

Thursday, March 6, 2025 at 9:00 AM

Minutes

In-Person in Common Council Chambers, City of Kaukauna

Director Kittel called the meeting to order at 9:03 a.m.

1. Roll Call

Members Present: Quin Lenz, Julie Schroeder, Nicci Sprangers, Leon Vanevenhoven

Members Absent: Karl Kilgas, John Moore, Heather Hayes

Other(s) Present: Director Kittel, Associate Planner Nelson

Schroeder made a motion to excuse the absent members. Seconded by Sprangers. The motion passed unanimously.

2. Approval of Minutes

a. Amend Minutes from January 9, 2025

Sprangers made a motion to amend the minutes from January 9, 2025. Seconded by Vanevenhoven. The motion passed unanimously.

b. Approve Minutes from February 6, 2025

Lenz made a motion to approve the minutes from February 6, 2025. Seconded by Schroeder. The motion passed unanimously.

3. Old Business

None

4. New Business

a. Design Guide

Director Kittel presented the finalized design guide. It was created to help guide the approval process for obtaining a Certificate of Appropriateness from RACK for buildings located in the Commercial Core District, but it can be used as a reference for other commercial districts as well. It is a living document to be reviewed annually and updated on an as needed basis.

Lenz asked that it be noted in the design guide that any changes to a plan already approved by RACK must come back before RACK again to be reapproved.

Kittel said that Lenz's requested change could be made to the document. He also noted that when RACK approves or does not approve a project, a letter regarding the decision is sent out to the applicant's address and email. This letter includes the hearing date for the project, the decision made by RACK, and any conditions of approval (for example, approvals of specific colors or materials). An affidavit of mailing is also created. Finally, the project must be permitted by the Building Inspector. By making this additional note in the design guide, applicants will have three reminders that they must return to RACK for any changes made to the plan.

Sprangers agreed that this would be a good addition to the design guide.

Schroeder noted that, in the design guideline, black was not a permitted color. She pointed out that it is a good accent color.

Kittel agreed. He stated that the intention was to not have a fully black building.

Nelson asked for clarification on how to reword that section.

Kittel asked that black be permitted, but to specify that multiple colors are preferred on a building.

Schroeder asked if there were any upcoming projects that the design guide could be tested on.

Kittel stated that the next project would likely be coming up in summer.

Lenz made a motion to approve the design guide with the two changes discussed. Seconded by Sprangers. The motion passed unanimously.

5. Other Business

None

6. Adjourn

Schroeder made a motion to adjourn. Seconded by Vanevenhoven. Motion passed unanimously, adjourned at 9:44 a.m.