

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, January 12, 2016**  
**4:15 p.m.**

**Present:** Mayor Dean Kaufert, Marge Bates, Nick Piergrossi, Kate Hancock-Cooke, Gerry Andrews, and Gerry Kaiser. **Also present:** Deputy Director of Community Development Brad Schmidt, Community Development Intern Joe Stephenson, Community Development Director Chris Haese, Community Development Administrative Assistant Katie Osthelder, East Central Wisconsin Regional Planning Commission Consultants Eric Fowle, AICP and Kathleen Thunes, P.E. and members of the public.

**Minutes:**

**MSC Piergrossi/Andrews, to approve the December 8, 2015 meeting minutes. All Aye.**

**Public Appearances:** None

**Public Hearings:** None

**Action Items:**

**Consideration and recommendation to adopt Resolution No. PC2016-1 and further to recommend Council approve Resolution No. 2016-05, establishing the Public Participation Plan for the City of Neenah 2040 Comprehensive Plan update**

Community Development Deputy Director Brad Schmidt stated council approved a contract with East Central Wisconsin Regional Planning Commission to update the 2040 Comprehensive Plan, and introduced consultants Eric Fowle, AICP and Kathleen (Kathy) Thunes, P.E. from East Central Wisconsin Regional Planning Commission. Eric introduced himself and Kathy and briefly reviewed the process and past experiences. Deputy Director Schmidt then reviewed the Public Participation Plan including the Comprehensive Plan Update Timeline.

Piergrossi asked if the process was the same when the 2020 Comprehensive Plan was updated. Deputy Director Schmidt said a formal Public Participation Plan was not required per state law when the current Comprehensive Plan was adopted. Kate Hancock-Cooke questioned if the public participation meetings could be held in the summer months when the Farmer's Market and Community Fest are going on because there is more community interaction at those times. Eric Fowle suggested the idea generation should be done in the spring months and then use the summer months and summer community events as an opportunity to bring the ideas back to the public as part of the feedback loops. Kate Hancock-Cooke suggested bringing in a futurist to do a presentation to educate the public and the committees involved. Deputy Director Schmidt explained the Appleton Public Library brought in a professor to discuss the future and generational changes to help the public and committee to think 10, 15, and 20 years into the future. Marge Bates asked if the timeline could include who is responsible for certain actions on the timeline. Deputy Director Schmidt explained the contract with East Central Wisconsin Regional Planning Commission has more details and specifics noted. Mayor Kaufert thanked Eric and Kathy for coming to the meeting and looks forward to working with them through this process.

Piergrossi asked how the Ad Hoc Committee, Plan Commission, and Common Council will relate to each other throughout this process. The Plan Commission and the Common Council will have specific roles in this process and will hold meetings to review and adopt the work of the Ad Hoc Committee and others. Director Haese also explained that the Ad Hoc Committee's work would filter to Plan Commission who would do further refinement before it would be presented to the Common Council for final adoption.

Mayor Kaufert suggested using the Post-Crescent which allows a question to be posted and the public can then call in to share their thoughts.

Deputy Director Schmidt also explained that the current Public Participation Plan is very broad but includes specific tactics. Also the task force in 1999, for the 2020 Comprehensive Plan, consisted of about 25 people, and the intention is similar for this committee. The goal is to have a manageable amount of members on the Ad Hoc committee while also covering a very broad demographic including, young and old, business owners, real estate agents, citizens from a variety of backgrounds, etc. Once the make-up of the committee is determined the intention would be to solicit individuals for the committee by making one on one contact with those individuals.

**MSC Piergrossi/Bates, Plan Commission to adopt Resolution No. PC2016-1. All Aye.**

**MSC Piergrossi/Bates, Plan Commission to recommend Council to approve Resolution No. 2016-05, establishing the Public Participation Plan for the City of Neenah 2040 Comprehensive Plan update. All Aye.**

**Announcements and future agenda items:**

Next Plan Commission meeting is scheduled for January 26, 2016. However, no items had been received at the time of the meeting. If nothing is received by the end of the week, the January 26, 2016 meeting may be cancelled.

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Community Development Intern Joe Stephenson gave an update on the South Commercial Street Corridor Plan showing the data collected for the area consisting of a Condition Survey as well as GIS Data collected. Intern Stephenson explained the next step for the project would be to meet with the stakeholders to discuss the area further. Piergrossi asked if data was collected to show vacant properties vs. occupied properties. Intern Stephenson explained it was noted in the GIS data as well as the type of business. Kaiser asked what the ultimate goal of the project was. Intern Stephenson explained it is a way to identify areas for improvements or solve issues of the district and get input from the stakeholders. The area has great potential to be a nice area just seems underutilized at the time. Mayor Kaufert explained himself and Alderman Erickson had an initial meeting with businesses from South Commercial St and invited Intern Stephenson and/or Deputy Director Schmidt to be a part of their next meeting to help kick off the public and business participation for this project. Director Haese asked what was discussed at the meeting with Mayor Kaufert, Alderman Erickson, and business owners from South Commercial St. Mayor Kaufert explained the people of that area want to do something but aren't sure what to do as far as new developments, new usage, and reduce vacancies. Mayor Kaufert was unsure if the group wanted to officially organize at this time but may be a good resource for the project.

Intern Stephenson also presented potential zoning code updates for exterior lighting standards and the need to possibly regulate pole height, max light intensity, spill over light, property line light level, bulb type and angle, and area average max lighting. All of the previously listed are not currently included in an ordinance at this time, but we would like to include this before it is needed and not in there. Bates requested when the recommendations are presented for the ordinance change to include visuals to show the differences.

Mayor Kaufert asked how long past site plans are valid after they have been approved. Deputy Directory Schmidt stated it is done based on a department policy that they are valid for one year. Director Haese supported that a plan would be valid for one year and if different then it would be at staff discretion. For example, if someone had a plan approved over a year ago and came for a building permit the building inspectors would consult with the planners.

Kate Hancock-Cooke expressed concern about the substation on Bell St. being larger than what was originally discussed and approved.

**Adjournment:** The Commission adjourned its meeting at 5:00 P.M. MSC Kaiser/Piergrossi. All Aye

Respectfully Submitted,



Brad Schmidt, AICP  
Deputy Director of Community Development and Assessment