

September 9th, 2026

Business Name
Street Address
City, State ZIP



To Whom It May Concern:

Straightline Refrigeration, located in Kaukauna's NEW Prosperity Center, is requesting an amendment to the NEW Prosperity Center protective covenants. The protective covenants of the NEW Prosperity Center require a front yard setback of fifty feet. Straightline Refrigeration has requested an amendment to the Protective Covenants that would authorize the Commission to approve front yard setbacks of less than fifty (50) feet, provided that no front yard setback may be less than twenty (20) feet. The protective covenants require a majority of NEW Prosperity Center property owners, as defined in paragraph 10 of the protective covenants, together with approval by a three-fourths vote of the Common Council, to authorize a covenant amendment.

City staff are asking all property owners in the NEW Prosperity Center to review the proposed amendments to the protective covenants and submit their response for or against each proposed amendment. The proposed amendment is as follows:

"2. Setbacks and Bulk Regulations.

A. Front Yard. Any part or portion of any building shall be set back at least fifty (50) feet from the lot line adjoining any street. **The Commission may approve a reduced front yard setback. In no event shall the front yard setback be less than twenty (20) feet."**

Enclosed is a copy of the protective covenants, the submittal form, and a postage paid envelope for your response to the suggested amendment. Copies will be sent to both the mailing address and physical address of your business. Responses may be scanned and emailed over as well. Please return the questionnaire with your notarized response, company name, and signature to the City of Kaukauna's Planning and Community Development Department **by noon on October 1st, 2026**. If you do not have a notary on staff, please reach out to the City using the contact information listed below, and a meeting can be set up to notarize the documents.

Thank you for your time and attention to this matter. If you have any questions or would like additional information, please feel free to contact this office at 920.766.6315 ext. 1165 or planning@kaukauna.gov.

Respectfully,

Adrienne Nelson
Associate Planner