

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, January 30, 2024**  
**4:15 p.m.**

**Present:**

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

**Also Present:**

|   |   |   |
|---|---|---|
| Brad Schmidt, Deputy Director of<br>Community Development | Kayla Kubat, Administrative Assistant<br>of Community Development | Chris Baukenecht –<br>Martenson & Eisele 1377<br>Midway Rd, Menasha |
| Scott Becher- 1061 Green Acres<br>Ln, Neenah              | Brian Roeh- 146 Hazel St, Neenah                                  | Justin Oliphant- 276 Fort Dr,<br>Neenah                             |
| Hudson Oliphant- 276 Fort Dr,<br>Neenah                   | Edwin Oliphant- 276 Fort Dr, Neenah                               | Bethanie Gengler- 210 Water<br>St, Menasha                          |
| Alderman Lee Hillstrom                                    | Alderman Cari Lendrum   |   |

**Minutes:** MSC Andrews/Genett, the Plan Commission, to approve the January 9, 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.

**Action Items:**

a. **Site Plan Review – 1557 S. Commercial Street – 11-Unit Townhouse**

Deputy Director Schmidt went over the request to redevelop this site, which is currently single-family residence, to an 11-Unit multi-family townhome. This property is about 0.9 acres in size. This area is zoned C1 General Commercial District where to the west and south is a single-family residential neighborhood and to the north is a commercial property. When looking at the zoning code requirements, this development meets or exceeds all minimum setbacks from a structure standpoint. This property also meets the minimum requirements for lot size as well as open space and parking standards.

Deputy Director Schmidt showed the site plan and where the redevelopment will be located on the property. The driveway will be relocated to the southern portion of the site and the stormwater facility will be on the southern portion of the site. This is not a wet stormwater pond, it is a depressed area that will capture any flood water or stormwater from the site and drain it to the stormwater main on S. Commercial St. There is also a paved drive aisle, off-street parking, and truck turnaround, as required by the fire department. With the lighting plan, there are three lighting poles in the parking lot and drive aisle, about 12 feet tall. Each unit has its own garage, most units have a single garage, however, there are a few with a double garage. There are nine 2 bedroom units and two 3 bedroom units, making the entire building about 12,660 square feet.

Member Genett asked if the existing home will be torn down. Deputy Director Schmidt stated the home will be torn down.

Member Andrews asked if the trees on the property line will be salvageable. The Applicant stated trees on property line will be salvageable but some trees on the south side will be taken down.

Member Andrews asked if there will be wall pack lighting on the buildings. The Applicant stated lights will be under the eaves by the doors and then the lighting poles will light up the parking area.

Member Genett asked about snow removal. The Applicant stated on the west side of the site, there is a little space as well as snow can be placed into the stormwater basin on the south side where it can melt in the spring. If there is too much snow, it will need to be contracted out due to not enough space on the property.

Member Andrews asked if there is a dumpster on the property. Deputy Director Schmidt stated there is a dumpster and it will need to be properly screened.

Member Hancock-Cooke asked if there is a plan for sidewalk on that side of the street. Deputy Director Schmidt stated there is sidewalk located on that side of the street and any sidewalk disrupted will be replaced.

**MSC Andrews/Moore-Nokes, the Plan Commission, recommends to approve the site plan for an 11-unit townhouse located at 1557 S. Commercial Street subject to the site plan approval letter.**

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

**a. Chapter 8 – Agriculture, Natural, Cultural Resources**

Deputy Director Schmidt went over the next chapter in the Comprehensive Plan. This chapter looks at how we are managing farmland outside of the city, what we are doing to increase urban agriculture and looking at our cultural and historic resources. In the plan, there was a recommendation at the time to allow bees. Prior to 2017, Mason bees were allowed, since 2017 honey producing bees are also permitted. There is a modification to the Community Garden, is located on Byrd Avenue and not Marathon Avenue. Also, the name change from Neenah Slough to Neenah Creek, although not officially changed to Neenah Creek, signage has been put up to refer to it as Neenah Creek.

Member Andrews stated the document toggles between Neenah Slough and Neenah Creek. Deputy Director Schmidt stated the name change to Neenah Creek requires a long process involving the DNR, public hearings and working with other municipalities.

Deputy Director Schmidt went over the number of historic properties remained the same. There is also not an indoor farmers market, so these references in the plan were removed.

Vice Chairperson Alderman Steiner stated there is a reference to 19 hazard and waste areas and asked what constitutes solid and hazardous waste and pollution site. Deputy Director Schmidt

stated anything that is registered by the DNR. An example would be the former Glatfelter Mill and the landfill in Winnebago County. We not only want to look what is going on in the city but also what is going on in the surrounding area so we can plan property for future city growth.


**b. Chapter 9 – Intergovernmental Cooperation**

Deputy Director Schmidt went over the next chapter in the Comprehensive Plan. This chapter goes over what partnerships we have, like the school district, county, and surround municipalities. The only major change in this chapter was the Town of Neenah Boundary Agreement amendment.

**Announcements and Future Agenda Items:** Next meeting is scheduled for February 13, 2024.

**Adjournment:** The Commission adjourned its meeting at 4:37 p.m. MSC Genett/Andrews. All voting Aye. Motion passed.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kayla Kubat". The signature is written in a cursive, flowing style.

Kayla Kubat

Administrative Assistant, Department of Community Development