

REDEVELOPMENT AUTHORITY OF THE CITY OF KAUKAUNA

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



Monday, October 16, 2023 at 10:00 AM

AGENDA

1. Roll Call.
2. Approval of Minutes
 - a. [Approve Minutes from July 27, 2023 Meeting](#)
3. New Business.
 - a. [Renew Kaukauna Grant Application Review - 140 E 2nd St](#)
 - b. [Renew Kaukauna Grant Application Review - 144 E 2nd St](#)
4. Closed Session.
 - a. Adjourn to Closed Session per Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds - 140 E 2nd Street
 - b. Return to Open Session for possible action
 - c. Adjourn to Closed Session per Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds - 144 E 2nd Street
 - d. Return to Open Session for possible action
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 OF THE CITY OF KAUKAUNA

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



Thursday, July 27, 2023 at 9:00 AM

MINUTES

1. Roll Call.

Members Present: Paul Hennes, Karl Kilgas, John Moore, Nicci Sprangers

Member(s) Absent: Heather Hayes, Quin Lenz, Julie Schroeder

Others Present: Associate Planner Lily Paul

2. Approval of Minutes

- a. Approve Minutes from July 6, 2023 Meeting

Hennes made a motion to approve the minutes from the July 6, 2023 meeting. Kilgas seconded the motion. The motion passed unanimously.

3. New Business.

- a. Revolving Loan Discussion - Grant Loans Outside of Commercial Core District (CCD) & Preference on Loans for Equipment

Prime Steer Supper Club which is not located within the CCD of the City Zoning has inquired about loans for restaurant equipment. Before advising the borrower to proceed, Staff wants to make sure that moving forward loans outside of the CCD and on equipment are okay since some issues have come up with those types of loans. Yes, both of those aspects are allowed and can apply for RACK loans.

4. Closed Session.

- a. Adjourn to Closed Session per Wisconsin State Statute 19.85 (1)(e) to discuss the disposition of public funds - Sticky Fingers Cafe & Catering and Fox Valley Meal Prep

Sprangers made a motion to adjourn to closed session. Hennes seconded the motion. The motion passed unanimously. Meeting adjourned to closed session at 9:14 AM.

- b. Return to Open Session for possible action

Hennes made a motion to return to open session. Kilgas seconded the motion. Meeting returned to open session at 9:48 AM.

No action was taken on the closed session item.

5. Other Business.

There was no other business.

6. Adjourn.

Kilgas made a motion to adjourn the meeting. Sprangers seconded the motion. The motion passed unanimously. Meeting adjourned at 9:49 AM.



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Redevelopment Authority
From: Joe Stephenson, Director of Planning and Community Development
Date: October 11th, 2023
Re: Renew Kaukauna - Application

Skye Properties has submitted an application for the Renew Kaukauna program for 140 E Second Street. 140 E Second Street is a two-story, mixed-use building. It has a commercial first floor and residential second floor. The building was built in 1901 and is a historic contributing building due to its age and boomtown style architecture.

The applicant is proposing a façade renovation. They intent to replace the two bottom sets of residential style windows, with two large commercial style windows. They then plan to remove the existing siding and place combination of stone and standing seem siding. The stone siding is a grey slate stone that will roughly a third of the way up the building on the front, and around the door on the back of the building. The steel siding is intended to go the remainder of the way up the wall on the front and back.

The project plans to begin immediately when approval is granted. The windows and stone will be done first, and a separate contractor is doing the steel siding.

The cost for the project is \$19,517. All activities described are allowable expenses for the Façade Renovation portion of the program. The applicants eligible forgivable loan amount is \$9,758.50.

The business is in good financial condition with the ability to cover their portion of the project.

Standing seam metal siding is not allowed within the Commercial Core District per Zoning Code 17.53 (b)(1):

In no instance shall exterior corrugated metal, standing seam metal panels, or the like, be used for any portion of the façade.

Recommendation:

Approve Renew Kaukauna Façade Renovation Application for 140 E Second Street with the following conditions:

- 1. Metal siding shall not be used on the building's façade and an updated façade material shall be submitted to the Redevelopment Authority.**
 - a. Work may begin on the stone masonry and windows but not the remainder of the siding until an updated material is approved.**







Project Time Line

1. Windows week of October 23, 2023.
2. Stone as soon as we get approval.
3. Steel to begin before the end of the year, depends on approval and when Contractor can fit us into his schedule.
4. Inspection set up for Monday October 9, 2023 at 9:00 am.

Cost of labor to do the stone is figured out at \$25.00 an hour for 48 hours. That figure includes the front and back of the building. The total is \$1200.00.

The stone from Menards costs \$2427.00.

The steel siding costs \$13,125.00.

The 2 commercial windows are \$3965.00.

10/01/2023

Skye Properties LLC
672 Schmidt Rd
Kaukauna, WI 54130

Hello,

We, Brian & Ellen Hubers, own Skye Properties which owns the building located at 140 East 2nd Street. The building is currently in desperate need of updating. The trim and siding on the building are starting to fall off and the residential windows located on the bottom half of the building are not installed correctly which has caused the board under the one window to become damaged. We have plans to replace the residential windows with commercial windows and put steel and stone on the exterior in hopes it will give the outside of the building a major upgrade. We do realize our building is the talk of many because of how the building looks. We would love to see the downtown business area look clean and inviting. We truly appreciate you help in making this project happen.

Thank you,
Ellen & Brian Hubers
Skye Properties LLC



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Redevelopment Authority
From: Joe Stephenson, Director of Planning and Community Development
Date: October 12th, 2023
Re: Renew Kaukauna – Application – Blade Sign

Flow Family Chiropractic has submitted an application for Renew Kaukauna Beautification portion of the program. They are proposing a blade sign to go in front of their location at 144 E Second Street. The blade sign hangs from above their door and is 22" x 22". The sign meets all applicable zoning codes, and the total cost is \$275.

The business qualifies for the blade sign program and has no outstanding issues with the city. The sign intends to be installed immediately upon approval of this application.

Recommendation:

Approve Renew Kaukauna Beautification Application for a blade sign at 144 E Second Street in the amount of \$275.

EAGLE
SIGN & DESIGN

1200 PROSPECT LANE PHONE: 920-759-1092
KAUKAUNA, WI 54130 TOLL FREE: 866-235-9960

WWW.GOAGLESDSIGN.COM

CLIENT: Flow Family Chiropractic
CONTACT: Rachel Elliott
dr.rachel@flowfamilychiropractic.com

SALES REP: H
DESIGNER: CH
DATE: 09/13/23
ART TIME: (0hr : 0min)
REVISION: Initial

QUOTE: \$275.00 installed

JOB DETAILS: Blade Sign
Size: 22"x22"
Qty: 1
Process: Digitally Printed
Sides: 2-Sided
Substrate: Dibond
Vinyl Type: 3551
Laminate: 290
Finishing: Holes for Pole Bracket
Packaging: Bulk
Install
ArtFiles2023\Flow Family Chiropractic\2023 \
Projecting Sign

COLORS:
 CMYK
 White

A 3% service fee will be added to all invoices over \$1,000.00 paid with a credit card

APPROVED NO CHANGES
Signature _____
Date _____

NOT APPROVED
Please fax approval to 920-759-1520



22"x22" Dibond Sign 2-sided
with Mounting Pole



Item 3.b.

PROOF EMAILED _____ **REQUEST DATE** _____ **DATE APPROVED** _____ **(circle one) EMAIL / PHONE** _____

- For approval purposes, please check for **COLORS, PLACEMENT & SPELLING.**
- Production will not proceed or be scheduled until artwork has been approved.
- Price includes up to 1 revision with minor changes. Additional changes may require added artwork fees.
- Customer is responsible for obtaining sign permits.

YOU WILL BE RESPONSIBLE FOR ANY ERRORS (INCLUDING SPELLING) ONCE APPROVAL HAS BEEN RECEIVED.

Eagle Sign & Design agrees to furnish material and labor, complete per the listed specifications. All work shall be completed in a substantial workmanlike manner per listed specs and industry standards. Any alteration or deviation from the above may involve additional expenses. Graphics shown superimposed onto photos may deviate slightly in the finished product due to photography angles, body design and obstructions such as handles, seams, etc. Sign permits and Engineering approval are the responsibility of the buyer unless specified. Prices do not include sales tax. Buyer agrees to obtain all necessary permission for use of all registered trademarks or copyrights used on the sign. Buyer agrees to pay all costs of collection in the event of default of payment, including a reasonable attorneys fee. In the event of delinquent payments, the buyer will be charged 1 1/5% interest for every month after the first 30 days.

THIS DRAWING IS THE PROPERTY OF EAGLE SIGN & DESIGN, LLC
This is an original, unpublished drawing by Eagle Sign & Design, LLC, Inc. It is for your personal use, in conjunction with a project being planned for you by Eagle Sign. It is not to be shown to anyone outside of your organization nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign or product by any other company without the expressed written permission of Eagle Sign, is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign or project. **CONTACT YOUR SALES CONSULTANT TO PURCHASE THE RIGHTS TO THIS DESIGN.**

CONCEPTUAL DRAWING ONLY
All sizes and dimensions are illustrated for client conception of the project and are not to be understood as being exact size or exact scale. Renderings, including lighting effects, opacities, and coloration, are an approximation.

CUSTOMER RESPONSIBILITIES
Please review all drawing details closely, as Eagle Sign & Design will produce the finished product as the approved drawing indicates. Some changes may occur based on production needs. While Eagle Sign will make all efforts to correct any obvious spelling and grammatical errors, the customer is responsible for confirming that the above including names and titles, appear as desired. Eagle Sign will make every effort to closely match colors, including where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and inks.

RENEW KAUKAUNA GRANT APPLICATION

Downtown Beautification



PLEASE FILL OUT COMPLETELY AND SIGN

Blade Sign Mural Planter

Project Name: *Flow Family Chiropractic Blade Sign*

Project Address: *144 E 2nd St, Kaukauna*

Owner Name: *Rachel Elliott*

Telephone: *920-460-9553*

Email: *dr.rachel.w@flowfamilychiropractic.com*

Brief Description of Business: *Chiropractor*

List all owners, directors, or partners having 20% or greater interest:

Rachel Elliott

Project Description:

Blade Sign for my business

PLEASE CHECK ALL THAT APPLY

- 1. Property is Zoned Commercial Core District
- 2. You are not delinquent on any debt owed to the City
- 3. Your property is not owned in part or in whole by a tax exempt agency
- 4. Your property does not have any open code violations
- 5. The updates or work has not started
- 6. All work will be completed by a professional contractor
- 7. Yourself or a family member will not complete the work

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Project Financing and Costs

Project Cost	175.00
Personal Funds	175.00
Lender Funds	0.00
Grant Funds Requested	175.00

APPLICATION FORM CHECKLIST

Please review this checklist prior to submitting your loan application to ensure all needed information is included.

1	Completed Application Form	
2	Description of Need	
3	Quotes/Estimates	
4	Financial Statements (proof of availability to complete project)	
5	Project Timeline	
6	Commitment from Private Lenders (if applicable)	
7	Exterior Improvement Visuals (if applicable)	
8		
9		

Application Agreement

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a loan under the Renew Kaukauna Program and is true and complete to the best of the applicant's knowledge.

The applicant further certifies that they are the owner of the property or the owner has agreed to the work described in this application.

The applicant further certifies that the loan proceeds will be used for the work and materials identified in this application and will abide with all provisions and guidelines of the Renew Kaukauna Program.

The applicant further authorizes disclosure of all financial information submitted in connection with this application by and between the Redevelopment Authority of the City of Kaukauna and any lender agreeing to participate with the applicant's loan through this program.

Paul Elliston
Signature of Applicant

9-18-23
Date

Clay Eting
Signature of Owner

9/18/2023
Date