

PLAN COMMISSION

A meeting of the City of Kaukauna Plan Commission was called to order at 4:00 p.m. on Thursday, March 18, 2021, by Chairman Penterman.

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

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

Members Absent: None.

1. **Minutes**. A motion to approve the minutes of the March 4, 2021 meeting was made by Moore, seconded by Feldt. All members voted aye, motion carried.
2. **Memorandum on Rezoning Procedural Change for City of Kaukauna Planning Department** An informational discussion to provide updates and feedback on changes to zoning procedures. Mrs. Brunette made aware the importance of neighborhood transparency and resident feedback. General comments on the buffer of 200ft for a notice to neighbors of zoning changes or updates. No Motion Brought forward
3. **Review Preliminary Plat for Inside the Park Place, submitted by the City of Kaukauna** Mrs. Brunette brought forward the memorandum proposed by Mr. Wolff of Mead and Hunt. Mr. Sundelius brought forward questions regarding lots 27-30 and their availability for park use. General discussion was had about the different options that can be made about the lots. Commissioner Feldt brought up concerns of traffic without direct access to Highway 55. Discussion was had to further contact the Department of Transportation to get access in time of final plat. A motion was made to approve the proposed Preliminary Plat, and recommend the same to the City Council, with the following conditions:
 1. Correct the name of the Plat to read "Inside the Park Place."
 2. Add a notation to the plat specifying "Sidewalks will be required adjoining all street frontages." Made by Moore, seconded by Thiele. All members voted aye, motion carried.
4. **Review Preliminary Plat for Ash Grove Estates, submitted by Marcus McGuire Homes** Mrs. Brunette introduced the memorandum brought forward by Mead an Hunt and Mr. Wolff. The plat is being proposed as fully single family use. Mr. Sundelius brought forward questions about lot width and how house designs would be affected. Mr. McGuire confirmed varying floor plans and assured plans for optimal use of the lot sizes. A motion was made to approve the proposed Preliminary Plat, and recommend the same to the City Council, with the following conditions:
 1. Developer to make an application to the City for the rezoning of the RTF lands to RSF consistent with the remainder of the development.
 2. Add a notation to the plat specifying "Sidewalks will be required adjoining all street frontages."
 3. OL3 to be combined with Lot 19, and an easement added for stormwater management purposes.
 4. Outlot 2 to be attached to the land locked parcel and the parcel attached via CSM to Klay and Mary Kress property (Tax ID 323189000) prior issuance of any building permits for the lots in the subdivision.
 5. If the neighboring property owner (Kress) does not want OL2, then OL2 will be attached to Lot 12 to ensure maintenance of the grounds and the adjacent sidewalk.Made by Feldt, seconded by Moore. All members voted aye, motion carried.
5. **Review 1-Lot Certified Survey Map on Killian Drive, submitted by Jesse Felzer & Killian Enterprise** Mrs. Brunette introduced the review with the proposal of annexing a buffer of land into the city and added into the residential property to separate the land by use. An explanation of the property ownership was discussed and the legal descriptions used for recording ownership in closing of the land. A motion was made to approve the proposed one (1) lot Certified Survey Map, and recommend the same to the City Council, with the following conditions:
 1. Dedication of the Killian Drive right-of-way as specified by the City Engineer and Public Works Director

to comply with City standards.

Made by Schoenike, seconded by Feller. All members voted aye, motion carried.

6. **Professional Services Agreement for a Wetland Bank Prospectus for lands adjoining park on Haas Road** Mr. Neumeier introduced the wetland bank in question and the idea of a tamarack swamp for the area. The hope is to start the process immediately once the land is acquired. Discussions about any development proposed on sections of plot 020101 adjacent to County Rd CE. A motion was made to forward the professional services agreement for a wetland bank prospectus for lands adjoining park on Haas Road to Common Council for approval by Feldt, seconded by Moore. All members voted aye, motion carried.
7. **Adjourn to Executive Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss disposition of property in Commerce Crossing. (Project #2021-PL-11)**. 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 4:37 p.m.
8. **Motion to Return to Open Session**. A motion was made to return to open session by Feldt, seconded by Sundelius. All members voted aye, motion carried. **The body returned to open session at 4:52 p.m.**
9. **Action Taken** A motion was made to forward the discussion referred in closed session regarding disposition of property in Commerce Crossing with additional contingencies noted to City Council for final action by Schoenike, seconded by Moore. All members voted aye, motion carried.

There being no further business to be brought before the Commission, a motion to adjourn the meeting at 4:53 p.m. was made by Feldt, seconded by Moore. All members voted aye, motion carried.

Martin West
Planning and Community Development Coordinator