

# REDEVELOPMENT AUTHORITY

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



Thursday, May 07, 2026 at 9:00 AM

## AGENDA

### In-Person in Common Council Chambers, City of Kaukauna

1. Roll Call.
2. Approval of Minutes.
  - a. Approve Minutes from April 2, 2026
3. Old Business.
4. New Business.
  - a. Certificate of Appropriateness - 136 E 2nd Street
  - b. Certificate of Appropriateness Application
  - c. 2026 Downtown Planters
  - d. Purchasing of Additional City Planters
  - e. Revolving Loan Fund 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.**

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



Thursday, April 2, 2026 at 9:00 AM

## MINUTES

### In-Person in Council Chambers

Chairman Moore called the meeting to order at 9:00 a.m.

#### 1. Roll Call

Members Present: Karl Kilgas, Leon Vanevenhoven, John Moore, Quin Lenz, Shannon Schmalz, Heather Hayes

Members Absent: Julie Schroeder

Other(s) Present: Associate Planner Adrienne Nelson

Kilgas made a motion to excuse the absent member. Seconded by Vanevenhoven. The motion passed unanimously.

#### 2. Approval of Minutes

- a. Approve Minutes from February 26, 2026

Kilgas made a motion to approve the minutes from February 26, 2026. Seconded by Lenz. The motion passed unanimously.

#### 3. Old Business

- a. None

#### 4. New Business

- a. 2026 Downtown Planters

Associate Planner Nelson introduced the 2026 downtown planters. RACK financed 12 downtown and uptown planters over the past three years. In 2025, \$500 was spent on flowers. Local businesses volunteered in the past to water the planters. In March 2025, the intent was to locate new funding source or have businesses sponsor the planters. Additional discussion occurred suggesting the start of a Beautification Committee to address concerns with consistency of

some of the volunteers watering the flowers. Creation of a Beautification Committee is on hold with Director Kittel's absence.

Staff came up with four potential funding sources. First, RACK could continue to fund the flowers for another year, but the downside is that this use of RACK funding means that the funds are spent and do not return to the RACK fund. Second, local businesses in the downtown and uptown areas could sponsor the planters. If each planter had one sponsor, the cost per business would be about \$42. With sponsorships, there would be opportunities for local businesses to choose the flowers planted and for signage in the planters. Third, city staff could reach out to Kaukauna Utilities (KU) to sponsor the planters. The fourth potential would be for 1000 Islands to cultivate native plants at the nature center and transplant them to the planters, although this plan would not be implemented this year with the timing constraints from planting.

The concern with volunteering was that some local businesses were only able to water occasionally. City staff does not currently have the capacity to add additional maintenance duties in place of volunteers watering. Staff recommends that the water item is addressed once a Beautification Committee is created.

Potential flowers for 2026's planters include fountain grass, marigolds, and salvias. These are hardy plants that would do well with minimum maintenance.

Kilgas asked where the initial funding came from for the planters themselves. Nelson answered that the initial funding came from RACK. Kilgas suggested adding a planter on the corner near Sturbers Bar and Grill. Kilgas also asked what the pricing was for the planters. Nelson answered that the planters were \$500.

Moore stated that he doesn't believe that the \$42 sponsorship fee for planters would deter donations to other activities.

Hayes suggested turning the planters into a contest where a business would sponsor, design, and maintain a planter. Lenz noted that if businesses sponsor a pot, they are more likely to be consistent with their watering.

Nelson stated that staff will follow up with the city marketing manager and decide whether to purchase flowers or hold a competition. Staff will also follow up with public works to assess vision concerns for placing a planter on the corner near Sturbers Bar and Grill.

5. Other Business  
a. Revolving Loan Fund Update

Associate Planner Nelson presented the revolving loan fund update. Staff received a request to provide an update on the Redevelopment Authority's available funds. The discussion references a balance sheet pulled by the City Finance Department on March 30<sup>th</sup>, 2026 with the most current information through that date.

Moore asked if there are any loans in default. Nelson confirmed that there are two loans in default. These defaulted loans are for Image Nutrition Club and Mena's Place LLC. The city paralegal is looking into both loans.

Moore asked what type of interest is earned on the balance of available funds. Nelson stated that she would provide the information at the next meeting. Moore noted that the Redevelopment Authority could generate more money for the fund if the money was in a Certificate of Deposit. Schmalz asked how often the Redevelopment Authority touches the funds. Moore answered that the funds are only touched when loans are granted. Nelson stated that she would follow up with the finance department on interest for Redevelopment Authority funds.

Nelson stated that she would provide an updated table of loans in the future with historical loans included.

6. Adjourn

Hayes made a motion to adjourn the meeting. Seconded by Vanevenhoven. Motion passed unanimously. The meeting adjourned at 9:37 a.m.





# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To:       Redevelopment Authority  
 From:     Adrienne Nelson, Associate Planner  
 Date:     April 29, 2026  
 Re:       Certificate of Appropriateness – 136 E 2<sup>nd</sup> Street

The owners of Mad Chicken are requesting a Certificate of Appropriateness for their building located at 136 E 2<sup>nd</sup> Street. They were unaware that a Certificate of Appropriateness was required when they painted the building and are coming before RACK to ensure compliance with all City requirements. The before and after of the work completed is shown below.



### **Applicable Requirements**

[Section 17.48](#) describes the process for a Certificate of Appropriateness. Before granting a Certificate of Appropriateness, the Redevelopment Authority City of Kaukauna shall find that to the maximum extent practicable:

- a. The historic or cultural significance of buildings or structures affected is maintained or enhanced.
- b. The architectural style, value and significance, and general design arrangement, texture, material, and color of the architectural features of buildings and structures are visually and functionally coordinated with other buildings and structures in the area.
- c. Principal entrances are visually and functionally related and coordinated with other buildings and pedestrian ways.
- d. Activity nodes, such as plazas and arcades, are created, retained, and coordinated.
- e. Building facades and other appurtenances, such as fences, walls, and landscaping, are coordinated to form cohesive walls of enclosure along streets or other public ways and, further, that no such fences or walls shall be permitted to contain any barbs or sharp points.
- f. The scale, orientation, and directional expression of buildings and structures are visually and functionally coordinated with other buildings and structures in the area.
- g. Views are protected, created, or enhanced.

[Section 17.53](#) delineates the façade standards. The following standards shall apply to uses within the Commercial Core District and help to promote a historic and attractive district:

- a. In no instance shall exterior corrugated metal, standing seam metal panels, or the like, be used for any portion of the façade.
- b. Facades shall have a minimum of 25% masonry on sides that face a public street.
- c. All façade alterations, excluding basic maintenance, painting, or in-kind replacement, require a Certificate of Appropriateness from the Redevelopment Authority City of Kaukauna.

**Decision Matrix**

To help facilitate the decision-making process on facades and provide consistency, a decision matrix has been developed. Ultimately, each project stands alone, and one approval does not necessitate another decision. Any waving of requirements is on a case-by-case basis and dependent on specific criteria related to a location and the surrounding properties. The rating will be based on a ten-point system with a zero meaning that the proposal is not at all in line with these criteria and a ten meaning the proposal exceeds these standards. A seven meets the standards set forth in this document. To obtain a COA, a proposed project should have a minimum score of seventy. If a project with a score less than seventy is approved, it must be specifically stated as to what unique situation exists for that location.

**Color:** The color is complimentary of the district and not overly bright or out of character for the downtown area.

**Masonry requirements:** For the CCD, facades shall have a minimum of 25% masonry on sides that face a public street. In other commercial districts, facades shall have a minimum of 10% masonry on sides that face a public street. Materials made of vinyl or other synthetic materials that seek to mimic masonry shall not count towards this requirement. Glazed surfaces shall not be included in any calculation of façade materials. This information can be found in Section 17.53 of the Municipal Code.

**Materials:** Masonry shall include brick, stone, brick veneer, stone veneer, or other material similar in nature approved by the Plan Commission. In no instance shall exterior corrugated metal, standing seam metal panels, or the like, be used for any portion of the facade. Preferred materials are masonry, cement fiber board, or similar type products.

**Complements adjacent buildings:** The architectural style, value and significance, and general design arrangement, texture, material, and color of the architectural features of buildings and structures are visually and functionally coordinated with other buildings and structures in the area. Essentially, the look of the project shall be in line with the adjacent buildings, to include color and style.

**Cohesive with overall area:** The scale, orientation, and directional expression of buildings and structures are visually and functionally coordinated with other

buildings and structures in the area. Building facades and other appurtenances, such as fences, walls, and landscaping, are coordinated to form cohesive walls of enclosure along streets or other public ways. Activity nodes, such as plazas and arcades, are created, retained, and coordinated.

**Historic or cultural significance of building or site is maintained or enhanced:**

Historic architectural details should be maintained such as brick detail like decorative patterns, corner stones, projecting cornices, soldier courses etc.

**Views are protected created or enhanced:** Views of the river shall be protected and sought after. If opportunities arise to connect the downtown to the river it should be pursued when possible. Other views include natural beauty, art, and other historic buildings.

Criteria	Weight	Rating	Total (weight x rating)	Notes
Color	1			
Masonry requirement	2			
Materials	2			
Complete adjacent buildings	2			
Cohesive with overall area	1			
Historic or cultural significance of building or site is maintained or enhanced	1			
Views are protected, created, or enhanced	1			
		<b>Total:</b>		

**Recommendation**

Staff recommend granting a Certificate of Appropriateness to 136 E 2<sup>nd</sup> Street for the façade design presented.



# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Redevelopment Authority  
From: Adrienne Nelson, Associate Planner  
Date: April 29, 2026  
Re: Certificate of Appropriateness Application

Although a [Design Guide](#) was approved by RACK on [March 6, 2025](#), for the purpose of assisting property owners in the Commercial Core District when applying for a Certificate of Appropriateness, a formal application has not been created for this process. Staff has put together a Certificate of Appropriateness application to alleviate any future confusion for applicants and to draw attention to the requirements outlined in the Zoning Code.

### **Recommendation**

Staff recommend approval of the Certificate of Appropriateness application.





# CERTIFICATE OF APPROPRIATENESS APPLICATION

PROPERTY OWNER	APPLICANT (IF DIFFERENT PARTY THAN OWNER)
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:

PROPERTY INFORMATION
Describe the Proposed Project in Detail:
Property Parcel (#):
Site Address/Location:

Owner/Agent Signature:

---

**CERTIFICATE OF APPROPRIATENESS REVIEW PROCEDURE**

The certificate of appropriateness review process is required for all facade alterations to buildings located in Kaukauna’s Commercial Core District (CCD). To check the zoning of your property, please locate it on the [City of Kaukauna Zoning Map](#). More information on requirements be found in the [City of Kaukauna Design Guide](#). Completed certificate of appropriateness applications must be submitted **14 business days prior** to the intended Redevelopment Authority (RACK) meeting.

**CERTIFICATE OF APPROPRIATNESS CHECKLIST**

- ✓ Completed certificate of appropriateness application, to include:
  - Color and materials to be used in facade upgrade (sample preferred)
  - Renderings, elevations, and/or drawings
  - Any other plans or information deemed necessary by the Planning and Community Development Department

**Please Note:** Payment is **not** required for a certificate of appropriateness application. Additionally, the City of Kaukauna will **never** request payment for any application in the form of a wire transfer.

Please submit by email to [planning@kaukauna.gov](mailto:planning@kaukauna.gov) or by mail to:  
City of Kaukauna  
Attn: Planning and Community Development Department  
144 W Second Street  
Kaukauna, WI 54130





# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Redevelopment Authority  
From: Adrienne Nelson, Associate Planner  
Date: May 4, 2026  
Re: 2026 Downtown Planters Proposal

At the RACK meeting on [April 2, 2026](#), a discussion was held on how to finance the City's downtown/uptown flower planters for summer 2026. RACK suggested that staff engage with local businesses to see if they would be interested in sponsoring a planter, pending advice from the City's Marketing and Communications Manager on if the City should request a donation and select the flowers for the businesses or make it a competition and have the businesses select the flowers themselves.

With guidance from Marketing and Communications Manager Fencl, staff put together a concept flyer for a flower planter competition (see attached). By offering \$50 in Chamber Bucks and budgeting for at least \$15 per sign per planter, staff estimate that the competition itself will cost at least \$185, which is \$315 less than the usual cost of \$500.

If this proposal is approved by RACK, staff will move forward with crafting a personal message to past volunteers. Staff will also post to social media in order to reach a wider audience that might be interested in participating. It should be noted that this would all be done on a tight timeline since it is already May. Staff is proposing the following:

- Messaging sent out to past volunteers on May 7<sup>th</sup>.
- Social media post made on May 8<sup>th</sup>.
- If the response is low, additional messaging sent out as needed by May 15<sup>th</sup>.
- Forms must be turned in by May 22<sup>nd</sup>.

- Planters must be filled by June 1<sup>st</sup>. If planters are not filled by June 8<sup>th</sup>, City staff will plant.
- Community vote on Facebook from August 10<sup>th</sup>-14<sup>th</sup>.

**Recommendation**

Staff recommend approval of the proposal and an allocation of up to \$500 for Chamber Bucks, signage, and planting materials as needed.

# CITY PLANTER COMPETITION

Calling those with a green thumb! Be a part of the City of Kaukauna's first annual flower planter competition.



## PARTICIPANT REQUIREMENTS:

- Open to businesses, nonprofits, civic organizations, and citizens located in the City of Kaukauna.
- Ability to plant and maintain a flower planter from June 1<sup>st</sup> to August 31<sup>st</sup>.

## ADDITIONAL INFORMATION:

- Applications are on a first come, first serve basis.
- Groups will choose their own plants for their planter but cannot exceed a height of 2'. Plants must not spread more than 6" outside of the planter.
- Groups cannot spend more than \$100 on plants.
- The City will provide signage to place in your planter.
- From August 10th-14th, a vote will be taken on the City's Facebook. Whichever planter gets the most votes wins \$50 in Chamber Bucks, as well as bragging rights!



# APPLICATION

**Group/Individual Name:**

**Mailing Address:**

**Phone Number:**

**Email:**

**Preferred Planter:**

- 154 E Second Street Planter
- 103 E Second Street Planter
- 217 E Second Street Planter
- 154 E Third Street Planter
- 141 E Wisconsin Avenue Planter
- 215 W Wisconsin Avenue Planter
- 153 E Third Street Planter
- 166 W Wisconsin Avenue Planter
- 140 E Second Street Planter

**Staff can be reached at (920) 766-6315 ext. 1165 with any questions!**

**Email to:** [planning@kaukauna.gov](mailto:planning@kaukauna.gov)

**Mail to/Drop off at:**

City of Kaukauna  
ATTN: Planning & Community Development Department  
144 W Second Street  
Kaukauna, WI 54130



# MEMO

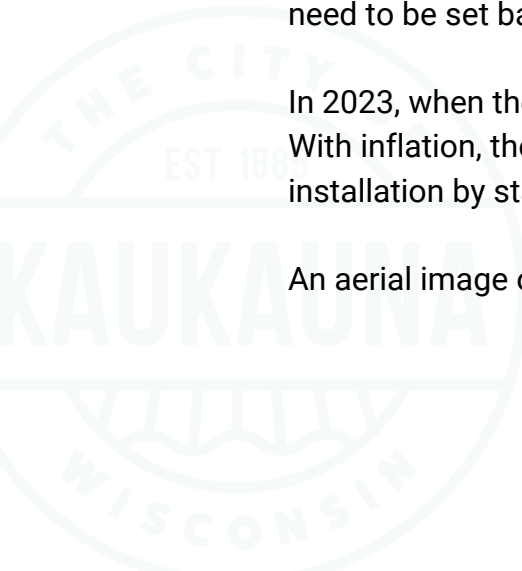
## PLANNING AND COMMUNITY DEVELOPMENT

To:       Redevelopment Authority  
 From:     Adrienne Nelson, Associate Planner  
 Date:     May 4, 2026  
 Re:       Purchasing of Additional City Planters

At the RACK meeting on [April 4<sup>th</sup>, 2026](#), interest was expressed in purchasing some additional planters to help beautify the City of Kaukauna. Direction was specifically given to investigate if it would be feasible to install a planter at the corner of E 2<sup>nd</sup> Street and Dodge Street. In talking with the Department of Public Works, it would be feasible to install a planter in this general location, but it would be difficult to obtain permission to install in the Dodge Street right-of-way because it's a county road. The planter would likely need to be installed in the E 2<sup>nd</sup> Street right-of-way. There is a fire hydrant near the intersection of E 2<sup>nd</sup> Street and Dodge street, so the planter would need to be set back from the hydrant.

In 2023, when the original planters were ordered, the price for each was \$566.00. With inflation, the price would likely be closer to \$615.00 now, not counting costs for installation by staff.

An aerial image of the planter type and proposed area are shown below.





**Recommendation**

Staff are looking for direction on if RACK would like staff to obtain a quote and finalize an appropriate location with the Public Works Department.



# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Redevelopment Authority  
From: Adrienne Nelson, Associate Planner  
Date: May 4, 2026  
Re: Revolving Loan Fund Update

The attached balance sheet was pulled by the City's Finance Department on April 28<sup>th</sup>, 2026, and contains the most up to date information available. RACK payments are made on the fifth of each month, so this balance sheet will be a little outdated by the time of the RACK meeting on May 7<sup>th</sup>, 2026.

Additionally, staff put together a spreadsheet to provide additional information on active loans. No loans have been closed out since the last RACK meeting.

**Recommendation:**

No action needed, this is for informational purposes only.



City of Kaukauna  
City of Kaukauna

**City - Balance Sheet (Years 2025+)**  
**End of Adjust 2026 (12/31 - 12/31)**  
**Options: Activity Only**

<b>Financial Row</b>	<b>Amount</b>
<b>ASSETS</b>	
Current Assets	
Bank	
1005 - Cash	\$668,123.15
Total Bank	\$668,123.15
Unbilled Receivable	
1295 - Accrued Interest Receivable (SA)	\$1,963.46
1375 - Loans (AR)	\$1,345.66
1376 - Loans (SA)	\$805,936.20
Total Unbilled Receivable	\$809,245.32
Other Current Asset	
1640 - Loan Payment Receivable Clearing	(\$11,416.55)
Total Other Current Asset	(\$11,416.55)
Total Current Assets	\$1,465,951.92
Total ASSETS	\$1,465,951.92
Liabilities & Equity	
Current Liabilities	
Deferred Revenue	
2718 - Rack Loans (SA)	\$805,936.20
2719 - Loans	\$1,345.66
Total Deferred Revenue	\$807,281.86
Total Current Liabilities	\$807,281.86
Equity	
Retained Earnings	\$903,439.57
Net Income	(\$244,769.51)
Total Equity	\$658,670.06
Total Liabilities & Equity	\$1,465,951.92

Loan Holder Name	Project Address	Parcel Number(s)	Loan Type	Initial Loan Balance	Annual Percentage Rate	Loan Term (Months) - Exact	Loan Term (Years) - Rounded	Approved Date	Initial Payment Date	Maturity Date
Image Nutrition Club	1920 Crooks Avenue	324047301	Revolving	\$5,300.00	2.50%	24	2		4/25/2014	3/25/2016
New China Wok, Inc.	1810 Crooks Avenue, Suite B	324047301	Revolving	\$70,000.00	4.00%	84	7		3/7/2020	2/7/2027
Sticky Fingers Cafe and Catering LLC	145 E Second Street	324008800	Revolving	\$70,700.00	2.00%	84	7		2/1/2021	1/1/2028
Domix LLC	3700 Electric City Boulevard	322112700	Revolving	\$150,000.00	3.97%	180	15		9/5/2021	9/5/2036
Riverside Property Management LLC	213/215 W Wisconsin Avenue	321029100	Revolving	\$18,250.00	2.00%	84	7		11/5/2022	10/5/2029
Mena's Place LLC	213/215 W Wisconsin Avenue	321029100	Revolving	\$13,000.00	2.00%	84	7		11/5/2022	11/5/2029
Feller LLC	171 W Wisconsin Avenue	321029800	Revolving	\$135,150.00	2.00%	120	10		3/5/2023	2/5/2033
Sydney Hummel Properties LLC	500 Lawe Street	322036600	Revolving	\$38,375.00	2.00%	84	7		5/5/2023	4/5/2030
Electric City Properties, LLC	380/382 Farmland Drive	322101100	Revolving	\$45,000.00	2.00%	84	7		11/5/2023	4/5/2030
Central Block, LLC	106/108 E Second Street	324004100 & 324004200	Revolving	\$136,472.00	2.00%	120	10		9/1/2024	8/1/2034
Fox Valley Meals LLC	107 E Second Street	324007900	Revolving	\$37,000.00	2.00%	60	5		4/5/2025	4/5/2030
Chris Berkers Properties, LLC	177 W Wisconsin Avenue	321029600	Revolving	\$6,130.00	2.00%	60	5		10/5/2025	9/5/2030
Tip-Top Enterprises LLC	139 E Second Street	324008700	Revolving	\$200,000.00	2.00%	222	19	2/5/2026	4/5/2026	9/5/2044
Club Ritz	301 W Seventh Street	323030300	Revolving	\$150,000.00	2.00%	84	7	2/26/2026	4/5/2026	3/5/2033