

NEENAH PLAN COMMISSION
Tuesday, October 24, 2017
4:15 P.M.
HAUSER ROOM, City Administration Building

1. Approve minutes of October 10, 2017 meeting.
2. Public Appearances (Ten minutes divided among those wishing to speak on topics pertinent to the Plan Commission).
3. Public Hearings: **NONE**
4. Action Items:
 - a. **Site Plan Review** – 944 Appleblossom Drive – Change of Use
 - b. **Certified Survey Map** – Woodenshoe Rd/County Highway G
 - c. **Excess Public Land** – N. Western Avenue
5. Announcements and future agenda items:
 - a. Next Meeting: November 7, 2017

Neenah City Hall is accessible to the physically disadvantaged.
If special accommodations are needed please contact the
Department of Community Development Office
at 886-6125 at least 24 hours in advance of the meeting.

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, October 10, 2017
4:15 p.m.

Present:

Mayor Dean Kaufert, Chairman	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Nick Piergrossi, Vice Chairman	PRESENT
Kate Hancock-Cooke	ABSENT	Ald. Christopher Kunz	PRESENT	Karen Genett	PRESENT
Gerry Andrews	ABSENT	Ald. Jane Lang	PRESENT		

Also present:

Brad Schmidt, Deputy Director of Community Development	Ald. Cari Lendrum	Julie Simmons Doc Musekamp – WE Energies 231 W. Michigan St, A252 Milwaukee, WI 53201 Paul Tadda
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Minutes:

MSC Lang/Kaiser, to approve the September 26, 2017 meeting minutes. All Aye. Motion passed.

Public Appearances: None

Public Hearings: None

Action Items:

1. Site Plan Review – 181 N. Western Street – WE Energies Substation

Deputy Director Schmidt provided a presentation regarding the subject site plan which includes plans for a new electric substation to be constructed adjacent to the existing substation. Once the new substation is constructed, the old one will be decommissioned. In addition, the site includes a new stormwater management plan. The Site is zoned I-2, General Industrial District and the use is permitted in this district.

Mayor Kaufert asked about the potential impact of expanding into Eggers undeveloped land on future development. Deputy Director Schmidt explained that this is a sale between a willing buyer and seller. If Eggers thought it would impact their future growth, they probably wouldn't sell the land. In addition, the subject area contains wetlands and other characteristics which make development difficult.

Ald. Kunz asked why this site wasn't part of the original plan that WE Energies provided the City. Doc Musekamp explained that the Abby Road substation was originally planned for an upgrade, but after further investigation, the Company determined that the N. Western Avenue site had greater opportunity for the upgrade. The Abby Road substation would then be decommissioned. The entire process to upgrade the electrical grid in Neenah is a large undertaking that will result in some disruptions as construction occurs. When known outages occur property owners will be notified.

Mayor Kaufert indicated that these outages occur all the time and the overall impact of the upgrade won't impact all of the property owners at once.

MSC Gennet/ Piergrossi, Plan Commission approved the site plan a new electric substation at 181 N. Western Avenue with the following conditions:

- 1. Submit an updated landscape plan which includes a minimum of 3 shrubs within the frontage landscape strip.**
- 2. Prior to the issuance of building permits, submit a Certified Survey Map consolidating the existing parcel with land to the east.**
- 3. Obtain all necessary building permits prior to construction.**

All Aye.

Announcements and future agenda items:

Next Plan Commission meeting is scheduled for October 24, 2017.

The Comprehensive Plan public open house meetings will occur in November. The City's Plan Commission will review the document at the end of November and Council will adopt the Plan in December.

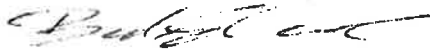
Plan Commission Minutes

October 10, 2017

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Adjournment: The Commission adjourned its meeting at 4:35 P.M. MSC Kaiser/Lang. All Aye.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Brad Schmidt", written in a cursive style.

Brad Schmidt
Deputy Director, Community Development



MEMORANDUM

DATE: October 16, 2017
TO: Mayor Kaufert and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director *BS*
RE: Site Plan Review – 944 Appleblossom Drive – Change of Use

Request

Altec Industries, Inc., has submitted a site plan to use the property located at 944 Appleblossom Drive as a truck repair and rental facility.

Consideration

The subject property is about 3.0 acres in size and is zoned I-2, General Industrial District. The site includes an existing 38,000 square-foot warehouse building. The building is currently vacant and has been vacant for a period of over 12-consecutive months. The last use of the building was a machine shop. Land to the west is zoned M-1, Multi-Family Residence District and is used for multi-family purposes. Land to the north and south is zoned I-2 and used for industrial purposes. Finally, the land directly east of the site is zoned C-1, General Commercial District and is used as an office.

The applicant is proposing to use the building for truck repair and rental sales. The company sells, rents, and services cranes, bucket trucks, and other similar vehicles. The use is permitted in the I-2 District. The applicant is not proposing any changes to the building or to the site. The applicant is proposing to designate an area on the west side of the building for small truck parking and two areas on the east side of the building as large truck parking. The parking on the westside of the building as shown on the site plan is limited to 7 parking stalls. The parking on the eastside of the building is limited to 20 stalls. Both areas shall be adequately striped. Any increase in the number of parking stalls, display areas, or storage of vehicles awaiting repair will require further Plan Commission approval. The off-street parking area in front of the building should be adequately striped and include at least one handicap accessible parking stall.

The proposed request results in a change of use of the subject property. Per the Zoning Code's Landscape Standards, anytime there is a change of use of a property that doesn't conform to the City's landscaping standards, the bufferyard landscaping and screening requirements must be brought into compliance. In this case, the bufferyard landscaping requirement applies since the property west of the subject property is zoned M-1 and used for residential purposes. At a minimum, the bufferyard must be 25 feet wide and include an 8-foot tall sight-tight fence along the common lot line and planted with a minimum of 2 shade trees and 5 evergreen trees per 100 linear feet. The existing bufferyard width varies between 5 feet and 15 feet and there is an existing non-compliant chain-link fence with privacy slats. The fence is less than 8 feet in height and the slats are missing in spots. The length of the common lot line is about 465 feet. **At a minimum, the applicant must construct an 8-foot tall sight-tight fence along this length and plant a minimum of 9 shade trees and 23 evergreen trees.** The site plan did not indicate whether there would be exterior trash collection dumpsters. **If the applicant is**

proposing to install trash collection dumpsters, they shall be completing screened from view from all adjoining properties and public right-of-way with a 6-foot tall sight-tight fence.

Recommendation

Appropriate action at this time is to approve the site plan for 944 Appleblossom Drive subject to the following conditions:

- 1. Obtain all necessary building permits prior to occupancy and prior to any construction, alteration, fence construction, or sign installation.**
- 2. Submit a detailed landscape plan identifying the type, size, and location of plantings and the details of the required fence along the west property line.**
- 3. If a trash collection area will be located outside of the building, submit detailed plans showing the location on the site and the appropriate screening which is required.**
- 4. Only the parking areas designated on the site plan may be used for vehicle parking, storage and awaiting repair, or display.**



944 Appleblossom Drive



Altec Site Plan 944 Apple Blossom Drive, Neenah, WI 54956





MEMORANDUM

DATE: October 19, 2017
TO: Mayor Kaufert and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director 
RE: 3 Lot CSM – Woodenshoe Road/County Highway G – Integrity Construction, LLC

The subject property is located within the Liberty Heights Subdivision on the southeast corner of Woodenshoe Road and County Highway G. The existing parcel is roughly 1.5 acres in size and is zoned R-1, Single-Family Residence District. The parcel is currently undeveloped. The applicant is proposing to subdivide the parcel into 3 separate lots each 0.55 acres in size to be used for single-family residential purposes. The dimensions and size of the proposed lots are consistent with other lots within the Subdivision and meet the minimum lot sizes as required per the City's Subdivision Ordinance.

The subject parcel was platted in 2006, but sewer and water was never installed adjacent to this site. The applicant will install sewer and water mains along Woodenshoe Road. In addition, storm sewer is not available along Woodenshoe Road, but a stormsewer does exist along the south border of proposed Lot 3. Prior to final approval, a drainage and grading plan shall be submitted and reviewed to determine adequate drainage of stormwater. Access to proposed Lot 1 shall only be along Woodenshoe Road and specifically along the south 58.34' of that Lot.

Recommendation

Appropriate action at this time is for Plan Commission to approve the proposed CSM along Woodenshoe Road and County Highway G subject to the following conditions:

- 1. Add an access restriction along the entire north property line of proposed Lot 1 and along the northern 50 feet of east property line of proposed Lot 1.**
- 2. Submit a drainage and grading plan.**



Certified Survey Map
Woodenshoe Rd/CTH G

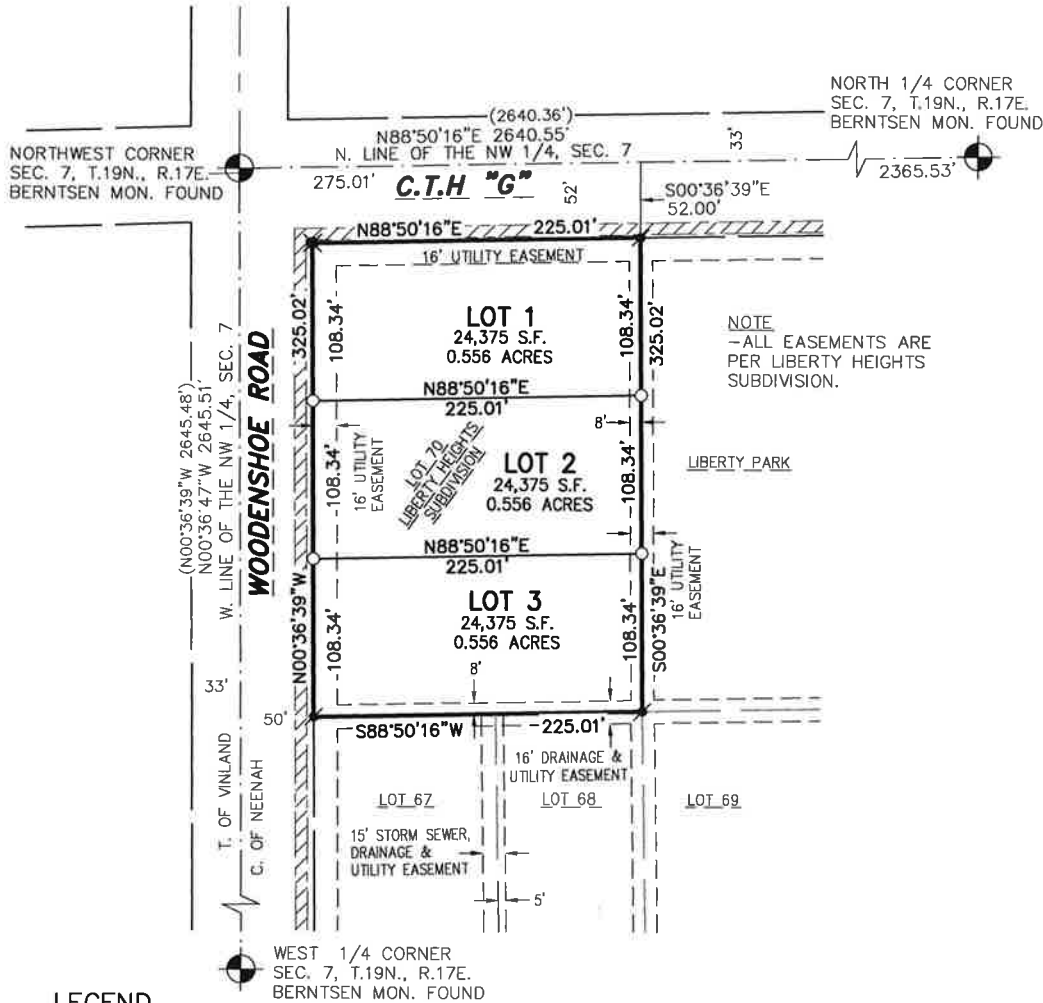


CERTIFIED SURVEY MAP NO. _____
 ALL OF LOT 70 OF LIBERTY HEIGHTS SUBDIVISION,
 LOCATED IN THE NORTHWEST 1/4 OF THE
 NORTHWEST 1/4 OF SECTION 7, TOWNSHIP 19
 NORTH, RANGE 17 EAST, CITY OF NEENAH,
 WINNEBAGO COUNTY, WISCONSIN



BEARINGS ARE REFERENCED TO THE
 NORTH LINE OF THE NORTHWEST 1/4 OF
 SECTION 7, TOWNSHIP 19 NORTH, RANGE
 17 EAST, WHICH BEARS N88°50'16"E PER
 WINNEBAGO COUNTY COORDINATE SYSTEM.

FOR: -INTEGRITY CONSTRUCTION, LLC
 -2835 W. COLLEGE AVE.
 -APPLETON, WI 54914
 -PHONE: (920) 209-9493



NOTE
 -ALL EASEMENTS ARE
 PER LIBERTY HEIGHTS
 SUBDIVISION.

LEGEND

- - 3/4" x 24" ROUND IRON REBAR WEIGHING 1.5 lbs./lineal ft. SET
 - ✱ - 1 1/4" REBAR FOUND
 - ✱ - 3/4" REBAR FOUND
 - ⊙ - CERTIFIED LAND CORNER WINNEBAGO COUNTY
 - //// - FUTURE 8' PAVEMENT FOR TRAIL PER LIBERTY HEIGHTS SUBDIVISION
 - () - RECORDED BEARING AND/OR DISTANCE
 - S.F. - SQUARE FEET
- DRAFTED BY: COREY KALKOFEN


McMAHON
 ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.
 1445 McMAHON DRIVE NEENAH, WI 54956
 Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
 PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

c:\projects\10508\97700559\cad\civ\3d\Survey Documents\CSM\LOT 70 LIBERTY HEIGHTS-CSM.dwg, sheet 1, Plot Date: 10/11/2017 3:21 PM, xref: (x-ref=liberty heights)



MEMORANDUM

DATE: October 18, 2017
TO: Mayor Kaufert, Common Council and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director 
RE: Excess Public Land at N. Western Avenue

WE Energies (Company) is proposing to reconstruct their electric substation located at 181 N. Western Avenue. The reconstruction of the substation will require the Company to purchase additional land east of their current facility from Eggers Industries. In addition the Company has requested to purchase roughly 1,830 square feet of land (15' wide by 122' long) north of their existing parcel from the City (See Exhibit A).

The City originally acquired the subject land and the land now owned by the Company (181 N. Western Avenue) from Hardwood Products Company (now Eggers Industries) in 1952, for a future water tower or water reservoir. In 1961, the City transferred a portion of the land originally acquired in 1952, to Wisconsin Michigan Power Company (now WE Energies) for a nominal fee and land located on Green Bay Road and Main Street to the City.

The City nor the Neenah Water Utility has any immediate or future need for the subject land. There are no plans to extend Western Avenue north and the land has no viable development opportunity. Land north of the subject property is owned by Eggers Industries while land west is owned by the City. The City of Neenah/Village of Fox Crossing municipal boundary is north and west of the subject land.

Recommendation

Appropriate action at this time is for the Plan Commission to declare the City-owned land north of 181 N. Western Avenue as excess public property and recommend the Common Council authorize the sale of the property.



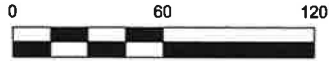
181 N. Western Ave

Excess Public Land N. Western Avenue



Certified Survey Map No. _____

Part of Government Lot 2, of Section 21, Township 20 North, Range 17 East,
City of Neenah, Winnebago County, Wisconsin

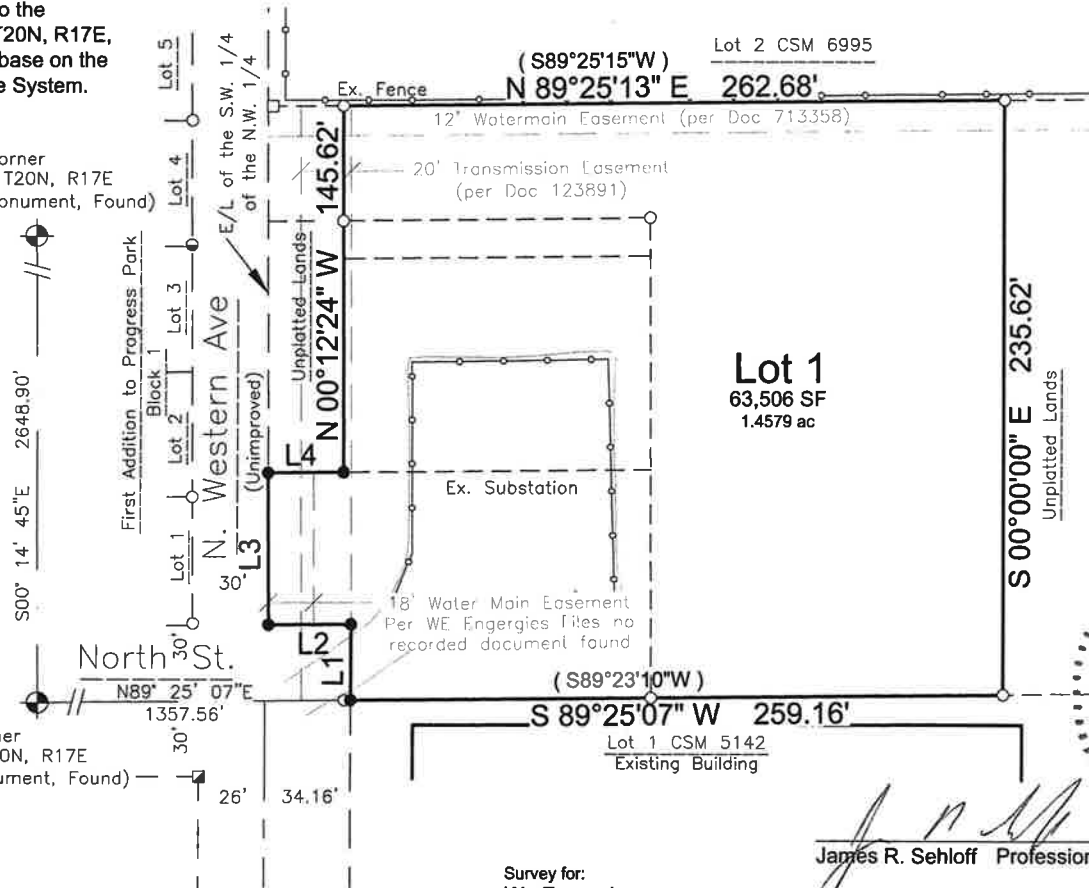


Bearings are referenced to the
W/L of the NW 1/4, Section 21, T20N, R17E,
assumed to bear N00°14'45"W, base on the
Winnebago County Coordinate System.

Northwest Corner
Section 21, T20N, R17E
(Berntsen Monument, Found)

Notes:

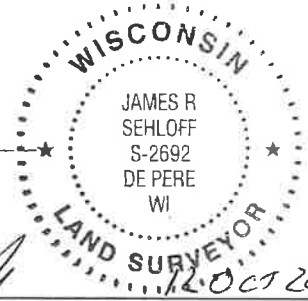
1. East line of the Southwest 1/4 of the Northwest 1/4 of Section 20 is shown per the First Addition to Progress Park as evidenced by found monuments on the West line of N. Western Ave.
2. The unimproved right of way of N. Western Ave was originally platted as Butte Des Morts Street, per the final plat of First Addition to Progress Park. On more recent CSM's the road name is shown as N. Western Ave. No official action was found changing the right of way name.



LEGEND

- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- 3/4" Rebar Found
- 1" Iron Pipe Found
- 1/2" Iron Pipe Found
- ⊙ Government Corner
- () Recorded As

LINE TABLE		
Line	Bearing	Length
L1	N 00°11'15" E	30.00'
L2	S 89°25'07" W	32.88'
L3	N 00°12'24" W	60.00'
L4	N 89°25'09" E	30.00'



James R. Sehloff Professional Land Surveyor No. S-2692 Date

Davel Engineering & Environmental, Inc.
Civil Engineers and Land Surveyors
1811 Racine Street
Menasha, Wisconsin
Ph. 920-991-1866, Fax 920-830-9595

Survey for:
We Energies
333 W. Evertt Street
Milwaukee, WI 53203

File: 4967CSM.dwg
Date: 10/12/2017
Drafted By: jim
Sheet: 1 of 3

