

**Redevelopment Authority of the City of  
Kaukauna**

City of Kaukauna

**Council Chambers**

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, February 6, 2025 at 9:00 AM

**Minutes**

In-Person in Common Council Chambers, City of Kaukauna

1. Roll Call

Members Present: Karl Kilgas, John Moore, Quin Lenz, Julie Schroeder, Nicci Sprangers, Heather Hayes, Leon Vanevenhoven

Other(s) Present: Director Kittel, AP Nelson

2. Approval of Minutes

- a. Approve Minutes from January 9, 2025

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

3. Old Business

None

4. New Business

- a. Discussion on design guidelines

Director Kittel introduced the preliminary draft of the RACK design guidelines, to guide the approval process for issuing certificates of appropriateness. He brought up the question of siding colors and asked what RACK would like to see in building facades moving forward.

Moore asked if one of the requirements of the guidelines would be to match adjacent buildings.

Kittel stated that the requirement to match adjacent buildings would be a part of the decision matrix used in the design guidelines document. There is also an opportunity to tie this document directly to city ordinances, which would make it a requirement to follow instead of just RACK's preference.

Kilgas explained that he preferred the use of earthy tones in keeping with Kaukauna's historical look. New building materials, however, are coming out every day, so the document will need to be continually adjusted to keep up with advancements in the construction field.

Kittel stated that if someone wants to use a certain material not specifically outlined in the design guidelines, then RACK can discuss it at the time the request is brought forth. The aim is to avoid materials such as old-style corrugated metal.

Moore asked for clarification on if the color requirements outlined in the document would extend to murals.

Kittel stated that murals go through a separate approval process, and these restrictions would not apply to them.

Moore requested that it be clarified in the design guidelines that these restrictions do not apply to murals.

Schroeder asked if flexibility would be allowed for businesses trying to establish a certain brand appearance.

Kittel explained that this document is meant to act as a guide, and that the decision matrix allows for flexibility. He further clarified that these restrictions will not apply to signage, including brand signage.

Hayes asked for clarification on whether these restrictions apply to the interior of a building.

Kittel clarified that these restrictions only apply to the exterior of a property.

Lenz asked how submittals will be graded.

Kittel explained that the decision matrix uses weighted categories to assist in decision making, with the goal being that a proposed project is substantially compliant.

A finalized document will be brought back before RACK for final review and approval.

## 5. Closed Session

- a. Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – Revolving Loan Fund Documentation for 107 E Second Street.

Kilgas made a motion to adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – Revolving Loan Fund Documentation for 107 E Second Street. Seconded by Vanevenhoven. The motion passed unanimously.

Closed Session entered at 9:22 a.m.

- b. Return to Open Session for Possible Action

Kilgas made a motion to return to open session. Seconded by Lenz. The motion passed unanimously.

Open Session entered at 9:51 a.m.

Sprangers made a motion to proceed with the RACK loan for Fox Valley Meal Prep as presented by Director Kittel. Seconded by Kilgas. Motion passed unanimously.

6. Other Business

None

7. Adjourn

Kilgas made a motion to adjourn. Seconded by Lenz. Motion passed unanimously, adjourned at 9:53 a.m.