

PLAN COMMISSION

A meeting of the City of Kaukauna Plan Commission was called to order at 4:03 p.m. on Thursday, January 7, 2021, by Chairman Penterman.

Members Present: Feldt (joined meeting at 4:18 p.m.), Feller, Penterman, Schoenike, Sundelius, Thiele.

Also Present: Planning Director Jakel, Principal Planner Brunette, Project Engineer Neumeier, various members of the public.

1. **Absent Members.** A motion to excuse the absent member was made by Feller, seconded by Thiele. All members voted aye. Motion carried.
2. **Minutes.** A motion to approve the minutes of the December 3, 2020, meeting was made by Feller, seconded by Schoenike. All members voted aye. Motion carried.
3. **Update on Nickel's Farm Conceptual Plat.** Mr. Jakel noted that the former Nickel's Farm has a great deal of wetlands as there is a creek and ditchline running throughout the property where development would occur. These would be classified as farmed wetlands and would require mitigation through purchase of credits through a wetland bank. The City would be required to buy 2.21 credits in order to mitigate both the residential and recreational portions of the site. 2.09 credits could be purchased from the Northland Fremont site at a cost of \$210,641, but an additional .2 credits would still be required, which would be purchased from the Wolf Bank bringing the cost to \$223,829. The road and recreational amenities have been sited intentionally to reduce wetland disturbance. Approximately \$70,000 of the \$223,829 would be related to mitigation of the residential area. This cost is approximately \$2,400 per lot if 29 lots are developed and \$2,800 per lot if 25 lots are developed and recreational space is maximized. The Planning Department anticipates approximately \$30,000 sales prices per lot with some higher and some lower depending on lot buildability and features. Mr. Jakel noted that he has been in conversations with Robert E. Lee and Associates about staging the wetland mitigation – first mitigating the residential area and mitigating the recreational area later. There may be opportunity to mitigate and improve wetlands in the City of Kaukauna versus through an out of City wetland bank with the potential acquisition of property within the Blue Stem Meadows subdivision. Mr. Jakel intends to follow up with several firms on the feasibility of staging mitigation and the potential of in-community mitigation. Commissioner Sundelius asked about expanding and creating wetlands on the Southeastern corner of the property. Mr. Jakel replied that the DNR requires wetlands to be placed and go through three growth cycles in order to be certified as wetlands. This would be prohibitive to the timeframe of developing residential lots when the goal is to bring these lots to market while the residential home building market is hot. Commissioner Schoenike asked whether Ridgecrest Lane would be continued down to Lemongrass. Commissioner Sundelius replied that it would be better to continue Ridgecrest Lane rather than to have a mid-block street name change. Commissioner Sundelius asked what the purpose of Lot 11 was, as it is almost entirely wetlands. Mr. Jakel replied that the adjacent rear yard owner is interested in purchasing the lot to expand his backyard and is aware of the sidewalk clearing responsibilities and the street assessments that would be associated with that lot purchase. Lot pins had been set to match the adjoining lot so that the wetland is a backyard to the potential buyer. Mr. Jakel noted that when this conceptual plat advances to the Preliminary Plat phase, it will need to be named and street names will be noted on the face of the plat, as well. Three suggested names included baseball-oriented names such as Around the Horn Estates, Inside the Park Place and a play on the State Highway 55 location, Double Nickel Plat. Commissioner Thiele noted that she liked Inside the Park Place. A motion to name the subdivision Inside the Park Place was made by Feller, seconded by Schoenike. All members voted aye. Motion carried.
4. **Building Inspection Contracted Services Update and Plan Commission Structure.** Ms. Brunette shared that the City of Kaukauna has had a difficult time recruiting and hiring a full-time inspector due to the very busy nature of the trades and construction industry. The City has recently moved into a contracted services model where plan review and field inspections (both residential and commercial) are performed by a team of licensed inspectors through McMahon & Associates. The process is still evolving, but is moving toward a smooth system. Internally, members of staff have been taking the reins on processing permit payments, reviewing zoning administration

questions and taking the lead on code enforcement. Once the Planning and Community Development Coordinator role is filled, a portion of that role will incorporate daily Inspection administrative support. Municipal code requires that the Building Inspector be a full-time appointed employee. While former Building Inspector Jon Oldenburg was a contracted employee, he felt more like a full-time employee as he maintained regular in-office hours, participated in department head and Plan Commission meetings and was highly aware of local municipal zoning code for the City of Kaukauna. This new model is a bit different as we are relying on a team of inspectors that are not based in Kaukauna, but staff is working to make the transition successful. This transition will require municipal code changes in each instance where the Building Inspector is noted as the designated authority to perform certain duties. One area of code that will also need to be updated will be the composition of the Plan Commission. State statute requires that Plan Commissions be seven members, and only permits eight member Plan Commissions when the eighth member is the municipal building inspector. Staff advises that the code change to drop down to a seven member Plan Commission would make more sense in this new structure. This would also make it easier to attain quorum for meetings as we would not be operating with one permanent absent member on the Commission. A motion to advance the municipal code change to modify the Plan Commission structure to the Legislative Committee was made by Thiele, seconded by Sundelius. All members voted aye. Motion carried.

There being no further business to be brought before the Commission, a motion to adjourn the meeting at 4:33 p.m. was made by Sundelius, seconded by Feldt. All members voted aye. Motion carried.

Allyson Watson Brunette
Principal Planner