

**CITY OF KEWAUNEE
PLAN COMMISSION MEETING MINUTES
June 27, 2024**

1. Call to Order/Roll Call.

Chairperson Laura Gerold called the meeting to order at 6:30 pm. Members present, John Blaha, Claude Stangel, Jeff Welhouse, John Mastalir and Chris Holterman. Members absent, Cindy Tang.

2. Approval of Minutes – May 23, 2024 meeting.

John Blaha motioned to approve the minutes as presented. Claude Stangel seconded the motion. Motion carried unanimously.

3. Public Comment/Communications.

Bob Mach, 2260 Salscheider, Green Bay WI addressed the commissioners regarding the proposed laundromat and car wash on the corner of Center Street and Sixth Street. He wanted to share what they have in mind for the project.

4. Public Hearing

Public meeting called to order at 6:33 pm

- a. City of Kewaunee, Various Zoning Text Amendments. The City of Kewaunee is requesting review and a recommendation on a set of three amendments to Chapter 94 (Zoning) of the City of Kewaunee Municipal Code for the following: (A) A proposed amendment to Sec. 94-16.(d) to add a new subsection (6) campground as a new conditional use allowed in the B-3 Highway Business District; (B) A proposed amendment repealing Sec. 94-317, which provided a three-fourths vote requirement for rezoning applications protested by neighboring properties, a repeal in compliance with 2023 Wisconsin Act 16; and (C) A proposed amendment to Sec. 94-385.(c)(2) to permit murals to include some identifying messaging for the business on which the mural is affixed.

John Blaha motioned to (A) amendment to Sec. 94-16.(d) to add a new subsection (6) campground as a new conditional use allowed in the B-3 Highway Business District; (B) amendment repealing Sec. 94-317, which provided a three-fourths vote requirement for rezoning applications protested by neighboring properties, a repeal in compliance with 2023 Wisconsin Act 16; and (C) amendment to Sec. 94-385.(c)(2) to permit murals to include some identifying messaging for the business on which the mural is affixed. John Mastalir seconded the motion. Motion carried unanimously.

Public meeting Adjourned at 6:42 pm

Public meeting called to order at 6:43 pm

- b. City of Kewaunee, Planned Development District Zoning Text Amendment. The City of Kewaunee is requesting a recommendation on a proposed amendment to Chapter 94 (Zoning) of the City of Kewaunee Municipal Code to create a new Sec. 94-26, PDD planned development districts, including purpose and intent, general provisions, minimum standards for creation of PDD districts, modification standards, standards for review, procedures, and amendments.

Chris Holterman motioned to amendment Chapter 94 (Zoning) of the City of Kewaunee Municipal Code to create a new Sec. 94-26, PDD planned development districts, including purpose and intent, general provisions, minimum standards for creation of PDD districts, modification standards, standards for review, procedures, and amendments. Jeff Welhouse seconded the motion. Motion carried unanimously.

Public meeting adjourned at 6:45 pm

5. Business Matters

- a. Proposal for Car Wash and Laundromat at TKN 31 241 NE24 31-12. A request to design a car wash and a laundromat on a property zoned B-3 Highway Business.

Hours of operation and parking was discussed. Along with a laundromat not being allowed in a B3 zoning district.

Jeff Welhouse motioned to approve a zoning text amendment to B3 to add Laundromat as a conditional use. Chris Holterman seconded the motion. Motion carried unanimously.

- b. **Other items/inquiries.**

Current issues with the Family Dollar were discussed.

6. Adjournment

John Blaha motioned to adjourn the meeting. Claude Stangel seconded the motion. Motion carried unanimously. Meeting adjourned at 7:20 pm.

Respectfully Submitted
Karen Muchowski
Administrative Assistant



City of Kewaunee
401 Fifth Street
Kewaunee, WI 54216
T: 920-388-5000
F: 920-388-5025

MEMORANDUM

TO: Plan Commission
FROM: Heath Eddy, AICP, City Administrator
RE: Plan Commission meeting of July 25, 2024
DATE: July 19, 2024

All Code Sections in this memo refer to the Kewaunee Municipal Code Chapter 94 version dated January 13, 2022, unless as specifically denoted below.

1. **Call to Order/Roll Call.**
2. **Approve of Minutes.**
 - a. Approval of meeting of June 27, 2024.
3. **Public Comment.**
4. **Public Hearing**
 - a. **City of Kewaunee, Various Zoning Text Amendments.** The proposed amendments here are to three sections of Chapter 94 (Zoning) of the Municipal Code. These are as follows:
 - (A) Proposed definitions for “brewery” and “brewpub” in Sec. 94-6;
 - (B) An amendment to Sec. 94-15.(b)(12) replacing “Tavern” with “Tavern, brewery, or brewpub” as a permitted use in the B-2 Community Business District; and
 - (C) An amendment to Sec. 94-16.(d) to add new subsection (7) Laundromat as a conditional use in the B-3 Highway Business District.

The first two proposed amendments are intended to provide additional flexibility for a new proposed limited brewery to be located in the recently rezoned property at 223 Milwaukee Street. The proposed operator, Lake Whispers Brewing LLC, intends to operate a small-scale brewery and taproom inside the building. The B-2 Community Business District currently doesn't allow for small-scale brewing on site, though it does permit taverns. In this case, the operation isn't a full-on tavern, but a taproom for beer produced onsite or other local brewing operations. The operator also intends to provide limited distribution of his products to local restaurants and taverns, but the scale will be limited, and will not include bottling onsite (the operator proposes to contract out for that

process elsewhere). I left it in as a possible inclusion in the definition to cover all the bases. The second part would change the permitted use “Tavern” to “Tavern, brewery, or brewpub” to cover the bases as well; the operator won’t be creating a brewpub because the typical brewpub includes food production, which the operation will not do (he’ll have packaged foods onsite but no onsite food preparation).

The third amendment is in response to the request at the June 27, 2024 meeting to add laundromats as a use in the B-3 Highway Business District. At the recommendation of the Plan Commission, the proposed amendment is to add “Laundromat” as a Conditional Use in the B-3 District, which would require a public hearing for the use on the proposed location at the southwest corner of Center Street at Sixth Street.

The amendments as provided in the attached draft Ordinance can be modified following the public hearing, which is indicated in the published public notice. If recommended by the Plan Commission, this ordinance will be forwarded to the Common Council for action at their meeting in August (date still to be determined).

Attachments: (1) Proposed Ordinance No. 652-2024
(2) Public Notice for Hearing, as published

5. Business Matters

- a. **Proposed Parking Area Landscaping Plan for Dollar Tree/Family Dollar (TKN 31 241 NE24 34-3).** We have finally gotten to the point of plan completion and acceptance, following the last round of edits provided by the developer’s engineer that have been finally adopted by the City Engineer. There are two remaining pieces: (1) review and approval of the parking area landscaping plan by the Plan Commission as required under Sec. 94-343.(11) and (2) adoption of a Developer’s Agreement by the Common Council.

Attached is the proposed landscaping plan to be reviewed and approved by the Plan Commission. The proposed plan appears to comply with the requirements of the Zoning Code. *Staff recommends approval of the landscaping plan.*

Below is a close-up version. The plan includes the following:

6 total trees: 1 Princeton Sentry Ginkgo
5 Swamp White Oaks
52 shrubs: 4 3-gallon Iroquois Beauty Black Chokeberry
3 18” high (2 gallon) Feather Reed Grass
45 5-gallon Sea Green Juniper
18,962 sq.ft. of Fescue Seed

I checked this sheet against the utilities locations and there should be no conflict between landscape materials and underground or overhead utilities.

Please publish in the July 11 and 18 issues of the Green Bay Press-Gazette. An affidavit of publication is also required.

Jo Ann Lesser, CMC, WCMC
City Clerk

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**CITY OF KEWAUNEE  
NOTICE OF PUBLIC HEARING  
CITY OF KEWAUNEE PLAN COMMISSION  
July 25, 2024 – 6:30 P.M.**

**NOTICE IS HEREBY GIVEN** that the City of Kewaunee Plan Commission will hold a public hearing on Thursday, July 25, 2024, at 6:30 p.m., or as soon as possible thereafter, at the Kewaunee Municipal Building, 401 Fifth Street, Kewaunee, WI 54216, to take public comments regarding proposed amendments to Chapter 94 (Zoning) of the City of Kewaunee Municipal Code for the following: proposed additional definitions for “brewery” and “brewpub” in Section 94-6; amending Section 94-15.(b)(12) to replace “Tavern” with “Tavern, brewery, or brewpub” as a permitted use in the B-2 Community Business District; and amending Section 94-16.(d) to add new subsection (7) Laundromat as a conditional use in the B-3 Highway Business District.

This public hearing is being held pursuant to the requirements of §62.23(7)(d)2. of the Wisconsin Statutes and Sec. 94-313 of the City of Kewaunee Municipal Code. Copies of the Application and all supporting materials are available for review and may be obtained from the City Clerk at the Kewaunee Municipal Building, 401 Fifth Street, Kewaunee WI 54216 during normal business hours. The public is invited to attend the public hearing and to provide input. The proposed amendment is subject to revisions following public hearing and the further consideration by the Plan Commission and the City of Kewaunee Common Council.

Dated this 8th day of July 2024.

Jo Ann Lesser, CMC, WCMC  
City Clerk

STATE OF WISCONSIN

CITY OF KEWAUNEE

KEWAUNEE COUNTY

ORDINANCE NO. 652-2024

AN ORDINANCE AMENDING CHAPTER 94 (ZONING) OF THE MUNICIPAL CODE OF THE CITY OF KEWAUNEE, KEWAUNEE COUNTY, WISCONSIN, TO ADDRESS SPECIFIC CHANGES TO VARIOUS SECTIONS.

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WHEREAS, the City of Kewaunee Municipal Code requires updates from time to time to reflect changes in Wisconsin Statutes, and to reflect changes in approaches by the City; and

WHEREAS, the City Plan Commission of the City of Kewaunee considered the implementation of various amendments to Chapter 94 (Zoning) based on recent proposals as well as changes to State Statute; and

WHEREAS, the Common Council having considered the proposed amendments and found them to be appropriate.

NOW THEREFORE, the Common Council of the City of Kewaunee, Wisconsin, do ordain as follows:

SECTION 1: Section 94-6. – Words defined, shall be amended to add the following new definitions:

“*Brewery* shall be an establishment for the manufacture of beer, and may include the storage and/or sales of beer. A brewery may include a taproom on-site and a manufacturing center; may have a bottling line; and sells its products either onsite or outside of the location of the manufacture.

“*Brewpub* is a restaurant or eating establishment that includes a brewery operation. The manufacture of beer can be part of the operation, but the eating establishment shall always be a part of a brewpub.”

SECTION 2: Section 94-15.(b)(12) General business and commercial uses which do not generate noise, smoke or odors that would create a public or private nuisance. These uses generally include the following, shall be amended to add new verbiage to the listing after Tavern to read

Tavern, brewery or brewpub

SECTION 3: Section 94-16.(d) shall be amended to add a new subsection (7) to permit the following use to be sought as a conditional use in the B-3 Highway Business District:

(7) Laundromat (self-service), which may include additional retail of laundry related products such as soap or ancillary products through vending machines.

SECTION 4: Conflict and Severability. In any section, subsection, sentence, clause, paragraph or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, or other applicable administrative or governing body, such decision shall not affect the validity of any other section, subsection, sentence, clause, paragraph, or phrase therefor irrespective of the fact that any one or more sections, subsections, sentences, clauses, paragraphs, or phrases may be declared invalid or unconstitutional.

SECTION 5: Effective Date. This ordinance shall take effect upon passage and posting as provided by law.

Introduced at a regular meeting of the Common Council of the City of Kewaunee this \_\_\_ day of \_\_\_\_\_, 2024, by \_\_\_\_\_.

Passed and adopted at a regular meeting of the Common Council of the City of Kewaunee this \_\_\_ day of \_\_\_\_\_, 2024.

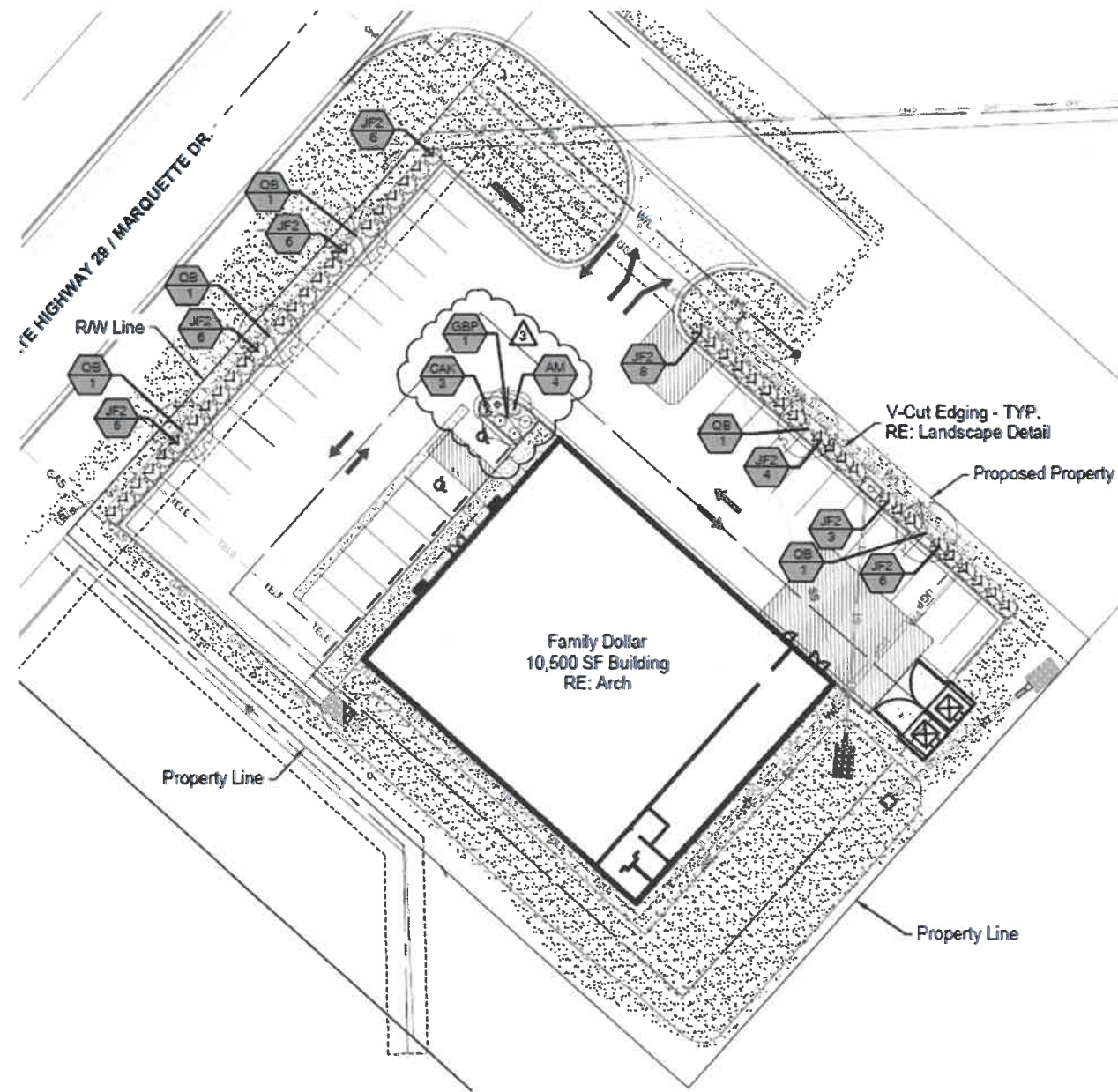
APPROVED:

\_\_\_\_\_  
Jeffrey L. Vollenweider Sr., Mayor

ATTEST:

\_\_\_\_\_  
Jo Ann Lesser, CMC, WCMC  
Clerk/Treasurer

AYES \_\_\_ NOES \_\_\_ ABSENT \_\_\_

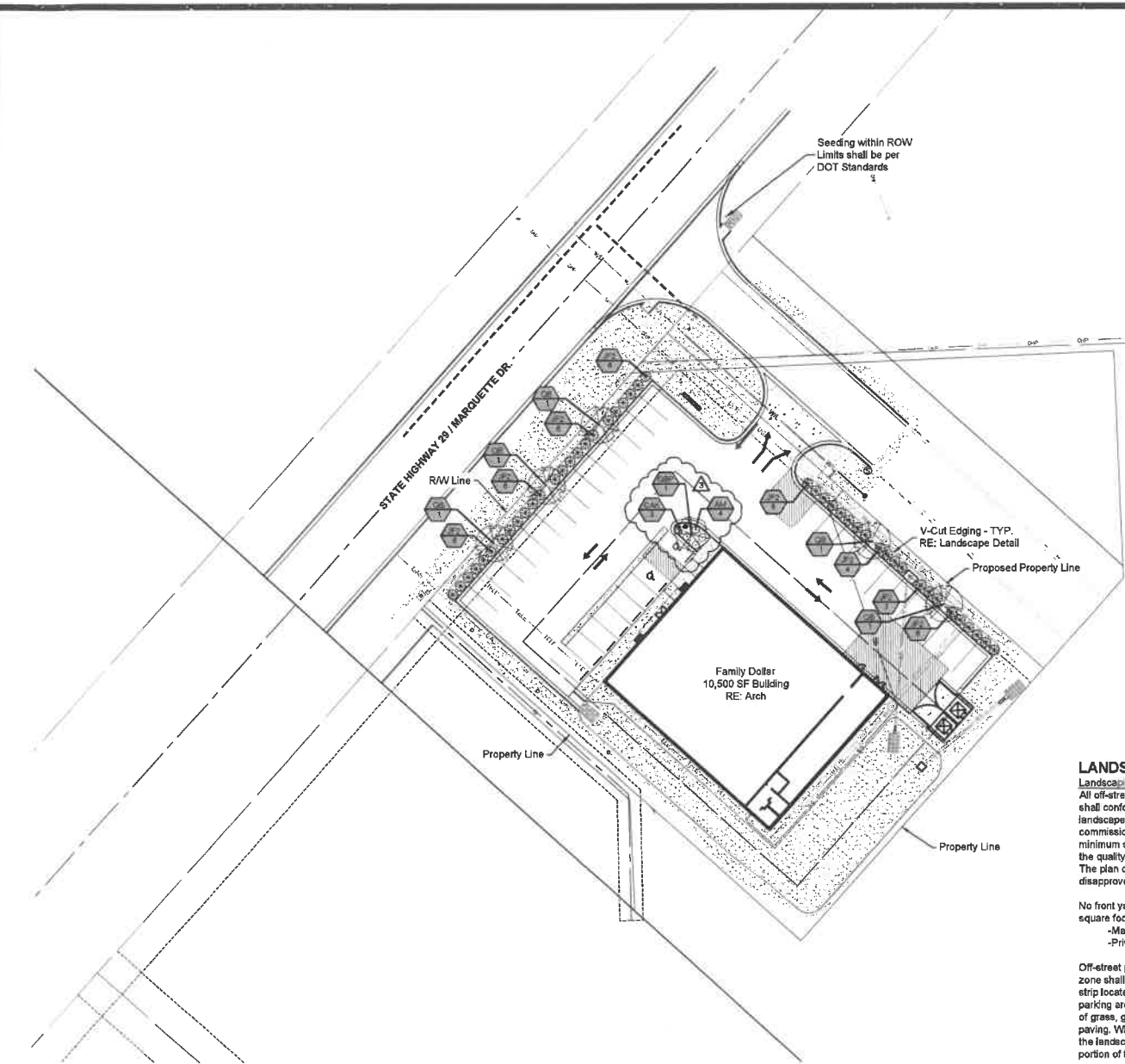


Attachments: (3) Landscape Plan (Sheet C6.3) of Family Dollar Construction Documents, latest revised date 7/12/2024.

b. Other recent inquiries/updates.

6. Adjournment.





**LANDSCAPE REQUIREMENTS**

*Landscaping (Per Sec. 94-343.11)*  
 All off-street parking areas containing five or more parking spaces shall conform to the minimum requirements of this subsection. A landscape plan shall be submitted by the applicant to the plan commission through the building inspector. The plan shall be at a minimum scale of one inch equals 100 feet. The plan shall show the quality, spacing, size and common name of all plant materials. The plan commission shall approve, conditionally approve or disapprove the plan within 60 days.

No front yard shall be covered in excess of 50 percent of its square footage by any improved parking surface(s).  
 -Marquette Drive: 35% greenspace  
 -Private Drive: 28% greenspace

Off-street parking areas in a commercial, industrial or agricultural zone shall have a five-foot-wide setback landscaped perimeter strip located between the common property line and the off-street parking area. The landscaping of the perimeter strip shall consist of grass, groundcover or other landscaping material, excluding paving. Where the parking lot is adjacent to a public right-of-way the landscaped perimeter strip shall be ten feet in width for that portion of the parking lot so adjacent.

**PLANT SCHEDULE**

| SYMBOL               | CODE | BOTANICAL / COMMON NAME                                           | SIZE                | QTY       |
|----------------------|------|-------------------------------------------------------------------|---------------------|-----------|
| <b>TREES</b>         |      |                                                                   |                     |           |
|                      | GBP  | Ginkgo biloba 'Princeton Sentry' / Princeton Sentry Ginkgo        | B&B, 2.5' Cal.      | 1         |
|                      | QB   | Quercus bicolor / Swamp White Oak                                 | B&B, 2.5' Cal.      | 5         |
| <b>SHRUBS</b>        |      |                                                                   |                     |           |
|                      | AM   | Aronia melanocarpa 'Morton' TM / Iroquois Beauty Black Chokeberry | 3 Gal.              | 4         |
|                      | CAK  | Calamagrostis canadensis 'Karl Foerster' / Feather Reed Grass     | 18" H. Min., 2 Gal. | 3         |
|                      | JF2  | Juniperus chinensis 'Sea Green' / Sea Green Juniper               | 5 gal.              | 45        |
| <b>GROUND COVERS</b> |      |                                                                   |                     |           |
|                      | TT   | Turfgrass Seed Tall Fescue Seed / Fescue Seed                     | SEED                | 18,962 sf |

**SEEDING NOTES**

- SEEDING SHALL OCCUR AS REQUIRED BY THE SPECIFICATIONS. SEEDING AT OTHER TIMES WILL REQUIRE A COVER CROP APPROVED BY THE ENGINEER AND CITY CODE. DORMANT SEEDING SHALL BE APPROVED BY THE ENGINEER.
- GRADED AREAS SHALL PROVIDE A SMOOTH UNIFORM SLOPE, FREE FROM RILLS AND GULLEYS.
- THE TOP FOUR INCHES OF SOIL SHALL BE FERTILE SOIL SUITABLE FOR SEED GROWTH.
- PRIOR TO APPLICATION OF SEED, CONTRACTOR SHALL LOOSEN ALL SOILS TO A DEPTH OF ONE INCH. THE AREA SHALL BE RAKED FREE OF ALL ROCKS AND DEBRIS ACCORDING TO THE SPECIFICATION.
- ALL AREAS TO BE SEEDED LOCATED ON SLOPES STEEPER THAN 4:1 (H:V) SHALL USE SPECIFIED TURF REINFORCEMENT MAT. ALL TRM SHOWN ON THE PLANS SHALL BE CONSIDERED CONCEPTUAL, CONTRACTOR TO VERIFY AND INSTALL ON ALL SLOPES EXCEEDING 4:1 AFTER FINAL GRADING IS ESTABLISHED.
- ALL SEEDED AREAS SHALL BE DRAGGED OR RAKED BEFORE BEING COVERED WITH THE SPECIFIED TRM. MAT SHALL BE PLACED PRIOR TO EXPOSURE TO ADVERSE WEATHER.
- THE CONTRACTOR MUST PROVIDE THE OWNER'S REPRESENTATIVE DOCUMENTATION FROM THE SUPPLIER THAT EACH LOT OF SEED MEETS OR EXCEEDS THE SPECIFIED STANDARD.
- ALL SEED MUST BE TESTED BY A REGISTERED SEED TECHNOLOGIST PER AOSA METHODS AND MEET ALL REQUIREMENTS ESTABLISHED BY THE STATE DEPARTMENT OF AGRICULTURE.
- AFTER COMPLETION OF WORK, CONTRACTOR SHALL WATER SEEDED AREAS DAILY, SATURATING THE MAT AND UNDERLYING SEED BED. CONTRACTOR SHALL CONTINUE WATERING UNTIL PLANT ESTABLISHMENT HAS OCCURRED OR BY NOTIFICATION FROM LANDSCAPE ARCHITECT. NOT WATERING DUE TO RAIN EVENT SHALL BE DOCUMENTED AND APPROVED BY THE GENERAL CONTRACTOR. WATERING LOGS SHALL BE SUPPLIED TO THE OWNER OR ENGINEER.
- CONTRACTOR SHALL PROVIDE AN AUTOMATIC IRRIGATION SYSTEM FOR ALL SEEDED AREAS PER THE OWNER'S DIRECTION. CONTRACTOR SHALL SUBMIT SHOP DRAWING OF PROPOSED IRRIGATION SYSTEM AND COVERAGE AREAS FOR OWNER APPROVAL PRIOR TO INSTALLATION. IRRIGATION SYSTEM SHALL PROVIDE FOR THE CONTROLLER, WEATHER SENSOR, AND REQUIRED BACKFLOW DEVICES PER STATE AND LOCAL CODES.

**LANDSCAPE NOTES**

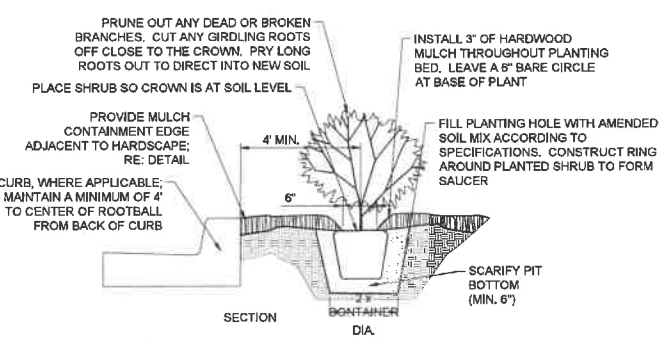
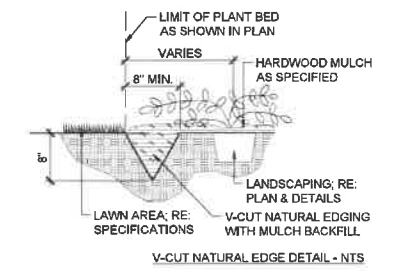
- LOCATE UTILITIES PRIOR TO COMMENCING LANDSCAPE OPERATIONS. ALL TREES SHALL BE FIELD POSITIONED AS TO AVOID CONFLICTS WITH EXISTING AND PROPOSED UTILITIES. NOTIFY LANDSCAPE ARCHITECT OF ANY CONFLICTS OR OBSTRUCTIONS.
- CONTRACTOR SHALL STAKE ALL PLANTING AREAS IN THE FIELD PRIOR TO PLANTING FOR APPROVAL OF THE OWNER OR THEIR REPRESENTATIVE.
- QUANTITIES SHOWN ARE FOR REFERENCE ONLY. CONTRACTOR SHALL VERIFY ALL PLANT QUANTITIES PRIOR TO BIDDING AND SHALL BE RESPONSIBLE FOR ALL QUANTITIES FOR THEIR BID. ANY DISCREPANCIES WITH THE PLAN SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT. THE PLAN QUANTITIES SHALL SUPERCEDE SCHEDULED QUANTITIES.
- ALL PLANT MATERIAL SHALL BE SPECIMEN QUALITY AND SHALL COMPLY WITH RECOMMENDATIONS AND REQUIREMENTS OF ANSI Z60.1 THE 'AMERICAN STANDARD FOR NURSERY STOCK'.
- ALL PLANTING BEDS & NATIVE GRASS STANDS SHALL BE EDGED AS SHOWN IN PLAN.
- PREPARE PLANTING BEDS AND INCORPORATE AMENDMENTS ACCORDING TO PLANS.
- SHREDDED HARDWOOD MULCH, PER SPECIFICATIONS SHALL BE USED AS A THREE INCH (3") TOP DRESSING IN ALL PLANTING BEDS AND AROUND ALL TREES, SINGLE TREES AND SHRUBS SHALL BE MULCHED TO THE OUTSIDE EDGE OF THE SAUCER OR LANDSCAPE ISLAND.
- ALL TREES SHALL BE STAKED PER DETAIL.
- ALL PLANT MATERIAL SHALL BE INSTALLED TO ALLOW A ONE FOOT (1') CLEARANCE BETWEEN PLANT AND ADJACENT PAVEMENT.
- THE LANDSCAPE CONTRACTOR SHALL NOT COMMENCE WORK UNTIL THE SITE IS FREE OF DEBRIS CAUSED BY ON-GOING CONSTRUCTION OPERATIONS. REMOVAL OF DEBRIS SHALL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR. LANDSCAPE WORK SHALL NOT BEGIN UNTIL THE LANDSCAPE ARCHITECT AND OWNER HAVE GIVEN WRITTEN APPROVAL FOR SUCH. THERE SHALL BE NO DELAYS DUE TO LACK OF COORDINATION FOR THIS ACTIVITY.
- THE LANDSCAPE ARCHITECT AND OWNER SHALL APPROVE GRADES AND CONDITION OF SITE PRIOR TO SOODING/SEEDING OPERATIONS.
- ALL AREAS DISTURBED DURING CONSTRUCTION AND NOT DESIGNATED FOR OTHER PLANTINGS OR HARDSCAPE SHALL BE SEEDED WITH TURF TYPE FESCUE.

**NOTES:**

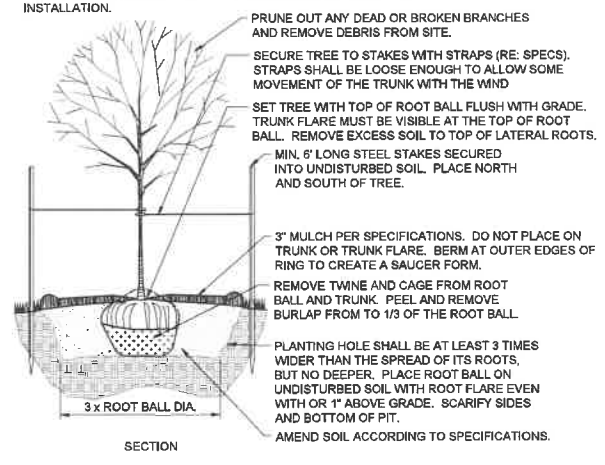
- TREES THAT DO NOT MEET THE SIZE REQUIREMENT WILL BE REJECTED
- TREES SHALL BE INSPECTED BY OWNERS REPRESENTATIVE PRIOR TO INSTALLATION.

**NOTES:**

- CONTRACTOR SHALL LOCATE AND MARK ALL PLANTBED LOCATIONS PRIOR TO EXCAVATING FOR FINAL APPROVAL BY OWNER OR LANDSCAPE ARCHITECT.



- NOTES:**
- REFER TO SPECIFICATIONS FOR TOPSOIL BACKFILL MIX.
  - CONTRACTOR TO WATER THOROUGHLY AFTER PLANTING
  - INSTALLATION TO BE IN ACCORDANCE WITH PLANTING SPECIFICATIONS WHERE ADJACENT TO CURB, MAINTAIN THE MINIMUM OFFSET SHOWN. FOR SHRUBS LARGER THAN 4" MATURE DIAMETER, PROVIDE A GREATER OFFSET EQUAL TO 1/2 OF THE MATURE DIAMETER MINIMUM.
  - AMEND SOIL ACCORDING TO SPECIFICATIONS.



UTILITY BOXES SHALL BE CLUSTERED AS MUCH AS POSSIBLE



| NO. | DATE     | REVISION              |
|-----|----------|-----------------------|
| 1   | 03/28/24 | Per City Comments     |
| 1   | 04/02/24 | Sanitary Order Number |
| 1   | 04/02/24 | City Comments         |
| 1   | 04/02/24 | Letter Transmittal    |

**Renaissance Infrastructure Consulting**  
 915.371.0500  
 WWW.RIC-CONSULT.COM  
 FIELD OFFICE: LAFAYETTE, MISSISSIPPI