

# PLAN COMMISSION

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



Thursday, December 19, 2024 at 4:00 PM

## AGENDA

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

1. Roll Call.
2. Approval of Minutes.
  - a. [Approve Minutes from December 5, 2024 Meeting](#)
3. Public Hearing
  - a. Introduction to Special Exception Request at 205 Dodge Street
  - b. Public Hearing-Special Exception for event space at 205 Dodge st
4. Old Business.
5. New Business.
  - a. [Special Exception Request- 205 Dodge St](#)
6. Other Business.
7. Adjourn.

## NOTICES

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



**PLAN COMMISSION**

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144 W. Second Street, Kaukauna



Thursday, December 5, 2024 at 4:00 PM

**MINUTES****In-Person****1. Roll Call**

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

Absent: Ken Schoenike

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 Avanzi. The motion passed unanimously.

**2. Approval**

- a. Approval of minutes from November 21, 2024 meeting.

Feller made a motion to approve the minutes from the November 21, 2024 meeting. Seconded by Jensen. Motion passed unanimously.

**3. Old business**

None

**4. New business**

- a. Site Plan Review – 1800 Crooks Ave

Director Kittel provided an overview of the proposed site plan for a Taco Bell, to be located at 1800 Crooks Avenue. The proposal put forth would seek to raze the existing Family Video structure and replace it with a modern Taco Bell design. The proposal is in compliance with all city ordinances, but staff was unable to confirm if there were any existing ingress/egress easements on the property. This could be an issue because of the proposed dumpster location. Although the dumpster

would be located on the property, it would open into the neighboring property. For the proposed site plan to receive full approval, there would need to be an ingress/egress agreement between the property owners. Staff noted that traffic may also be a concern at this location. They are working with the developers to possibly restrict access onto 18<sup>th</sup> Street by making it an entrance only.

Commissioner Moore asked for clarification on the square footage of the proposed building. Director Kittel confirmed that the proposed building would be smaller than the existing structure.

Director Kittel brought up façade requirements for the proposed building. Masonry is required by ordinance, but there may be an opportunity to wave this requirement. Taco Bell plans to use cement fiberboard, which would match with the overall look of the surrounding neighborhood.

Further discussion ensued regarding the dumpster, traffic flow, dilapidation concerns, and employee parking.

Mel and Ann Baeten, owners of the neighboring property, expressed concern about traffic issues. Ann Baeten suggested moving the order line to the south side of the building to hopefully assist with traffic flow. Similar concerns were voiced by attendee Brian Roebke.

Avanzi made a motion to approve the site plan for the development with the following conditions:

1. Prior to the issuance of building permits, the applicant must obtain stormwater and erosion control permits from the Engineering Department.
2. Prior to the issuance of building permits, an ingress/egress easement must be shown for the access on Lehrer Lane to address the pavement upgrades and the dumpster enclosure doors swinging over the property line.

Seconded by Moore. Motion passed unanimously.

b. Park Bench Donation – Haen

Associate Planner Nelson went over a donation application from Gerald Haen. The application was for a park bench to be installed at Riverside Park.

Moore made a motion to approve the park bench donation in Riverside Park in the standardized bench format and direct staff to work with the donor to finalize the location of the bench. Seconded by Thiele. Motion passed unanimously.

5. Other Business

None

6. Adjourn

Avanzi made a motion to adjourn the meeting. Seconded by Neumeier. The motion passed unanimously the meeting adjourned at 4:22pm





# MEMO

## PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission  
From: Dave Kittel Director of Planning and Community Development  
Date: 12/16/2024  
Re: Special Exception Request – 205 Dodge st

Marcus Rennie is looking to bring a new event space to the City and has submitted an application for a Special Exception for parcel 324011700 to use the property for event rentals. The parcel is Commercial Core District (CCD), and the current use of the property is currently apartments on the second floor and vacant/storage on the first floor. Staff has spoken with the applicant and the property owner to gather the following information:

- The property in question is currently underutilized.
- The proposed use would continue the renting of apartments on the second floor with a rentalable space on the first floor for smaller gatherings.
- Street parking and City parking lots are the main parking locations with a few stalls on site

According to [Section 17.47 \(4\)](#), Plan Commission shall use the following criteria:

Before any special exception shall be recommended for approval, the city plan commission shall make findings that the granting of a special exception will not adversely affect the public interest and certify that the specific requirements governing the individual special exception, if any, have been met by the applicant. No special exception shall be recommended for approval unless the plan commission shall find:

- a. That the establishment, maintenance, or operation of the special exception use or structure will not be detrimental or injurious to the use and enjoyment of adjacent properties or properties in the immediate vicinity.
- b. That the special exception is compatible with the adjacent existing uses and structures or uses and structures likely to develop which are permitted in the district.
- c. That adequate public facilities and services are available to the development.
- d. That adequate measures are taken to provide for drainage.

- e. That ingress and egress to the property is provided in such a manner as to minimize traffic hazards and congestion.
- f. That adequate parking and loading areas are provided.

Parking is one of the areas that may cause some conflict with the surrounding business and homeowners. The applicants current plan for the site is to use street parking and city lots for the parking of the facility. The city lots do have plenty of room but, the closet lot is across Hwy 55. On street parking on Quinney Ave is available as well as 14 stalls on Fourth Street Plaza and on street parking along Dodge Street. Quinney Ave has No parking on the west side except for Saturday, Sunday and holidays and factoring in an 18ft long parking space could fit about 11 cars the other side of the road has two driveway openings and could accommodate approximately 9 cars. 12 on steer stalls are available on the south side of Dodge and 13 on the north side of dodge. The parking on dodge is also utilized by other business such as 313 Dodge, Strubers and Trina's Barber. More parking is available along 3<sup>rd</sup> street and at the City parking lot on 3rd street.

**Recommendation:**

If the Plan Commission finds the special exception request to meet all the criteria set forth in [Section 17.47 \(4\)](#) of the City Municipal Code, Staff recommends 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. Events should be maxed to 50 people unless additional off-street parking is obtained and approved by Plan Commission
3. All rentals/events shall not continue past Midnight (12:00pm)
4. No outdoor space should be used for amplified devices such as a band or DJ
5. Yearly inspection done by Community Development Department or other designee to ensure compliance.
6. 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.

If any of the above conditions are violated City Staff may revoke the special exception.

UPDATED 3.21.2022



## CITY OF KAUKAUNA PLAN COMMISSION

### APPLICATION FOR REVIEW

I am requesting a:

Zoning Change Spe

Special Exception Permit Spe

Certified Survey Map Review Spe

Subdivision Plat Review Spe

**Petitioner Information:**

Name: Marcus Renniecke

Address: 506 Michlcel street Appleton WI

Phone Number: 9202573547

Owner's Name (if not the petitioner): John and Lory Renniecke

Owner's Address: W4162 Manitowoc Rd Menasha WI

Address of Parcel in Question: 205 Dodge Street

Property Dimensions (in either SF or Acres): 0.1500 Acres

Explain your proposed plans and what you are requesting the Plan Commission approve.

Please also note if there are existing structures on this property:

To start and event space called The Burrow, on the first floor. The Burrow is an innov



**Additional Requirements:** For Certified Survey Map and Subdivision Plat Review, professionally drawn maps are required to be submitted. These maps must include all structures, lot lines and streets with distances to each. For Subdivision Plat Review, the proposed street system must be indicated on the face of the preliminary plat to indicate, within a 2,000 foot radius from the exterior border of the plat, how the proposed streets will tie into the existing street system. Maps should be drawn to a scale of not less than 1":1,000'. For Zoning Change requests that would result in split zoning (or two zoning classifications on one parcel), a professionally drawn map meeting the standards above is also required. Additional information may also be requested as may be appropriate per the proposal being made.

**Plan Commission Review Fee Schedule:**

Lot Division by Certified Survey Map (1-4 lots)	\$10/lot based on total lots
Subdivision Review (5+ lots)	\$200
Special Exception Permit	\$100
Rezoning/Zoning Change	\$100
Variance to Subdivision Ordinance	\$50
Planned Unit Subdivision Ordinance	\$200

**Please Note:** Changes to zoning ordinances, special exception permits and map/plat reviews often require action by multiple governmental bodies. Between multiple meetings and statutory requirements for public hearings and noticing of meetings, sometimes reviews and authorizations can take more than 30 days. Please let staff know of your request as early as possible if you have a specific deadline that you need Plan Commission authorization by.

**Signature of Petitioner:** Marcus Rennie

**Signature of Owner (if not Petitioner):**

John and Lory Rennie

**Date Submitted to City of Kaukauna:** 11/11/2024

Please submit by email to [lpaul@kaukauna-wi.org](mailto:lpaul@kaukauna-wi.org) or by mail to City of Kaukauna, Attn: Plan Commission, P.O. Box 890, Kaukauna, WI 54130