

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, August 29 2023**  
**4:15 p.m.**

**Present:**

Mayor Jane Lang, Chairperson	PRESENT	Alderman Dan Steiner, Vice Chairperson	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT
Kate Hancock-Cooke	ABSENT	Karen Genett	PRESENT	Betsy Ellenberger	ABSENT
Gerry Andrews	ABSENT	Sarah Moore-Nokes	PRESENT		

**Also Present:**

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	James Merten- Traffic Engineer, Public Works
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**Minutes:** MSC Kaiser/Moore-Nokes, the Plan Commission, to approve the July 31, 2023 meeting minutes.  
All voting aye. Motion passed.

**Public Appearances:** Vice Chairperson Alderman Steiner opened public appearances to topics not related to the agenda.

No one in attendance spoke. Vice Chairperson Alderman Steiner closed public appearances.

**Public Hearings:** None

**Action Items:**

a. **Annexation #229 – Liberty Avenue (Homes at Freedom Meadows)**

ORD. No. 2023-11

Deputy Director Schmidt went over the annexation for review. The City of Neenah is proposing to annex land contiguous to the City for the purpose of developing the Second Addition to The Homes at Freedom Meadows subdivision. The 19.938 acres of land is currently undeveloped farmland located in the Town of Vinland along the terminus of Liberty Avenue. The Homes at Freedom Meadows and the 1st Addition to the Homes at Freedom Meadows subdivision, south and east of the proposed annexation, are currently platted and new single-family homes have been and soon will be built. In 2020, the City purchased 130 acres of land along the Woodenshoe Road and County Highway G. This proposed annexation will be the fourth phase of the development. Upon annexation the subject land will become part of the R-1, Single-Family Residence District. This development will include 34 single-family lots and land intended for a future city park.

MSC Moore/Genett, the Plan Commission to recommend Common Council approve Annexation #229 (Ordinance #2023-11) and the property also receive an R-1 Single-Family Residence District zoning classification. All aye. Motion passed.

b. **Preliminary Plat – 2<sup>nd</sup> Addition to the Homes at Freedom Meadows**

The proposed plat, 19.938 acres in size, includes 34 single-family residential lots and three outlots. The land is currently in the Town of Vinland but will be annexed to the City and receive a R-1, Single-Family Residence District zoning classification. The average lot size is approximately

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16,000 square feet which exceeds the minimum lot size for single-family residential lots. The residential lots average 73 feet wide.

One road, Patriotic Street, is proposed in the new subdivision. The east/west street connects to Woodenshoe Road to the east and will extend further west as shown on the approved concept plan. Staff is requesting a change to the street name from an adjective to a noun. The applicant did propose Patriot Street, but that name was rejected by the County due to a similar street name in Oshkosh. Prior to the final plat, a new name will be proposed. Sidewalks are not planned for this street.

As with all subdivisions in the City, a development agreement, outlining the fees and responsibilities between the City and the developer, will be completed before the final plat is approved. The Public Works Department has reviewed the engineering plans for this plat and have requested several minor changes.

Storm water will be managed through rear yard drainage swales, storm sewers and ultimately storm water from this plat will be diverted to a storm water retention pond located along Woodenshoe Road and Freedom Meadows Drive within the development. This pond is designed to manage storm water for the initial and future phases of the development.

The developer is dedicating approximately 4.45 acres of land along the northern portion of the plat for a future park. The park is planned to serve as a neighborhood park with the possibility to expand (north) and become a community park. Two additional outlots will also be dedicated to the City. Outlot 4, located along Liberty Avenue, is an unbuildable remnant piece of land which could be used as a small pocket park or other neighborhood amenity in the future.

The right-of-way width of Loyal Drive, Bald Eagle Drive and Freedom Meadows Drive are all 50 feet while Liberty Avenue is 60 feet. This plat will include sidewalk on all streets. In addition, on-street parking and future street connections to the north will necessitate wider streets around the park. Staff recommends increasing the width of Bald Eagle Drive and Loyal Drive to 60 feet to accommodate sidewalk, additional traffic volume and on-street parking.

The proposed plat is consistent with the Freedom Acres/Homes at Freedom Meadows concept plan recently updated and approved by Plan Commission. This phase represents the third out of six phases for the Homes at Freedom Meadows. The first of three phases of Freedom Acres have been completed.

Member Kaiser asked if the street names are established. Deputy Director Schmidt stated the street names are not set yet. In conversation with an emergency representative for Winnebago County, there is an ordinance that shows the county as an objecting authority and not an approval authority. This meaning they can object a street name but not deny a street name. We do want to work with Winnebago County, especially their 911 personnel, to avoid confusion.

Vice Chairperson Alderman Steiner asked what the timeline is for this development. Deputy Director Schmidt said it sounds like the developer wants to get started this winter.

Member Moore-Nokes asked how many phases are scheduled for this area. Deputy Director Schmidt explained there are eight phases and went over the phases on the map that have already been completed and the ones that are planned but have not been started.

**MSC Genett/Moore-Nokes, the Plan Commission, to recommend Common Council approve the Preliminary Plat for the Second Addition to the Homes at Freedom Meadows subdivision subject to the conditions on the preliminary plat review letter. All aye. Motion passed.**

**c. Amended Right-of-Way Plat - S. Commercial Street Reconstruction Project**

This amendment is currently on hold. No action taken.

**d. Right-of-Way Plat – S. Commercial Street/Winneconne Avenue Reconstruction Project**

Traffic Engineer Merten shared the reconstruction project for S. Commercial Street and Winneconne Avenue. To match the proposed layout for the project, a southbound right turn lane is proposed to be constructed at the intersection of Commercial Street and Winneconne Avenue. This intersection work is proposed to be completed in 2024 to maintain traffic flow during construction for the 2025 project.

The intersection improvements require the City to acquire land interests from the property at the northeast corner of the intersection. Per Wisconsin Statutes, the first step in the acquisition process is approval of a relocation order by the City. This declares the intent and purpose of the acquisitions, provides a schedule of the required interests, and drawings of the project that show those interests.

Member Genett clarified the land being acquired would be the cell phone store. Traffic Engineer Merten said yes that is the land currently being looked at.

Vice Chairperson Alderman Steiner asked if the property owner is okay with selling. Traffic Engineer Merten stated there have been conversations with him and he is interested in developing the property with access off Commercial St. This current project would make that access easier to allow. However, in the conversations had, he has given off the impression of willing to sell what is needed.

Member Genett asked would the property owner still be able to have 100ft of access. Traffic Engineer Merten said it depends on what the property owner puts on the property in terms of potential traffic demand to the site.

Traffic Engineer Merten discussed the layout of the proposed reconstruction and how the traffic flow would be handled. He also stated this is a more accident-prone intersection and the need to remember that when adding another driveway is important. Member Genett said the ideal driveway would be off Church St. Traffic Engineer Merten said there currently is a driveway off Church Street. However, it depends on what goes into that development and if the property owner feels there is a restriction of access into the business.

MSC, Moore-Nokes/Kaiser, the Plan Commission to recommend the Common Council approve the Resolution 2023-23, the relocation order for the southbound right turn lane project on S. Commercial St at the intersection of Winneconne Avenue. All aye. Motion passed.

**Comprehensive Plan 2040 – 5-Year Review:**

**a. Chapter 3: Land Use**

Deputy Director Schmidt went over the updating of the plan with the new 2020 Census data and looking at the goals and recommendations and what has been accomplished or what may not be applicable anymore.

Deputy Director Schmidt discussed the updated land use data. The city has increased by 200 acres since 2016. Most of this increase has been residential, roughly 2,300 acres. Equalized value of land increased from 2015 to 2023. We did not see a big increase in population density. Also, since 2010, the number of housing units increased by 10%, the land use increased by 107 acres. All these numbers fall into the projections of the plan. However, we did not see significant growth in single-family or commercial to the point of projection. This may be due to the COVID-19 pandemic, smaller subdivisions, and no annexation of land bringing in large commercial properties.

Member Moore-Nokes asked what is extra-territorial. Deputy Director Schmidt explained that it is areas outside of the city within a 3 miles radius that is not incorporated. This gives the ability to plan for future streets and approve land divisions that are consistent with our subdivision ordinances.

Vice Chairperson Alderman Steiner asked if with the Town of Neenah's boundary agreement, they should be planning around the expectations the City of Neenah has set. Deputy Director Schmidt said yes and the city does work with the Town and we have an inter-governmental section to work together.

Deputy Director Schmidt discussed the growth that is happening on the west side of the city and taking a closer look to see if there would be opportunities for commercial or multi-family and look at the future land use to utilize the best street network and infrastructure. This plan is the vision of the City in terms of land use and growth.

Deputy Director Schmidt went over the issues and opportunities found in the plan and the updates and changes we can make now since the plan's inception. One removal would be the ideas if ThedaCare would have moved out of the city. Also adding the city could benefit from adding more housing opportunities.

Deputy Director Schmidt went over updating the economic development section with plans that have been completed such as the Neenah Next Downtown Master Plan and the S Commercial Corridor Plan. Also updating in regard to what has been accomplished, no longer relevant, or on-going.

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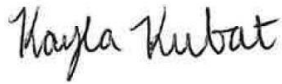
Member Moore-Nokes asked if there are priorities of projects. Deputy Director Schmidt said there is a prioritization plan and also in reviewing the plan make sure the prioritization in the plan is still relevant.

Vice Chairperson Alderman Steiner asked how is this plan used year to year. Deputy Director Schmidt said ideally it would be helpful to refer to the comprehensive plan for city planning and budget planning purposes.

**Announcements and Future Agenda Items:** Next meeting is scheduled for September 12, 2023.

**Adjournment:** The Commission adjourned its meeting at 5:19 p.m. MSC Genett/Moore-Nokes. All voting Aye. Motion passed.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kayla Kubat". The script is cursive and fluid.

Kayla Kubat

Administrative Assistant, Department of Community Development