

**OFFICIAL MEETING OF THE
CITY OF KEWAUNEE
PLANNING COMMISSION**
Kewaunee Municipal Building, 401 Fifth Street
March 30 ,2021—6:30 P.M.

1. Call Meeting to Order/Roll Call
2. Approve Minutes from January 28, 2021, Plan Commission Meeting (attachment)
3. Review: Parking requirements for businesses engaged in outdoor and indoor retail sales.
Briefing: Proposed ordinance change. The changes replace the mandated eight spaces per 1,000 gross square feet of indoor retail space and one space for each 1,000 gross square feet for outside retail sales
4. Conduct Public Hearing on request for Ordinance Change (attachment)
5. Close Public Hearing/Comment
6. Act on request for proposed ordinance change
7. Review School Sign (attachment)
8. Needs Assessment Update (attachment)
9. Other Business
10. Adjourn

ATTACHMENT

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OFFICIAL MINUTES OF THE
CITY OF KEWAUNEE
PLANNING COMMISSION

Kewaunee Municipal Building, 401 Fifth Street

Thursday, January 28, 2021 – 6:30 p.m.

Present: Gerold, C. Stangel, D. Stangel, Kavicky, Wood and Welhouse

Absent: Mastalir

Others: City Administrator, Schnook, Building Inspector Davister, Grant Facilitator/Econ Planner Monroy, Council Person Mills and Administrative Assistant Muchowski

Chairperson Gerold called the Planning Commission Meeting to order at 6:30 p.m.

2. Approve Minutes from the December 17, 2020, Planning Commission Meeting:

No changes noted.

D. Stangel moved and Welhouse seconded the motion to approve the December 17, 2020, Planning Commission Meeting minutes as presented. Motion carried unanimously.

3. Review and Approve Subdivision Development Standards Ordinance:

The latest version of the Subdivision Development Standards Ordinance was presented to the Commissioners with the changes noted from the December 17, 2020 meeting. Commissioners reviewed and had some noted changes.

Page 5: In sec. 66-9 letter b, change the word develop to developer.

Page 9: In sec 66-24 letter a, change the number of copies from eight to five.

Page 12: In sec 66-47, Capitalize the S in state. Also change the last sentence to read "Approval of the map shall be noted with a date and signature by the Zoning Administrator."

Page 13: In sec 66-61 letter b, change the word foot to feet.

Page 14: In sec 66-63 letter f, change the word no to not.

Page 15: In sec 66-64 letter a, change from retainage or detention to read "retention and/or detention". Change storm water drainage plan to storm water management plan. Capitalize the B in Building Inspector. Also, change the last sentence to read "The Building Inspector Will Have the authority to enforce the drainage plan."

Page 16: In sec 66-74, change maybe to may be. Change single family or two family residential structures to new. Change the last sentence to read "The above applies to only new subdivisions."

Page 17: sec 66-75 letters an and b, insert Cable/Fiber Optics in both sections after electrical power.

Welhouse moved and D. Stangel seconded the motion to approve the Subdivision Development Standards Ordinance with the above noted changes and move to council for approval. Motion carried unanimously.

4. Review and Approve Subdivision Fees:

Fees were discussed. No changes were noted.

C. Stangel moved and Wood seconded the motion to approve the Subdivision Fees as presented and move to council for approval. Motion carried unanimously.

5. Branding:

A few of the commissioners stated that they were not finding any grant funding for the project. It was determined to table until summer due to Covid.

6. Other Business:

The next meeting is scheduled for February 25, 2021. Chairperson Gerold will not be able to attend that meeting and so D. Stangel has agreed to chair the meeting.

7. Adjourn:

C. Stangel moved and Wood seconded to adjourn the meeting at 7:37 p.m.

ATTACHMENT

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ORDINANCE NO. 623-2021
AN ORDINANCE AMENDING THE MUNICIPAL CODE CHAPTER 94 ENTITLED
“ZONING” OF THE MUNICIPAL CODE OF KEWAUNEE, WISCONSIN

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

SECTION 1:

ARTICLE VII. – TRAFFIC, PARKING AND ACCESS

Section 94-343 (12). - entitled “Number of off-street parking stalls required” of Section 94-343- Parking requirements.

Chapter 94-343 (12) – ~~Number of Off-street parking stalls required~~ spaces for combination of uses. Combinations of any of the above uses shall provide the total of the number of stalls required for each individual use provided, however, that the number of employees shall not double count such individuals who may be employed in multiple uses (i.e. interior and exterior retail sales).

Chapter 94-343 (12) (ee) – ~~Outdoor sales areas (automobiles, boats, trailers, building Materials, nurseries, etc.). One space for every 1,000 square feet of open sales area, plus one space per employee.~~ One space per employee plus such number of additional spaces as determined by the Plan Commission taking into account the proposed use and good faith estimates of customer numbers. Further for those businesses whose employees work in shifts such additional spaces as required to accommodate personnel at times of shift change.

Chapter 94-343 (12) (gg) – ~~Retail stores and shopping centers. Eight spaces for each 1,000 square feet of gross floor area in the center.~~ One space per employee plus such number of additional spaces as determined by the Plan Commission taking into account the proposed use and good faith estimates of customer numbers. Further for those business whose employees work in shifts such additional spaces as reasonably required to accommodate personnel at time of shift change.

SECTION 2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect upon passage and publication.

Introduced by Alderperson _____

Vote: For _____ Against _____ Abstain _____

ADOPTED this __ day of _____, 2021.

CITY OF KEWAUNEE

Jason Jelinek, Mayor

ATTEST:

Terri S. Decur, City Clerk/Treasurer

Published: _____

**NOTICE OF PUBLIC HEARING
CITY OF KEWAUNEE PLAN COMMISSION**

NOTICE IS HEREBY GIVEN that a Public Hearing will be conducted by the City of Kewaunee Plan Commission on March 30, 2021, beginning at 6:30 p.m. at the Kewaunee Municipal Building, 401 Fifth Street, Kewaunee, WI 54216, to consider a proposed amendment to the City of Kewaunee Ordinance Amendment. The purpose of the public hearing is to accept public comments on the proposed amendment by the City of Kewaunee.

The City of Kewaunee is requesting an amendment to Chapter 94-343 (12) and Chapter 94-343 (12) (ee) and (gg) of the City of Kewaunee Municipal Ordinance described as:

Chapter 94-343 (12) – *Number of Off-street parking stalls required.*

Chapter 94-343 (12) (ee) – *Outdoor sales areas (automobiles, boats, trailers, building Materials, nurseries, etc.).* One space for every 1,000 square feet of open sales area, plus one space per employee.

Chapter 94-343 (12) (gg) – *Retail stores and shopping centers.* Eight spaces for each 1,000 square feet of gross floor area in the center.

Revised to:

Chapter 94-343 (12) – *Number of spaces for combination of uses.* Combinations of any of the above uses shall provide the total of the number of stalls required for each individual use provided, however, that the number of employees shall not double count such individuals who may be employed in multiple uses (i.e. interior and exterior retail sales).

Chapter 94-343 (12) (ee) – *Outdoor sales areas (automobiles, boats, trailers, building Materials, nurseries, etc.).* One space per employee plus such number of additional spaces as determined by the Plan Commission taking into account the proposed use and good faith estimates of customer numbers. Further for those business whose employees work in shifts such additional spaces as reasonably required to accommodate personnel at time of shift change.

Revised to:

Chapter 94-343 (12) (gg) – *Retail stores and shopping centers.* One space per employee plus such number of additional spaces as determined by the Plan Commission taking into account the proposed use and good faith estimates of customer numbers. Further for those business whose employees work in shifts such additional spaces as reasonably required to accommodate personnel at time of shift change.

The public may review copies of the application at the Kewaunee Municipal Building during regular office hours. Interested parties may make arrangements with the City Clerk to obtain a copy of the application at (920)388-5000.

Interested parties may contact Terri S. Decur, City Clerk, at (920)388-5000 for additional information regarding the application.

During the Public Hearing, the public is invited to speak on the proposed plan amendment and rezoning. Written comments may be submitted to the City Clerk until 4:30 on March 30, 2021 and shall become part of the record. The Public Hearing shall

be closed when all interested parties in attendance have had an opportunity to offer comment.

Upon the close of the Public Hearing, a meeting of the City of Kewaunee Plan Commission shall be called to order and the application shall be addressed per the agenda.

Dated this 15th, day of March 2021.

Terri Decur
Clerk/Treasurer

Please publish in the Green Bay Press-Gazette on March 16, and March 23, 2021.

Sec. 94-343. - Parking requirements.

Number of off-street parking stalls required. In all districts and in connection with every use, at the time any use or building is erected, enlarged, or extended, there shall be provided increased off-street parking stalls for all vehicles.

- (1) *Improved parking surface.* Shall mean an area used for the parking or storage of vehicles that is overlaid or otherwise improved with permeable or impermeable concrete, asphalt, paving stones, or other permanent durable material approved by the code administrator.
- (2) *Vehicle.* Shall mean every device in, upon or by which any person or property is or may be transported or drawn or moved upon a street, highway, waterway or airway and shall include any automobile, bus, truck, tractor, motor house, farm machinery, motorcycles, scooters, mopeds, all-terrain vehicles, boats, aircraft, recreational vehicles, golf carts, go-carts, trailers, fifth wheel trailers, campers, camper shells, wheeled towing frames, semi-tractor trailers, truck beds mounted on chassis and mobile homes. Vehicle shall not include non-motorized bicycles, small engine lawn mowers and devices of similar small scale.
- (3) *Good repair.* Shall mean the repair and maintenance of any improved parking surfaces in good and safe condition, free of snow, ice, leaves, weeds, mud, ruts, holes, cracks or other failures that may affect the use, safety, appearance or drainage of the surface or of an adjoining property.
- (4) *Changes in building or use.* Whenever a building or use is changed, structurally altered, or enlarged to create a need for an increase in the number of existing parking spaces, such spaces shall be provided on the basis of the change.
- (5) *Access to public street.* Adequate access to a public street shall be provided for each parking space, and driveways shall be at least ten feet wide for one- and two-family dwellings and a minimum of 24 feet for all other uses. No parking area of more than two spaces shall be designed as to require any vehicle to back into a public street.
- (6) *Size of parking spaces.* Size of each parking space shall be not less than ten feet wide and 200 square feet in area exclusive of the space required for ingress and egress.
- (7) *Location of parking spaces; off-lot parking spaces.* Required off-street parking spaces shall be located on the same lot as the principal use, or, when this requirement cannot be met, such parking spaces may be located off-lot in municipal or private parking lots, provided that the parking spaces meet the requirements of this chapter and are located no more than 200 feet in residential zones and 400 feet in all other zones from the use or building that they serve, with such distance measured along lines of public access to the principal entrance(s) of the property. Such off-lot parking spaces must be held by deed, or long-term lease, the terms of such lease to be determined by the plan commission, and such deed or lease shall be filed with the county recorder of deeds. The deed or lease shall require such owner(s) or his heirs and assigns to maintain the required number of parking facilities for the duration of the use served. No parking stall or driveway, except in residential districts, shall be closer than 25 feet to a residential district lot line or a street line opposite a residential district.
- (8) *Surfacing.* All off-street parking areas and/or driveways for more than five vehicles in all districts except I-2 heavy industrial, shall be surfaced with an asphaltic or Portland cement pavement so as to provide a durable and dustless surface, shall be so graded and drained so as to dispose of all surface water accumulated within the area, and shall be so arranged and marked so as to provide for orderly and safe loading or unloading, parking, and storage of self-propelled vehicles.
- (9) *Curbs or barriers.* Curbs or barriers shall be installed so as to prevent the parked vehicles from extending over any lot lines.

- (10) *Setbacks.* Setbacks from the street right-of-way shall be provided. No vehicles shall be parked within ten feet of line.
- (11) *Landscaping.* 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.
- a. *Parking prohibited.* No vehicle shall be parked, stored or otherwise kept upon any residential lot except:
 1. In a garage, car port or similar structure.
 2. Upon an improved parking surface located in the front yard of a residence.
 3. Upon an improved parking surface located in the side yard of any residence.
 - b. *Temporary parking.* Notwithstanding the foregoing, a vehicle may be parked temporarily for a period not to exceed 48 hours upon the grass or other vegetative surface of any side or front yard provided:
 1. The ground beneath and surrounding the vehicle is frozen and the vehicle may be removed from the location without material damage to the surrounding ground.
 2. The area, if thawed or not frozen, is free of mud, ruts, holes or other unsightly or unkept condition.
 - c. *Limitation in front yard.* No front yard shall be covered in excess of 50 percent of its square footage by any improved parking surfaces(s).
 - d. 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.
 - e. Ten percent of the area of all off-street parking areas shall be devoted to the interior landscape in addition to the perimeter landscape.
 - f. The owner, tenant and their agent, if any, shall be jointly and severally responsible for the maintenance of all landscaping, which shall be maintained in good condition so as to present a healthy, neat and orderly appearance and shall be kept free from refuse and debris.
 - g. All landscaping shall be installed in a sound workmanship-like manner and according to accepted good planting procedures.
 - h. Because landscaping is fragile and can be damaged by vehicles, landscaped areas shall be protected by curbing, wheel stops, or other approved similar devices.

(12) *Number of off-street parking stalls required.*

- a. *Single-family dwellings and mobile homes.* Two spaces.
- b. *Two-family dwellings.* Two spaces per dwelling unit.
- c. *Multifamily dwellings.* Two spaces per dwelling unit.
- d. *Group homes and community living arrangements.* One space for every four occupants, plus one space per employee.
- e. *Bed and breakfast establishments.* One space per guestroom or lodging room, plus parking for the occupant of the dwelling as specified under single-family dwellings of this section.
- f. *Elementary and middle schools.* One space per employee.

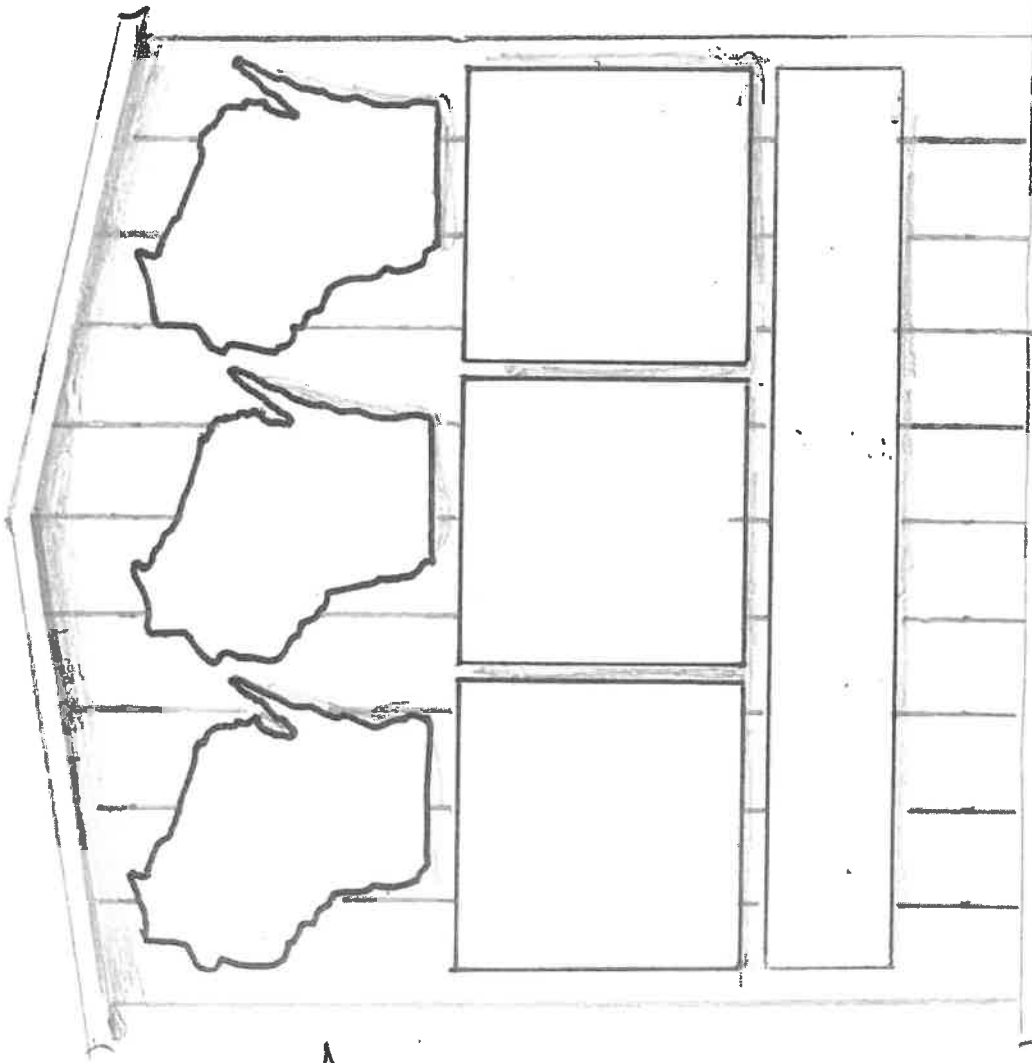
- g. *Senior high schools.* One space per employee, plus one space for every ten students in the school.
- h. *Colleges, universities and technical schools.* One space per employee, plus one space for every six students.
- i. *Fraternalities, sororities and dormitories.* One space for every three active members or dormitory residents, plus one space for the manager.
- j. *Auditoriums, gymnasiums, stadiums and grandstands (accessory to educational institutions).* One space for every eight seats.
- k. *Public libraries, art galleries and museums.* One space for each 500 square feet of floor space.
- l. *Hospitals.* One space for each two hospital beds, plus one space for every two employees and doctors.
- m. *Medical and dental clinics.* Three spaces for every staff doctor.
- n. *Nursing homes, rest homes.* One space for every four beds, plus one space for every two employees (other than staff doctors), plus one space per staff doctor.
- o. *Churches, chapels, temples and synagogues.* One space for every four seats.
- p. *Bowling alleys.* Five spaces per alley.
- q. *Marinas, harbors and launching ramps.* One space for every boat berth or on-site storage space. In addition, if a launching ramp is available, double-length car/trailer parking spaces shall be provided as determined by the city plan commission.
- r. *Banks and financial institutions.* One space for every 200 square feet of building floor area, plus one space per employee. For banks and financial institutions with drive-up windows, a minimum of six spaces shall be provided for the first drive-up window, plus four spaces for each additional window, plus one space per employee.
- s. *Barbershops, beauty salons and personal service uses.* Two spaces for every operator station, plus one space per employee.
- t. *Business, governmental and professional offices.* One space for every 300 square feet of building floor area for the first 8,000 square feet, plus one space for every 700 square feet of building floor area for the next 12,000 square feet, plus one space for every 1,000 square feet of building floor area in excess of 20,000 square feet, plus one space per employee.
- u. *Carwash facilities.* Three stacked spaces for every wash bay or lane, plus one space per employee.
- v. *Drive-in and carry-out restaurants and confectioneries.* One space for every 50 square feet of building floor area devoted to patron use (excluding restrooms), plus six stacked spaces for every drive-up window, plus one space per employee.
- w. *Funeral homes and mortuaries.* One space for every five seats or for every 100 square feet of floor of each chapel or parlor, whichever is greater.
- x. *Governmental buildings.* One space for every two employees, plus such additional space as deemed necessary by the city plan commission.
- y. *Hotels and motels.* One space per lodging room, plus one space per employee, plus additional spaces for affiliated or accessory uses as required by this chapter.
- z. *Motor vehicle fuel sales businesses.* Three stacked spaces for every fueling position, plus one space per employee.
- aa. *Motor vehicle and machinery sales businesses.* One space for every 400 square feet of building floor area, plus one space per employee.

- bb. *Motor vehicle repair garages.* Two spaces for every service stall, plus one space per employee.
 - cc. *Music, dance and business schools.* One space for every five students, plus one space for every two employees.
 - dd. *Nursery schools and group day care centers.* One space for every eight children, plus one space per employee.
 - ee. *Outdoor sales areas (automobiles, boats, trailers, building materials, nurseries, etc.).* One space for every 1,000 square feet of open sales area, plus one space per employee.
 - ff. *Restaurants, taverns, supper clubs, cocktail lounges and nightclubs.* Parking spaces equal to 50 percent of the capacity in persons, plus one space for each three employees.
 - gg. *Retail stores and shopping centers.* Eight spaces for each 1,000 square feet of gross floor area in the center.
 - hh. *Self-service laundries (laundromats).* One space for every two self-service units.
 - ii. *Theaters, indoor.* One space for every two seats, based on the maximum seating capacity of the building, plus one space per employee.
 - jj. *Industrial uses.* One space for every 1,000 square feet of building floor area or for every two employees, whichever constitutes the greater number of spaces. Industries operating more than one shift shall provide additional spaces to accommodate personnel at times of shift change.
 - kk. *Public utility, governmental and service uses.* One space for every two employees, plus additional spaces for the public as determined by the city plan commission.
- (13) *Determination of number of spaces for uses not listed.* In the case of structures or uses not mentioned, the plan commission shall determine the number of parking spaces based upon parking requirements for similar uses, floor space, and intensity of the development.
- (14) *Number of spaces for combinations of uses.* Combinations of any of the above uses shall provide the total of the number of stalls required for each individual use.

(Ord. No. 566-12, § 1, 2-13-2012; Ord. No. 610-2020, § 1, 1-10-2020)

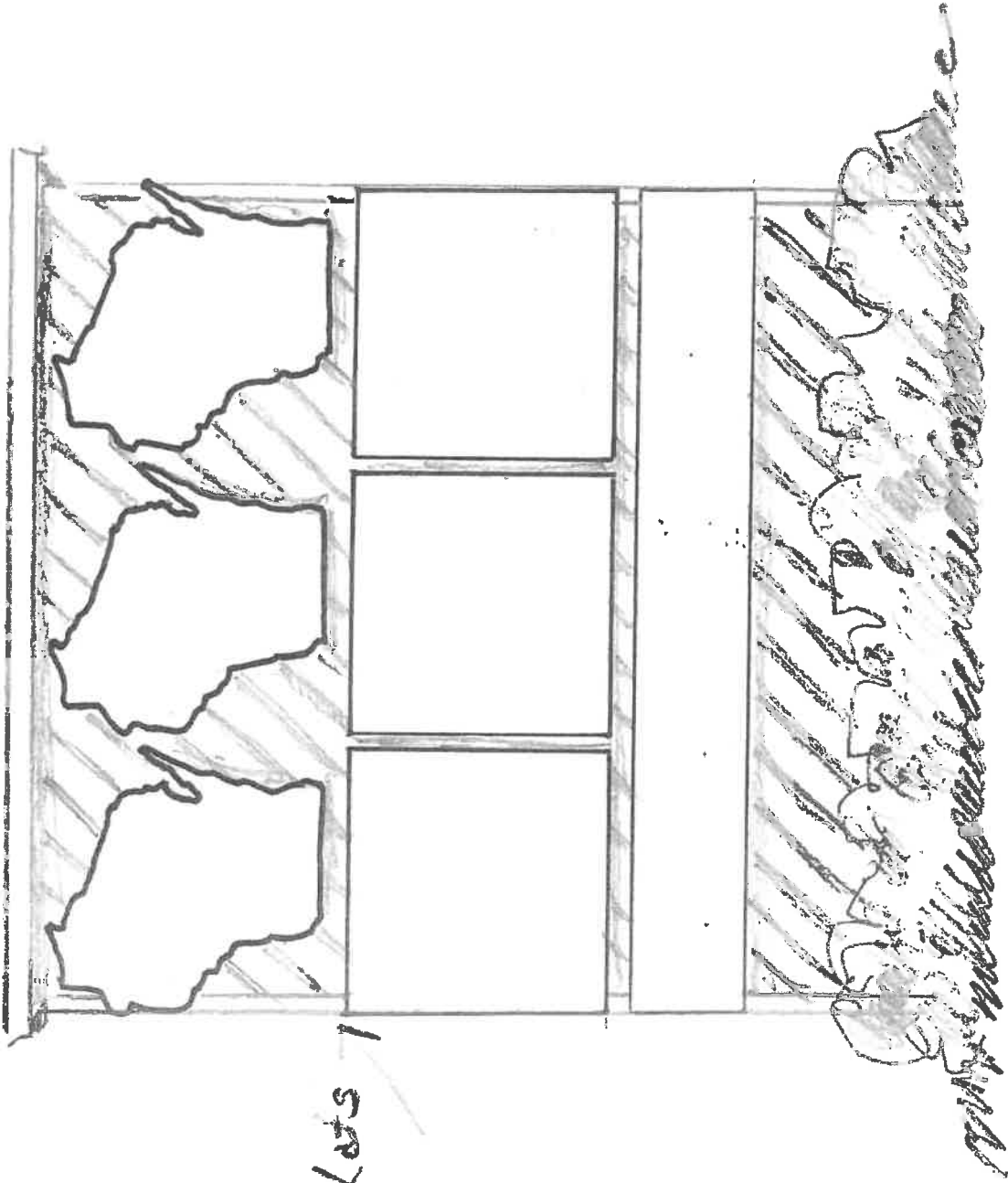
ATTACHMENT

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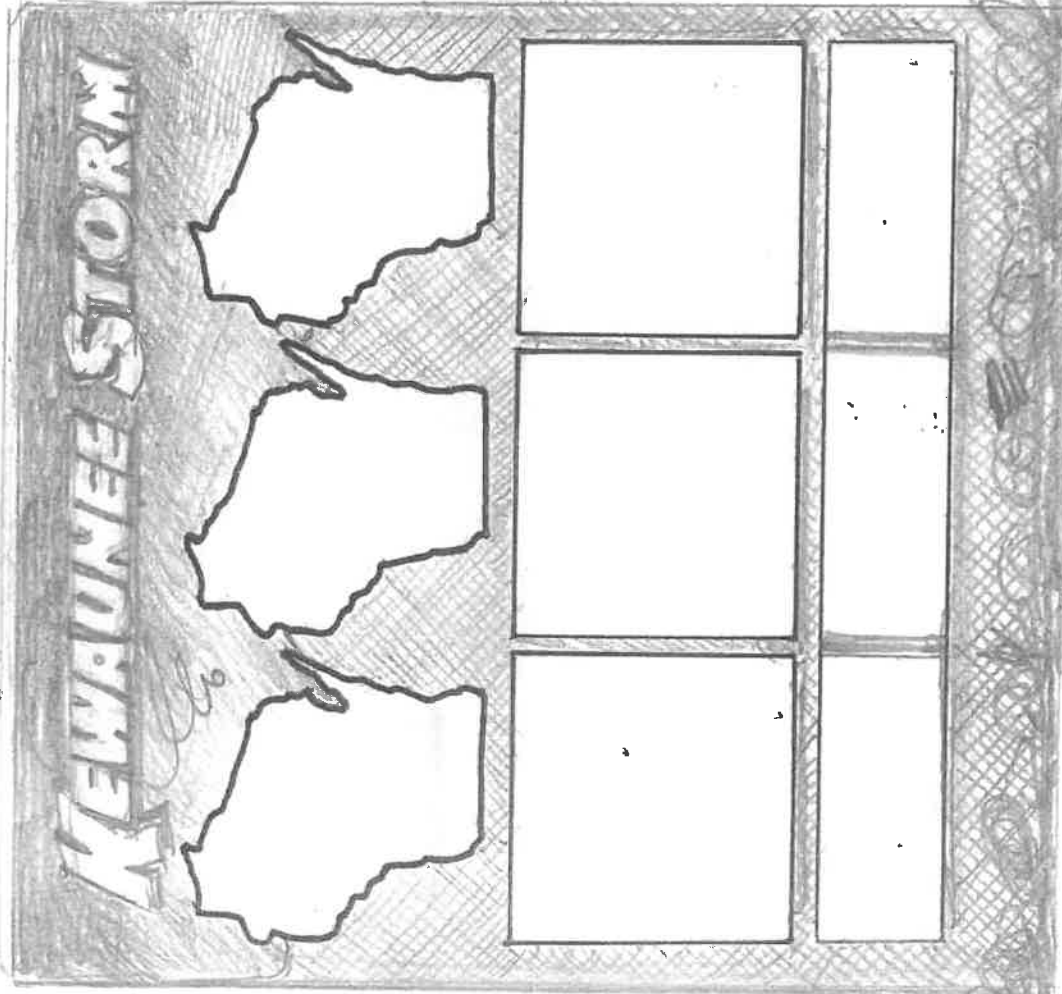


PCV Plander →

Hand-drawn diagram of a PCV Plander showing three irregular shapes on the left and three rectangular boxes on the right, all within a grid structure.



PVC lots 1



6/19

3

Solid metal
top w/
LOGO

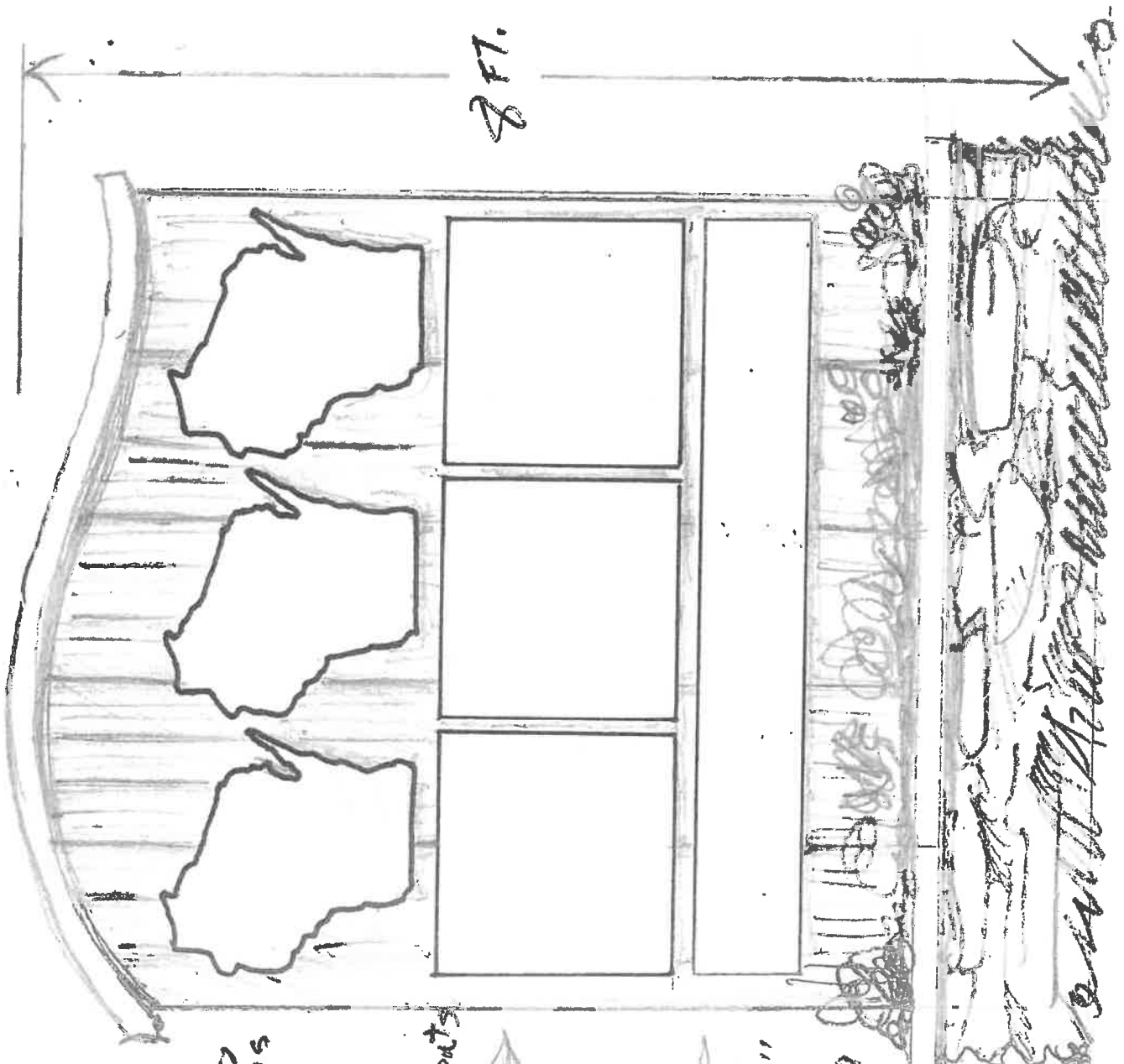
Steel black
mesh

Separate sponsor



8' x 7' wide

986



Champions

High School
Achievements

Corrugated Steel
Back

"Kensico
Stone"

or admission

As Championship are
 achieved state shapes
 would be added on it
 High school achievements
 would be removed

8 Ft.

ATTACHMENT

8

MEMO

TO: Fred Schnook, City Administrator and Jason Jelinek, Mayor
FROM: Abigail Monrroy, Grants Facilitator/Comm. & Econ. Development Planner
RE: Park Impact Fee Needs Assessment

INTRODUCTION

This Park Impact Fee Needs Assessment provides the City of Kewaunee with the necessary analysis required by Wis. Stat 236.45, Wisconsin subdivision law. The objective of these legislative efforts is to utilize impact fees to support a successful park system. This effort recognizes the cost component related to the construction of park improvements and accounts for all types of new residential development that affect the demand for park services within the City.

PARK IMPACT FEES

The proposed impact fee for City parks (74.4 acres) is based on park maintenance and improvement cost over a span of 19 years. The three steps in the needs assessment include:

- A. Estimate maintenance of park and improvement cost
- B. Calculate park impact fee per person
- C. Calculate park impact fee per dwelling unit to determine maximum fee

CALCULATION OF IMPACT FEE

A. PARK IMPROVEMENT AND MAINTENANCE

As shown in table 1, total 2040 maintenance (\$1,314,933) and improvements of parks (\$2,796,000) is \$4,110,933. Values are set forth by Public Works Department staff.

Table 1: Park Improvement/Maintenance (2040)

Park	Improvement/Maintenance (2040)
Both sides of Highway 42 South	\$ 55,000.00
Miller Park	\$ 29,200.00
Lift station Milwaukee Street	\$ 10,000.00
Father Marquette Memorial Park	\$ 347,300.00
Haney Park	\$ 300,500.00
Harbor Park	\$ 124,000.00
Harbor Point Park	\$ 30,000.00
Kewaunee Arboretum	\$ 25,000.00
Kiewig Park	\$ 310,000.00
Memorial Field	\$ 720,000.00
Pioneer Park	\$ 55,000.00
Selner Park and Beach	\$ 244,000.00
Clock Corner Pavillion	\$ 46,000.00
Marshland Walk	\$ 500,000.00
Total Improvement Cost	\$ 2,796,000.00
Total Maintenance Cost (19 years)	\$ 1,314,933.00
Subtotal:	\$ 4,110,933.00

Public Works City Staff

B. PARK IMPACT FEE PER PERSON

Dividing total cost of improvement/maintenance by 2040 population results in a park improvement cost of \$1,364 per person, as shown in table 2.

Table 2: Value of Parks Per Person

Total Improvement/Maintenance Cost	Population (2040)	Total Per Person
\$4,110,933	3015	\$1,364

Population: Census Data

C. PARK IMPACT FEE PER DWELLING

As shown in table 3, the supportable maximum park improvement/maintenance fee is \$2,808 per dwelling unit. This fee was calculated by multiplying cost per resident (\$1,364) by projected household size in 2040 (2.06).

Table 3: Maximum Park Impact Fees Per Dwelling Unit

	Cost per Resident Improvement/Maintenance	Household size (2040)	Maximum Park Improvement/Maintenance Impact Fee
Per Dwelling	\$1,363	2.06	\$2,808

Household size: Census data

ESTIMATED FEE INCOME

Table 4 shows the projected revenue generated by the projected development through 2040, assuming all new development would be subject to park improvement/maintenance impact fee.

- Population growth 145, average household size 2.06

Table 4: Estimated Fee Income

New Dwelling Units	Proposed Fee	Fee Revenue
64	\$2,808	\$179,698

New Dwelling Units: Census data