

## PLAN COMMISSION

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A meeting of the City of Kaukauna Plan Commission was called to order at 4:00 p.m. on Thursday, March 4, 2021, by Chairman Penterman.

Members Present: Feldt, Feller, Moore, Penterman, Schoenike, Sundelius.

Also Present: Principal Planner Brunette, Project Engineer Neumeier, Dustin Wolff (Mead & Hunt), Alderman Coenen, Cassidy Mickelson, Attorney Davidson.

Members Absent: Thiele.

1. **Introduction of Dustin Wolff, Mead & Hunt.** Mrs. Brunette introduced Dustin Wolff from Mead & Hunt to the Plan Commission members. The City is under contract with Mead & Hunt for contract planning services while the Planning and Community Development Director role is vacant to backfill land use planning services. Mr. Wolff will be involved in future Plan Commission meetings and will provide staff reports to the Commission on planning items on future agendas.
2. **Excusing Absent Members.** A motion to excuse the absent member was made by Feldt, seconded by Moore. All members voted aye, motion carried.
3. **Minutes.** A motion to approve the minutes of the February 4, 2021 meeting was made by Feller, seconded by Moore. All members voted aye, motion carried.
4. **Review Request for Easement in Thelen Park, submitted by TDS.** Mr. Neumeier shared the draft easement was negotiated with TDS and \$5,000 will be offered for the 15x15' easement as a one time payment, which would also cover costs of landscaping the City would need to do around the concrete pad/box. The easement is non-exclusive. There are provisions for the removal of the small tree that could possibly be located in the easement area, and the tree will be included at TDS' expense if requested by the City. A motion was made to forward the easement instrument to the Common Council for approval by Schoenike, seconded by Feldt. All members voted aye, motion carried.
5. **Review 1-Lot Certified Survey Map of Former Carnegie Library (111 Main Avenue).** Mrs. Brunette shared the draft 1-Lot CSM and noted that the surveying work has taken a longer timeframe than anticipated due to complexities in the title work in this area. What was intended to originally be a 2-Lot CSM will be a 1-Lot CSM and the remainder of the survey work will be recorded as a Plat of Survey. The lot configuration of the 1-Lot CSM allows for enough land for the proposed site plan while maintaining necessary distance for utility access easement and maintenance needs along the power canal. The intended property boundary along Main Avenue will keep all grass areas under private ownership for maintenance purposes, but part of the right of way has not yet been vacated. Once vacated, the triangular area to the northeast of Lot 1 would become a part of that parcel. Commissioner Schoenike asked for confirmation on the floodplain location and Mrs. Brunette noted that a LOMA survey is forthcoming at the request of the developer which will note the exact floodplain location. Mrs. Brunette noted that survey is likely to be completed within the next 30 days. Mr. Neumeier noted that the property line along Main Avenue will match with the sidewalk that was installed on what is (and was at that time) city-owned property on the cul de sac bulb at the southern end of Main Avenue. The lot line will be cleaned up on a revised version of this 1-Lot CSM. A motion was made to forward the 1-Lot CSM to Common Council for approval was made by Feldt, seconded by Moore. All members voted aye, motion carried.
6. **Review Draft Housing Analysis of Downtown Kaukauna, Prepared by Redevelopment Resources.** Mrs. Brunette brought the draft report back to Plan Commission for their review now that the report has been finalized. This information is helpful in marketing city-owned sites in Downtown Kaukauna for market rate multifamily development. The report notes a healthy appetite for market rate multifamily in the Fox Valley and specifically points out a shortage of units available in Kaukauna. This report will be shared with developers after approval by Common Council and it is hoped that the number of projects proposed and the quality of the finishes within those projects increases based on this reports findings. Commissioner Schoenike inquired about the

abbreviation ESRI used in the report. Mrs. Brunette provided some explanation to what that data source is and noted she would add this in the Housing Analysis Report before advancing to Council. No action taken at this time.

7. **Adjourn to Executive Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss redevelopment of property located at 111 Main Avenue.** A motion was made to adjourn to executive session by Moore, seconded by Schoenike. All members voted aye, motion carried. The body adjourned to executive session at 4:20 p.m. A motion was made to allow Dustin Wolff and Alderman Coenen to attend the closed session for commentary by Sundelius, seconded by Feldt. All members voted aye, motion carried.
8. **Motion to Return to Open Session.** A motion was made to return to open session by Moore, seconded by Feldt. All members voted aye, motion carried. **The body returned to open session at 4:29 p.m.**
9. **Motion to Approve the Purchase and Development Agreements for 111 Main Avenue and Forward to Common Council for Approval.** A motion was made to approve the purchase and development agreements for 111 Main Avenue and forward to Common Council for final action by Moore, seconded by Feller. All members voted aye, motion carried.
10. **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 Feller, seconded by Moore. All members voted aye, motion carried. The body adjourned to executive session at 4:56 p.m.
11. **Motion to Return to Open Session.** A motion was made to return to open session by Feldt, seconded by Schoenike. All members voted aye, motion carried. The body returned to open session at 5:16 p.m.
12. **Redevelopment of 120 E. Wisconsin Avenue.** A motion was made to direct staff to advance a revised developer's agreement for the redevelopment of property located at 120 E. Wisconsin Avenue as an attorney's work product to Common Council by Moore, seconded by Thiele. All members voted aye, motion carried.

There being no further business to be brought before the Commission, a motion to adjourn the meeting at 5:17 p.m. was made by Sundelius, seconded by Feldt. All members voted aye, motion carried.

Allyson Watson Brunette  
Principal Planner