

PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, November 21, 2024 at 4:00 PM

MINUTES

In-Person

1. Roll Call

Members Present: Giovanna Feller, Mayor Tony Penterman, John Neumeier, Pennie Thiele, Brett Jensen, John Moore, Ken Schoenike

Members Absent: Michael Avanzi

Other(s) Present: Planning and Community Development Director Dave Kittel, Associate Planner Adrienne Nelson

Moore made a motion to excuse the absent member. Seconded by Neumeier. The motion passed unanimously.

2. Approval

- a. Approval of minutes from November 7, 2024 meeting.

Feller made a motion to approve the minutes from the November 7, 2024 meeting. Seconded by Moore. Motion passed unanimously.

3. Old business

- a. None

4. New business

- a. Special Exception Request – 205 Dodge Street

Director Kittel provided an overview of the special exception request at 205 Dodge Street for an event rental space. This rental space would be used for birthday parties, bridal showers, pop-up shop events, and more. The first floor of the building is currently underutilized, and the second floor is utilized for apartments. The property could handle this type of usage, but parking may be a point of concern. There is existing

city parking available, but uncertainties exist if this parking would be enough for the proposed event rental space.

Marcus Rennie, the applicant, spoke on concerns regarding parking. He explained that the event rental space, referred to as “The Burrow”, would focus on intimate, closed family functions of about ten to thirty people. This small number would make parking less of a concern.

Commissioner Thiele and Mayor Penterman inquired further about what the first-floor space would look like as well as options for unloading items in the back of the building. Rennie confirmed that people would be able to unload items in the back of the building, but they would not be able to park in the back.

Neumeier made a motion to schedule a public hearing for the December 19, 2024 Plan Commission meeting at 4:00 PM in the City Council Chambers and send notice to the newspaper and property owners within 100 feet of the property. Seconded by Thiele.

Moore Nay
Neumeier Aye
Feller Aye
Jensen Aye
Thiele Aye
Schoenike Aye
Penterman Aye

Motion passed.

b. Storage Container Draft Ordinance

Director Kittel introduced a draft for an ordinance update regarding portable storage units. This update would add a definition of a portable storage unit to the zoning code and clarify permanent usage of portable storage units in areas zoned commercial or industrial.

Moore made a motion to send the ordinance draft, with the correction of a typo, to the Legislative Committee and then on to Common Council with a recommendation to approve. Seconded by Neumeier. Motion passed unanimously.

c. Park Donation – Bay

Associate Planner Nelson went over a donation application from Tom Bay. The application was for a park bench to be installed at the corner of CE and Haas Road.

Neumeier made a motion to approve the park bench donation on the corner of CE and Haas Road in the standardized bench format and direct staff to work with the donor to finalize the location of the bench and the plaque description. Seconded by Moore. Motion passed unanimously.

d. Discussion Park Donation – DAR Monument

Director Kittel introduced a request by the Appleton Chapter of DAR (Daughters of the American Revolution) to create a parklet and update a monument dedicated to Capt. Hendrick Aupaumut. This update would beautify the area and bring recognition to a local historical figure. The plans tentatively include the creation of a site with minimal maintenance through the use of clover or native plants, the use of bench donations from DAR, and the donation of a new monument from DAR. The original plaque would be utilized.

5. Other Business

a. None

6. Adjourn

Schoenike made a motion to adjourn the meeting. Seconded by Thiele. Motion passed unanimously. Meeting adjourned at 4:30pm