



# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Industrial Park Commission (IPC)  
From: Dave Kittel, Director of Planning and Community Development  
Date: 3/27/2025  
Re: Resource Guide

This memo is meant to provide Industrial Park Commission (IPC) Members with the basic documents and information to assist you in your role as a member of the IPC. Most of the items can be found online and will have direct link from this memo. If there are resources or sources that are not electronic, the memo will provide instruction on how to access the information most easily.

### City of Kaukauna Resources:

- City Website – Links to all ordinances, resolutions, agendas, minutes, and data on the village can be found at our home page - <https://kaukauna.gov/> . For quick access to meeting minutes and agendas please use this link <https://kaukauna-wi.municodemeetings.com/>. As you navigate the site, should you have suggestions for additional information or better presentation of information, please do not hesitate to contact the city staff.

- Code of Ordinances -The Municipal Code as it is currently codified can be found here:

[https://kaukauna.municipalcodeonline.com/book?type=ordinances#name=Chapter\\_1\\_GENERAL\\_PROVISIONS](https://kaukauna.municipalcodeonline.com/book?type=ordinances#name=Chapter_1_GENERAL_PROVISIONS)

- o Special attention should be paid to [Chapter 17](#), this is chapter covers zoning and it details out each district, allowed uses, setbacks, etc... Note that restrictive covenants often go above and beyond the zoning requirements. It is still important to be aware of the zoning requirements as often this comes up while reviewing site plans and is a common variance request to the IPC.

o For Performance Standards for Industrial Development see [Ch 17.38](#), and additional requirements such as landscaping are in [Ch 17.52](#).

- Comprehensive Plan - In general terms, a comprehensive plan is long range planning document that guides the growth pattern of the City. City officials rely on the comprehensive plan to help them make decisions on how the physical development of the City should occur. The current plan can be found here: <https://kaukauna.gov/wp-content/uploads/2025/02/Planning-Comprehensive-Plan.pdf>
- Strategic Plan– In 2023, the City's Common Council and staff worked to draft the City's first ever Strategic Plan. The City of Kaukauna 2024-2026 Strategic Plan is meant to serve as a road map for where the City is strategically headed over the next 3 years. The executive primer and other information can be found here: <https://kaukauna.gov/wp-content/uploads/2024/10/Strategic-Plan-version-for-web.pdf>
- There are 4 Industrial Parks that the IPC has direct review authority per restrictive covenants. Below are the park names and links to the covenants for each area:

North Industrial Park Phase I-<https://kaukauna.gov/wp-content/uploads/2024/11/covenants-phase-i.pdf>

North Industrial Park Phase II- <https://kaukauna.gov/wp-content/uploads/2024/11/covenants-phase-ii.pdf>

South Industrial Park- <https://kaukauna.gov/wp-content/uploads/2024/11/ip-south-protective-covenants.pdf>

NEW Prosperity Center- <https://kaukauna.gov/wp-content/uploads/2024/11/new-prosperity-center-covenants.pdf>

- Maps and additional information as well as the covenants are also available on the city website: <https://kaukauna.gov/business/#businessdistricts>

**Other Resources:**

- Zoning Ordinances Basic information: [https://www.uwsp.edu/wp-content/uploads/2023/12/Zoning\\_Ordinances.pdf](https://www.uwsp.edu/wp-content/uploads/2023/12/Zoning_Ordinances.pdf)

- TID/TIF conversations often come up in the Industrial Parks as most of them started with assistance through TID. Below is a link to the TIF Manual from the DOR that explains some of the TID basics as well as the different types and steps for creation: <https://www.revenue.wi.gov/DOR%20Publications/tif-manual.pdf>

**Conclusion:** This is not meant to be an exclusive list of resources for your position. Should you have questions or recommendations, please contact myself or other staff as appropriate.

Sincerely,



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