

# PLAN COMMISSION

City of Kaukauna  
**Council Chambers**  
Municipal Services Building  
144 W. Second Street, Kaukauna



Thursday, April 17, 2025 at 4:00 PM

## AGENDA

**HYBRID MEETING (May attend in-person or via Zoom)**  
**In-Person in Common Council Chambers, City of Kaukauna**  
**Remote Attendance option available via Zoom**

1. Roll Call.
2. Approval of Minutes.
  - [a.](#) Approve Minutes from April 3, 2025 Meeting
3. Old Business.
4. New Business.
  - [a.](#) Certified Survey Map Review-Parcel 32323100 & 323231100
  - [b.](#) Preliminary Site Plan Review- 301 W Seventh St (Club Ritz)
  - c. Sign Code Ordinance Update
5. Other Business.
6. Adjourn.

## NOTICES

**IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL  
BE MADE AVAILABLE AT NO CHARGE.**



**PLAN COMMISSION**

City of Kaukauna

**Council Chambers**

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, March 20, 2025 at 4:00 PM

**MINUTES**

In-Person

Commissioner Moore called the meeting to order at 4:00 p.m.

**1. Roll Call**

Members Present: Giovanna Feller, John Neumeier, Ken Schoenike, Pennie Thiele, John Moore

Absent: Mayor Tony Penterman, Michael Avanzi, Brett Jensen

Other(s) Present: Planning and Community Development Director Dave Kittel, Jermy Freund from Outagamie County

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

**2. Approval of Minutes****a. Approve Minutes from March 20, 2025**

Feller made a motion to approve the minutes from March 20, 2025. Seconded by Neumeier. The motion passed unanimously.

**3. Old business**

None

**4. New business****a. Park Donation-Moore Bench**

Director Kittel introduced the donation request for a bench to be installed at La Follette Park, in memory of Stephen Fritz. This bench would be in the City of Kaukauna's standard bench style and would include a plaque. Staff recommend approval of the park bench donation for Stephanie Moore in memory of Stephen Fritz with the condition that staff will work with the donor to finalize the location of the bench.

Schoenike made a motion to approval the park bench donation for Stephanie Moore in memory of Stephen Fritz with the condition that staff will work with the donor to finalize the location of the bench. Seconded by Feller. The motion passed unanimously.

b. Park Donation-Behnke Bench

Director Kittel Introduced a park bench donation d by Samantha Behnke, to be installed at La Follette Park. This bench was created using recycled plastic bags collected by Girl Scout Troop 2284 and therefore would not be in the City of Kaukauna's standard bench style. The bench would be green and not match existing benches in the area. Any time the City receives an opportunity for a donation if we have a space that makes sense for it then we should accept the donation. The bench is similar to others the City has accepted and there is enough room in La Follette park for the bench to benefit users such as at the top of the hill overlooking the river.

Theile made a motion to approval the park bench donation for Samantha Behnke and Troop 2284 with the condition that staff will work with the donor to locate an area in the park that is suitable for this bench style. Seconded by Neumeier. The motion passed unanimously.

c. Great Lakes Sediment and Nutrient Reduction Program (GLSNRP) Grant Application for 1,000 Islands

Public Works Director John Neumeier introduces the GLSNRP Grant Application and provides insight into what it is for. The proposed project would help with the erosion in some of the ravines at 1,000 islands by providing for a tier or pool system to slow and direct water through the existing ravines and help prevent further erosion. Jermy Freund from Outagamie County also provided additional insight on the proposed project and how the step-pool stormwater conveyance works.

Thiele made a motion to authorize the Mayor to send a Letter of Support from the Plan Commission/Stormwater Advisory Board for a Great Lakes Sediment and Nutrient Reduction Program (GLSNRP) Grant Application for 1,000 Islands Ravine Stabilization. Seconded by Schoenike. The motion passed unanimously.

d. Site Plan Review-1200 Maloney Rd (TEAM Industries)

Director Kittel introduced the site plan for 1200 Maloney Rd. The proposed plan is to have a small addition to an existing building of about 3,200 square feet, remove one small utility building and move an existing small utility building. The plan meets the requirements of the City and was approved by the Industrial Park Commission.

Feller made a motion to approve the site plan for the 3,200sqft addition on to the existing structure with the condition that the relocation of the small utility building is

approved by staff to ensure compliance with all setbacks. Seconded by Neumeier. The motion passed unanimously.

5. Other Business

None

6. Adjourn

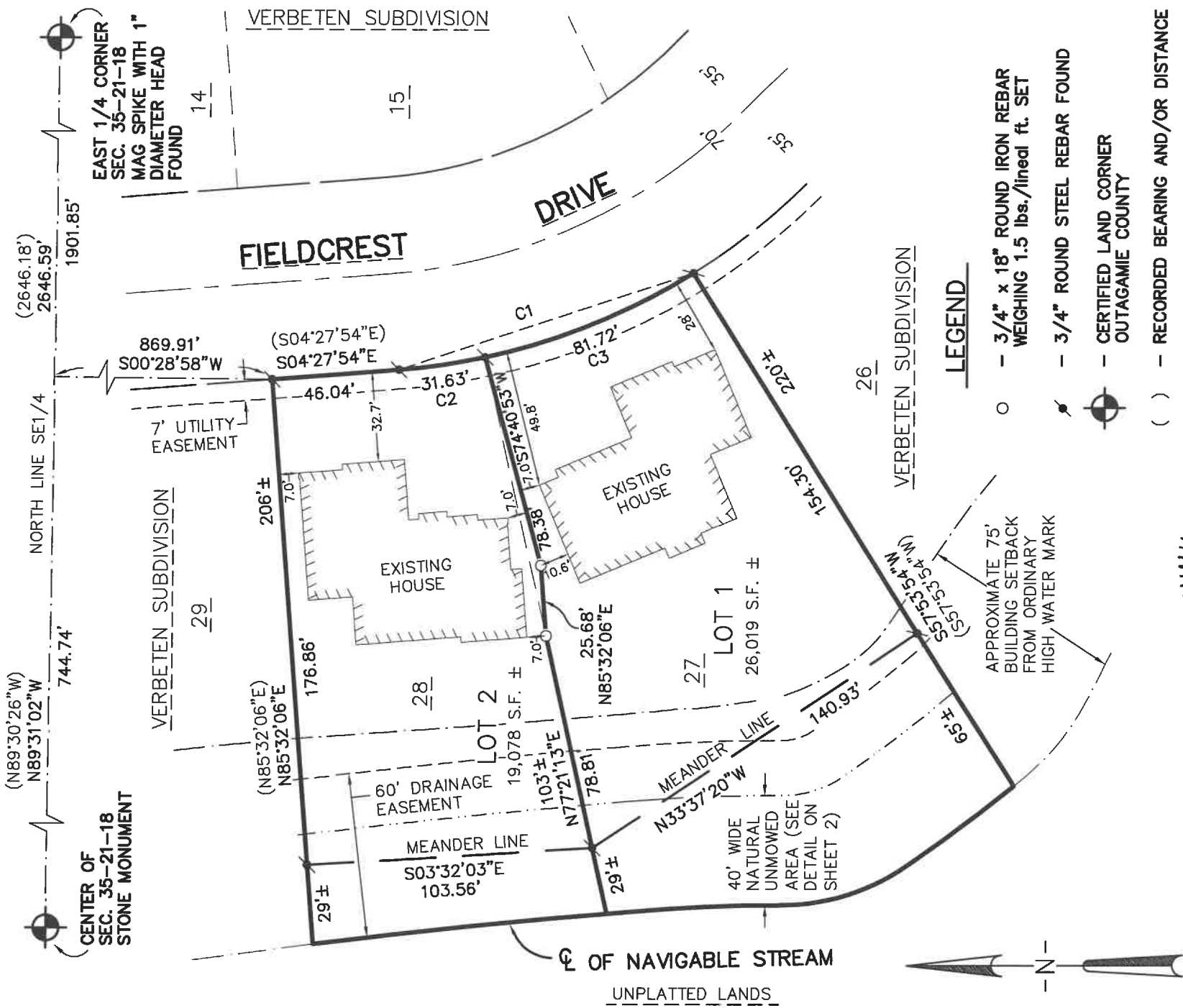
Neumeier made a motion to adjourn the meeting. Seconded by Feller. The motion passed unanimously. The meeting adjourned at 4:29 p.m.



CERTIFIED SURVEY MAP

SHEET 1 OF 4

ALL OF LOTS 27 AND 28 OF VERBETEN SUBDIVISION, LOCATED IN THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 35, TOWNSHIP 21 NORTH, RANGE 18 EAST, CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN



BEARINGS ARE REFERENCED TO THE NORTH LINE OF SOUTHEAST 1/4 OF SECTION 35, TOWNSHIP 21 NORTH, RANGE 18 EAST, CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN, WHICH BEARS N89°31'02"W PER THE WISCONSIN COORDINATE SYSTEM AS PUBLISHED FOR OUTAGAMIE COUNTY.

FOR:  
-LORI RICHARDSON  
-4001 FIELDCREST DRIVE  
-KAUKAUNA, WI 54130

DRAFTED BY: Corey W. Kalkofen

McMAHON  
ENGINEERS ARCHITECTS  
1445 McMAHON DRIVE NEENAH, WI 54956  
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025  
Tel: (920) 751-4200 Fax: (920) 751-4284  
www.mcmgrp.com

3-10-2025

CERTIFIED SURVEY MAP

SHEET 2 OF 4

ALL OF LOTS 27 AND 28 OF VERBETEN SUBDIVISION, LOCATED IN THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 35, TOWNSHIP 21 NORTH, RANGE 18 EAST, CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	235.00'	113.35'	112.26'	S 18°17'36" E	27°38'12"
				(S 18°17'00" E)	
C2	235.00'	31.63'	31.61'	S 08°19'51" E	7°42'43"
C3	235.00'	81.72'	81.31'	S 22°08'57" E	19°55'29"

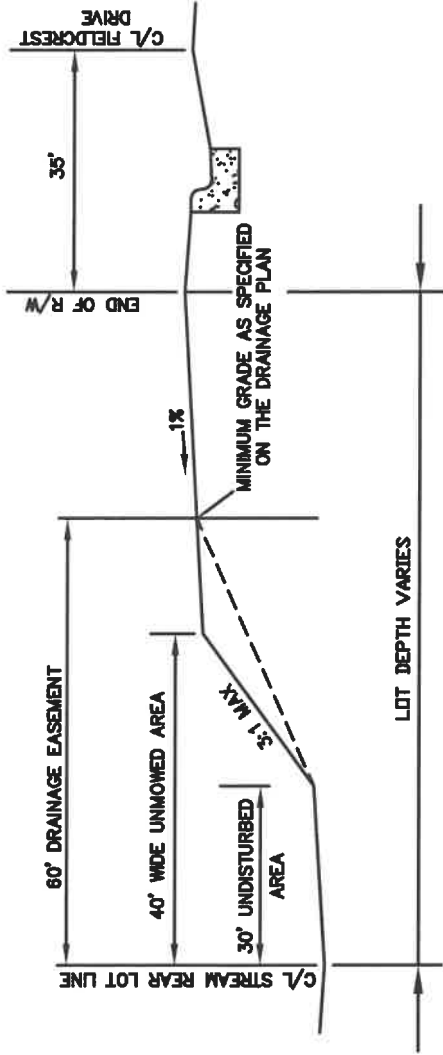
NOTES PER THE RECORDED PLAT OF VERBETEN SUBDIVISION:

FRONTYARD BUILDING SETBACKS TO BE 25 FEET FROM RIGHT-OF-WAY LINE UNLESS NOTED OTHERWISE.

THE 60 FOOT WIDE DRAINAGE EASEMENT SHALL CONTAIN A 40 FOOT GRASSY AREA IN A NATURAL, UNMOWED CONDITION ALONG THE EAST SIDE OF THE NAVIGABLE STREAM, (SEE DETAIL).

A MINIMUM WINDOW WELL AND/OR BASEMENT WALKOUT ELEVATIONS ARE ESTABLISHED. SEE THE APPROVED MASTER GRADING PLAN ON FILE WITH THE CITY OF KAUKAUNA PLANNING DEPT/BUILDING INSPECTION OFFICE TO OBTAIN THESE MINIMUM ELEVATIONS AND GRADING REQUIREMENTS.

NO FILLING OR GRADING SHALL BE ALLOWED WITHIN 30 FEET OF THE NAVIGABLE STREAM. A FILL SLOPE OF A MAXIMUM 3:1 HORIZONTAL TO VERTICAL SHALL BE ALLOWED OUTSIDE OF THE 30 FOOT UNDISTURBED AREA. SEE DETAIL ON APPROVED MASTER GRADING PLAN ON FILE WITH THE CITY OF KAUKAUNA PLANNING DEPT/BUILDING INSPECTION OFFICE.



LOTS 1-2 TYPICAL CROSS SECTION

NOTES:

ANY LAND BELOW THE ORDINARY HIGH WATER MARK OF A LAKE OR A NAVIGABLE STREAM IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1, OF THE STATE CONSTITUTION.

THIS CSM IS ALL OF TAX PARCEL Nos. 323231000 (Lot 27) and 323231100 (Lot 28).

THE PROPERTY OWNERS OF RECORD ARE BENJAMIN G. & REBECCA R. DEERING (LOT 27) AND LORI T. RICHARDSON (LOT 28).

THIS PROPERTY IS CONTAINED WHOLLY WITHIN LANDS DESCRIBED IN DOCUMENT No. 2142270 (LOT 27) AND DOCUMENT No. 2286072 (LOT 28).



**McMAHON**  
ENGINEERS ARCHITECTS

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# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission  
From: Dave Kittel, Director of Planning and Community Development  
Date: 4/14/2025  
Re: Certified Survey Map Review-Parcel 32323100 & 323231100

### **Background information:**

A certified survey map has been submitted for parcel 32323100 and 323231100 also known as 4001 and 4051 Fieldcrest Dr. This CSM is not creating an additional lot but rather correcting Lot line issue which would bring 4001 Fieldcrest in compliance with side yard setbacks of 7 feet. Attached is the CSM for review, it meets all requirements for the City.

### **Recommendation:**

To approve the CSM for Parcel 32323100 & 323231100 and recommend the same to Common Council.







# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission  
From: Dave Kittel, Director of Planning and Community Development  
Date: 4/15/2025  
Re: Preliminary Site Plan Review- 301 W Seventh St (Club Ritz)

### **Background information:**

An addition to 301 W 7<sup>th</sup> street has been in the works for a number of years. There have been many reviews to find a way to create an addition to allow for ADA bathrooms on site to allow for better and safer use of the building. The Owners are requesting for a preliminary review before they finalize plans and spend any additional money to help ensure their current proposal is viable. The current proposal would add an addition on the rear of the building to accommodate the new ADA bathrooms and add some additional parking in the rear along the alley way for staff. The proposed addition meets requirements for set backs, the architectural plans need to be finalized to ensure a full review on the building code can be done. The Façade is planned to have stone that would be compliant of façade requirements as well. A dumpster enclosure would need to be added as well. The main question that is coming forth to the plan commission is in regards to parking. The current proposal would add 5 parking spaces. This is an improvement to the existing situation and the current zoning code states:

*All permitted principal uses except dwelling units. Any exterior expansion of a building or construction of a building shall be subject to review by the city plan commission to ensure that adequate off-street parking is available in the area. New construction or expansion creating 750 square feet or more of floor space shall provide specific locations of employee and customer parking and attest to its availability in writing,*

specifically noting if the parking is private or public and what parking space is available. Lack of parking is grounds for denial of the building permit application. Denials for permits shall be provided in writing, noting the reasons for denial and any supporting documentation of the denial. Appeals from this determination can be submitted to the city common council within 45 days of written notice of the denial. The common council can override the city plan commission's denial by a three-fourth vote of the common council.

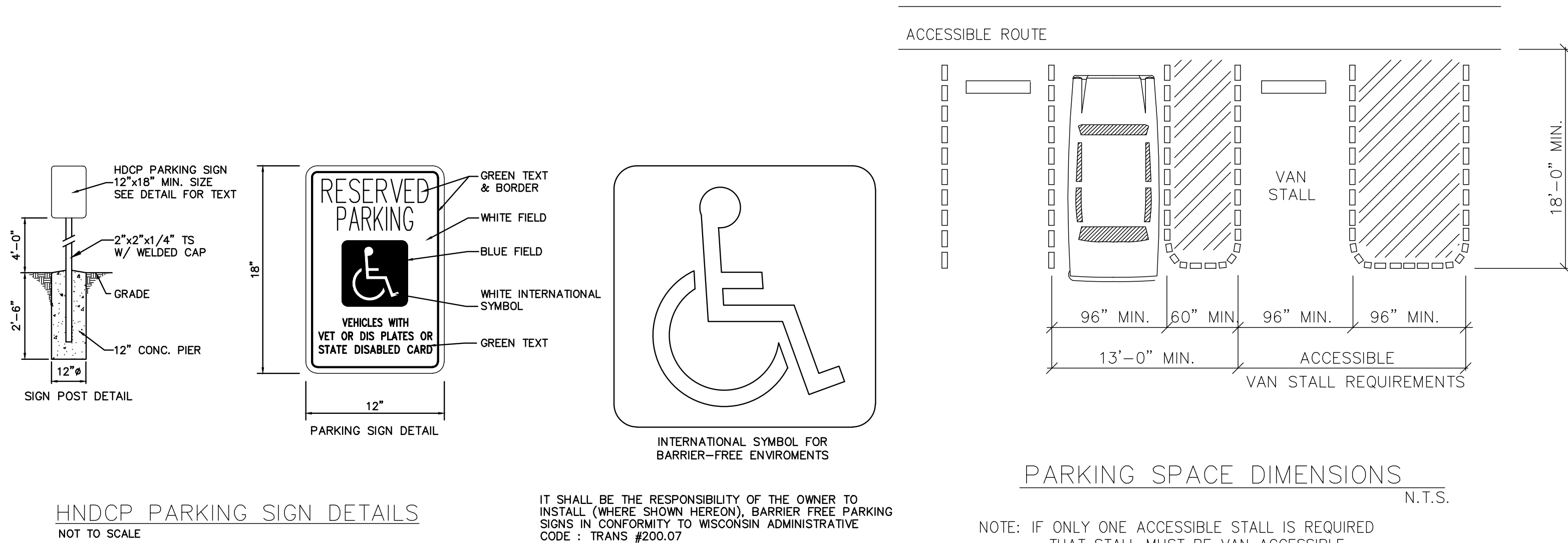
The determination of the proposed site plan comes down to parking. There is no set number of spaces required. The owners feel that the additional spaces provide adequate parking for the needs of their business. Currently there is 15 off street parking stalls and other off street parking available.

**Recommendation:**

Discussion for Commissioners and direction for the proposed addition in relation to needed parking.



PROPOSED ADDITION FOR,  
CLUB RITZ  
301 W. 7TH ST.  
KAUKAUNA, WI 54130



PROJECT INFORMATION

USE: A-2 ASSEMBLY

OWNERS: COMPANY/ENTITY  
NAME  
ADDRESS  
PHONE  
EMAIL

DESIGNERS OF RECORD

ARCHITECTURAL / STRUCTURAL  
DANIEL J. MEISSNER AIA, LLC  
1230 E. CALUMET ST.  
APPLETON, WI 54915  
920-428-0982

CODE ANALYSIS

USE AND OCCUPANCY  
A-2 DANCE HALL/DINING/S-1 STORAGE  
NON-SEPARATED

USE AND OCCUPANCY  
TYPE VB - WOOD FRAME UN-PROTECTED

ALLOWABLE AREA PER FLOOR  
BUILDING IS EXISTING  
EX 4,829 S.F.  
PROJECT AREA WAS 1,745 S.F.

FIRE PROTECTION SYSTEM:  
NON-SPRINKLED

SANITARY FIXTURE REQUIREMENTS:  
OCCUPANT LOAD = 200

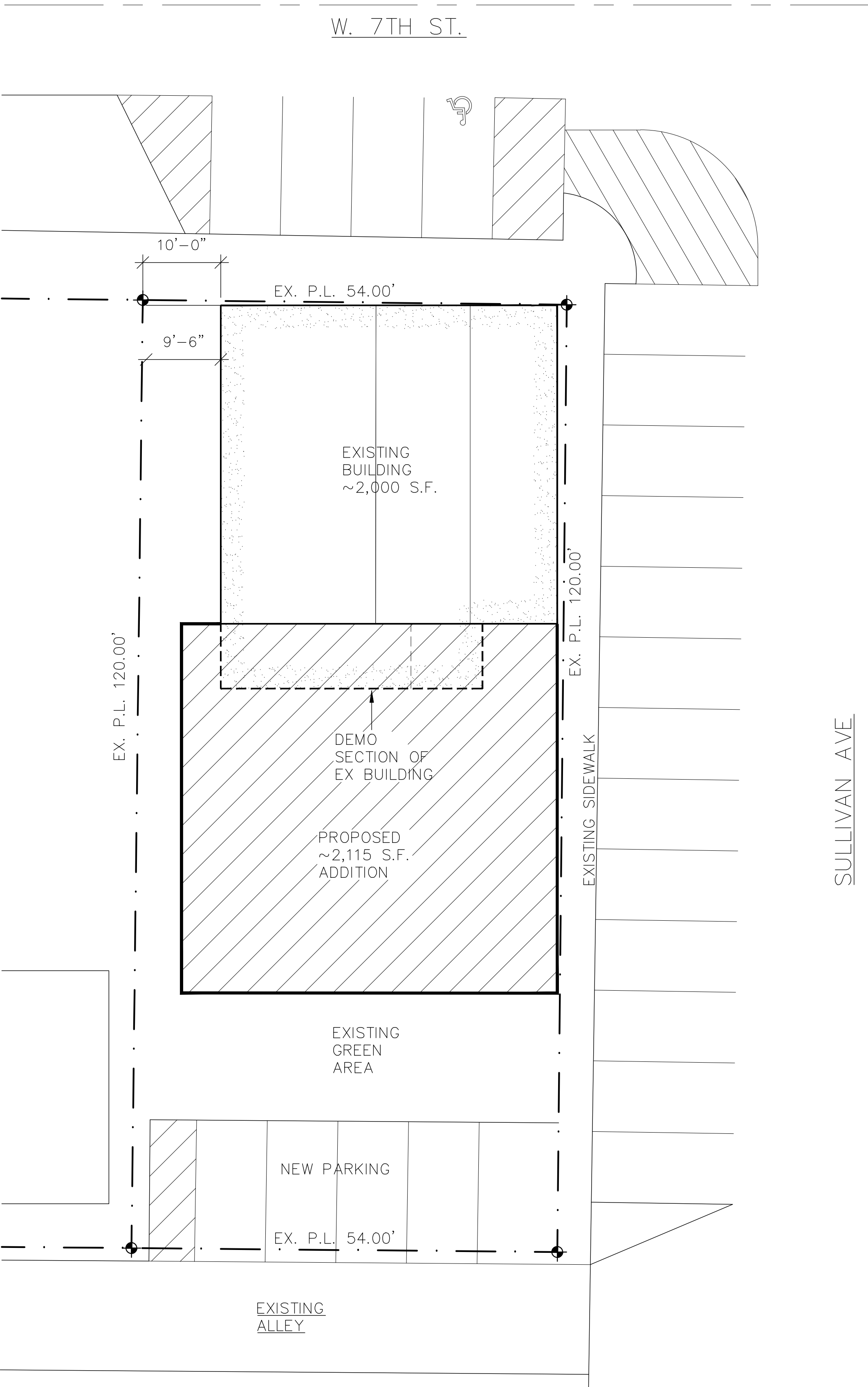
MENS  
100/40 = 2.5 W.C. REQ.  
(2) W.C. , (1) URINAL PROVIDED

WOMENS  
100/40 = 2.5 W.C. REQ.  
(3) W.C. PROVIDED

(1) SERVICE SINK PROVIDED BEHIND BAR

MENS  
100/200 = .5 LAV. REQ.  
(2) LAV. PROVIDED

WOMENS  
100/200 = .5 LAV. REQ.  
(2) LAV. PROVIDED



SCHEMATIC SITE PLAN  
SCALE: 1:20

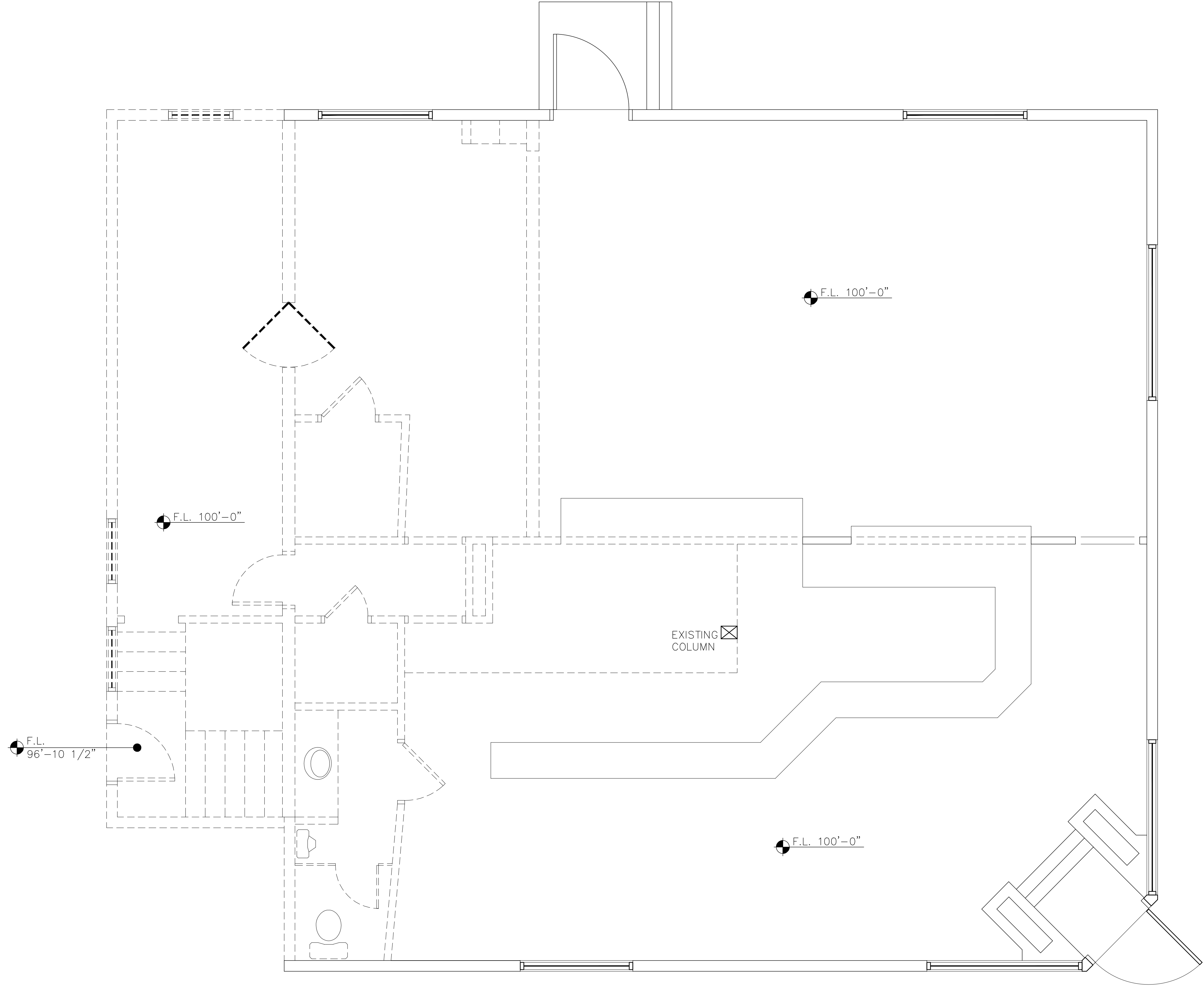


REV. NO.	DATE	DESCRIPTION

Architect:  
**Daniel J. Meissner**  
**AIA, LLC**  
1230 E. Calumet Street  
Appleton, WI  
920.428.0982

PROPOSED ADDITION FOR,  
**CLUB RITZ**  
301 W. 7TH ST.  
KAUKAUNA, WI 54130

DATE  
3/7/2025  
SHEET  
**CS**  
DRAWN BY:  
S. BURTON



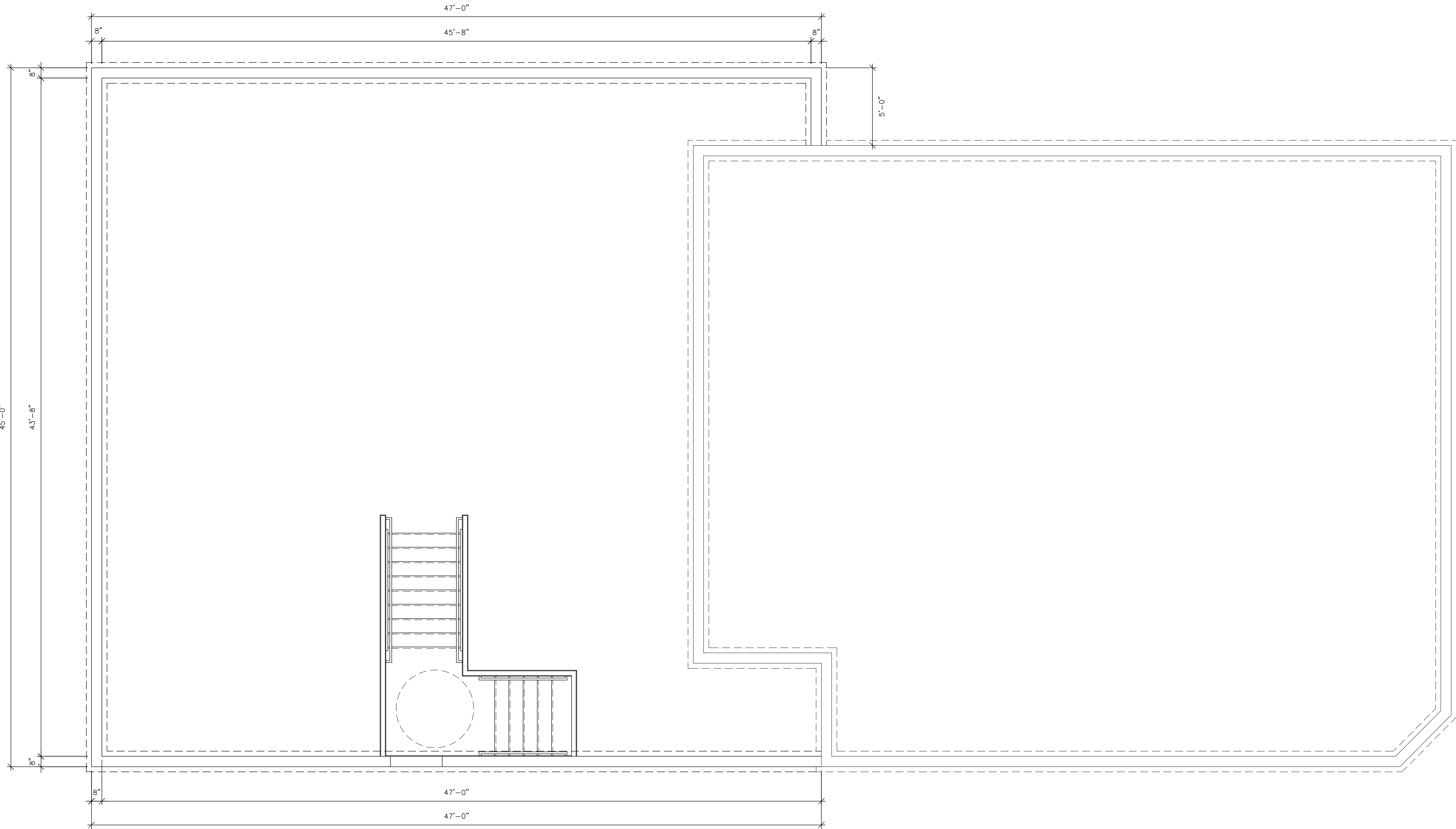
FIRST FLOOR DEMOLITION PLAN  
SCALE: 3/8" = 1'-0"

REV. NO.	DATE	DESCRIPTION

Architect:  
**Daniel J. Meissner**  
**AIA, LLC**  
1230 E. Columet Street Appleton, WI  
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PROPOSED ADDITION FOR,  
**CLUB RITZ**  
 301 W. 7TH ST.  
 KAUKAUNA, WI 54130

DATE  
3/7/2025  
SHEET  
**D1.0**  
DRAWN BY:  
S. BURTON



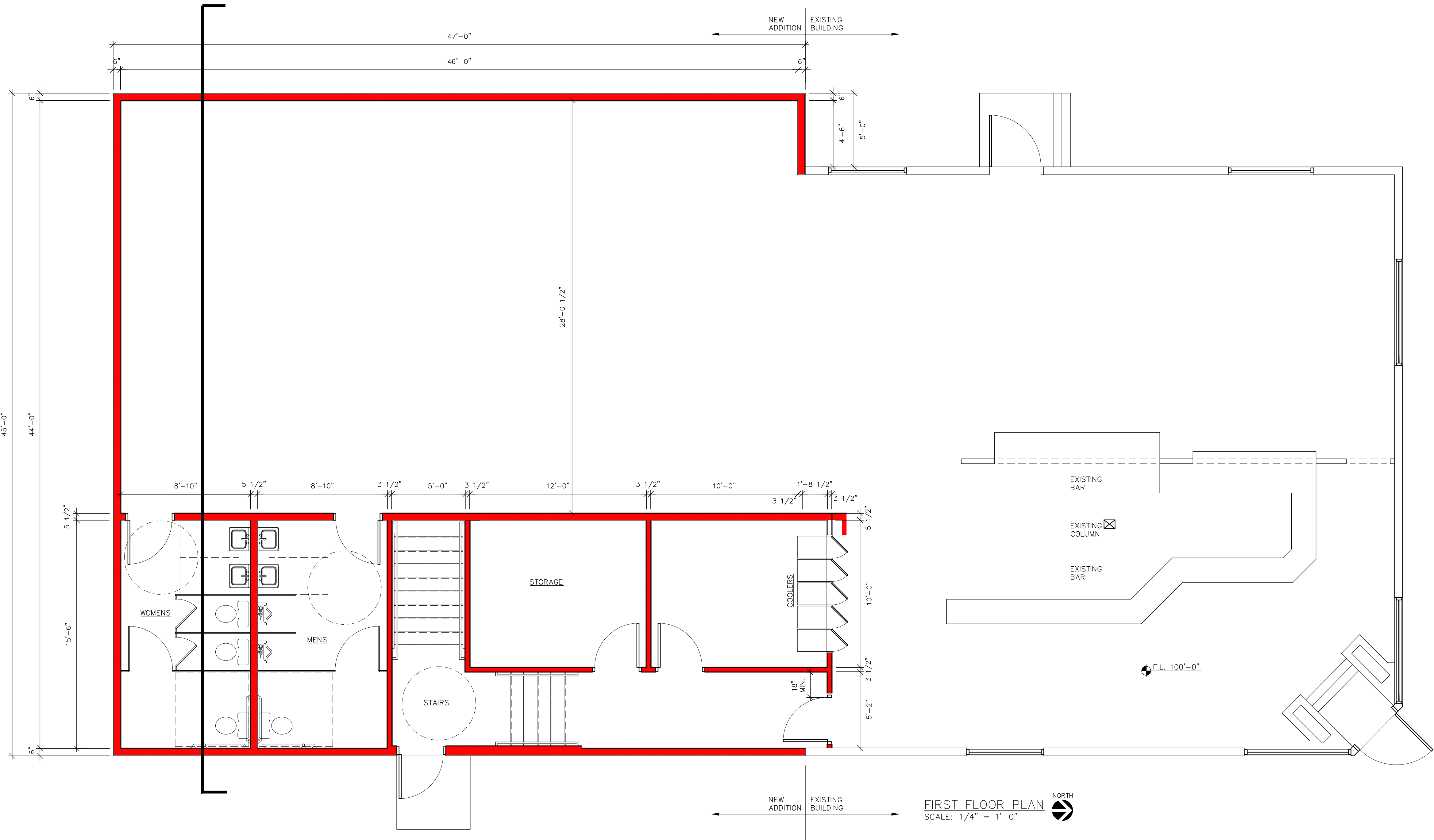
FOUNDATION/BASEMENT PLAN  
SCALE: 1/4" = 1'-0"

REV. NO.	DATE	DESCRIPTION

Architect:  
**Daniel J. Meissner**  
**AIA, LLC**  
1230 E. Columet Street Appleton, WI  
920.428.0982

PROPOSED ADDITION FOR,  
**CLUB RITZ**  
301 W. 7TH ST.  
KAUKAUNA, WI 54130

DATE  
3/7/2025  
SHEET  
**S1.1**  
DRAWN BY:  
S. BURTON



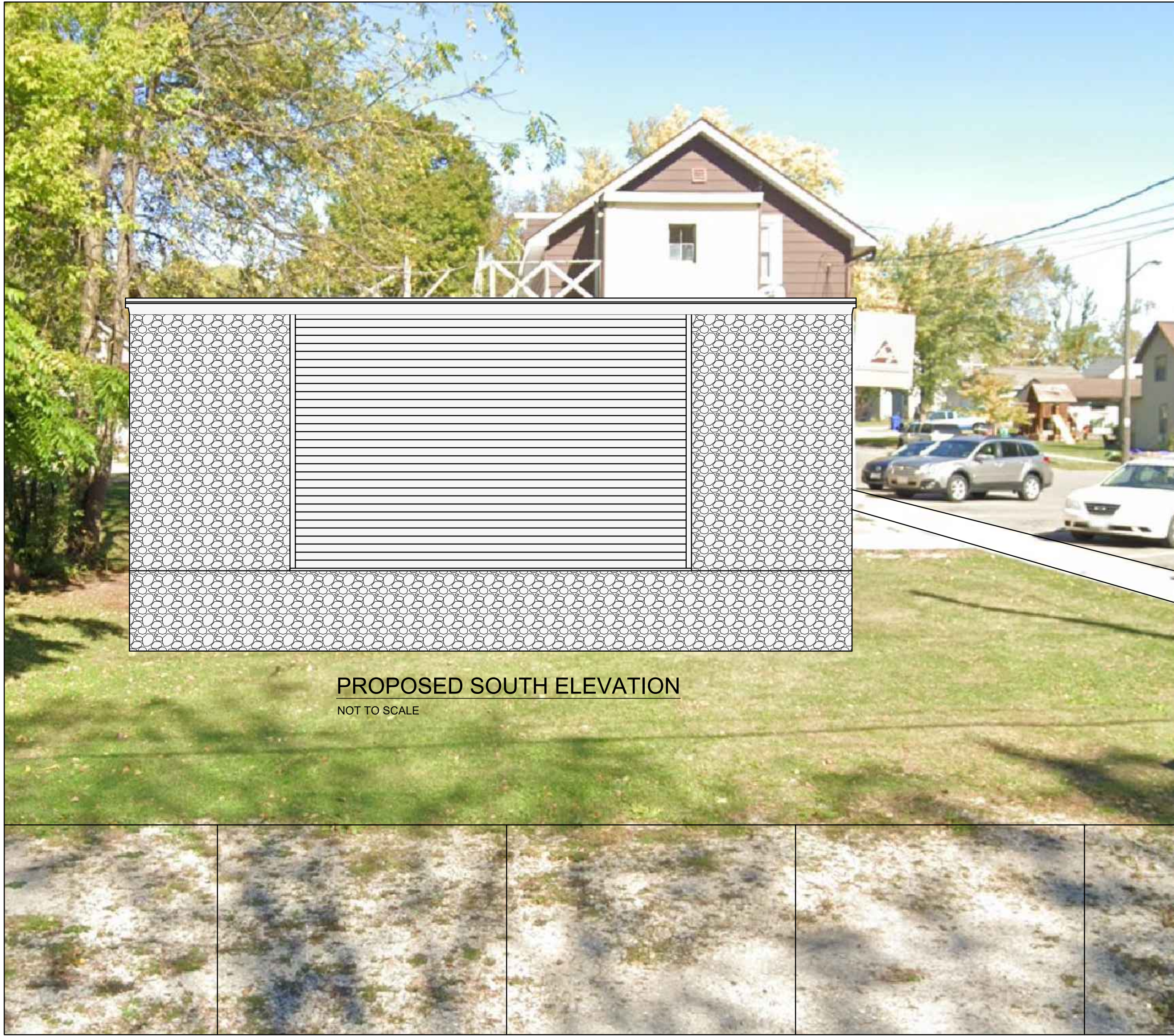
REV. NO.	DATE	DESCRIPTION

Architect:  
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1230 E. Columet Street   Appleton, WI  
920.428.0982

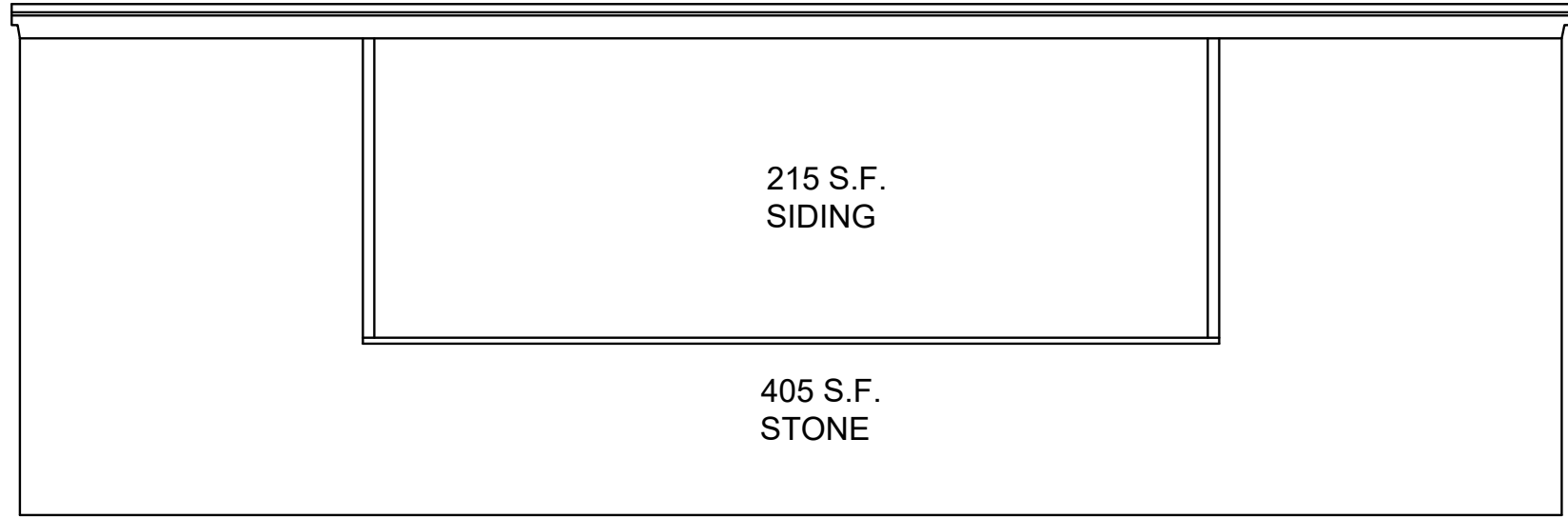
PROPOSED ADDITION FOR,  
**CLUB RITZ**  
301 W. 7TH ST.  
KAUKAUNA, WI 54130

DATE  
3/7/2025  
SHEET  
**A1.0**  
DRAWN BY:  
S. BURTON

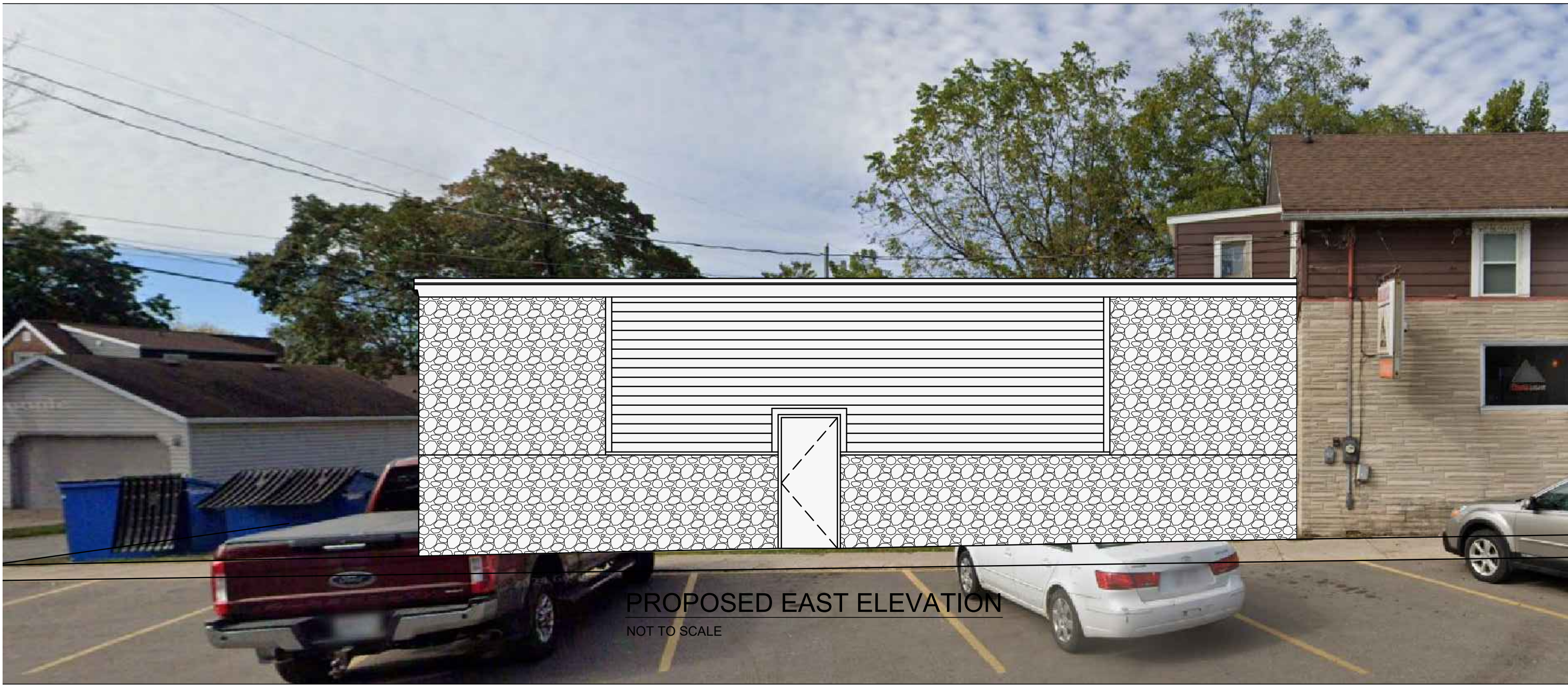




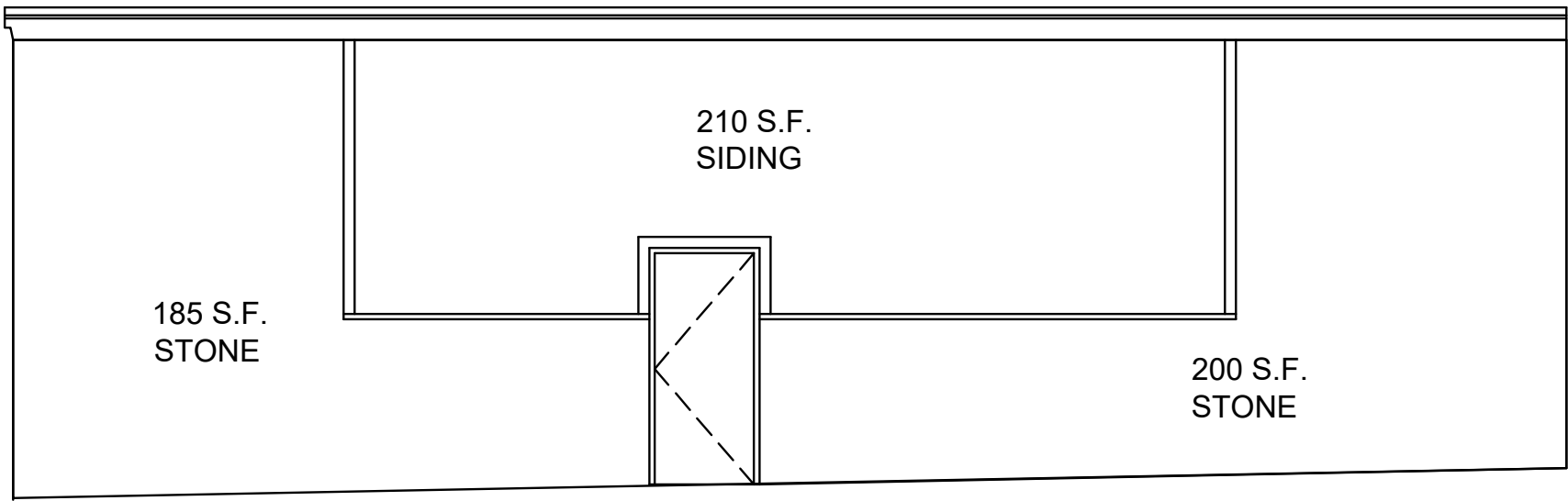
PROPOSED SOUTH ELEVATION  
NOT TO SCALE



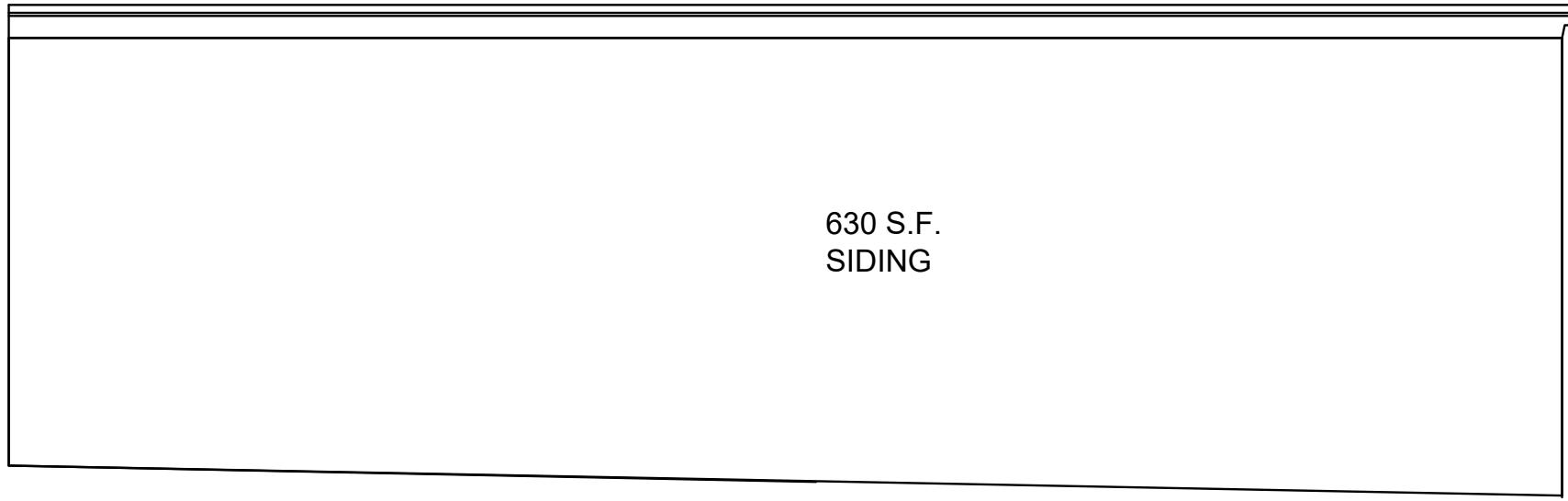
PROPOSED SOUTH ELEVATION  
SCALE: 3/16 = 1'-0"



PROPOSED EAST ELEVATION  
NOT TO SCALE



PROPOSED EAST ELEVATION  
SCALE: 3/16 = 1'-0"



PROPOSED WEST ELEVATION  
SCALE: 3/16 = 1'-0"

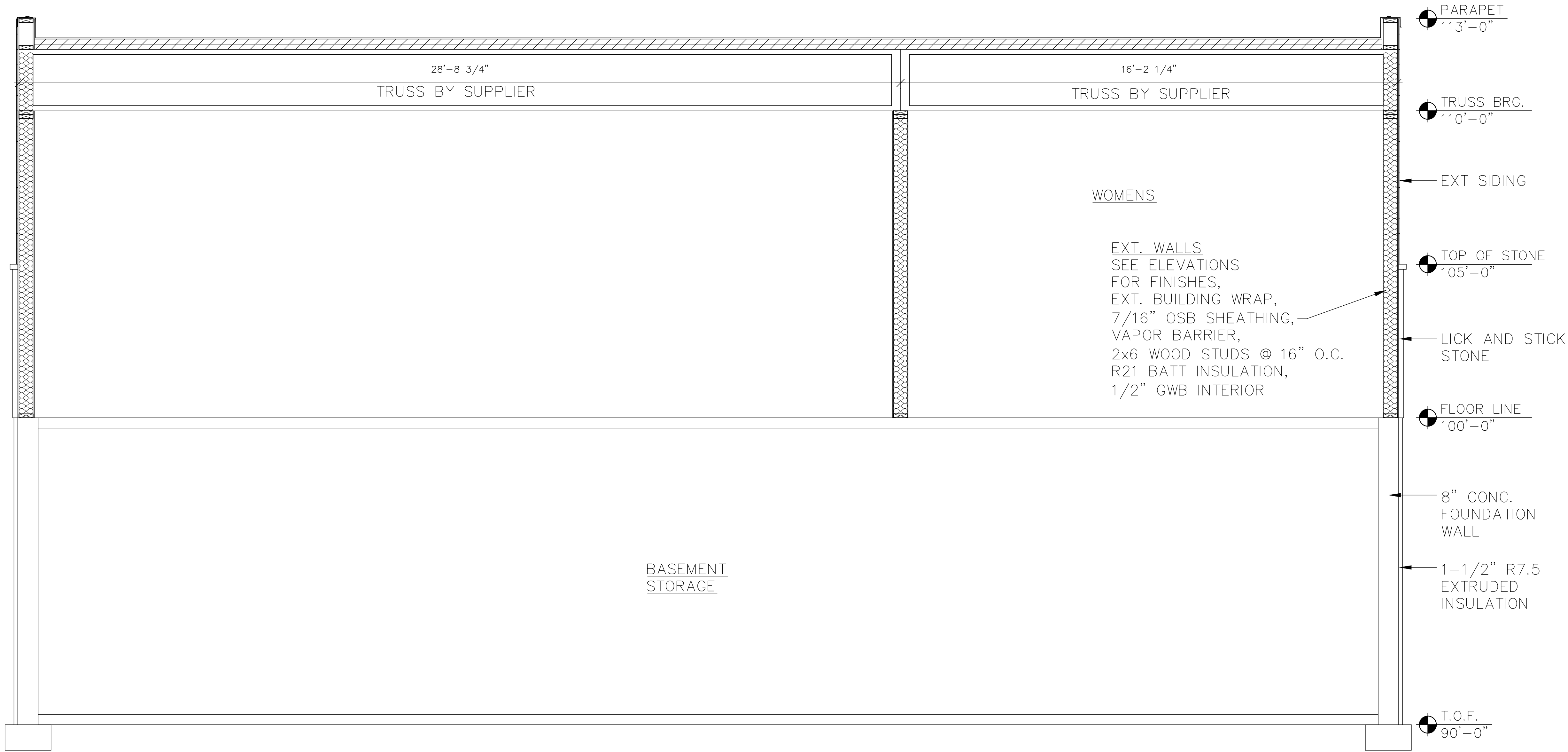
REV. NO.	DATE	DESCRIPTION

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PROPOSED ADDITION FOR,  
**CLUB RITZ**  
301 W. 7TH ST.  
KAUKAUNA, WI 54130

DATE  
3/7/2025  
SHEET  
**A2.0**  
DRAWN BY:  
S. BURTON





BASIC CROSS SECTION  
SCALE: 1/4" = 1'-0"

REV. NO.	DATE	DESCRIPTION

Architect:  
**Daniel J. Meissner**  
**AIA, LLC**  
1230 E. Columet Street Appleton, WI  
920.428.0982

PROPOSED ADDITION FOR,  
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KAUKAUNA, WI 54130

DATE  
3/7/2025  
SHEET  
**A3.0**  
DRAWN BY:  
S. BURTON