

PLAN COMMISSION

A meeting of the City of Kaukauna Plan Commission was called to order at 4:00 p.m. on Thursday, April 8, 2021, by Chairman Penterman.

Members Present: Feldt, Feller (4:06), Moore, Penterman, Sundelius, Thiele.

Also Present: [Principal Planner Brunette](#), [Project Engineer Neumeier](#), [Marcus McGuire](#), [Dustin Wolff](#).

Members Absent: Schoenike.

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 March 18, 2021 meeting was made by Moore, seconded by Feldt. All members voted aye, motion carried.
3. **Review 2-Lot Certified Survey Map on Green Bay Road, submitted by David and Diane Lamers**. Mrs. Brunette brought forward the plan to move the lot line on two adjacent parcels owned by David and Diane Lamers. Staff expressed no concerns, and Commission had no further question. A motion was made to approve the proposed retracement (2) lot Certified Survey Map, and recommend the same to the City Council, without conditions by Feldt, seconded by Moore. All members voted aye, motion carried.
4. **Request for special exception at 500 Hendricks Avenue, submitted by Dan and Joanne Densow**. Mrs. Brunette brought forward the situation regarding a request for special exception at 500 Hendricks Avenue. A zoning change from a potential sale fell through, and through inability to sell, is now requesting the property be granted a special exception or rezoned back into commercial use in order to sell. Staff expressed preference to limit potential uses of the building going forward to meet community desire. Discussion was had between commissioners and staff about the intricacies of the special exception, the code changes required, and the contingencies that should be set to accept an appropriate business for the property. Mr. Wolff explained to different options the commission had going forward in how to set a new precedent for cases similar to this. A list of common limitations set on special exception districts was discussed, as well as the potential new occupant who would require special zoning to be able to purchase. A motion was made to recommend a zoning code change adding a special exception use of professional office to Ch. 17.18RTF District and to schedule a public hearing before Common Council by Moore, seconded by Sundelius. All members voted aye, motion carried. Another motion was made to direct staff to carry a public hearing before Plan Commission on approval from the Legal Department in order to grant special exception use for 500 Hendricks Avenue as professional office by Feldt, seconded Feller. All members voted aye, motion carried.
5. **Request for rezoning in Ash Grove Estates conceptual plat, submitted by Marcus McGuire**. Mrs. Brunette explained the preliminary plant acceptance from the previous meeting. A condition was made to zone the entire plat single family zoning. This request is to change the entire plat to the same zoning so that there is no split zoning issue. Mr. McGuire thanked the commission for their efforts in getting this request in motion. A motion was made Staff seeks a motion directing staff to schedule a public hearing before the Common Council for this zoning change and to notice this public hearing in accordance with state statute Feldt, seconded by Thiele. All members voted aye, motion carried.
6. **Memorandum on suggested updates to Subdivision and Platting Ordinance, Ch. 18 of municipal code**. Mrs. Brunette introduced issues with updated zoning code being adopted. The most recent code officially adopted is from as far back as 1978. The city has received feedback from developers and builders in the community that have expressed concerns with the need for modern zoning code. Mr. Wolff drafted a general memo explaining

the sections necessary for modernizing the zoning code. The Commission expressed their support to make sure that code was matched with current practices of zoning enforcement. Mr. Wolff expressed the importance of developer feedback and working with community input for best practices moving forward.

There being no further business to be brought before the Commission, a motion to adjourn the meeting at 5:06 p.m. was made by Sundelius, seconded by Feldt. All members voted aye, motion carried.

Martin West
Planning and Community Development Coordinator