

PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, December 19, 2024 at 4:00 PM

MINUTES

In-Person

1. Roll Call.

Members Present: Giovanna Feller, John Moore, Pennie Thiele, John Neumeier, Brett Jensen, Mayor Tony Penterman, Ken Schoenike

Absent: Michael Avanzi (Avanzi arrived at 4:09pm)

Other(s) Present: Planning and Community Development Director Dave Kittel, Associate Planner Adrienne Nelson

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

2. Approval of Minutes.

a. Approve Minutes from December 5, 2024 Meeting

Feller made a motion to approve the minutes from the December 5, 2024 meeting. Seconded by Jensen. Motion passed unanimously.

3. Public Hearing

a. Introduction to Special Exception Request at 205 Dodge Street

Director Kittel provided an overview of the special exception request at 205 Dodge Street for an event rental space. This rental space would be used for birthday parties, bridal showers, pop-up shop events, and more. Parking is proposed to be primarily Street parking with availability on Dodge, Quinney and 4th st plaza as well as City parking lot on 3rd street on the other side of Hwy 55.

b. Public Hearing-Special Exception for event space at 205 Dodge st

Mayor Penterman declared the public hearing open and asked if anyone in the Council Chambers wished to address the Plan Commission regarding the special exception request at 205 Dodge Street.

After asking two more times if anyone wished to address the commission, no one appeared, and Mayor Penterman declared the public hearing closed.

4. Old Business.

None

5. New Business.

a. Special Exception Request- 205 Dodge St

Director Kittel provided an overview of the request and went over parking availability in the area as well as conditions staff felt may be appropriate for the special exception such as limiting the number of people at the event space, no outdoor music and ensuring the rentals do not go past midnight to minimize any conflicts with nearby residents. No calls, email or written correspondence was received from the neighboring properties. Neumeier clarified some parking restrictions on Quinney Street. Thiele inquired on if parking on both sides of Quinney could be a hazard to EMS accessing the properties. Neumeier provided insight on the width of the road and stated the width is the same as other roads and designed to still allow a fire truck down the road. The commissioners asked the applicant if restrictions on the number of occupants would be an issue. The applicant Marcus Rennie stated that they would prefer no restrictions as the space is intended to be a small space. A discussion ensued on the fire occupancy limit. Due to not knowing the final square footage of the space after renovation it is hard to determine but would likely be maxed in the 100-occupant range. The commissioners agreed that there is enough parking to not need to restrict this portion of the special exception.

Commissioner Avanzi arrived at 4:09pm. Moore made a motion to allow Avanzi in the meeting. Seconded by Feller. Motion carried

Neumeier made motion to approve the Special Exception request of operating an event space on the first floor of 205 Dodge Street with the following conditions:

1. All local ordinances are to be followed to include amplified devices
2. All rentals/events shall not continue past Midnight (12:00am)
3. No outdoor space should be used for amplified devices such as a band or DJ
4. Yearly inspection done by Community Development Department or other designee to ensure compliance.

5. This Special Exception is only for this specific address, and the applicant listed on the application. If the tenant/ownership changes, the new tenant/applicant/property owner would need to go through the special exception process again.

Seconded by Avanzi. Motion passed unanimously.

6. Other Business.

None

7. Adjourn.

Theile made a motion to adjourn the meeting. Seconded by Schoenike. The motion passed unanimously the meeting adjourned at 4:18pm

