

**CITY OF KEWAUNEE
PLAN COMMISSION MEETING MINUTES
APRIL 25, 2024**

1. Call to Order/Roll Call.

Chairperson Laura Gerold called the meeting to order at 6:36 pm. Members present, John Blaha, Claude Stangel, John Mastalir, Jeff Welhouse and Cindy Tang via phone.

Absent: Chris Holterman

2. Approval of Minutes – March 28, 2024 meeting.

Suggested change, add “with no issues.” to “Spot zoning was discussed.” In 4.b.

Claude Stangel motioned to approve the minutes with the suggested change. John Blaha seconded the motion. Motion carried unanimously.

3. Public Comment/Communications.

None

4. Public Hearing

Public Hearing called to order at 6:40 pm.

- a. **Jed and Alli Pansier d/b/a Waterfront Bar & Grill LLC (property owners).** Rezoning Application by Jed and Alli Pansier, owners as Waterfront Bar & Grill, LLC, to amend the Zoning Map to rezone their property from P-1 Park District to B-3 Highway Business District on property located on Ellis Street just east of 1510 Ellis Street, Parcel Number 241-00340-0040.

Brian Peot of Bay Surveying LLC in Luxemburg, spoke on behalf of Jed and Alli Pansier stating that they were looking to get the property rezoned to match that of the existing building/business. Once the zoning was complete, then they would work on the next step in order to convert the rezoned property into a parking lot. Mr. Peot supplied the commissioners with a couple drawings of what they are looking to do. He stated that with the project he would be working closely with City Staff, Kewaunee County along with the DNR in order to make sure the project was done correctly.

Public Hearing closed at 6:44 pm.

Commissioners saw no reason not to approve the rezoning request.

John Blaha motioned to approve the rezoning request and move to Council for approval. Claude Stangel seconded the motion. Motion carried unanimously.

5. Business Matters

- a. Declaration of Surplus Real Estate. The Common Council requests a Plan Commission recommendation declaring the following properties as surplus real estate for purposes of future marketing of such properties:
 1. 1304 Ellis Street (Tax Parcel # 31 241 NW19 14-1)
 2. 123 Kilbourn Street (Tax Parcel # 31 241 OTP 179)

Per the grant specifications, unless the properties are used for affordable housing, nothing can be done to the property until 2029. Some of the commissioners were concerned about people buying the properties and then not following the specifications of the grant which would cause the city to get into trouble and the possibility of having to pay back part or all of the grant.

Cindy Tang motioned to not declare the properties as Surplus Real Estate and move back to Public Property for further direction. Motion carried unanimously.

- b. Short-Term Rentals Discussion. Review draft Ordinance amending and replacing existing regulations using City of Algoma draft as a model. To be located in Article VI of Chapter 18 (Businesses).

Correction needs to be made to line 57 changing Algoma to Kewaunee. Licensing year was discussed but then determined to leave as is.

John Blaha motioned to move to Council for approval with stated correction. Jeff Welhouse seconded the motion. Motion carried unanimously.

- c. Proposed Revisions to Sign Standards (Article VIII of Chapter 94 Zoning) **(Deferred to May 23, 2024)**
- d. Manufactured Homes in R-1 District. Discussion of possible changes to Section 94-44 of Municipal Code

There is concern that by allowing the placement of a mobile home on 529 Terraqua Drive that it has now opened the door for a mobile home to be placed anywhere within the city. Discussion was had on the one located at 409 Dodge Street but was determined that one was grandfathered in due to age and placement.

Need to define the definitions between 94-44 and 46-4 and determine what the definition is of an enclosed foundation. Bring back for further discussion.

- e. Floodplain Ordinance Update. As required by FEMA, the City must adopt a revised set of floodplain zoning, currently located in Chapter 34, Article II.

Administrator Eddy, presented an overview of all the required changes that need to be done. Commissioners were ok with the changes as presented. Administrator Eddy to bring the finalized draft to the Plan Commission at the end of May in order to forward on to Council for a public hearing on June 10, 2024.

6. Adjournment

John Blaha motioned to adjourn the meeting. Claude Stangel seconded the motion. Motion carried unanimously. Meeting adjourned at 8:35 pm.

Respectfully Submitted
Karen Muchowski
Administrative Assistant