



**NEENAH PLAN COMMISSION**

**Tuesday, November 26, 2019**

**4:15 P.M.**

**HAUSER ROOM, City Administration Building**

---

1. Approval of Minutes: October 8, 2019
2. Approval of Minutes: November 12, 2019
3. Public Appearances (Ten minutes divided among those wishing to speak on topics pertinent to the Plan Commission)
4. Action Items:
  - a. Rezoning - 708 Monroe Street - R-2 to R-1 District (Ord. No. 2019-27)
  - b. Rezoning - 1515 S. Commercial Street - R-1 to C-1 District (Ord. No. 2019-28)
  - c. Preliminary Plat - Castle Oak VI
5. Announcements and future agenda items:
  - a. Next Meeting: December 10, 2019

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 8, 2019**

**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	PRESENT	Karen Genett	PRESENT		
Gerry Andrews	ABSENT	Ald. Jane Lang	PRESENT		

**Also present:**

Brad Schmidt, Deputy Director of Community Development	Cassandra Kohls, Administrative Assistant Community Development	Ald. Cari Lendrum
Melvin Timm 7065 Woodenshoe Rd, Neenah		

Mayor Kaufert called the meeting to order at 4:15 p.m.

**Minutes:**

**MSC Kaiser/Genett to approve the August 27, 2019 meeting minutes. All Aye. Motion passed.**

**Public Appearances:** Mayor Kaufert opened for Public Appearances. No one commented. Mayor Kaufert closed Public Appearances.

**Public Hearings:** Mayor Kaufert opened the Public Hearing for the Rezoning – Southeast Corner of Abby Avenue and W. North Water Street from I-2 to R-2 District. Melvin Timm (7065 Woodenshoe Road) addressed the Plan Commission as the Applicant. He indicated this previously was one large lot. His goal was to make this property useable. There is 1-2, General Industrial District to the east. Rezoning the lot to R2, Two-Family Residence District would allow for single-family or two-family residential. The subject is next to an existing R-2 District property which he also owns. He feels the change of zoning will fit in well with the neighborhood. He indicated the steel fence that was on the subject site has been removed.

Mayor Kaufert closed the Public Hearing.

**Action Items:**

**1. Rezoning – Southeast Corner of Abby Avenue and W. North Water Street – I-2 to R-2 District (Ord. No. 2019-23)**

Deputy Director Schmidt presented a zoning district map of the subject site and provided a summary of the rezoning request. The applicant is proposing to rezone the subject site to R-2, Two Family Residence District from I-2, General Industrial District. The applicant owns the land to the south and east of the subject property. Land to the east is undeveloped and zoned I-2 District. All land south of the subject property is zoned R-2 District. A small portion (.36 acres) will remain I-2, General Industrial District. The proposed rezoning classification is consistent with the City's Comprehensive Plan 2040 Future land use designation.

Member Piergrossi inquired about the egress and whether gravel was an allowed material for a driveway. Deputy Director Schmidt indicated that at this point, the code allows gravel driveways in residential districts. Council may change this in the future. Deputy Director Schmidt confirmed that the egress/ingress continues south to Lot 1. He explained that the garage for the existing house (519 W. North Water Street) faces Abby Avenue. Staff worked with the applicant as the applicant's original request was for a flag lot that would not have met code.

Member Hancock-Cooke asked for confirmation of Industrial zoning across the street and around the corner of Abby Ave. Deputy Director Schmidt confirmed and further described the two properties to the east are storage with industrial property further east. To the north is the waste water treatment plant, as well as property owned by WE Power Company.

Member Hancock-Cooke inquired about why all of the subject was not rezoned to R-2 District.

Melvin Timm indicated the land to the north of the subject is "ugly". Leaving a portion of land in industrial zoning would allow for a commercial use at some point in the future. He described the easterly land as a buffer to the industrial zoned properties.

Mayor Kaufert addressed the applicant, Melvin Timm, inquiring why he no longer wishes to sell the subject property to the City. Melvin Timm indicated he did not receive a response from the City.

Mayor asked whether the Neenah-Menasha Sewerage Commission would have an interest to expand south (to this subject site). Deputy Director Schmidt indicated the subject land has been listed on the market. The waste water treatment plant would be aware. He is not aware of their needs.

Melvin Timm indicated that he would entertain an offer if the City wishes to purchase this site for a parking lot. Mayor Kaufert indicated he has had Staff review this and there is no interest at this time.

Mayor Kaufert explained he did not want to create a double standard and wanted this rezoning to be consistently handled. He referenced residential homes on Bond Street which are zoned C-2. He indicated some residences were having difficulty refinancing.

Member Piergrossi indicated this situation is no change from current standards but is an adjustment to the zoning boundary line.

Deputy Director Schmidt clarified that there was some speculation with the properties zoned C-2 on Bond Street. He explained that the owners were notified to let Staff know if they were running into any problems. As the old comprehensive plan was not consistent with the future land use, an amendment to the comprehensive plan would be required.

**MSC Piergrossi/Kaiser, Plan Commission recommends Common Council approve Ordinance No. 2019-23 rezoning southeast corner of Abby Avenue and W. North Water Street to the R-2, Two-Family Residence District.**

**All Aye. Motion passed.**

**2. Certified Survey Map – Southeast Corner of Abby Avenue and W. North Water Street – 3 Lot CSM**

Deputy Director Schmidt explained the driveway for Lot 1 is planned to go through the easement over Lot 2. The proposed CSM meets the minimum for lot size. A drainage plan was attached in Deputy Director Schmidt's memo to Plan Commission dated October 2, 2019. Lot 2 and Lot 3 must meet drainage standards.

Member Hancock-Cooke expressed concern that the buyer of Lot 2 may not want the driveway.

Deputy Director Schmidt explained that there are challenges to install a driveway off of W. North Water Street. A legal document (shared driveway agreement) could be recorded to ensure that the property owners would work together.

Melvin Timm (applicant) indicated he intends to retain the ownership of the lots within his family. He intends to have a shared driveway agreement.

Member Genett inquired about the width of the proposed driveway. Deputy Director Schmidt indicated it would be 25 feet wide.

Ald. Kaiser indicated the ingress/egress to Lot 1 would be a benefit to Lot 1 and not a requirement of Lot 2. As Lot 2 could not restrict access for Lot 1.

Melvin Timm addressed Plan Commission and explained the location of curb cuts to access the proposed lots.

Mayor Kaufert stated the less shared driveways the better.

**MSC Kaiser/Hancock-Cooke, Plan Commission approves the 3 lot CSM for the property located along Abby Avenue and W. North Water Street.**

**All Aye. Motion passed.**

**3. Informational - Trails Task Force**

Deputy Director Schmidt gave a summary of the background of the Trails Task Force. The Trails Task Force was developed in 1997 and included a 10 member steering committee. At this point, Staff would like to reestablish the Trails Task Force with the focus on updating the plan to identify gaps and prioritize trail locations. A survey was conducted by the Trails Task Force which showed that the public sees value in trails. The East Central Regional Planning Commission studied the economic impact of trails as well. Their findings were that people want to be close to trails.

Deputy Director Schmidt presented a Strava Global Heatmap. This data identified the trails that are being utilized within the city. Staff would like to bring back more detailed information to ultimately obtain Plan Commission authority to reestablish the Trails Task Force.

Member Genett inquired about the timeline for the Lakeshore Drive project. Mayor Kaufert indicated that it will be included in his budget proposal. Director Kaiser indicated the Public Services and Safety Agenda for October 29, 2019 will include an informational item regarding the proposed layout of Lakeshore Drive.

Member Hancock-Cooke indicated most citizens would want to see the data (referring to the Strava Global Heatmap) and requested a copy of the map from Deputy Director Schmidt.

**Announcements and future agenda items:**

Next Plan Commission meeting is scheduled for October 29, 2019.

**Adjournment: The Commission adjourned its meeting at 4:55 P.M. MSC Kaiser/Piergrossi. All Aye.**

Respectfully Submitted,

A handwritten signature in cursive script that reads "Cassandra Kohls".

Cassandra Kohls  
Administrative Assistant, Community Development

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, November 12, 2019**  
**4:15 p.m.**

**Present:**

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

**Also present:**

Chris Haese, Director of Community Development	Cassandra Kohls, Administrative Assistant Community Development	Sue & Jim Waid – 232 Prairie View Ct., Waupaca
Bob Rossi – NAI Pfefferle – Appleton	Lynn & Mark Rudie – 103 Lexington Ct	

Mayor Kaufert opened the meeting. As a quorum was not present, no actions could be taken by Plan Commission.

**Minutes:** Moved approval of October 8, 2019 to the next Plan Commission meeting.

**Public Appearances:** Mayor Kaufert opened for Public Appearances. No one commented. Mayor Kaufert closed Public Appearances.

**Public Hearings:** Mayor Kaufert opened the Public Hearing for the Rezoning – 708 Monroe Street from R-2 to R-1 District. Director Haese summarized Deputy Director Schmidt’s memo dated November 4, 2019 to Plan Commission. Director Haese indicated 704 Monroe Street removed the home. The subject is surrounded by R-2 District to the north and R-1 District to the south. The applicant wishes to consolidate the subject site with the existing property which is zoned R-1. As the city does not allow dual zoning, once the rezoning is approved, a consolidation CSM will be recorded. Mayor Kaufert closed the Public Hearing for the rezoning of 708 Monroe St.

Mayor Kaufert opened the Public Hearing for the rezoning of 1515 S. Commercial Street from R-1 to C-1 District. Director Haese provided a summary of the Applicant’s request to rezone 1.5 acres along Commercial St (across from Pick ‘n Save) from R-1 to C-1. The subject property has an existing home. The Applicant acquired the property with the intent to raze the home on the property. The rezoning from R-1 to C-1 is consistent with the City’s Comprehensive Plan 2040 Future land use. At this time the applicant did not have a planned use for the property. The owner will be exploring options. If the owner has a project they will come back to Plan Commission for site plan review. Commercial zoning requires a bufferyard between Commercial districts and Residential Districts (10-foot landscape strip). Sometimes a fence will be installed to reduce the landscaping requirements. Exterior lighting and trash enclosure requirements would be made to ensure these things would be kept away from the residential properties.

Lynn Rudie (103 Lexington Ct) addressed the Plan Commission. She indicated her property abuts the subject property. She voiced concern regarding privacy. She inquired whether the privacy fence will be enclosed to keep the occupants of the apartment complex out.

Mark Rudie (103 Lexington Ct) further explained that children kicked out fence boards to cut across the property to go to the store. He expressed concern about the traffic flow at the lot line.

Mayor Kaufert explained that the time to discuss questions raised by Lynn and Mark Rudie would be during the site plan review.

Bob Rossi (NAI Pfefferle, Appleton) inquired about the fence location. Director Haese explained the apartment complex has an existing fence and Director Kaiser referenced the location on the map. Director Haese explained that to address concerns with the condition of the fence, Staff could issue an order to fix the fence. The owner can reduce the landscaping in exchange for a fence. The owner can make the fences close to prevent anyone from passing through the in the fence.

Mayor Kaufert inquired about a condition to require a fence. Chris indicated no.

Lynn Rudie (103 Lexington Ct.) stated as they are responsible for snow removal along Commercial Street, she obtains access through an opening in the fence. She raised question if someone could pass through on the north property line.

Mark Rudie (103 Lexington Ct.) raised his concerns regarding snow removal. He stated he performs the snow removal for the whole block.

Mayor Kaufert explained there could be protections in place to make sure the fences are put together and take care of the maintenance of the fence. Mayor Kaufert closed the Public Hearing.

**Announcements and future agenda items:**

Mayor Kaufert explained the three Action Items on this agenda will be rescheduled for when there is a quorum. He asked for clarification on the zoning boundary. Director Haese explained the commercial zoning ends where the property line ends. Mayor Kaufert expressed concern regarding the type of commercial use for the subject site.

Director Haese summarized how the action items would be handled due to the lack of quorum. Common Council will have a hearing next Wednesday on this topic.

Plan Commission Minutes  
November 12, 2019  
Page 2

Lynn Rudie (103 Lexington Ct.) asked if the rezoning to Commercial would exclude apartments. Director Haese explained that apartments are an allowable use and could be the use of the site.

Mayor Kaufert questioned if a use is an allowable use, is Plan Commission obligated to approve it. Director Haese confirmed and went on to explain if apartments were the intended use, a site plan would be required.

Director Haese briefly summarized the Preliminary Plat – Castle Oak VI. He explained the Preliminary Plat for the final Phase of Castle Oak Subdivision conforms to the original plat for the Castle Oak Subdivision. This plat will align the existing streets to remove three dead ends. He assumes construction will begin in spring.

Mayor Kaufert provided an update indicating the Neenah School Board is working to assign someone else to represent them on Plan Commission.

Next Plan Commission meeting is scheduled for November 26, 2019.

**Adjournment: The Commission adjourned its meeting at 4:40 P.M. MSC Kaiser/Andrews. All Aye.**

Respectfully Submitted,




Cassandra Kohls  
Administrative Assistant, Community Development



---

## MEMORANDUM

---

**DATE:** November 4, 2019  
**TO:** Mayor Kaufert and Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director   
**RE:** Rezoning R2 to R1 District – 708 Monroe Street (Ord. No 2019-27)

---

### **Request**

Steve Mayo is requesting to rezone land located at 708 Monroe Street. The subject land is currently zoned R-2, Two-Family Residence District. The applicant is proposing to rezone the subject land to R-1, Single-Family Residence District.

### **Background**

The applicant is proposing to consolidate two existing lots of record, 708 Monroe Street and 704 Monroe Street. While 708 Monroe Street is zoned R2, 704 Monroe Street is zoned R1. A parcel cannot have two zoning districts. The property at 704 Monroe Street contains a single-family residence while 708 Monroe Street is currently a vacant lot.

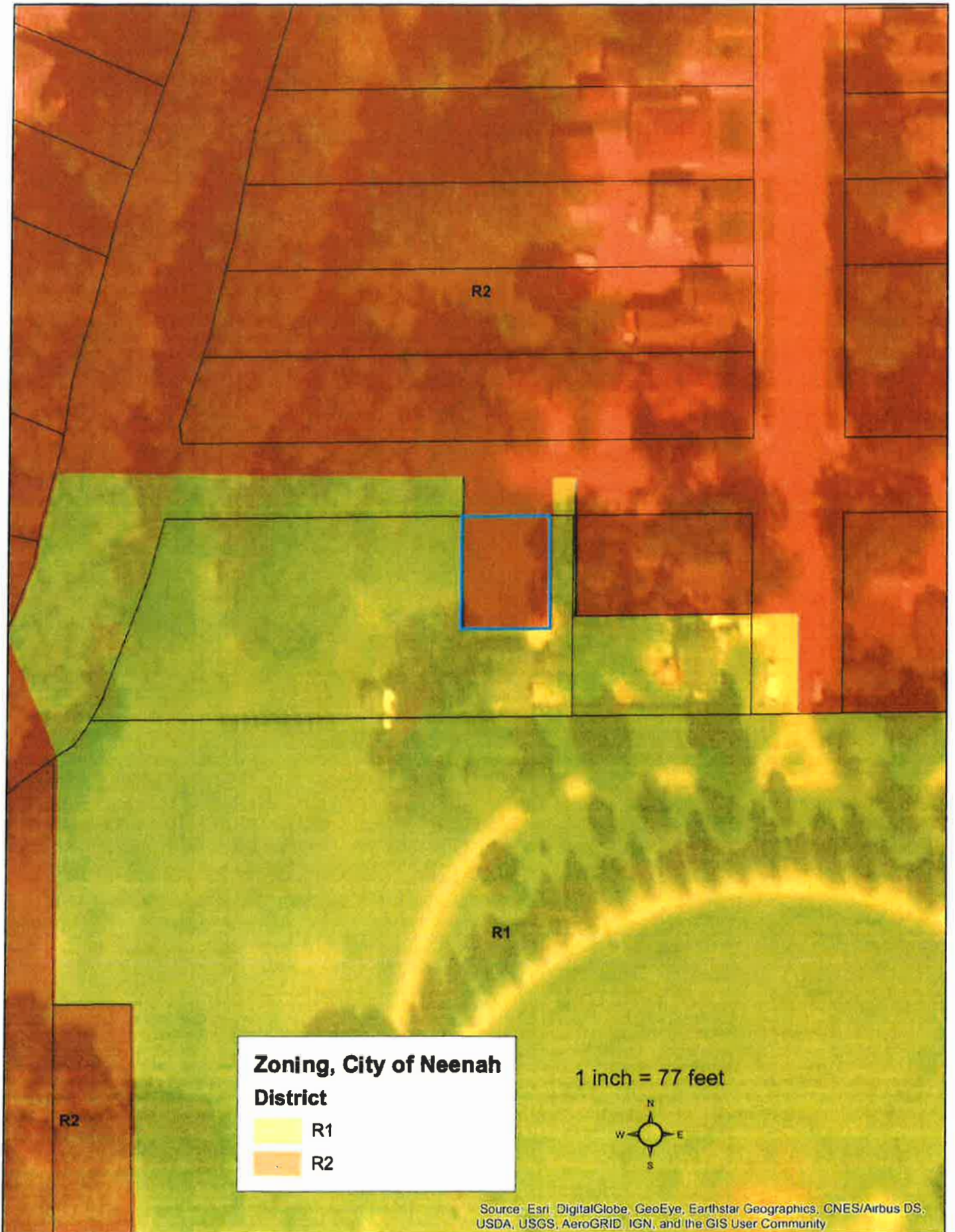
### **Consideration**

As with all rezoning requests, the proposed zoning classification must be consistent with the City's Comprehensive Plan 2040 Future land use designation. In this case, the future land use map identifies this area as Residential Neighborhood. This category allows for single and two-family residences and R-1 is an appropriate zoning district.

### **Recommendation**

**Appropriate action at this time is for the Plan Commission to recommend Common Council approve Ordinance No. 2019-27 rezoning 708 Monroe Street to the R-1, Single-Family Residence District.**









AN ORDINANCE: By the Neenah Plan Commission  
Re: Rezoning 0.10 Acres of land located 708  
Monroe Street from R-2, Two-Family  
Residence District to R-1, Single-Family  
Residence District.

ORDINANCE NO. 2019-27  
Introduced: \_\_\_\_\_  
Committee/Commission Action: \_\_\_\_\_

# AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

**Section 1.** Section 26-123 of the Neenah Municipal Code pertaining to zoning districts, and the map therein described, is hereby amended by rezoning 0.10 Acres of land located 708 Monroe Street from R-2, Two-Family Residence District to R-1, Single-Family Residence District. The property is more particularly described as follows:

NEENAH SLOUGH ASSESSORS PLAT #4 LOT 7, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN INCLUDING TO THE CENTERLINE OF MONROE STREET.

Parcel ID: 80403480000

**Section 2. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 3. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Dean R. Kaufert, Mayor

Attest:

\_\_\_\_\_  
Patricia Sturn, City Clerk



---

## MEMORANDUM

---

**DATE:** November 4, 2019  
**TO:** Mayor Kaufert and Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director   
**RE:** Rezoning R-1 to C-1 District – 1515 S. Commercial Street (Ord. No 2019-28)

---

### **Request**

Jacob Lamb is requesting to rezone land located at 1515 S. Commercial Street. The subject land is currently zoned R-1, Single-Family Residence District. The applicant is proposing to rezone the subject land to C-1, General Commercial District.

### **Background**

The applicant has an offer to purchase the subject property pending the rezoning of the property to the C-1 District. At this time there are no proposed development plans for the property. The parcel currently contains an existing single-family residence and is about 1.50 acres in size. Land west and south of the subject property contains single-family residential and multi-family residential uses, while land to the north and east contains commercial uses. If the property is rezoned to the C-1 District, a variety of commercial and retail uses would be permitted, however, any development of the property would require site plan review by the Plan Commission.

### **Consideration**

As with all rezoning requests, the proposed zoning classification must be consistent with the City's Comprehensive Plan 2040 Future land use designation. In this case, the future land use map identifies this area as Neighborhood Commercial. This category allows for commercial and retail uses and the C-1 District is an appropriate zoning district.

### **Recommendation**

**Appropriate action at this time is for the Plan Commission to recommend Common Council approve Ordinance No. 2019-28 rezoning 1515 S. Commercial Street to the C-1, General Commercial District.**



## 1515 S. Commercial Street Rezone from R1 to C1

Zoning, City of Neenah	
District	
<span style="display:inline-block; width:15px; height:15px; background-color:yellow; border:1px solid black;"></span>	R1
<span style="display:inline-block; width:15px; height:15px; background-color:green; border:1px solid black;"></span>	M1
<span style="display:inline-block; width:15px; height:15px; background-color:red; border:1px solid black;"></span>	C1
<span style="display:inline-block; width:15px; height:15px; background-color:blue; border:1px solid black;"></span>	PDD





AN ORDINANCE: By the Neenah Plan Commission  
Re: Rezoning 1.50 Acres of land located 1515 S. Commercial Street from R-1, Single-Family Residence District to C-1, General Commercial District.

ORDINANCE NO. 2019-28  
Introduced: \_\_\_\_\_  
Committee/Commission Action: \_\_\_\_\_

# AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

**Section 1.** Section 26-123 of the Neenah Municipal Code pertaining to zoning districts, and the map therein described, is hereby amended by rezoning 1.50 Acres of land located 1515 S. Commercial Street from R-1, Single-Family Residence District to C-1, General Commercial District. The property is more particularly described as follows:

LAND LOCATED IN THE CITY OF NEENAH, WINNEBAGO COUNTY, STATE OF WISCONSIN, DESCRIBED AS A PARCEL OF LAND IN TOWNSHIP 19 NORTH, RANGE 17 EAST, SECTION 4, THE NE ¼ - NE ¼ THEREOF.

COMMENCING AT THE NORTHEAST CORNER OF SECTION 4; THENCE S89°12'09" W, 112.90 FEET ALONG THE NORTH LINE OF THE NORTHEAST ONE-QUARTER OF SECTION 4; THENCE S00°47'52" EAST, 38.81 FEET; THENCE S47°08'25" EAST, 14.43 FEET; THENCE N88°58'56" EAST, 10.28 FEET TO THE EXISTING WEST LINE OF COMMERCIAL STREET; THENCE SOUTHERLY ALONG THE EXISTING WEST LINE OF COMMERCIAL STREET, BEING AN ARC OF A CURVE TO THE RIGHT HAVING RADIUS OF 1870.08 FEET AND A CHORD OF 171.58 FEET BEARING S11°37'56"E, A DISTANCE OF 171.64 FEET; THENCE CONTINUING SOUTHERLY ALONG THE EXISTING WEST LINE OF COMMERCIAL STREET ON AN ARC OF A CURVE TO THE RIGHT HAVING RADIUS OF 1870.08 FEET AND A CHORD OF 120.36 FEET BEARING S07°09'32" EAST A DISTANCE OF 120.38 FEET OT THE POINT OF BEGINNING; THENCE CONTINUING SOUTHERLY ALONG THE EXISTING WEST LINE OF COMMERCIAL STREET ON AN ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 1870.08 FEET AND A CHROD OF 152.88 FEET BEARING S02°58'26" EAST, A DISTANCE OF 152.81 FEET; THENCE, CONTINUING ALONG THE EXISTING WEST LINE OF COMMERCIAL STREET S89°22;18" WEST, 0.65 FEET; THENCE, CONTINUING ALONG THE WEST LINE OF COMMERCIAL STREET S00°38'08" EAST, 162.95 FEET; THENCE S88°47'16" WEST, 1.11 FEET; THENCE N07°00'38" WEST, 57.95 FEET; THENCE N00°49'16" WEST, 149.24 FEET; THENCE N00°10'26" EAST, 70.67 FEET; THENCE N01°29'50" EAST, 38.16 FEET TO THE POINT OF BEGINNING INCLUDING TO THE CENTERLINE OF COMMERCIAL STREET.

Parcel ID: 80207030400

**Section 2. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 3. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Dean R. Kaufert, Mayor

Attest:

\_\_\_\_\_  
Patricia Sturn, City Clerk





---

## MEMORANDUM

---

**DATE:** November 7, 2019  
**TO:** Mayor Kaufert and Members of Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director *BS*  
**RE:** Preliminary Plat Review, Castle Oak VI

---

### Request/Background

The Department of Community Development and Assessment has received a preliminary plat for the Castle Oak Subdivision Phase 6 (Castle Oak VI). The first phase of the Castle Oak subdivision was platted in 2004, while the second and third phases were platted in 2007 and 2009 respectively. The fourth phase was platted at the end of 2014, while the fifth phase was platted in 2017. The proposed plat conforms to the original concept plan for the Castle Oak Subdivision in regards to lot layout and street alignment and is the final phase of the development.

### Consideration

The proposed plat, 9.53 acres in size, includes 33 single-family residential lots located south of Castle Oak Drive and west of Marathon Avenue. The land is currently zoned R-1, Single-Family Residence District. The average lot size is approximately 9,750 square feet which exceeds the minimum lot size for single-family residential lots. Southpark Industrial Center is located west of the proposed development, while land north, south and east include residences in the Castle Oak subdivision.

The developer will be responsible for installing all public utilities (water, sanitary sewer, and storm sewer) as well as constructing all roads within the plat. As with all subdivisions in the City, an agreement outlining the fees and responsibilities between the City and the developer will be drafted. That agreement will be reviewed by the Finance Committee and the Board of Public Works and ultimately approved by Common Council.

Stormwater will be managed through rear yard drainage swales, storm sewers and ultimately stormwater from this plat will be diverted to an existing stormwater retention pond east of Marathon Avenue and south of Castle Oak Drive. This pond was designed to manage all stormwater within the entire Castle Oak subdivision.

### Recommendation

**Appropriate action at this time is to recommend Common Council approve the Preliminary Plat of the Castle Oak VI Subdivision.**



**City of Neenah Community Development**  
**211 Walnut Street**  
**Neenah WI 54956**  
**Ph 920.886.6130**

November 07, 2019

JIM SEHLOFF  
DAVEL ENGINEERING  
1811 RACINE STREET  
MENASHA, WI 54952

**RE: Castle Oak VI - Subdivision Preliminary Plat Review (Cavalry Lane) Status Approved**

Dear JIM SEHLOFF:

We have completed our review of the plan identified above. The plan was approved per attached comments, if any. This letter is not to be construed as a zoning compliance, grading, building permit, certificate of occupancy, or a substitute for any permit or certificate required by any state or federal government entity.

Sincerely,

Brad Schmidt  
Deputy Director of Community Development and Assessment  
bschmidt@ci.neenah.wi.us  
920-886-6126

## Plan Review Comments

**Planning - Brad Schmidt -  
bschmidt@ci.neenah.wi.us**

**Approved**

**Review Comments:**

1. Change name street to Cavalry Lane
2. Add a note on the face of the final plat west of Lots 204-209 stating "Future Industrial Land Use - Neenah Comprehensive Plan 2040"
3. Outlot 6 should include a note stating that it's "Dedicated to the Public".

**Community Development - Chris Haese -  
chaese@ci.neenah.wi.us**

**Approved**

**Review Comments:**

**Engineering - Heath Kummerow - 920-886-6245  
hkummerow@ci.neenah.wi.us**

**Approved**

**Review Comments:**

Utility Plans: Sanitary sewer and storm sewer mains are accepted. Updated plat has changed lot sizes and lot quantities, lateral locations and drainage plan need to be updated to reflect changes. Yard drain information not shown.  
Plat map: Show dimensions of drainage/utility easement on side lot lines.

**Fire Department - Vern Green - 920-886-6200  
vgreen@nmfire.org**

**Approved**

**Review Comments:**

**Public Works - Gerry Kaiser -  
gkaiser@ci.neenah.wi.us**

**Not Applicable**

**Review Comments:**

**Traffic - James Merten - 920-886-6243  
jmerten@ci.neenah.wi.us**

**Approved**

**Review Comments:**

**Water Utility - Anthony Mach - 920-886-6180  
amach@ci.neenah.wi.us**

**Approved**

**Review Comments:**

**Advisory Comments:**

All water main and related appurtenances shall be installed to Neenah Water Utility specifications.  
Any required permits or approvals are the responsibility of the engineer.  
A Water Utility inspector will be on site during installation. Please notify us at least three days in advance of construction so that we may schedule our staff.

**Addressing - Brian Walter - 920-886-6131**  
**bwalter@ci.neenah.wi.us**

**Approved**

Review Comments:

**City Attorney - Jim Godlewski -**  
**jgodlewski@ci.neenah.wi.us**

**Not Applicable**

Review Comments:

**Inspections - Building Residential Major - Brian Walter - 920-886-6131**  
**bwalter@ci.neenah.wi.us**

**Approved**

Review Comments:

**Finance - Judy Christnovich -**  
**jchristnovich@ci.neenah.wi.us**

**Not Applicable**

Review Comments:



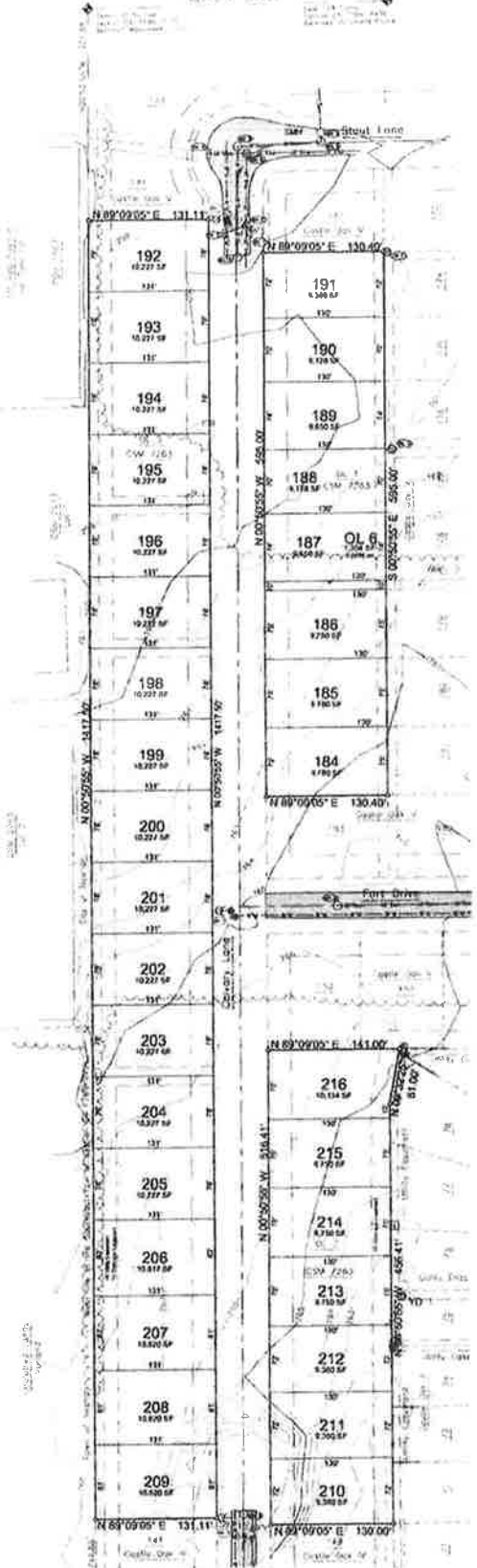


1 inch = 400 feet

## Castle Oak VI

# Preliminary Plat of Castle Oak VI

All of Lots 1, 2 and 3, of CSM 7263 being part of the Southeast 1/4 of the Southwest 1/4 and the Southwest of the Northwest of Section 04, Township 19 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin



### LOCATION MAP



Owner/Developer:  
Castle Oak Development, LLC  
4211 N. Lighting Drive, Suite G  
Appleton, WI 54914



Bearings are referenced to the West leg of the Southeast 1/4 Section 04, T19N, R17E, assumed to bear N60°00'00"W, base on the Winnebago County Local Grid System.

#### REMARKS: (continued)

- SM 2: Survey of CSM Measurement A, N-W CORNER, 100 E OF PLOT D, DEPTH 727.50
- SM 3: The above Top Box TO CORNER OF PLOT D, DEPTH 161.45
- SM 4: Excavation (top of) NWS of Castle Oak Development, Ltd. One Tree, 165.50

#### SUPPLEMENTARY DATA

1. Total Area = 416,000 SF (9,588 acres)
2. Paved Area = 56,500 SF (1,280 acres)
3. Net Area = 359,500 SF (8,308 acres)
4. Number of Lots = 23
5. Average Lot Area = 18,087 SF
6. Typical Lot Dimensions = 150 x 130
7. Total Lot (Setback) = 1,400 SF
8. Zoning: (see plat)

Submitting Jurisdiction: City of Neenah  
Approving Authority: Ordinance Administrator

#### NOTES:

1. Utility and Drainage Encumbrances shall be shown by Final Plat.
2. Right of Way was previously dedicated by CSM.

#### Storm Structures

Structure #	Flow	Flow	Flow	Material	Depth
SM 1	150	150	150	PVC	6'
SM 2	150	150	150	PVC	6'
SM 3	150	150	150	PVC	6'
SM 4	150	150	150	PVC	6'
SM 5	150	150	150	PVC	6'
SM 6	150	150	150	PVC	6'
SM 7	150	150	150	PVC	6'
SM 8	150	150	150	PVC	6'
SM 9	150	150	150	PVC	6'
SM 10	150	150	150	PVC	6'
SM 11	150	150	150	PVC	6'
SM 12	150	150	150	PVC	6'
SM 13	150	150	150	PVC	6'
SM 14	150	150	150	PVC	6'
SM 15	150	150	150	PVC	6'
SM 16	150	150	150	PVC	6'
SM 17	150	150	150	PVC	6'
SM 18	150	150	150	PVC	6'
SM 19	150	150	150	PVC	6'
SM 20	150	150	150	PVC	6'
SM 21	150	150	150	PVC	6'
SM 22	150	150	150	PVC	6'
SM 23	150	150	150	PVC	6'
SM 24	150	150	150	PVC	6'
SM 25	150	150	150	PVC	6'
SM 26	150	150	150	PVC	6'
SM 27	150	150	150	PVC	6'
SM 28	150	150	150	PVC	6'
SM 29	150	150	150	PVC	6'
SM 30	150	150	150	PVC	6'
SM 31	150	150	150	PVC	6'
SM 32	150	150	150	PVC	6'
SM 33	150	150	150	PVC	6'
SM 34	150	150	150	PVC	6'
SM 35	150	150	150	PVC	6'
SM 36	150	150	150	PVC	6'
SM 37	150	150	150	PVC	6'
SM 38	150	150	150	PVC	6'
SM 39	150	150	150	PVC	6'
SM 40	150	150	150	PVC	6'

#### Sewer Structures

Structure #	Flow	Flow	Flow	Material	Depth
SM 1	150	150	150	PVC	6'
SM 2	150	150	150	PVC	6'
SM 3	150	150	150	PVC	6'
SM 4	150	150	150	PVC	6'
SM 5	150	150	150	PVC	6'
SM 6	150	150	150	PVC	6'
SM 7	150	150	150	PVC	6'
SM 8	150	150	150	PVC	6'
SM 9	150	150	150	PVC	6'
SM 10	150	150	150	PVC	6'
SM 11	150	150	150	PVC	6'
SM 12	150	150	150	PVC	6'
SM 13	150	150	150	PVC	6'
SM 14	150	150	150	PVC	6'
SM 15	150	150	150	PVC	6'
SM 16	150	150	150	PVC	6'
SM 17	150	150	150	PVC	6'
SM 18	150	150	150	PVC	6'
SM 19	150	150	150	PVC	6'
SM 20	150	150	150	PVC	6'
SM 21	150	150	150	PVC	6'
SM 22	150	150	150	PVC	6'
SM 23	150	150	150	PVC	6'
SM 24	150	150	150	PVC	6'
SM 25	150	150	150	PVC	6'
SM 26	150	150	150	PVC	6'
SM 27	150	150	150	PVC	6'
SM 28	150	150	150	PVC	6'
SM 29	150	150	150	PVC	6'
SM 30	150	150	150	PVC	6'
SM 31	150	150	150	PVC	6'
SM 32	150	150	150	PVC	6'
SM 33	150	150	150	PVC	6'
SM 34	150	150	150	PVC	6'
SM 35	150	150	150	PVC	6'
SM 36	150	150	150	PVC	6'
SM 37	150	150	150	PVC	6'
SM 38	150	150	150	PVC	6'
SM 39	150	150	150	PVC	6'
SM 40	150	150	150	PVC	6'

#### LEGEND



#### SURVEYOR'S CERTIFICATE

I, JAMES R. SAKKE, hereby certify that this Preliminary Plat is a correct representation of all existing land interests and that all lines conform with the preliminary plat requirements for the City of Neenah.

James R. Sakke, P.L.S. No. 3 1992 Date

File: 022641.dwg  
Date: 11/02/2016  
Drawn by: jrs  
Sheet: 1 of 1

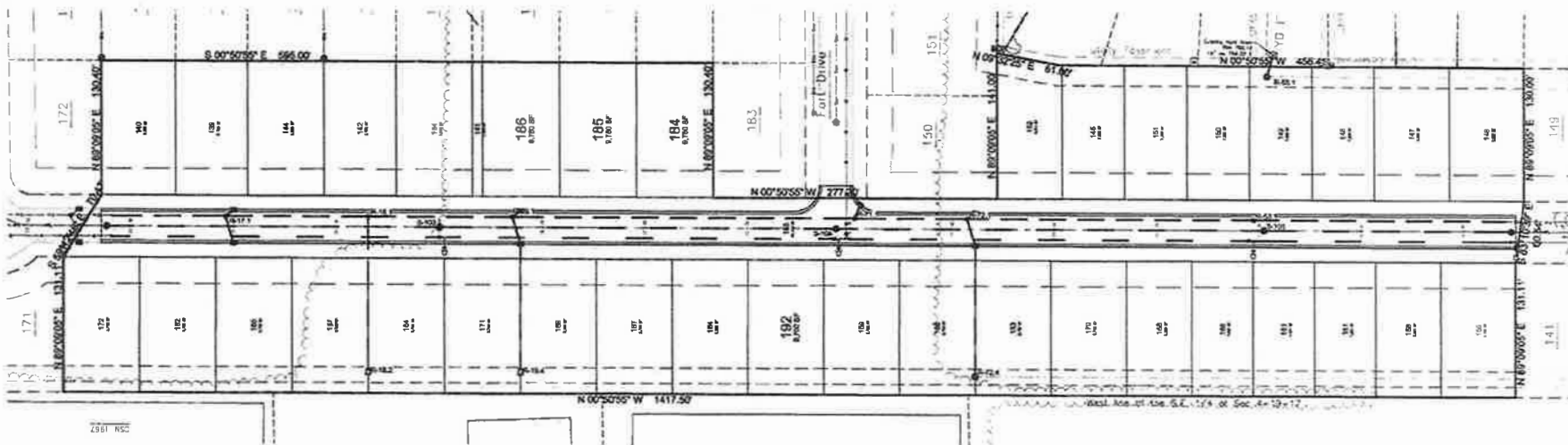
**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
CIVIL ENGINEERING CONSULTANTS  
1811 Prairie Street, Neenah, WI 54956  
Tel: 920.941.1086 Fax: 920.630.5000  
www.davel.com



# Castle Oak VI

## City of Neenah, Winnebago County, WI

### For: Castle Oak Development, LLC



Storm and Water shall be constructed in accordance with the State of Wisconsin Standard Specifications for Sewer and Water Construction, and all Special Provisions of the City of Neenah.

Grades shall be established in accordance with the State of Wisconsin Standard Specifications for Highway and Structures Construction, and all Special Provisions of the City of Neenah.

Contractor shall locate all buried facilities prior to excavating. This plan may not correctly or completely show all buried utilities.

The Contractor shall verify all existing and field layout against the plan and field conditions prior to constructing the work and immediately notify the Engineer of any discrepancies.

The Contractor shall comply with all conditions of the Eastern Chippewa Plan and the Storm Water Management Plan. All Erosion Control shall be done in accordance with the Plan and Wisconsin DNR Technical Standards.

The Contractor is responsible for compliance with Department of Safety & Professional Services, Chapter SPS 382, for safety construction and personnel locations.

The contractor shall coordinate with provider for electric, gas, and communication services coordination and relocation.

Pipe strengths are measured to center of structure. Endwalls are included in pipe length.

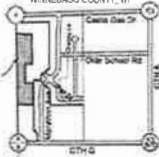
Water Poles shall be AWWA C200 PVC Class 150 psi with minimum of 15 gal/mi, installed below, single conductor copper insulated wire, or equivalent, per SPS 382.4C (3)(a).

Sanitary Sewer Pipe shall be PVC 60R(30), Reinforced Concrete Class II, or HDPE, AASHTO M 254, Type II, with soil tight joints, with minimum of 15 gal/mi, installed below, single conductor copper insulated wire, or equivalent, per SPS 382.56 (1)(b)1.A. Storm pipes leading to yards can not be HDPE.

#### LEGEND

	Underground Water Line		Sanitary Sewer Line		Gas Line
	Storm Sewer Line		Electric Line		Telephone Line
	Water Main		Fire Hydrant		Manhole
	Catch Basin		Fire Hydrant Cap		Catch Basin Cover
	Water Valve		Fire Hydrant Valve		Catch Basin Cover
	Water Meter		Fire Hydrant Valve		Catch Basin Cover
	Water Meter		Fire Hydrant Valve		Catch Basin Cover
	Water Meter		Fire Hydrant Valve		Catch Basin Cover
	Water Meter		Fire Hydrant Valve		Catch Basin Cover
	Water Meter		Fire Hydrant Valve		Catch Basin Cover

#### LOCATION MAP



SHEET INDEX

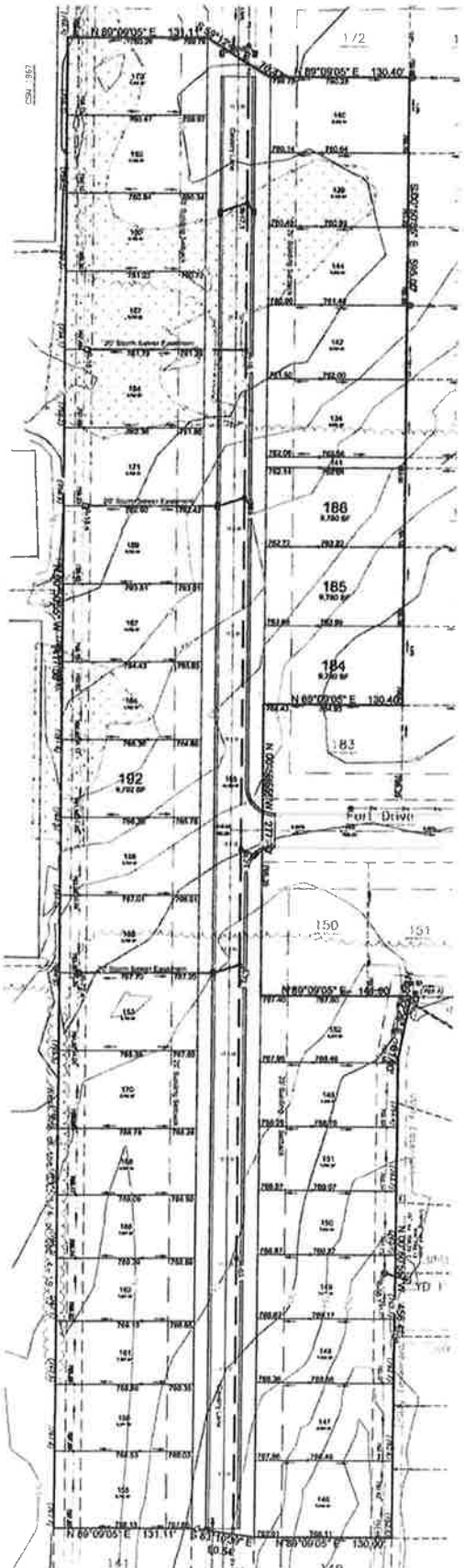
Sheet & Water Cover Sheet	11
Plan & Profile, Cavity Lane - Sta 1+00 to 1+15.00	12
Plan & Profile, Cavity Lane - Sta 13+00 to 18+50	13
Plan & Profile, Cavity Lane - Sta 18+50 to 22+28.18	14

## SEWER & WATER COVER SHEET

**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
 CIVIL ENGINEERING CONSULTANTS  
 1811 Marine Street, Menasha, WI 54952  
 P.O. Box 951-1898, Fax: 778-630-8555  
 www.davel.com

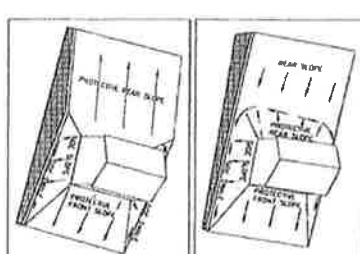
Project Number: 5025  
 September 18, 2019

9/18/2019 10:32 AM J:\Projects\5025\5025.dwg - 10/18/2019 - Project No. 5025



**LEGEND**

Symbol	Description
(Symbol)	Proposed 12\"/>



The main elevation shall be used to provide accurate design and construction details. All elevations shall be shown in accordance with the City of Neenah, Wisconsin, Ordinance 10.01. The elevations shall be shown in feet and inches to the nearest 1/8\"/>

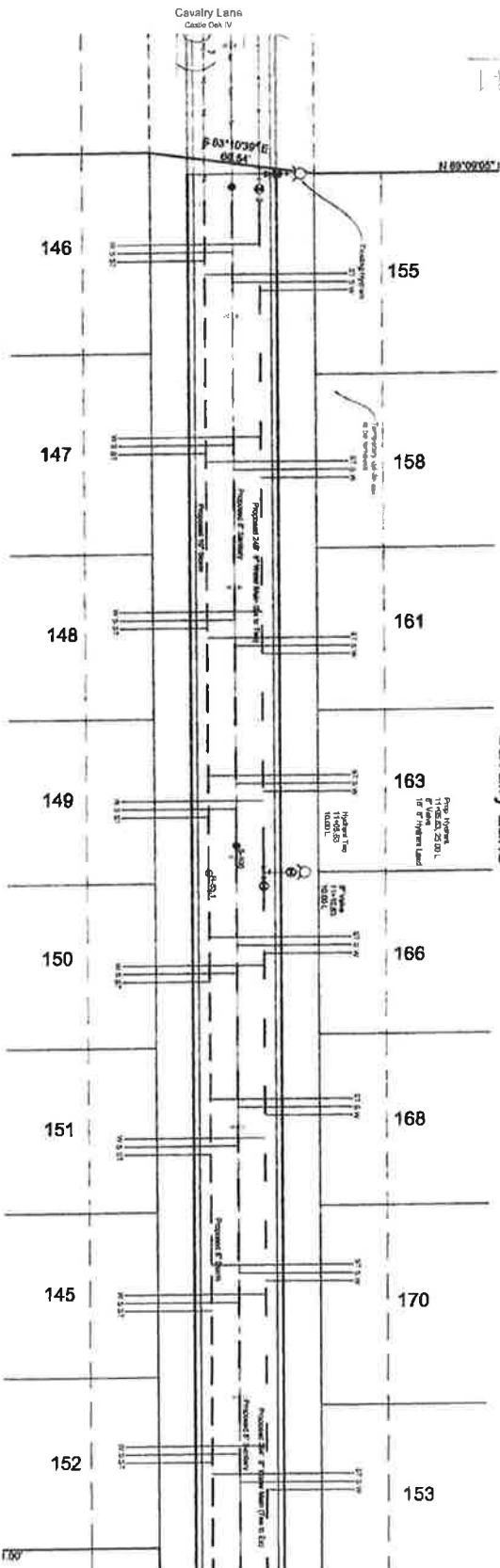
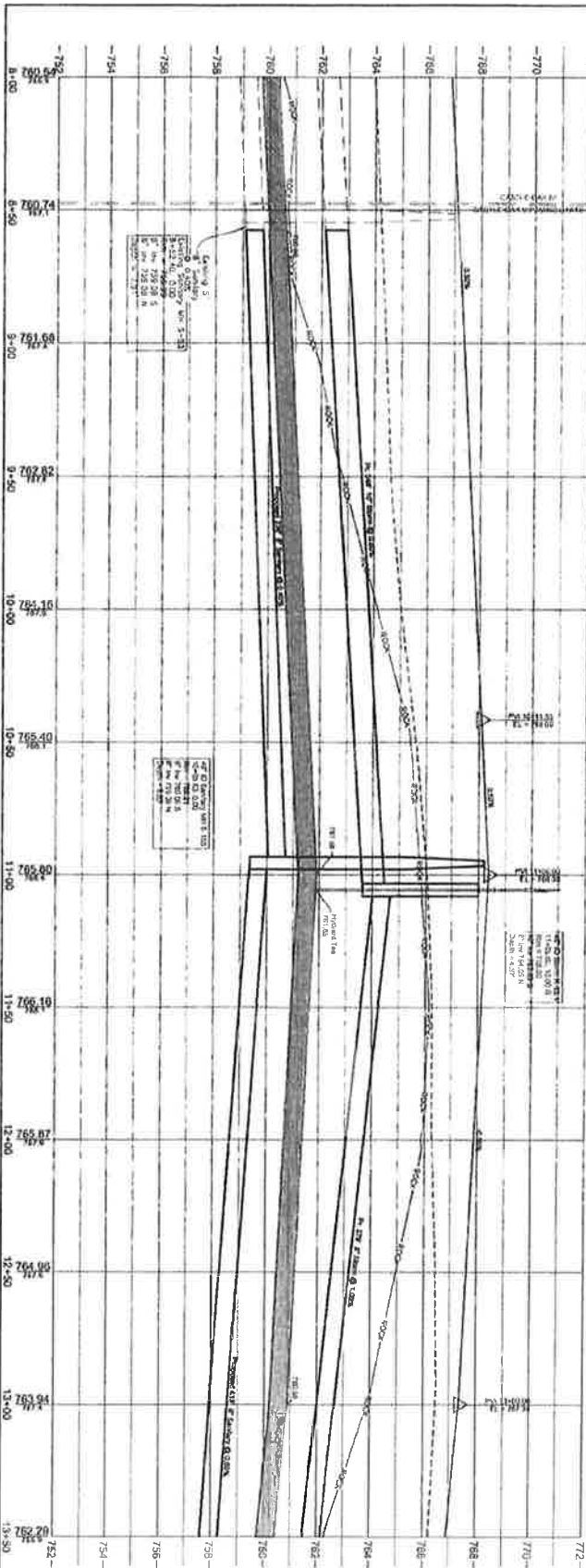
- NOTES:**
1. Existing utility lines are indicated in accordance with the City of Neenah, Wisconsin, Ordinance 10.01. The utility lines shall be shown in accordance with the City of Neenah, Wisconsin, Ordinance 10.01.
  2. The proposed drainage system shall be shown in accordance with the City of Neenah, Wisconsin, Ordinance 10.01.
  3. The proposed grading shall be shown in accordance with the City of Neenah, Wisconsin, Ordinance 10.01.
  4. The proposed drainage system shall be shown in accordance with the City of Neenah, Wisconsin, Ordinance 10.01.
  5. The proposed grading shall be shown in accordance with the City of Neenah, Wisconsin, Ordinance 10.01.
  6. The proposed drainage system shall be shown in accordance with the City of Neenah, Wisconsin, Ordinance 10.01.
  7. The proposed grading shall be shown in accordance with the City of Neenah, Wisconsin, Ordinance 10.01.
  8. The proposed drainage system shall be shown in accordance with the City of Neenah, Wisconsin, Ordinance 10.01.
  9. The proposed grading shall be shown in accordance with the City of Neenah, Wisconsin, Ordinance 10.01.
  10. The proposed drainage system shall be shown in accordance with the City of Neenah, Wisconsin, Ordinance 10.01.
  11. The proposed grading shall be shown in accordance with the City of Neenah, Wisconsin, Ordinance 10.01.
  12. The proposed drainage system shall be shown in accordance with the City of Neenah, Wisconsin, Ordinance 10.01.
  13. The proposed grading shall be shown in accordance with the City of Neenah, Wisconsin, Ordinance 10.01.
  14. The proposed drainage system shall be shown in accordance with the City of Neenah, Wisconsin, Ordinance 10.01.
  15. The proposed grading shall be shown in accordance with the City of Neenah, Wisconsin, Ordinance 10.01.

PRELIMINARY 09/18/2019

**Castle Oak VI**  
 City of Neenah, Winnebago County, WI  
 For: Castle Oak Development, LLC

**DRAINAGE & GRADING  
 PLAN**

**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
 CIVIL ENGINEERING CONSULTANTS  
 1011 Heinen Street, Kaukaun, WI 54901  
 Tel: 920.991.1880 Fax: 920.550.1594  
 www.davel.com

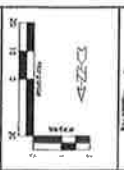


**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
 CIVIL ENGINEERING CONSULTANTS  
 1811 Racine Street, Neenah, WI 54956  
 Ph: 920.831.5586 Fax: 920.831.5937  
 www.davel.com

REVISED DATE: 10/28/15  
 DRAWING TITLE: IMPROVEMENT PLANS  
 SHEET NO: 3.1

**Castle Oak VI**  
 City of Neenah, Winnebago County, WI  
 For: Castle Oak Development, LLC

**IMPROVEMENT PLANS**  
 Cavalry Lane  
 Sta 8+00 to 13+50



**LEGEND**

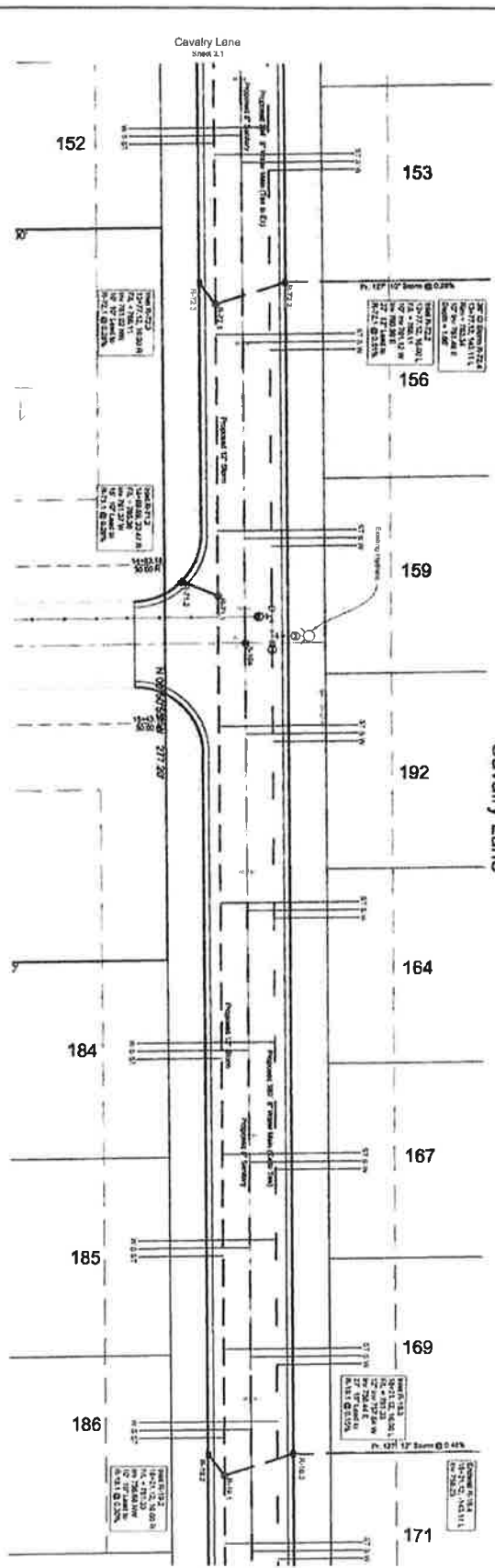
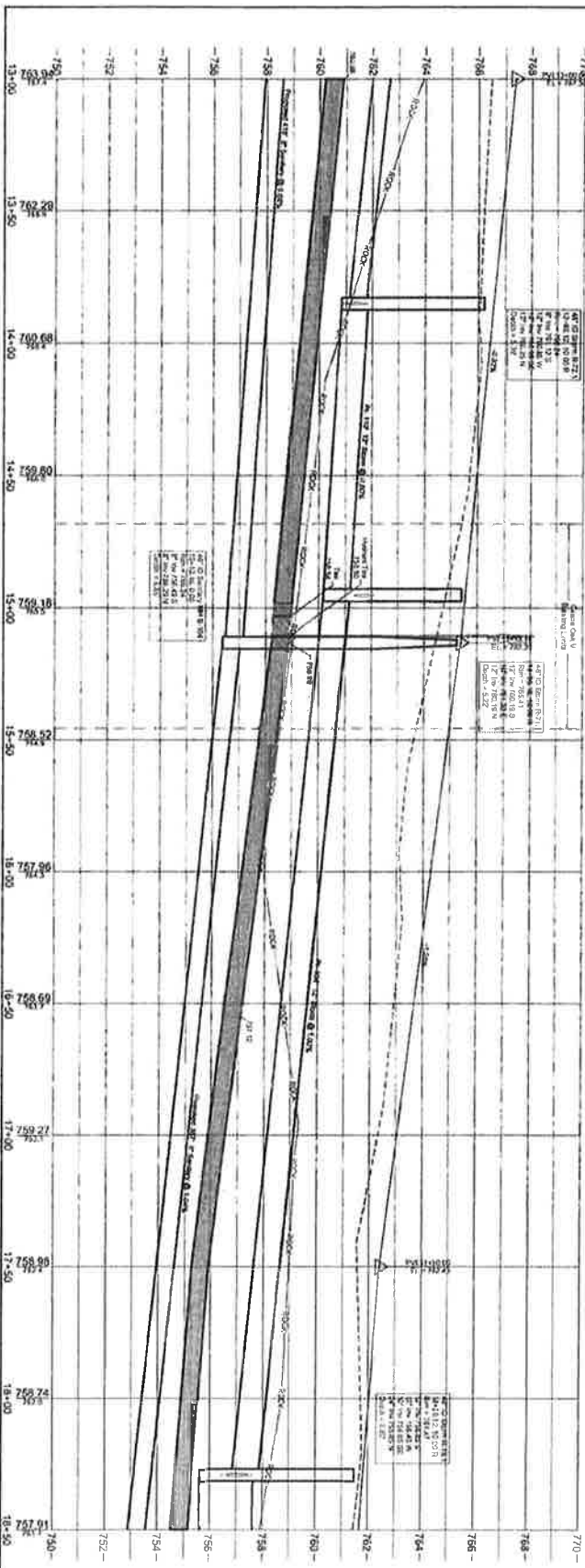
Proposed Right-of-Way  
 Proposed Easement  
 Proposed Utility Lines  
 Proposed Structure  
 Proposed Fence  
 Proposed Pavement  
 Proposed Gravel  
 Proposed Sand

**NOTES**

1. ALL UTILITIES SHALL BE INSTALLED AND DEPTHS SHALL BE AS SHOWN ON THESE PLANS UNLESS OTHERWISE SPECIFIED.

2. ALL UTILITIES SHALL BE PROTECTED BY A MINIMUM 5' EASEMENT FROM ANY PROPOSED STRUCTURE OR PAVEMENT.

3. ALL UTILITIES SHALL BE PROTECTED BY A MINIMUM 10' EASEMENT FROM ANY PROPOSED RIGHT-OF-WAY.




**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
 CIVIL ENGINEERING CONSULTANTS  
 1813 Madison Avenue, Manitowish, WI 54951  
 Tel: 920.831.1111 Fax: 920.831.1112  
 www.davel.com

November 14, 2012  
 3.2

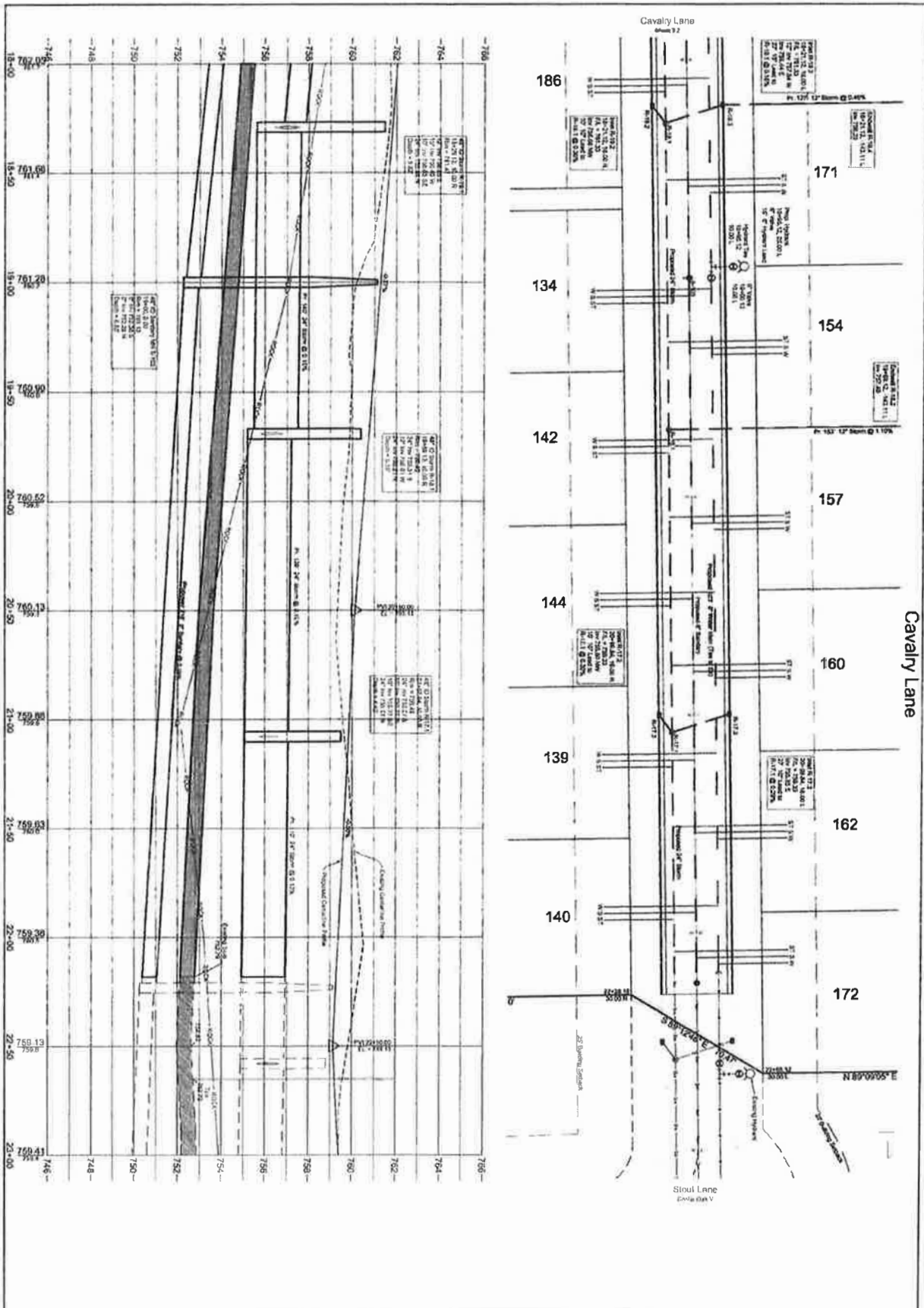
**Castle Oak VI**  
 City of Neenah, Winnebago County, WI  
 For: Castle Oak Development, LLC

**IMPROVEMENT PLANS**  
**Cavalry Lane**  
 Sta 13+00 to 18+50




**LEGEND**  
 Proposed Right-of-Way  
 Proposed Storm Sewer  
 Proposed Water Main  
 Proposed Gas Main  
 Proposed Sewer Main  
 Proposed 12' Right-of-Way  
 Proposed 12' Storm Sewer  
 Proposed 12' Water Main  
 Proposed 12' Gas Main  
 Proposed 12' Sewer Main  
 Proposed 12' Storm Sewer  
 Proposed 12' Water Main  
 Proposed 12' Gas Main  
 Proposed 12' Sewer Main

**NOTES:**  
 1. All work shall be in accordance with the City of Neenah Specifications for Street and Utility Construction.  
 2. All work shall be in accordance with the City of Neenah Specifications for Street and Utility Construction.  
 3. All work shall be in accordance with the City of Neenah Specifications for Street and Utility Construction.



Cavalry Lane  
Sheet 7.2

Cavalry Lane

Slout Lane  
Easement

<p><b>DAVEL ENGINEERING &amp; ENVIRONMENTAL, INC.</b> CIVIL ENGINEERING CONSULTANTS 1811 Racine Street, Menasha, WI 54952 Ph: 920.941.1800 Fax: 920.940.7151 www.davel.org</p>	<p><b>Castle Oak VI</b> City of Neenah, Winnebago County, WI For: Castle Oak Development, LLC</p> <p><b>IMPROVEMENT PLANS</b> Cavalry Lane Sta 18+00 to 22+28.16</p>	<p><b>LEGEND</b></p> <ul style="list-style-type: none"> <li>Proposed Utility Line</li> <li>Proposed Structure</li> <li>Proposed Easement</li> <li>Proposed Right-of-Way</li> <li>Proposed Utility Access</li> <li>Proposed Utility Structure</li> <li>Proposed Utility Valve</li> <li>Proposed Utility Manhole</li> <li>Proposed Utility Structure</li> <li>Proposed Utility Structure</li> <li>Proposed Utility Structure</li> <li>Proposed Utility Structure</li> </ul>	<p><b>NOTES</b></p> <p>1. Utility lines shown are based on existing records and field investigation.</p> <p>2. Utility lines shown are subject to change based on field investigation.</p> <p>3. Utility lines shown are subject to change based on field investigation.</p> <p>4. Utility lines shown are subject to change based on field investigation.</p> <p>5. Utility lines shown are subject to change based on field investigation.</p>
--	--	---	--