

# PLAN COMMISSION

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



Thursday, November 21, 2024 at 4:00 PM

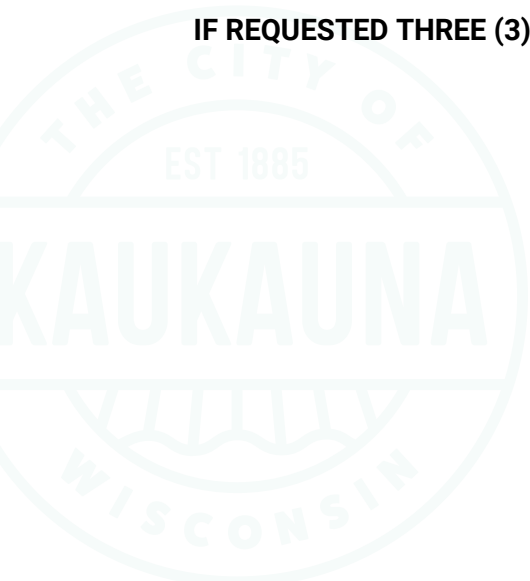
## AGENDA

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

1. Roll Call.
2. Approval of Minutes.
  - [a.](#) Approve Minutes from November 7th, 2024 Meeting
3. Old Business.
4. New Business.
  - [a.](#) Special Exception Request- 205 Dodge Street
  - [b.](#) Storage Container Draft Ordinance
  - [c.](#) Park Donation-Bay
  - [d.](#) Discussion Park Donation- DAR monument
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, November 7, 2024 at 4:00 PM

**MINUTES**

**In-Person**

1. Roll Call

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

Other(s) present: Planning and Community Development Director Dave Kittel, Associate Planner Adrienne Nelson

2. Approval

a. Approval of minutes from October 17, 2024 meeting.

Moore made a motion to approve the minutes from the October 17, 2024 meeting. Seconded by Feller. Motion passed unanimously.

3. Public Hearing

a. Introduction to the Special Exception Request at 152 Plank Road.

Director Kittel provided an overview of the special exception request at 152 Plank Road for an adult family home under the community living arrangement provision in City ordinance.

b. Public Hearing – Special Exception to allow for operation of a community living arrangement/home at 152 Plank Road.

Mayor declared the public hearing open and asked if anyone in the Council Chambers wished to address the Plan Commission regarding the special exception request at 152 Plank Road.

After asking two more times if anyone wished to address the commission, no one appeared, and Mayor Penterman declared the public hearing closed.

4. Old business

None

5. New business

a. Special Exception Request - 152 Plank Road

Director Kittel introduced the topic again. He informed the commission that he had received some calls from residents asking for clarification about the special exception request. An adjacent resident expressed concern about the special exception request and how it would affect property values and safety. A discussion ensued among commission members.

Commissioner Neumeier expressed concern about a specific resident who had stayed at a different facility run by the applicant, located at 150 Plank Road. This resident was responsible for numerous police calls to the facility, mostly for welfare checks, over a two-month period. The resident was then moved to a different, more restrictive facility. Commissioner Neumeier explained that this sort of behavior causes a strain on fire and police services.

Commissioner Schoenike asked how many supervisors were at each facility owned by the applicant. The applicant, Zurieth Ahmed, stated that there is a staff member at each individual facility and 24/7 supervision. They have to obtain licensing for each facility, and they must meet 36 criteria set forth by the Wisconsin Department of Health Services (DHS).

Director Kittel clarified that this facility would be located in a multifamily area in a quadplex.

Commissioner Neumeier stated that having one group operating three facilities in Kaukauna would make more sense than having multiple groups operating individual facilities. He could see a benefit to authorization in this case.

Commissioner Thiele stated that this type of facility would work better in a multifamily neighborhood than a single-family neighborhood but expressed concern about the pattern of police calls.

Director Kittel drew attention to the Planning and Community Development Department's recommendation, specifically recommendation number six, which would allow a review of the special exception to be made if more than two complaints were made about the facility in a calendar year. He clarified that the calendar year

component could be removed, and that the review could be triggered if more than two or more complaints were made at any time.

Zurieth Ahmed, the applicant, spoke on her special exception request. She explained that her facilities offer mental health services. She also spoke about the resident at 150 Plank Road who had made numerous calls to the police. The resident had been sent over from Brown County, with the belief that they could handle a less restrictive facility. When that turned out to not be the case, they were again moved to a more restrictive facility. Ahmed runs a total of six facilities, and this would be her seventh. Currently, she has two in Kaukauna, two in Appleton, and two in De Pere.

Avanzi made a motion to approve the recommendation of the special exception by the Planning and Community Development Department, with all the conditions listed in the memo. Seconded by Schoenike. Roll call vote.

Moore Nay  
 Neumeier Aye  
 Feller Aye  
 Jensen Aye  
 Thiele Nay  
 Schoenike Aye  
 Penterman Aye  
 Avanzi Aye.

Motion passed.

b. Certified Survey Map Review – Parcel 323110203 & 32311031

Director Kittel introduced the CSM.

Moore made a motion to approve the CSM and recommended the same to Common Council with the Right of Way along Buchanan Rd. Seconded by Jensen. Motion passed unanimously.

c. Certified Survey Map Review – 1217 Desnoyer Street

Associate Planner Nelson introduced the CSM.

Theil made a motion to approve the CSM and recommended the same to Common Council. Seconded by Moore. Motion passed unanimously.

d. Certified Survey Map Review – The Reserve

Director Kittel introduced the CSM.

Neumeier made a motion to approve the CSM and recommended the same to Common Council. Seconded by Jensen. Motion passed unanimously.

e. Geothermal Wells in Hydro Park

Director Kittel went over a request by Kaukauna Utilities. They requested access to Hydro Park to test bore a geothermal well before coming back for final approval. Kaukauna Utilities received a one million dollar grant for this two million dollar project. It will help them reduce their carbon footprint and eliminate their natural gas usage.

Neumeier made a motion to approve. Seconded by Jensen. Avanzi recused himself. Motion passed unanimously.

f. Park Donation – ADA Portable Toilet Konkapot Trailhead

Director Kittel went over a donation from Kaukauna Utilities for an ADA portable toilet to be located at the Konkapot Trailhead from November through April.

Penterman made a motion to approve. Seconded by Feller. Avanzi recused himself. Motion passed unanimously.

g. Park Bench Donation

Director Kittel went over a donation from the Natrop family. They wish to donate two benches. The first bench would be located on Konkapot Trail and would be the last bench to be placed on the trail. The second bench would be located at Hydro Park, or on the Fox Locks Trail if a more expensive bench was required for Hydro Park.

Some discussion ensued about bench type. It was decided that the City would move forward with utilizing the standard bench format, regardless of the existence of specialized benches at certain park

locations. Commissioner Thiele stated that she does not mind the usage of a standardized bench format. The commission agreed that that is what should be used moving forward.

Neumeier made a motion to approve the park bench donation on Konkapot trail and the bench at hydro park in the standardized bench format and direct staff to work with the doners for final location. Seconded by Thiele. Motion passed unanimously.

6. Other Business

None

7. Adjourn

Avanzi made a motion to adjourn the meeting. Seconded by Schoenike. Motion carried, meeting adjourn





# MEMO

## PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission  
From: Dave Kittel Director of Planning and Community Development  
Date: 11/19/2024  
Re: Special Exception Request – 205 Dodge st

Marcus Rennie is looking 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 rental able space on the first floor for smaller gatherings.
- A copy of the business plan with more details is attached to this report.

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.

Public hearing. Upon the filing of an application for a special exception, the city plan commission shall notify the city council of such application and shall fix a reasonable time, not more than 60 days from the filing date, for a public hearing. A class 2 notice pursuant to Wis. Stats. ch. 985 shall be published in the official newspaper of the city specifying the date, time, and place of hearing and the matters to come before the city plan commission. Notice shall also be mailed to the parties of interest, as determined by the city plan commission.

**Recommendation:**

Finding the special exception request to meet all the criteria set forth in [Section 17.47 \(4\)](#) of the City Municipal Code, Staff recommends to schedule a public hearing for the December 19, 2024 Plan Commission meeting at 4:00 PM in the City Council Chambers and send notice to the newspaper and parties of interest within 100 feet of the property.



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 Rennieke

Address: 506 Michthcel street Appleton WI

Phone Number: 9202573547

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

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.

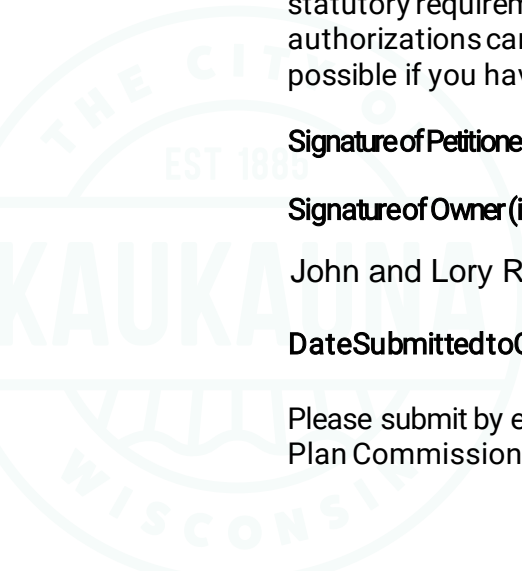
**Signature of Petitioner:** Marcus Rennie

**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





**The Burrow: A Multi-Use Event Space in Kaukauna, WI**

## The Burrow: A Multi-Use Event Space in Kaukauna, WI

Address: 205 Dodge St, Kaukauna, WI

### Concept

The Burrow is an innovative, flexible event space designed to accommodate a wide range of gatherings—from weddings, birthday parties, and corporate events to business pop-up shops and unique dinner shows. Located at 205 Dodge St., in the heart of Kaukauna, this space aims to capture the demand for versatile venues in the growing Fox Valley region. By adapting to various event types and adjusting offerings based on market trends, The Burrow will remain relevant year-round.

### Executive Summary

**Business Name:** The Burrow

**Location:** 205 Dodge St, Kaukauna, WI

**Target Market:** Residents and businesses in Kaukauna and the greater Fox Valley area

**Primary Services:** Event space rental, pop-up shop space, and dinner-show venue

**Revenue Model:** Space rentals, ticketed events, partnerships with local businesses

**Market Opportunity:** Serving the expanding Fox Valley population (approx. 250,000) with flexible event space to meet varied social, corporate, and entertainment needs.

### Business Model

#### 1. Event Space Rental

**Target:** Weddings, birthday parties, corporate gatherings, reunions, and community events.

**Rental Structure:** Hourly or full-day rates with customizable packages (e.g., sound, lighting, tables/chairs, decoration).

**Value Proposition:** Flexible layouts and themed options to suit a variety of events.

#### 2. Pop-Up Shops

**Target:** Local businesses and entrepreneurs seeking short-term retail space.

**Structure:** Offer daily/weekly rental options to businesses, particularly those looking to test products or engage directly with the local market.

**Value Proposition:** Affordable, high-traffic area for local businesses to showcase products in a real-world setting.

#### 3. Dinner Shows

**Target:** General public, couples, families, tourists.

**Structure:** Partner with local chefs and performers to create ticketed dining and entertainment events.

**Value Proposition:** Unique dining experiences, themed to draw regular attendance and build a following.

## Market Analysis

### Fox Valley Region Overview:

Population: Approximately 250,000

Target Demographics: Adults aged 25–65, median household income \$60,000+

Growth Potential: The area is experiencing population growth, with increased demand for versatile event spaces and unique entertainment options.

### Competitive Analysis:

Direct Competitors: Other event spaces in Fox Valley, including traditional banquet halls and community centers.

Indirect Competitors: Restaurants, outdoor venues, private rental homes.

Competitive Edge: The Burrow's unique combination of flexibility, theming, and accessibility makes it more adaptable than traditional venues.

## Marketing Strategy

Online Presence: Establish a strong social media presence on Instagram, Facebook, and LinkedIn. Use professional photos of past events, testimonials, and promos.

Community Engagement: Partner with local businesses for mutual promotions (e.g., catering services, florists). Offer pop-up shops for these partners.

Collaborative Events: Host open-house events, allowing potential clients to experience the space and envision their own events there.

Direct Targeting: Utilize online ads targeting newly engaged couples, small businesses, and local event planners.

## Digital Strategy and Revenue Sharing Program

### Website Excellence

The Burrow's website will be a state-of-the-art platform with easy navigation, dynamic booking capabilities, and high-quality visual content, setting a new standard in user experience among event spaces. Features will include virtual tours, live availability for bookings, a blog with event tips, and dedicated sections for each service (event space rentals, pop-up shops, and dinner shows). The website will serve as both a booking tool and a branding asset, helping potential clients envision their events within our space.

### Revenue Sharing and Referral Program

To further drive bookings and enhance community engagement, The Burrow will implement a referral-based revenue-sharing program. Customers can refer friends, family, or other businesses, earning a 2% cash rebate on any bookings made through their referral. This system incentivizes word-of-mouth promotion, turning satisfied clients into active marketers. Rebates will be paid in cash following completed bookings, providing a tangible and immediate benefit to referrers.

### 12-Month Calendar Sample Layout

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
January				Event Rental	Event Rental	Event space	Event Rental
February				Event Rental	Event Rental	Event space	Event Rental
March				Event Rental	Event Rental	Pop-Up Shop	Event Rental
April				Event Rental	Event Rental	Event space	Event Rental
May				Event Rental	Event Rental	Event space	Event Rental
June				Event Rental	Event Rental	Event space	Event Rental
July				Event Rental	Event Rental	Pop-Up Shop	Event Rental
August				Event Rental	Event Rental	Event space	Event Rental
September				Event Rental	Event Rental	Pop-Up Shop	Event Rental
October				Event Rental	Event Rental	Dinner Show	Event Rental
November				Event Rental	Event Rental	Pop-Up Shop	Event Rental
December				Event Rental	Event Rental	Pop-Up Shop	Event Rental

### Parking:

100 Parking spaces are available for all events









# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission  
From: Dave Kittel, Director of Planning and Community Development  
Date: 11/18/2024  
Re: Storage Container Ordinance

To follow up from the discussion previously staff have finalized an ordinance for storage containers. The ordinance addresses the items discussed by the plan commission and limits the use of these containers in residential areas while still allowing provisions to have shipping containers for moving/temporary use. This ordinance would be added to section 17.32 Supplementary District Regulations. The ordinance is attached to this memo for review.

### **Recommendation:**

Send the Ordinance to review by the Legislative Committee and hold a hearing at Common Council and recommend approval of the Ordinance regulating Storage Containers.



17.32 (14) Portable storage units (containers).

(a) For the purpose of this section, the term “portable storage unit” shall mean any portable enclosed unit of whatever type construction or material, designed for permanent or temporary storage, which can be transported by vehicle and left on-site.

(b) In Residential Single Family (RSF), Residential Two Family (RTF), when incidental to a residential dwelling:

(1) One portable storage unit shall be the maximum number allowed on a lot for no more than 30 consecutive days and no more than 60 total days per calendar year.

(2) The portable storage unit shall be placed on an impervious surface.

(3) The portable storage unit shall not be located within 3 feet of a property line.

(4) The portable storage unit shall not be located within the vision corner.

(5) Portable storage units shall not be used for the purposes of a garage or shed.

(c) All other zoning districts. When incidental to a permitted principal use:

(1) A temporary use permit is required pursuant to this section.

(2) No more than three temporary use permits per business shall be issued per calendar year.

(3) Two portable storage units shall be the maximum allowed per temporary use permit.

(4) The maximum time limit per temporary use permit shall be 30 days, unless the plan commission approves a longer duration.

(5) Portable storage units shall be placed on an impervious surface.

(6) Portable storage units may be placed on a lot within a designated loading space.

(7) The portable storage unit shall not be located within the required front setback unless permitted by the Zoning Administrator.

(8) Portable storage units shall not be used for the purposes of a garage, shed or other on-site storage.

(9) Permanent use of a storage container at an Industrial or Commercial location may only be permitted by approval of the Plan Commission.

(d) Storage containers used in connection with a construction project may be permitted by the Zoning Administrator and must be only used for purpose related to the construction project, not placed within 3 feet of a property line, not located within the vision corner and must be removed from the site upon issuance of occupancy of the permanent structure.



# MEMO

## PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission  
 From: Adrienne Nelson, Associate Planner  
 Date: November 15, 2024  
 Re: Park Donation Application Review - Bench

A park bench donation application is in the process of being submitted by Tom Bay, to be installed at the corner of CE and Haas Road in memory of his partner, Karen Benotch. Tom lives on Haas Road and he and Karen would walk there often. This bench would be in the City of Kaukauna’s standard bench style and would include a plaque. Please see the image below for the proposed bench location



### **Staff Recommendation**

Staff recommend approval of the park bench donation for Tom Bay in memory of Karen Benotch, and direct staff to work with the donor to finalize the location of the bench and the plaque description.



# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission  
 From: Dave Kittel, Director of Planning and Community Development  
 Date: 11/18/2024  
 Re: Park Donation-DAR Monument

The Daughters of the American Revolution (DAR) had donated a monument to the City of Kaukauna some time ago as a historical marker for Hendrick Aupaumut ( use this link for more info on the marker <https://www.wisconsinhistory.org/Records/Image/IM35233> ), see the below of image of the existing monument with location on Hendricks Ave:

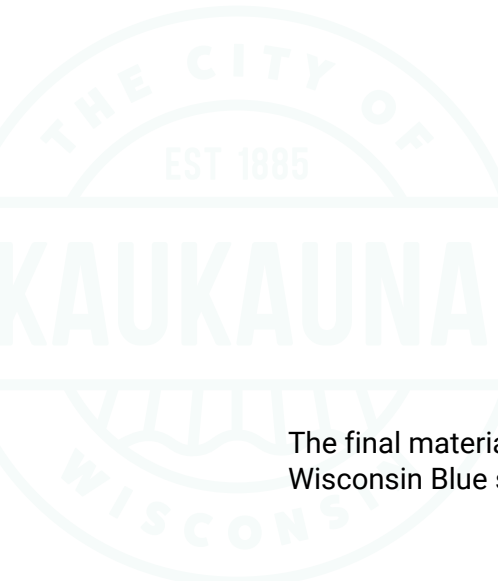




This is a unique and important part of our local history and something that should be preserved. DAR is looking to refurbish and update this existing monument to provide more insight on to the importance of Hendrick Aupoamut and his family. Currently the location is not ideal, and this corner could be better utilized. From conversations with representatives from DAR creating a more inviting parklet is a realistic opportunity that will add beauty to the area and assist in preserving this history. With some efforts from the City, and DAR a parklet is a possible item on this small corner DAR will contribute a new monument and benches and some financial assistance along with working with other groups to create a small area to sit, reflect and spark curiosity into the history of our area. Possible layout of this area is below and still needs to be refined. The concept would be to create a low maintenance area with robust plantings that would add beauty but not need constant mowing such as using clover instead of grass and native plantings/flowers:



The final material for the monument is still being determined but is leaning towards a Wisconsin Blue stone with donated benches in the below style:



## POLYWOOD Trex Outdoor Fu...



While this would be different from our current benches they would be donated to the city and are created from recycled plastics from our area. This plays well with the City's strategic plan for sustainability.

Final details are still being worked out but, as this moves forward this is an ideal time to discuss and gain feedback before additional steps are taken to create this space.

For more information on Hendrick Aupaumut see below links:

<https://kaukaunlibrary.org/a-brief-history-of-kaukauna/>

<https://www.wissar.org/aupaumut>

<https://founders.archives.gov/documents/Washington/03-21-02-0283>

**Recommendation:**

**Discussion purpose only at this time**

