

PLAN COMMISSION

A meeting of the City of Kaukauna Plan Commission was called to order at 4:01 p.m. on Thursday, January 21, 2021, by Chairman Penterman.

Members Present: Feldt, Moore, Penterman, Schoenike (joined at 4:03 p.m.), Sundelius, Thiele.

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

Excused: Feller

1. **Absent Members.** A motion to excuse the absent member was made by Thiele, seconded by Feldt. All members voted aye, motion carried.
2. **Minutes.** A motion to approve the minutes of the January 7, 2021 meeting was made by Moore, seconded by Feldt. All members voted aye, motion carried.
3. **Changed Agenda Order.** A motion to go out of order to take up Old Business Agenda Item #2 before Item #1 was made by Thiele, seconded by Moore. All members voted aye, motion carried.
4. **Recommended Zoning Code Changes Regarding Special Exception Uses.** Mrs. Brunette presented a draft ordinance based on the discussion of the Plan Commission on December 3, 2020. The proposed ordinance would remove certain special exception uses that the Commission deemed appropriate from several zoning districts. The proposed ordinance also adds language for principal accessory uses that would allow small scale artisan manufacturing (craft production) to take place in the Central Business District and Commercial Core District provided that the manufacturing use was an accessory use to a retail component. Commissioner Moore inquired about clarification of verbiage regarding wholesale bakeries in 17.20(2). Staff is to verify that the verbiage is not a typographic error on the Municode software. A motion was made to recommend these changes to the Legislative Committee for approval by Feldt, seconded by Schoenike. All members voted aye, motion carried.
5. **Update on Proposed Redevelopment of 120 E. Wisconsin Avenue.** Trevor Frank of Short Elliott Hendrickson presented a new conceptual floorplan for the proposed redevelopment of 120 E. Wisconsin Avenue on behalf of his client. The updated footprint would add an additional 800 SF to the proposed structure and extend the Southern façade of the building eastward an additional 35'. Such an expansion would require the vacation and removal of an existing driveway and an easement noted on the face of the plat. The driveway relocation is feasible and the Engineering Department has estimated expenses for such work, but due to the slope in this location, it is preferred that the new driveway location and easement remain as close to the eastern edge of this lot as possible. It was requested by the Engineering Department that a 15' setback off of the eastern property line of this affected lot be dedicated for easement and driveway relocation to avoid the slope and additional grading work. The driveway is not needed at present, and would serve to support potential future developments on adjacent lots for parking lot or fire access. The developer noted that they would like to keep the views from the eastern façade of the structure as unobstructed as possible, but would be fine with the easement location. Commissioner Sundelius inquired about the odd shape of the current lot that is not squared off. Mr. Jakel noted that the property could be re-platted to square off the lot. No action was taken at this time.
6. **Request for Easement by TDS.** Mr. Neumeier presented the proposed TDS easement request from TDS for an access cabinet to be located in Thelen Park. Questions were asked by the Commissioners regarding the size, appearance and location of the easement and cabinet. Specifically, Commissioners wanted to ensure that this would not cause a visual obstruction to adjacent neighboring property owners and that it would not be subject to snow or salt damage from road and sidewalk clearing measures. Commissioners asked about the value of granting such an easement and about the locations of other such cabinets in the immediate region. Representatives from TDS noted locations of other such cabinets and made recommendations on landscaping measures that would reduce visibility of the cabinet. Commissioner Sundelius questioned the presence of a

structure in right of way and setback minimums. Mr. Jakel noted that utility cabinets are a permitted principal use in code. Commissioner Feldt asked to confirm that the 15' easement would be fully located on park property and would not be in a conflicting co-location with existing utility easements. A motion was made to direct staff to make updates with TDS to the easement instrument and bring it back before this body for approval by Moore, seconded by Sundelius. All members voted aye, motion carried.

7. **Adjourn to Executive Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss redevelopment of property located at 120 E. Wisconsin Avenue.** A motion was made to adjourn to executive session by Feldt, seconded by Moore. All members voted aye, motion carried. The body adjourned to executive session at 4:41 p.m.
8. **Motion to Return to Open Session.** A motion was made to return to open session by Moore, seconded by Schoenike. All members voted aye, motion carried. The body returned to open session at 5:02 p.m.
9. **Redevelopment of 120 E. Wisconsin Avenue.** A motion was made to direct staff to draft a developer's agreement for the redevelopment of property located at 120 E. Wisconsin Avenue was made by Moore, 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 5:03 p.m. was made by Sundelius, seconded by Moore. All members voted aye, motion carried.

Allyson Watson Brunette
Principal Planner