Bank Restoration project.

The Fox River is a 303(d) listed water body that is impaired by non-point source pollution; it is listed due to both sediment and phosphorus. The primary purpose of the project is to reduce urban non-point source pollution prior to discharge into the Fox River by improving the existing wet detention basin to meet DNR standards and lowering the amount of TSS and TP discharged. The pond is located off of County Road Q (Hillcrest Drive). The project will also assist the City with NR 216 Municipal Separate Storm Sewer System (MS4) Permit compliance and is a part of the City's approved TMDL Action Plan. Finally, the project will allow the City to enhance the existing basin area with native plantings and trees.

We support the DNR grant application as the grant funds will assist with MS4 Permit compliance and enhance both our surface water quality and our park lands. The Citizen Advisory Board recognizes the recreational and economic benefits provided by our waterways.

Sincerely,

Mayor Anthony J. Penterman
Citizen Advisory Board

McMAHON

ENGINEERS ARCHITECTS

1445 McMAHON DRIVE NEENAH, WI 54956
 Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
 Tel: (920) 751-4200 Fax: (920) 751-4284
 www.mcmgrp.com

POTENTIAL STORMWATER BMP RETROFIT

BMP ID: P-BMP-F26b

MCM PROJECT NO: K0006-910292

SITE INFORMATION:

Municipality:
CITY OF KAUKAUNA

Proposed BMP Name: COMPANY WOODS POND

Date:
DECEMBER, 2013

Initials:
SKR

DRAINAGE AREA:

Sub-watershed ID:
FOX RIVER

Tributary Drainage Area IDs:
E-BMP: F26b

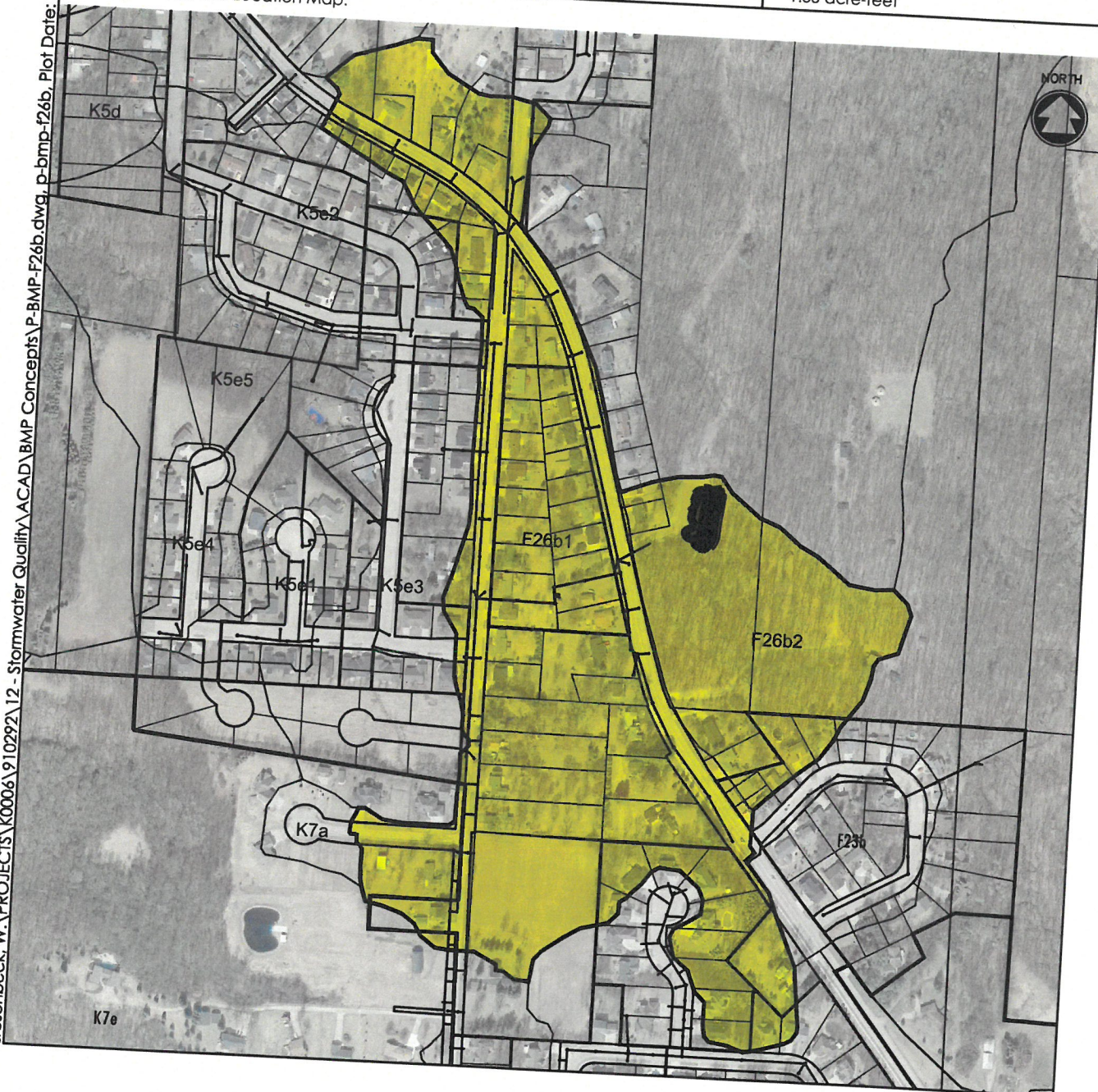
Total Drainage Area:
49.7 acres

Imperviousness (Future):
27.5 %

Runoff Curve Number (Future):
80

Water Quality Volume (Future):
1.85 acre-feet

Drainage Area / Site Location Map:



srosenbeck, W:\PROJECTS\K0006\910292\12 - Stormwater Quality\ACAD\BMP Concepts\P-BMP-F26b.dwg, p-bmp-f26b, Plot Date: 3/31/2014 10:35 AM, xrefs:#####

PROPOSED BMP RETROFIT:

Type of proposed BMP retrofit (e.g. wet pond, bioretention, proprietary device, etc.):
Wet Detention Pond

Initial BMP Screening

Groundwater Depth (ft): >5 ft
Bedrock Depth (in): >60 in
USDA Soil Texture: WINNECONNE SILTY CLAY LOAM

Remediation:
Historical:
100-Year Floodplain:

☐ Yes ☒ No
☐ Yes ☒ No
☐ Yes ☒ No

Wetland: ☐ Potential ☐ Yes ☒ No
Public Well < 400 ft: ☐ Yes ☒ No
Private Well < 100 ft: ☐ Yes ☒ No

BMP Outfall (storm sewer, stream, wetland, groundwater, etc.):
Storm sewer discharges into existing stream.

Infrastructure modifications or flow diversions required for retrofit:
Proposed pond is a modification to an existing wet detention facility not meeting DNR 1001 code.

Site access for future BMP maintenance:
Site is located in rear yard of properties (existing facility) - Good access of Hillcrest Drive.

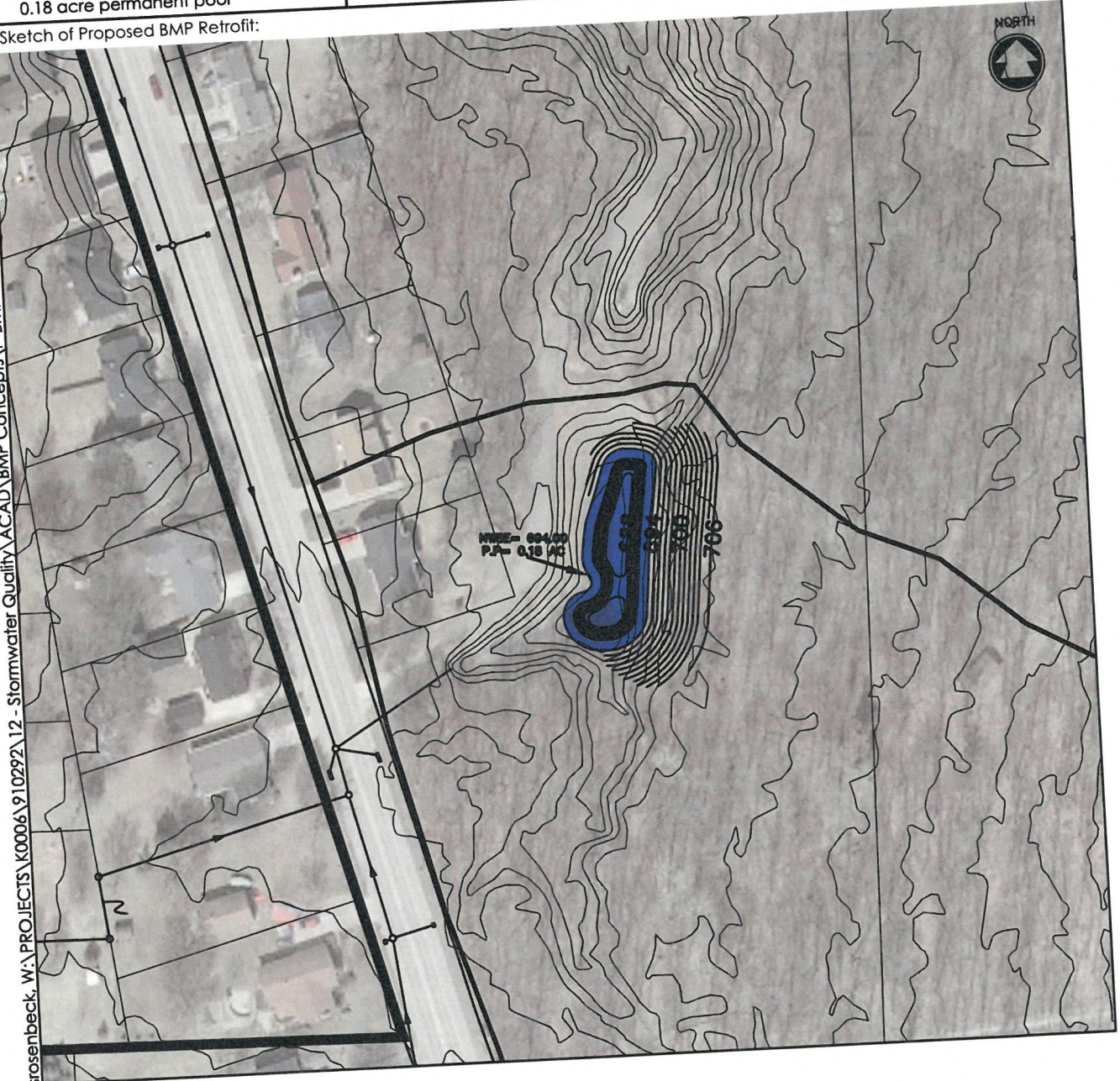
Site constraints that require further investigation (e.g. utility conflicts, wetlands, groundwater, etc.):
No known conflicts exist (expansion of existing facility). The area to the east of the existing pond is wooded.

Approx. Size of BMP Retrofit:
0.18 acre permanent pool

Approx. Land Required (ac):
N/A

Estimated Cost:
\$125,000

Sketch of Proposed BMP Retrofit:



City of Kaukauna
Plan Commission
jn/engr dept

March 17, 2022

Agenda Item
RW Plat and Relocation Order for Island/Elm Intersection Improvements

Background

A RW Plat and Relocation Order have been created for Island/Elm Intersection Improvements project and both are attached to this background information. These documents start the acquisition process for the necessary easements to install the improvements.

The documents will be recorded in the office of the county Register of Deeds. Provisions are made for the signature(s) of the approving local agency officials. Prior to the recording, the plat must be signed by a representative from the agency authorizing approval of the plat.

Recommended Action

Motion to recommend approval of the RW Plat and Relocation Order for Island/Elm Intersection Improvements to the Common Council and to authorize the Director of Public Works to sign the plat on behalf of City of Kaukauna.

CONVENTIONAL SYMBOLS			
SECTION LINE		SECTION CORNER SYMBOL	
QUARTER LINE			
SIXTEENTH LINE			
NEW REFERENCE LINE		SECTION CORNER MONUMENT	
NEW R/W LINE			
EXISTING R/W OR HE LINE		GEODETIC SURVEY MONUMENT	
PROPERTY LINE		SIXTEENTH CORNER MONUMENT	
LOT, TIE & OTHER MINOR LINES		SIGN	
SLOPE INTERCEPT		OFF-PREMISE SIGN	
CORPORATE LIMITS			
UNDERGROUND FACILITY (COMMUNICATIONS, ELECTRIC, ETC)			
NEW R/W (FEE OR HE) (HATCHING VARIES BY OWNER)			
TEMPORARY LIMITED EASEMENT AREA			
EASEMENT AREA (PERMANENT LIMITED OR RESTRICTED DEVELOPMENT)			
TRANSMISSION STRUCTURES			
BUILDING			
TO BE REMOVED			
BRIDGE			
CULVERT			

CONVENTIONAL ABBREVIATIONS			
ACCESS RIGHTS	AR	PAGE	P
ACRES	AC	POINT OF TANGENCY	PT
AHEAD	AH	PERMANENT LIMITED EASEMENT	PLE
ALUMINUM	ALUM		
AND OTHERS	ET AL	POINT OF BEGINNING	POB
BACK	BK	POINT OF CURVATURE	PC
BLOCK	BLK	POINT OF COMPOUND CURVE	PCC
CENTERLINE	C/L	POINT OF INTERSECTION	PI
CERTIFIED SURVEY MAP	CSM	PROPERTY LINE	PL
CONCRETE	CONC	RECORDED AS	(100')
COUNTY	CO	REEL / IMAGE	R/I
COUNTY TRUNK HIGHWAY	CTH	REFERENCE LINE	R/L
DISTANCE	DIST	REMAINING	REM
CORNER	COR	RESTRICTIVE DEVELOPMENT	RDE
DOCUMENT NUMBER	DOC	EASEMENT	
EASEMENT	EASE	RIGHT	RT
EXISTING	EX	RIGHT OF WAY	R/W
GAS VALVE	GV	SECTION	SEC
GRID NORTH	GN	SEPTIC VENT	SEPV
HIGHWAY EASEMENT	HE	SQUARE FEET	SF
IDENTIFICATION	ID	STATE TRUNK HIGHWAY	STH
LAND CONTRACT	LC	STATION	STA
LEFT	LT	TELEPHONE PEDESTAL	TP
MONUMENT	MON	TEMPORARY LIMITED EASEMENT	TLE
NATIONAL GEODETIC SURVEY	NGS		
NUMBER	NO	TRANSPORTATION PROJECT PLAT	TPP
OUTLOT	OL	UNITED STATES HIGHWAY	USH
		VOLUME	V

NOTES:

POSITIONS SHOWN ON THIS PLAT ARE WISCONSIN COORDINATE REFERENCE SYSTEM COORDINATES (WISCRS), OUTAGAMIE COUNTY, NAD83 (2012)IN US SURVEY FEET. VALUES SHOWN ARE GRID COORDINATES, GRID BEARINGS, AND GRID DISTANCES. GRID DISTANCES MAY BE USED AS GROUND DISTANCES.

ALL NEW RIGHT-OF-WAY MONUMENTS WILL BE TYPE 2 (TYPICALLY 3/4" X 24" IRON REBARS), UNLESS OTHERWISE NOTED, AND WILL BE PLACED PRIOR TO THE COMPLETION OF THE PROJECT.

DIMENSIONING FOR THE NEW RIGHT-OF-WAY IS MEASURED ALONG AND PERPENDICULAR TO THE NEW REFERENCE LINES.

RIGHT-OF-WAY BOUNDARIES ARE DEFINED WITH COURSES OF THE PERIMETER OF THE HIGHWAY LANDS REFERENCED TO THE U.S. PUBLIC LAND SURVEY SYSTEM OR OTHER "SURVEYS" OF PUBLIC RECORD.

FOR THE CURRENT ACCESS/DRIVEWAY INFORMATION, CONTACT THE PLANNING UNIT OF THE CITY OF KAUKANA

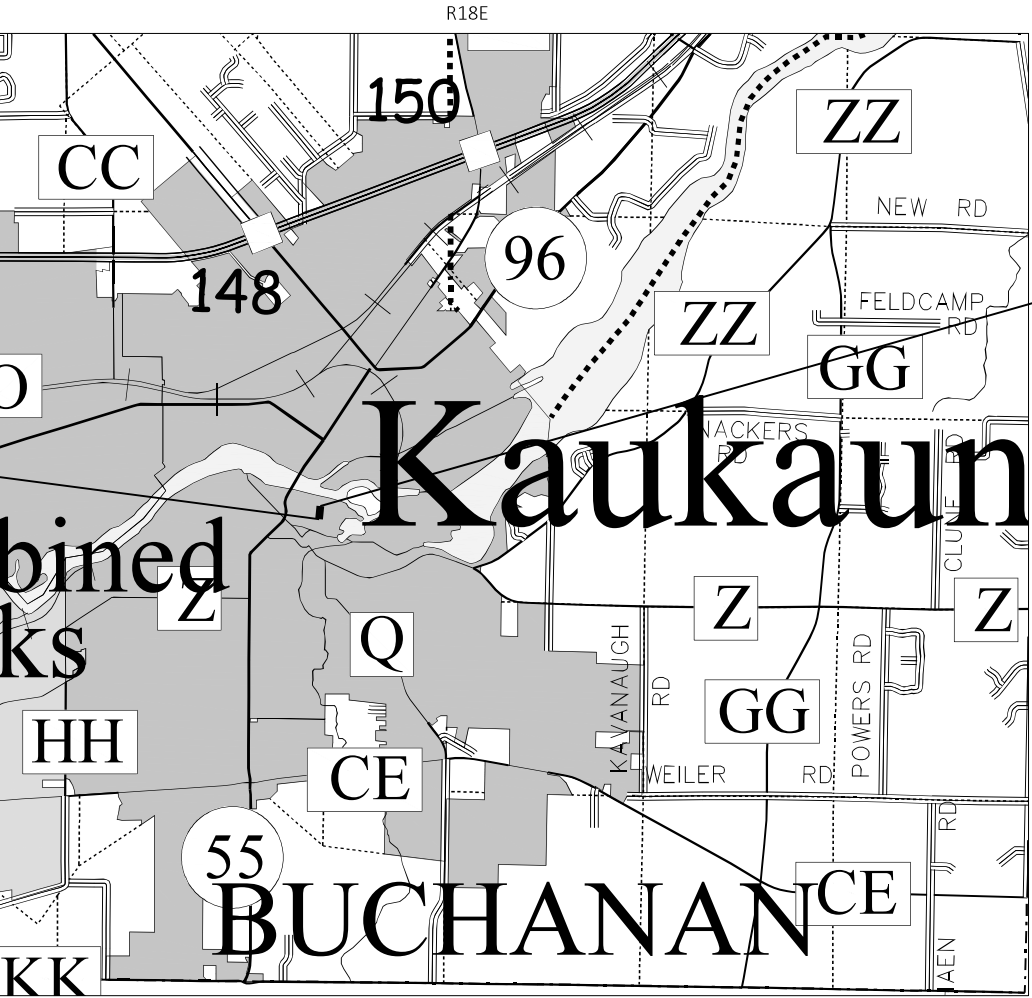
PARCEL AND UTILITY IDENTIFICATION NUMBERS MAY NOT POINT TO ALL AREAS OF ACQUISITION, AS NOTED ON THE DETAIL PAGES.

INFORMATION FOR THE BASIS OF EXISTING HIGHWAY RIGHT-OF-WAY POINTS OF REFERENCE AND ACCESS CONTROL ARE LISTED ON THE DETAIL PAGES.

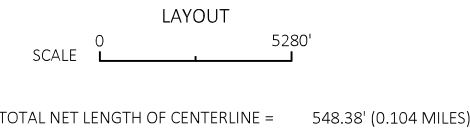
CONVENTIONAL UTILITY SYMBOLS		CURVE DATA ABBREVIATIONS	
WATER		LONG CHORD	LCH
GAS		LONG CHORD BEARING	LCB
TELEPHONE		RADIUS	R
OVERHEAD TRANSMISSION LINES		DEGREE OF CURVE	D
ELECTRIC		CENTRAL ANGLE	Δ/DELTA
CABLE TELEVISION		LENGTH OF CURVE	L
FIBER OPTIC		TANGENT	T
SANITARY SEWER		DIRECTION AHEAD	DA
STORM SEWER		DIRECTION BACK	DB
ELECTRIC TOWER			

BEGIN RELOCATION ORDER

STATION 102+50
4802.07 FEET NORTH OF AND 167.36 FEET WEST OF CORNER 42118221900S BEING AN ANGLE POINT IN THE WEST LINE OF SEC. 21 T21N, R18E, CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN
Y: 568164.009
X: 864186.754



END RELOCATION ORDER
STATION 107+98.38
5343.23 FEET NORTH OF AND 79.23 FEET WEST OF CORNER 42118221900S BEING AN ANGLE POINT IN THE WEST LINE OF SEC. 21 T21N, R18E, CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN
Y: 568705.260
X: 864274.875



RELOCATION ORDER

LPA1708 08/2011 (Replaces LPA3006)

Project 7-22.01 Island/ Elm Intersection Improvements	Road name Island Street City of Kaukauna, Outagamie County, Wisconsin	Highway Island Street	County Outagamie
Right of way plat date ##-##-2022	Plat sheet number(s) 4.02	Previously approved Relocation Order date None	

Description of termini of project: Beginning at a point that is 4802.07 feet North of and 167.63 feet East of Outagamie County Corner 42118221900S being an angle point in the West line of Sections 21, T21N, R18E, City of Kaukauna, Outagamie County Wisconsin; thence Northeasterly to the End of Relocation Order point. Said point being 5343.23 feet north of and 79.23 feet East of Outagamie County Corner 42118221900S being an angle point in the West line of Section 21, T21N, R18E, City of Kaukauna, Outagamie County, Wisconsin, as shown on the plat of right-of-way or a copy thereof marked.

Total net length of centerline is approximately 548.38 feet (0.104 miles).

Outagamie County Coordinate System, NAD 83 (2012):

Beginning Coordinates

Y: 568,164.009

X: 864,186.754

End Coordinates:

Y: 568705.260

X: 864274.875

To properly establish, lay out, widen, enlarge, extend, construct, reconstruct, improve, or maintain a portion of the highway designated above, it is necessary to relocate or change and acquire certain lands or interests in lands as shown on the right of way plat for the above project.

To effect this change, pursuant to authority granted under Sections 62.22 and 62.23(10), Wisconsin Statutes, the City of Kaukauna orders that:

1. The said road is laid out and established to the lines and widths as shown on the plat.
2. The required lands or interests in lands as shown on the plat shall be acquired by: City of Kaukauna
3. This order supersedes and amends any previous order issued by the: City of Kaukauna

Name and Title

Date