



# MEMO

## PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission  
From: Adrienne Nelson, Associate Planner  
Date: November 26, 2025  
Re: Park Donation Application Review – Seasonal Portable Toilet

A donation application for a seasonal portable toilet has been submitted by Kaukauna Utilities, to be placed at the head of the Konkapot Trail from now until April. This is an annual donation. If approved, the donation would be installed as soon as possible, pending staff availability.

**Staff Recommendation**

Staff recommend approval of the seasonal portable toilet at the location presented.