

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, December 12, 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	PRESENT	Karen Genett	PRESENT	Betsy Ellenberger	ABSENT
Gerry Andrews	PRESENT	Sarah Moore-Nokes	PRESENT		

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Alderman Cari Lendrum
Chris Haese, Director of Community Development		

Minutes: MSC Genett/Kaiser, the Plan Commission, to approve the November 7, 2023 meeting minutes.
All voting aye. Motion passed.

Public Appearances: Chairperson Mayor Lang opened public appearances to topics not related to the agenda.

No one in attendance spoke. Chairperson Mayor Lang closed public appearances.

Action Items:

a. **CSM – 600 Elm Street – 3 Lot CSM**

Deputy Director Schmidt explained the Certified Survey Map for the Shattuck Middle School property. The proposal is to consolidate the former platted lots, located in Bigelow's Addition of 1857, into three separate lots. The first consolidation is north of Lauden into one parcel, south of Lauden would be the second consolidation into one parcel, and the tennis courts and the parking lot consolidated into one parcel.

Member Kaiser asked about the sidewalk by the tennis courts. Deputy Director Schmidt stated this is not a sidewalk but part of the pavement for the tennis courts. There was discussion about adjusting this pavement, however, the fence for the tennis court is on the south side of the sidewalk. There were concerns if there was an adjustment with the property line, then it would not be functioning as a sidewalk and more part of the tennis courts.

Member Hancock-Cooke asked if there is a reason for there to be sidewalk there anymore. Deputy Director Schmidt explained the sidewalk will most likely remain and whatever happens on the site in the future will determine what happens with the sidewalk.

Member Andrews stated this part of the sidewalk isn't public sidewalk. Deputy Director Schmidt stated this sidewalk goes with this lot on the CSM, otherwise there would be part of the tennis court on an adjacent property.

MSC Andrews/Genett, the Plan Commission, approve the 3 lot CSM for the property located at 600 Elm Street subject to the CSM review letter. All voting aye. Motion passed.

b. Final Plat – 1st Addition to Freedom Acres

Deputy Director Schmidt went over the final plat for the 1st Addition to Freedom Acres. This final plat shows about 28 acres and 48 single-family lots. It is located north of County Highway G and west of Honor Street in the Freedom Acres subdivision. There were some changes regarding street names from the preliminary plat to this final plat.

Member Genett asked whether Memorial Way on this final plat could be changed due to having a Memorial Court nearby. Deputy Director Schmidt stated we will work with the developer to modify the street name.

Deputy Director Schmidt discussed working on the development agreement for this subdivision and understands it will probably be constructed over the wintertime. Currently, this developer is working on the 2nd Addition to the Homes at Freedom Meadows and the plat for the 3rd Addition to the Homes at Freedom Meadows was recently received.

MSC Kaiser/Andrews, the Plan Commission, recommend Common Council approve the Final Plat for the First Addition to Freedom Acres subdivision subject to the modification of the Memorial Way street name. All voting aye. Motion passed.

Comprehensive Plan 2040 – 5 Year Review:

a. Chapter 6: Transportation

Deputy Director Schmidt went over the next chapter in the review. A few of the plans discussed in this chapter are regional plans and have been updated or modified to incorporate the newer plan, if available. The city has seen an increase in miles of street over the past 6-7 years. The PASER rating, which gives a metric to determine the rating of the street surface for local roads, was updated in the plan review.

Member Steiner discussed the amount of the budget going into the streets and if we are keeping up with street repair. Member Kaiser stated we are putting a substantial amount into the budget for streets, however, there is also a lot of work going into the streets that are being worked on. What would make the PASER rating higher would be to do simple mill and overlay on streets to improve the appearance of these streets. Member Steiner asked if there is benchmark data available for other communities. Deputy Director Schmidt showed PASER ratings map on the East Central Wisconsin Regional Planning Commission website.

Deputy Director Schmidt went over how there was no significant change to public transportation in this chapter. The trail network, which includes sidewalks, did show an increase.

Deputy Director Schmidt went over other changes with the updated 2023-2027 CIP plan that was recently adopted. He discussed the various street projects listed in the plan and the timeline. Member Kaiser stated when looking at these street projects, there was the roadwork but also the utility work.

Plan Commission Minutes

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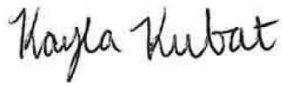
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Deputy Director Schmidt stated he did not want to change the traffic congestion and dangerous intersections since these were the suggestions from the public input sessions from 2017.

Announcements and Future Agenda Items: Next meeting is scheduled for January 9, 2024.

Adjournment: The Commission adjourned its meeting at 4:53 p.m. MSC Genett/Andrews. 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