



City of Kewaunee  
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## MEMORANDUM

**TO:** Plan Commission  
**FROM:** Heath Eddy, AICP, City Administrator  
**RE:** Plan Commission meeting of November 17, 2022  
**DATE:** November 9, 2022

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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 regular meeting of October 27, 2022**

3. **Public Comment.**

4. **Public Hearing Business Matters**

None.

5. **Business Matters.**

- a. **Kewaunee Public Library.** During the Public Comment section at the October 27 meeting, Carol Petrina presented a request to have a designated loading zone across from the rear door of the library. The area would be approximately the size of a standard on-street parking space (20 feet long by about 8 feet wide). The area within which the loading zone would be located is shown on the next page.

There are a couple of issues to settle: (1) Specific location of the loading zone, since it would need to be a particular location rather than a "rolling" loading zone, and (2) How to designate the loading zone. The understanding from the discussion last month was the loading zone would be roughly adjacent to the rear sidewalk as shown on the image below. The specific area should be selected to maximize effectiveness for the library and its support team. How to designate this area should be determined by the Plan Commission. Staff would recommend a combination of either a sign designating the loading zone and hours of potential use (so that it can revert to on-street parking off-hours); and perhaps on-street paint if that is a preference by the Plan Commission.

This requires a recommendation to the Common Council, as per Sec.78-92(f) of the Municipal Code. The recommendation should include the size and specific location of the loading zone, as

well as the method for posting the loading zone for public notification. Examples of loading zone signs are shown below.



Examples of “loading zone” signs:



6. Adjournment.

# ATTACHMENT

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OFFICIAL MINUTES OF THE

CITY OF KEWAUNEE

PLANNING COMMISSION

Kewaunee Municipal Building, 401 Fifth Street

Thursday, October 27, 2022 – 6:30 p.m.

Present: Laura Gerold, Jeff Welhouse, John Blaha, Claude Stangel, John Mastalir and Cindy Tang via Zoom

Excused: Chris Holterman

Others: Interim Administrator Heath Eddy, Library Director Carol Petrina and Administrative Assistant Karen Muchowski

**1. Call Meeting to Order/Roll Call:**

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

**2. Approve Minutes from the September 22, 2022 Planning Commission Meeting:**

**Blaha moved and Welhouse seconded the motion to approve the September 22, 2022 Planning Commission Meeting minutes as presented. Motion carried unanimously.**

**3. Public Comment**

Carol Petrina, representing the Kewaunee Public Library at 822 Juneau Street, Kewaunee WI, the library is looking to have a designated loading and unloading spot. Ms. Petrina, stated that it would only need to be during business hours in order to allow the church across the street to use parking space on weekends. Commissioner Blaha stated that we could put up a sign. Administrator Eddy, looking to see if we need an ordinance change and will talk with Chief Kleiman and or Assistant Chief Mueller. Administrator Eddy will also talk to Public Works Superintendent Seiler.

**4. Public Hearing Business Matters:**

- a. **Daniel and Tara Morse:** Rezoning Application by Daniel and Tara Morse to change the zoning of an existing 4.24-acre lot from R-1 Single-Family Residential to R-3 Multiple-Family Residential, property located at the 700 block of Lakeshore Drive, Parcel No. 241-00350-0340.
- b. **Daniel and Tara Morse:** Conditional Use Application by Daniel and Tara Morse to construct three single-family residential units on a single lot (which requires a Conditional Use permit in the R-3 Multiple-Family Residential District), property located

at the 700 block of Lakeshore Drive, currently zoned R-1 Single-Family Residential;  
Parcel No. 241-00350-0340.

Public hearing called to order at 6:38 p.m.

Daniel (Ty) Morse, addressed the group explaining that they were looking to rezone from R-1 single family to R-3 multiple family. He also explained that the conditional use application was to allow them to construct 3 single family units on the property. Which would allow room for parents and extended family.

Bob Gryboski of Gryboski Builders gave a brief explanation of the structures that the Morse's were looking to build and the stages for building them.

Public hearing closed at 7:04

During discussion, there were concerns about spot zoning, if allowed then other lots in the area would want to go from R-1 to R-3 and then building multi-family units on the lots, the possibility of using some of the structures as Air B&B's and the connection to city water & sewer.

After talking with Bob Gryboski and Ty Morse, they stated that if there was a concern about the 3 structures, that they could build the carriage house and then attach the main structure to the carriage house. They would then try to come up with something for the guest house.

**4.a. After discussion, Mastalir moved and Stangel seconded to deny the re-zoning application for parcel 241-00350-0340 from R-1 Single Family to R-3 Multi-Family. Motion passed unanimously.**

**4.b. After discussion, Stangel moved and Blaha seconded to deny the conditions use application for parcel 241-00350-0340. Motion carried unanimously.**

**5. Business Matters:**

- a. **Discussion of Work Programs for 2023:** Administrator Eddy, gave an update to the group as to what items he would like to see worked on in 2023. Those items include, regulation updates, new regulations, updating processes, storm water management and correcting zoning issues.

**6. Adjourn:**

**Blah moved and Welhouse seconded the motion to adjourn the meeting at 7:53 p.m. Motion carried unanimously.**