

## 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, May 6, 2021, by Chairman Penterman.

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

Also Present: Principal Planner Brunette, Engineering Technician Holmes, Project Engineer Neumeier, Dustin Wolff, Tim Eichstaedt, Gail Popp.

Members Absent: None

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 22, 2021 meeting was made by Moore, seconded by Feldt. All members voted aye, motion carried.
3. **Public Hearing – Special Exception for Professional Office use at 500 Hendricks Avenue**. Chairman Penterman declared the public hearing open at 4:02 p.m. and asked three times if anyone present wanted to speak in favor of or in opposition to the Special Exception permitting the placement and operation of a Professional Office use at 500 Hendricks Avenue. No one appeared. Chairman Penterman declared the public hearing closed at 4:03 p.m. Following the open session, discussion was had about the meeting on April 6<sup>th</sup>, when the special exception was first proposed. Issues were presented regarding parking implications regarding current staff and any potential growth. The process of special exception was readdressed and a list of questions for the proposed new occupant were compiled. A motion was made to allow the prospective owners of 500 Hendricks Ave to address the commissioners by Moore, seconded by Schoenike. All members voted aye. Motion carried. Mr. Eichstaedt addressed the parking concerns brought up by commissioners along with a plan to renovate the current garage on site for additional space. Other concerns such as customer traffic and signage were questioned with plans by the prospective owner to address. A motion was made to approve the proposed special exception use at 500 Hendricks Ave, and recommend the same to the City Council, with the following conditions:
  - a. Sign dimension is not to exceed size of existing dimensions.
  - b. Employee parking to remain on site only.by Sundelius, seconded by Feller. All members voted aye. Motion carried.
4. **Review 2-Lot Certified Survey Map at 1213 Crooks Avenue, submitted by Lorri Kavanaugh**. Mrs. Brunette explained the situation where the lot combination is required in order for expansion by the owners. Mrs. Kavanaugh 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 Feldt, seconded by Thiele. All members voted aye. Motion carried.
5. **Request for special exception for the placement and operation of a 67-room hotel at 222 Lawe Street, submitted by Jim Walter of Harvest Development, LLC**. Mrs. Brunette presented the request to the commissioners regarding plans that have already been presented to staff. Comments about precedence for this type of exception were made as well as questions regarding parking requirements and timeframe. It was also made of note that this new proposed use would not have the condition of ingress/egress through the neighboring Kwik Trip. A motion was made to forward the proposed special exception to for the placement and operation of a 67-room hotel at 222 Law Street to the City Council, without conditions by Feldt, seconded by Thiele. All members voted aye. Motion carried.

6. **Memorandum on Driveway Ordinance in City of Kaukauna.**

Mr. Holmes addressed residential concerns and inquiries about driveway and concrete extensions. Examples of neighboring practices and precautions taken were reported to explain the proposal to be more in line with local ordinances. Commissioner Sundelius addressed concerns with examples of current implementations that violate the proposed ordinance. Various situations were discussed that need to be accounted for before approval, and Mr. Wolff addressed the importance of community feedback and consideration for addressing commonly questioned zoning questions. A motion was made to direct staff to review and bring forward a recommended ordinance to propose to Plan Commission by Sundelius, seconded by Moore. All members voted aye. Motion carried.

7. **Memorandum on Request from Modern Dairy to move detached garage from Town of Buchanan to 2201 Badger Road, City of Kaukauna.**

Discussion was had about moving forward with the process of this request and all subsequent steps necessary to proceed. Modern Dairy is requesting to move a garage into the city for storage of general equipment and storage on site. A motion was made to approve the request of Modern Dairy to move detached garage from Town of Buchanan to 2201 Badger Road, City of Kaukauna assuming the subsequent steps are approved 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 4:57 p.m. was made by Feldt, seconded by Sundelius. All members voted aye, motion carried.

Martin West  
Planning and Community Development Coordinator