

# REDEVELOPMENT AUTHORITY

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



Thursday, February 05, 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 January 8, 2026
3. Old Business.
  - a. Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds - Revolving Loan Fund Documentation for Flow Family Chiropractic
  - b. Return to Open Session for possible action
4. New Business.
  - a. Certificate of Appropriateness - 301 W 7th Street
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.**

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144 W. Second Street, Kaukauna



Thursday, January 8, 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, Julie Schroeder

Absent: Shannon Schmalz, Heather Hayes

Other(s) Present: Associate Planner Adrienne Nelson, Applicant Mandy Waite and Husband Jeremiah Voight, DAR Representatives Diana Schneider and Sasha St. John, Times Villager Reporter Brian Roebke

Kilgas made a motion to excuse the absent members. Seconded by Lenz. The motion passed unanimously.

## 2. Approval of Minutes

## a. Approve Minutes from November 6, 2025

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

## 3. Old Business

## a. None

## 4. New Business

## a. Introduction Revolving Loan Application Review – Club Ritz

Associate Planner Nelson introduced the application submitted by Club Ritz for RACK's Revolving Loan Program. Mandy Waite, co-owner of Club Ritz, is requesting funding to add an addition onto their existing building. This addition would be 47' by 46' and include a gaming room, handicap accessible bathrooms, storage, walk-in cooler, and full

basement. The estimated cost for this project is \$558,274.00 and the application is requesting a loan of \$150,000.00 from RACK.

Schroeder brought up a concern about parking and traffic since Club Ritz is located in a residential area.

Voight stated that extra parking will be added to accommodate the addition.

Waite and Voight added that a façade plan was approved previously by RACK, and that they will be requesting some alterations to the original design. They will come before RACK again in February for approval of those alterations.

- b. Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – Club Ritz

Kilgas made a motion to adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – Club Ritz. Seconded by Vanevenhoven. The motion passed unanimously.

Closed session entered at 9:06 a.m.

Shannon Schmalz, RACK member, joined the closed session at 9:22 a.m.

Mandy Waite, applicant, and Jeremiah Voight, husband of applicant, joined the closed session at 9:22 a.m. for further questions.

Mandy Waite, applicant, and Jeremiah Voight, husband of applicant, left the closed session at 9:29 a.m.

- c. Return to Open Session for Possible Action

Vanevenhoven made a motion to return to open session. Seconded by Kilgas. The motion passed unanimously.

Open Session entered at 9:41 a.m.

Moore stated that RACK is in support of the project and the loan from RACK at the requested amount. Staff will communicate the details and the requirements that must be met for the loan application process to be complete.

d. DAR Parklet Donation Request

Associate Planner Nelson introduced the donation request made by the Daughters of the American Revolution (DAR). DAR will be donating a monument in honor of Captain Hendrick Aupaumut, which will be replacing the current monument, which is located on the corner of Hendricks and Reaume Avenue. DAR will also be donating some benches made from recycled plastic. The City of Kaukauna's Engineering and Public Works Department have agreed to assist with cement pouring, bench installations, and seeding the ground. The estimated cost for the concrete is between \$12,000.00 to \$15,000.00. DAR is coming before RACK to request a donation to assist with the cost of the concrete for the walkways. This funding would be in addition to their own funding efforts.

Sasha St. John, Regent of the Appleton Chapter of DAR, and Diana Schneider, Park Project Chair, presented their ideas to RACK. DAR has been working with the Stockbridge-Munsee tribal community for over two years now and will be including some things in the monument that are important to the tribe. One of the culturally significant monument additions will be a tobacco blessing bowl. The project will likely be completed by late next summer or early next fall.

e. Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – DAR Parklet Donation Request

Schroeder made a motion to adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public

funds – Galleria of Tile. Seconded by Schmalz. The motion passed unanimously.

Closed session entered at 9:55 a.m.

f. Return to Open Session for Possible Action

Vanevenhoven made a motion to return to open session. Seconded by Schmalz. The motion passed unanimously.

Open Session entered at 10:11 a.m.

Kilgas made a motion to support a donation of up to \$10,000.00 for the DAR parklet donation request, payable upon completion. Seconded by Schmalz. The motion passed unanimously.

5. Other Business

a. None

6. Adjourn

Kilgas made a motion to adjourn the meeting. Seconded by Schmalz. Motion passed unanimously. The meeting adjourned at 10:14 a.m.





# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Redevelopment Authority  
From: Adrienne Nelson, Associate Planner  
Date: February 2, 2026  
Re: Certificate of Appropriateness Update – 301 W 7<sup>th</sup> Street

The owners of 301 W 17<sup>th</sup> Street are requesting an updated Certificate of Appropriateness for their building and planned addition. A Certificate of Appropriateness was granted for this property at the [August 7<sup>th</sup>, 2025 RACK meeting](#), however, their original design has changed slightly and now includes changes to the existing building as well. The updated design is attached to this memo.

### Current Structure:



**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
<b>Color</b>	1			
<b>Masonry requirement</b>	2			
<b>Materials</b>	2			
<b>Complete adjacent buildings</b>	2			
<b>Cohesive with overall area</b>	1			
<b>Historic or cultural significance of building or site is maintained or enhanced</b>	1			
<b>Views are protected, created, or enhanced</b>	1			
		<b>Total:</b>		

**Recommendation:**

Grant an updated Certificate of Appropriateness to 301 W 7<sup>th</sup> Street for the project as proposed with the following condition:

- That additional masonry is added to the side of the building facing W 7<sup>th</sup> Street to ensure that the 25% masonry requirement is met.