

PLAN COMMISSION

A meeting of the City of Kaukauna Plan Commission was called to order at 4:00 p.m. on Thursday, April 22, 2021, by Chairman Penterman.

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

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

Members Absent: Feller

1. **Absent Members**. A motion to excuse the absent member was made by Moore, seconded by Schoenike. All members voted aye. Motion carried.
2. **Minutes**. A motion to approve the minutes of the April 8, 2021 meeting was made by Thiele, seconded by Moore. All members voted aye, motion carried.
3. **Review 1-Lot Certified Survey Map on Raught Street, submitted by Jaclyn and Martin DeCoster**. Mrs. Brunette explained the situation where the lot combination is required to meet lot percentage coverage. In order to place a shed on their property. Mr. and Mrs. DeCoster already own both lots, and this procedure will not result in creating any new lots. No questions from the commissioners. 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 Thiele, seconded by Moore. All members voted aye. Motion carried.
4. **Petition for Annexation Received by Thomas W. Dercks**. Mrs. Brunette presented the annexation requested for the preliminary plat. Staff recommended the annexation for the purpose of obtaining sewer and water usage for the land. Mr. Neumeier commented on the need to apply for service area for water and sewer access with the state of Wisconsin. The details of the necessary steps were discussed. The area cannot be serviced with sewer until it is approved by the State through process of amendment. Mayor Penterman asked questions regarding the proposed annexation having wetlands in the future. Annexation was discussed prior to approval of sewer service being in conjunction with the DNR, the Heart of the Valley Metro Sewer, and the Regional Plan Commission. A motion was made to approve the proposed annexation as the annexation furthers the orderly growth and development of the City of Kaukauna consistent with adopted Plans, and recommend the same to the City Council, without conditions by Schoenike, seconded by Moore. All members voted aye. Motion carried.
5. **Memorandum on 2022 Comprehensive Plan Update for City of Kaukauna**. An update was provided about the upcoming Comprehensive Plan for the City of Kaukauna to be prepared for 2022. Some updates and goals were expressed to the Commissioners on behalf of the Planning Department. Information will be provided on a regular basis to keep Staff, Commissioners, and all included parties involved. Discussion was had about the research, timelines, and potential partners that are required to complete a project of this scale. No action was taken.
6. **Other business**. Discussion was had about moving forward with meetings once the Municipal Building is open. Hybrid meetings will be conducted for in person and online accessibility.

There being no further business to be brought before the Commission, a motion to adjourn the meeting at 4:21 p.m. was made by Sundelius, seconded by Moore. All members voted aye, motion carried.

Martin West
Planning and Community Development Coordinator