

REDEVELOPMENT AUTHORITY

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



Tuesday, May 20, 2025 at 9:00 AM

AGENDA

In-Person in Common Council Chambers, City of Kaukauna

1. Roll Call.
2. Approval of Minutes
 - a. [a.](#) Approve Minutes from March 25th, 2025
3. Old Business.
4. New Business.
 - a. [a.](#) Certificate of appropriateness-124 W Wisconsin
5. Closed Session.
 - a. Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds - Revolving Loan Fund Application for 120 E Second Street
 - b. Return to Open Session for possible action
 - c. Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds - Renew Kaukauna Application for 120 E Second street
 - d. Return to Open Session for possible action
 - e. Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds - Renew Kaukauna Application for 124 W Wisconsin Ave
 - f. Return to Open Session for possible action
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.

**Redevelopment Authority of the City of
Kaukauna**

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Tuesday, March 25, 2025 at 9:00 AM

Minutes

In-Person in Common Council Chambers, City of Kaukauna

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, Nicci Sprangers, Heather Hayes, Julie Schroeder (virtual)

Other(s) Present: Director Kittel, Associate Planner Nelson

2. Approval of Minutes

a. Approve Minutes from March 6, 2025

Kilgas made a motion to approve the minutes from March 6, 2025. Seconded by Vanevenhoven. The motion passed unanimously.

3. Old Business

None

4. New Business

a. Central Block Loan Subordination Document

Director Kittel explained that an oddity occurred with the loan documentation for Central Block LLC, where the city recorded the loan documents one day before the bank. This led to the city having the first lien on the property, and the bank having the second lien. This was not supposed to be the lien order, and the bank is wanting to correct this. By signing the subordination document, the city will have the second lien on the property, which is how it was supposed to be done originally. Chairman Moore just needs to sign off on the subordination document in the presence of a notary.

Kilgas asked what the current timetable is for the Central Block development.

Kittel stated that construction should be complete by the end of April.

Kilgas made a motion to permit Moore to sign the Central Block LLC loan subordination document. Seconded by Lenz. The motion passed unanimously.

b. 2025 Downtown Planters Flower

Director Kittel explained that, for the past two years, RACK has financed the purchase of flowers for the downtown and uptown planters. On average, the amount spent has been around \$400, although up to \$1000 was approved last year. Staff is once again requesting funding for the downtown and uptown planters for up to \$1000, with the expectation that the actual cost will likely be around \$400. Staff received feedback from people that they are wanting more blooming flowers. Staff is planning to reach out to past volunteers as well as potential new volunteers for assistance in watering, and Park Charter School has already expressed interest in volunteering to help plant. The intent moving forward in 2026 is to locate a new funding source or have businesses sponsor the planters.

Moore asked if it was the businesses who were suggesting different flowers.

Kittel clarified that the request for more blooming flowers came from City of Kaukauna residents. There was enough interest that staff is looking at creating a resident beautification committee.

Kilgas brought up that last year there were issues with consistent watering of the plants. He asked how this would be resolved moving forward.

Kittel stated that having additional volunteers, such as Park Charter School, would hopefully help mitigate that issue.

Moore asked how many planters there are.

Associate Planner Nelson explained that there are twelve planters total: nine in the downtown, and three in the uptown.

Sprangers asked if we should look at getting more planters – maybe adding an additional three in 2026.

Kittel explained that there are opportunities for residents to donate planters and that Renew Kaukauna funds could help finance the purchase of additional planters. There may be grant opportunities as well. The only issue with adding more planters is that there would need to be more watering done and it would increase the maintenance time required by staff. Kittel has had a few conversations with the Fire Department to see if they would be open to watering some of the planters, as the Police Department already takes care of the three in front of their station. The volunteers do a great job, but summer vacations mean that sometimes the plants won't be watered for a week or two.

Hayes brought up that many high schools have mandatory volunteer hours and asked if some of the high schoolers might be interested in helping.

Moore responded that those hours are not required over summer vacation, although he would like to see that changed.

Hayes suggested working with a boy scout or girl scout troop.

Kittel agreed that there might be some opportunities available with a girl scout troop. There is one troop that is interested in starting a pollination garden, but they have requested city assistance with keeping it watered. He was not aware of any active boy scout troops that could be reached out to, only cub scouts.

Kilgas asked if there is a planter by the VFW.

Kittel confirmed that there is no planter by the VFW.

Kilgas suggested that staff see if anyone from the VFW would be interested in volunteering, or perhaps the Women's Auxiliary. He also suggested offering signage on the planters for business volunteers or sponsors.

Kittel stated that staff could put stick-in signs in the soil and attach permanent signs to the planter if it is permanently adopted by a group or business. He also mentioned that staff is looking at using more drought resistant flowers.

Kilgas suggested using pansies or marigolds.

Sprangers made a motion to allocate up to \$1000 for flowers or other plants for the downtown and uptown planters. Seconded by Kilgas. Motion passed unanimously.

5. Other Business

None

6. Adjourn

Kilgas made a motion to adjourn. Seconded by Vanevenhoven. Motion passed unanimously. Adjourned at 9:24 a.m.



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

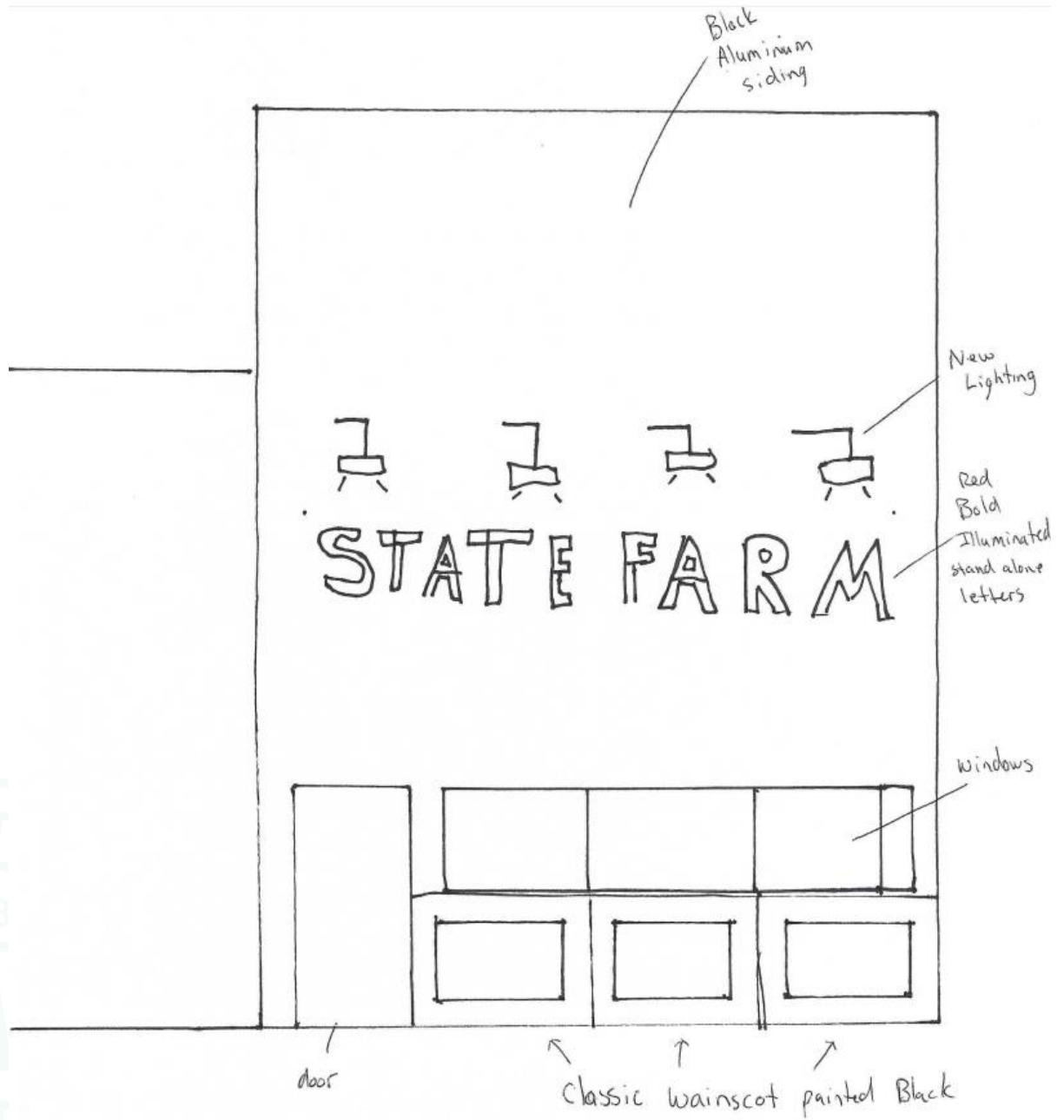
To: RACK
From: Dave Kittel, Director of Planning and Community Development
Date: 5/16/2025
Re: Certificate of Appropriateness- 124 W Wisconsin

124 W Wisconsin is preparing to replace the Façade of the building. The materials to be used is aluminum siding and wainscoting. The existing façade is a vinyl siding with a thin brick below the display windows.

Current:



Proposed:



[Section 17.48](#) describes the process for a certificate of appropriateness. Before granting a certificate of appropriateness, the redevelopment authority 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.

The new owner is willing to use brick in the same area that the existing thin brick is if RACK would prefer. Wainscoting is a classic historic feature that can be seen on other buildings in the downtown area such as on 112 W Wisconsin and having a variety of looks in the downtown area is also an item worth discussing.

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.

Criteria	Weight	Rating	Total (weight x Rating)	Notes
Color	1			
Masonry requirements	2			
Materials	2			
Complements 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			
		Total:		

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 patters, 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.

Recommendation:

To Grant a Certificate of Appropriateness to 124 W Wisconsin

