

**CITY OF KEWAUNEE  
PLAN COMMISSION MEETING MINUTES  
FEBRUARY 22, 2024**

**1. Call to Order/Roll Call.**

Chairperson Laura Gerold called the meeting to order at 6:30 p.m. Members present, Claude Stangel, Jeff Welhouse, Chris Holterman and Cindy Tang via phone.

Absent: John Blaha and John Mastalir.

**2. Approval of Minutes – January 25, 2024 meeting.**

Suggested changes, add parentheses at end of #4 and change 4b to read “The commissioners might be willing to offer to eliminate the two parking spots in the southeast corner of the parking lot and allow for a driveway to go in from there.

Claude Stangel motioned to approve the minutes with suggested changes. Jeff Welhouse seconded the motion. Motion carried unanimously.

**3. Public Comment/Communications.**

None

**4. Public Hearing:**

Public meeting called to order at 6:33 pm.

- a. **RENEE D. MUELLER d/b/a EBALANCE MASSAGE & WELLNESS LLC.** Conditional Use Application by Renee D. Mueller d/b/a EBalance Massage & Wellness LLC to use an existing office/daycare/medical building as a massage and wellness facility (a “hospital” type facility under the R-1 Single-Family Residential District), property located at 1304 First Street, currently zoned R-1 Single-Family Residential; Parcel No. 241-00320-2565.

Renee Mueller addressed the commissioner explaining that she currently has an office elsewhere in the city but due to the amount of business is looking to expand into a bigger space. She is also looking to add additional services as well.

Steve Wagner, the neighbor at 1306 First Street asked about hours of business and parking. Stating that the prior business had employees park in front of their home and sometimes the employees would walk across their property to get into the building.

Renee told him their hours of business would be Monday thru Thursday 8 to 8, Friday would be 8 to 5 and then an occasional Saturday. She also stated that employees would park behind the building and then access through the back door.

Public meeting closed at 6:37 pm.

Claude Stangel motioned to approve the conditional use application and presented and move to council for approval. Chris Holterman seconded the motion. Motion carried unanimously.

**5. Business Matters**

- a. **[Deferred to March 28, 2024 meeting]** Declaration of Surplus Real Estate. The Common Council requests a Plan Commission recommendation declaring the following properties as surplus real estate for purposes of future marketing of such properties:
  - 1. 1304 Ellis Street (Tax Parcel # 31 241 NW19 14-1)

2. 123 Kilbourn Street (Tax Parcel # 31 241 OTP 179)

- b. Short-Term Rentals Discussion. Review draft Ordinance amending and replacing existing regulations using City of Algoma draft as a model. To be located in Article VI of Chapter 18 (Businesses).

Corrections: pg. 2, line 57: change Algoma to Kewaunee, pg. 6, line 254: remove the word earlier.

Administrator Eddy to make noted corrections and bring back next month for approval.

They were asked to consider that an ordinance is only as good as the staff and budget to enforce it.

- c. Proposed Revisions to Sign Standards (Article VIII of Chapter 94 Zoning)

The commissioners all approved the proposed sign standards as presented. However, the only thing they thought that should be changed was the percent of the total area a temporary wall mounted banner sign could cover. Administrator Eddy was going to come back with a number on that next month.

- d. Updates on incoming projects.

Administrator Eddy commented that the Family Dollar hasn't received its contract with the DNR yet.

Next meeting will be March, 28, 2024

## **6. Adjournment**

Chris Holterman motioned to adjourn the meeting. Claude Stangel seconded the motion. Motion carried unanimously. Meeting adjourned at 7:32 pm.

Respectfully Submitted  
Karen Muchowski  
Administrative Assistant