

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, February 13, 2024
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	ABSENT	Sarah Moore-Nokes	PRESENT		

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Frank Cuthbert, 1533 Fallow Dr Neenah
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Minutes: MSC Moore-Nokes/Kaiser, the Plan Commission, to approve the January 30, 2024 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.

Public Hearings: None

Action Items: None

Comprehensive Plan 2040 – 5 Year Review:

a. Chapter 10: Implementation

Deputy Director Schmidt gave an update regarding the next steps with the comprehensive plan. Per state law, a public hearing will be held on March 12 and the entire plan will be presented. During this hearing, anyone from the public who attends can make comments. The plan commission will decide to advance the plan to the Council and the Council will also hold a public hearing and then adopt the plan. There is a webpage with the updates and each chapter that has been gone over, as well as the minutes from the meetings.

Deputy Director Schmidt went over the final chapter, which wraps up everything discussed in prior chapters, what the role of the plan is, and who is responsible for implementing the plan.

Vice Chairperson Alderman Steiner asked if there is a comparison to Winnebago County to make sure we are consistent. Deputy Director Schmidt stated we do not look through every detail of their plan to make sure we are consistent; their plan is much broader since it covers a larger area. Looking at surrounding municipalities and future land use maps, we try to make our land use consistent with theirs since we have the extra-territorial jurisdiction 2.5 miles outside the city. As the city grows, our land uses will differ as we have more urban type land uses where the surrounding municipalities tend to be more agricultural land uses. Going forward, when the commission has a site plan or a zoning request, there should be a check to see how it is consistent with the Comprehensive Plan.

Deputy Director Schmidt went over the implementation schedule. The schedule puts all the recommendations from the past chapters and organizes them in a manner based on who is responsible. The schedule shows the priority/timeline for the projects as well as the status of the projects, which was updated to reflect changes since the plan's adaptation. This schedule is something to possibly be reviewed on a semi-annual or annual basis since it is a living document.

Vice Chairperson Alderman Steiner asked the commission if there were any initiatives the committee would like to focus on for the upcoming year. Deputy Director Schmidt stated there is a specific section of Plan Commission items in the schedule and the committee may look at that section more closely to give some direction to the Community Development department or other related departments.

Member Moore-Nokes asked if the plan's mission statement helps pursue the action items in the list. Deputy Director Schmidt stated there is a mission statement, however, it is very a broad statement regarding the future state of the city. The mission statement leads into goals and those lead into action items. Member Moore-Nokes stated it may be helpful to figure out how the action items feed into the mission statement, so choosing the items from the schedule meet the long-term goals. Deputy Director Schmidt stated most of these goals make the most sense when tied back to the overall goal of the chapter they correspond with, instead of looking at the list as a whole. It may also be beneficial to look through this list closer to budget time as some of these items may require outside help or resources.

Member Hancock-Cooke suggested at the April meetings to have some discussions regarding items that require outside help prior to budget time. She also brought up how in business goals should be SMART goals and asked if that is the same for municipalities. Deputy Director Schmidt stated with the comprehensive plan, the goals tend to be broader since it is looking at a vision for the future of the city and not necessarily measurable.

Member Genett asked how much direction we should get from Council since the plan commission is more advisory to the Council. Deputy Director Schmidt went over examples of list items in which there have been situations where the recommendations could not happen due to the current code. If the plan commission feels strongly about an item, to ask staff or Community Development to look into what other communities are doing to possibly change our current code or standards.

Member Moore-Nokes asked why all the zoning code items are a "2" priority/timeline. Deputy Director Schmidt responded there are some limitations on staff time and resources, however, the priority/timeline numbers placed on items are more guidelines. If an item seems to be a greater need, it can be brought forward regardless of priority or timeline.

Vice Chairperson Alderman Steiner stated since we have had this block of time on the plan commission agenda to review the plan chapters, to possibly keep this block of time to keep discussing this list to identify where priorities are and if it fits into the overall vision. Deputy Director Schmidt stated this could be an ongoing agenda item.

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Resident Frank Cuthbert suggested a sortable document for the implementation schedule, so it is easier to find specific items or groups. Deputy Director Schmidt stated he is looking at ways of making it more interactive and easier to manage since it is a big document.

Resident Frank Cuthbert also suggested under the more general items to possibly make subgroups under for more SMART goals.

Member Moore-Nokes asked if there could be some clarification on items that are an on-going need and which ones are currently implemented and on-going. Deputy Director Schmidt stated the notes section is generally where there is more information regarding the project and if it has been implemented and on-going.


Deputy Director Schmidt stated the tracking of this document is difficult due to it being a living document. Member Moore-Nokes stated it is difficult to read due to not doing daily work in this document. Deputy Director Schmidt responded he understands, and it is difficult to track since this document tends to be broader but there could possibly be more ways to make it more user friendly.

Deputy Director Schmidt also discussed the future land use map and how this is the vision for the city growth. This map should be looked at on a semi-annual or annual basis as changes happen. He discussed when the Town of Clayton was looking to incorporate and how that would have affected the city's future land use.

Announcements and Future Agenda Items: Next meeting is scheduled for February 27, 2024.

Adjournment: The Commission adjourned its meeting at 4:59 p.m. MSC Genett/Hancock-Cooke. 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