

PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, April 17, 2025 at 4:00 PM

MINUTES

In-Person

Mayor Penterman called the meeting to order at 4:01 p.m.

1. Roll Call

Members Present: Giovanna Feller, John Neumeier, John Moore, Michael Avanzi, Pennie Thiele, Mayor Tony Penterman

Absent: Brett Jensen, Ken Schoenike

Other(s) Present: Planning and Community Development Director Dave Kittel, Associate Planner Adrienne Nelson, Times Villager Reporter Brian Roebke, Dan Meissner

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

2. Approval of Minutes

a. Approve Minutes from April 3, 2025

Thiele made a motion to approve the minutes from April 3, 2025. Seconded by Moore. The motion passed unanimously.

3. Old business

a. None

4. New business

a. Certified Survey Map Review – Parcel 323231000 & 323231100

Director Kittel introduced the proposed certified survey map for parcels 323231000 and 323231100. This CSM is for a simple lot line adjustment for the existing properties in order to bring them into compliance with side yard setback requirements. Previously, a CSM was done for these parcels and approved, but it was never recorded. Because of this, the house that was built did not follow side yard setback requirements. The proposed

CSM is not the same as the original, but it is a concession between the homeowners of both properties in order to rectify the document that was not recorded. Staff is recommending approval of the CSM in order to ensure compliance with side yard setback requirements.

Avanzi asked if any utility services follow the original property line.

Kittel stated that the utility service are all in the front area of the properties, so there should be no issues.

Moore made a motion to approve the certified survey map as presented. Seconded by Neumeier. The motion passed unanimously.

b. Preliminary Site Plan Review – 301 W Seventh Street (Club Ritz)
Director Kittel introduced the preliminary site plan for Club Ritz, located at 301 W Seventh Street. He clarified that this item does not require direct action at this time. The property owners and architect, Dan Meissner, simply want direction from the Plan Commission before they move forward in finalizing their plan to add ADA accessible bathrooms to the existing property. The main concern that they are requesting guidance on is parking. Although the building addition itself is compliant with all city ordinances, clarity is needed on the amount of parking stalls that are required to support the addition. The property is zoned Commercial Core District. In a CCD, parking is not determined by the square footage of the building or by its use, but instead the required number of parking spaces is determined directly by the Plan Commission. The Plan Commission must determine if there is adequate parking available for employees and customers. The planned addition to the building is about 2,000 square feet, but an area of the existing building will need to be razed in order to attach this addition. The addition will allow for two new bathrooms that are ADA compliant as well as a game room. Five new parking spaces will be added. Currently, there are fifteen off street parking stalls available, as well as some on-street parking. The owners of Club Ritz want to know if the additional five parking spots will be sufficient.

Thiele asked if there have been any complaints from neighbors regarding the current parking situation.

Kittel explained that, historically, there have been complaints from neighbors regarding the parking situation, but that nothing has been

reported recently. The existing fifteen parking spaces are sometimes all utilized, leading patrons to take up more of the on-street parking.

Neumeier commented that, when this process started two to three years ago, the original plan was to simply add additional parking. This current plan increases the usable space of Club Ritz instead. Their gravel parking already does not meet code. This plan could create additional parking issues.

Moore asked how far off the back of the building the new structure will be going south.

Dan Meissner, architect of the Club Ritz project, explained that it would probably be about thirty feet off the back of the building going south.

Moore asked if the addition would really only be 2,000 square feet.

Kittel clarified that it would be around 2,150 square feet, but that the addition will overlay part of the existing building.

Neumeier asked where the ADA accessible ramp will be located.

Meissner explained that they intend to repair the existing ramp on the western side of the building as well as extend the ramp to the upper residence. They want to make a better and safer environment, and they will maintain appropriate occupancy numbers.

Kittel explained that the previous proposal included ten new parking spaces instead of five. The previous proposal did not have the gaming room. He was unsure of the process for setting and enforcing an occupancy limit.

Meissner responded that they will restrict the occupancy number, and that the number is typically sent to the Fire Department.

Moore added that, in prior discussions, it was mentioned that there were concerns about outdoor music. He was glad to see that there were no provisions for that in this plan.

Kittel clarifies that, per the city's liquor license requirements, amplified music is not allowed. Establishments who received liquor licenses before amplified music was banned are only allowed it if they receive approval from the Common Council.

Thiele asked where the dumpster enclosure will be.

Kittel explained that Club Ritz is still getting that sorted, they want the ability to enclose the dumpster without losing a parking space. He reiterated that Club Ritz is simply looking for direction at this time, and that the final proposal would come back before the Plan Commission.

Moore asked if the dumpster issue would be cleared up in the final plan.

Kittel stated that it would be.

Moore pointed out that Club Ritz is one of several local bars in residential neighborhoods that utilize on-street parking.

Mayor Penterman mentioned that there had been an issue in 2023 with Club Ritz patrons speeding. The establishment said they would work with their patrons to eliminate that issue, and they had done so successfully.

Moore stated that, as long as the owners are cognizant of their neighbors, there is no need to monitor their clientele.

Kittel noted that it appeared that one commissioner was not in favor of the preliminary plan and asked what the general confidence level was for the body as a whole.

Feller asked for clarification on where this plan would be going next.

Kittel explained that this is a preliminary plan. The final plan will receive staff review and then come back to the Plan Commission.

Neumeier reiterated that the building will be getting bigger with a minimal amount of additional parking stalls added. He said the city might be inviting future problems if this plan is eventually approved, especially if the road is redone and the other parking spaces need to be adjusted. It isn't a guarantee that there will be issues, especially if the number of patrons can be restricted, but it is something that should be considered.

Meissner stated that the goal is not to increase the number of patrons, but just to make the building ADA compliant and to have the room to have pool tables.

Neumeier asked what would happen to the occupancy restrictions if the building was sold.

Kittel said that the occupancy restrictions would stay unless the new owner applied for a change of use.

Thiele stated that she can't see this addition leading to a dramatic growth in the clientele base. She can respect the concerns regarding parking but agrees that there is a need for ADA compliant bathrooms. She would lean towards being okay with the proposed addition. Pool tables won't bring 50-100 more people.

Avanzi said that he would support it.

Moore said that as long as the concerns regarding the addition, such as the enclosed dumpster are met, are addressed, we would be okay with it. Living in that neighborhood comes with the expectation of noise. Club Ritz has been there a long time.

Feller stated that she doesn't want to prevent a business from bettering themselves. She thinks this is something the city can work with the owners on, especially when it comes to occupancy requirements.

Meissner said that his clients are willing and able to work with the Plan Commission if there are any items that need to be addressed.

Kittel summarized the conversation. Generally speaking, as long as the dumpster issue is addressed and occupancy is restricted, there are merits for the owners of Club Ritz to submit a final proposal.

c. Sign Code Ordinance Update

Director Kittel explained that staff has not had much time to work on updates to the sign ordinance. There should be a bigger update at the next Plan Commission meeting.

5. Other Business

a. None

6. Adjourn

Avanzi made a motion to adjourn the meeting. Seconded by Moore. The motion passed unanimously. The meeting adjourned at 4:32 p.m.