



## NEENAH PLAN COMMISSION

**July 7, 2020  
4:15 P.M.**

**Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur at a virtual location accessed by computer or conference call. Committee members and the public should use the following web link/call-in information:**

**Web Link:** <https://global.gotomeeting.com/join/545270037>  
**Conference Telephone Number:** [+1 \(571\) 317-3122](tel:+15713173122)  
**Access Code:** 545-270-037 #

City Council Chambers - For members of the public that are unable to access this meeting via web or conference call, the Council Chambers will be open in a limited capacity for those wishing to attend the meeting. Please note that social distancing measures will be in place to protect meeting participants.

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1. Approval of Minutes: **June 23, 2020**
  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** - 247 E. Wisconsin Ave/244 E. Doty Ave - Parking Lot
    - b. **CSM** - 225 W. Wisconsin Avenue - 3 Lots
  5. Announcements and future agenda items:
    - a. Next Meeting: July 28, 2020

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, June 23, 2020**  
**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	PRESENT	Karen Genett	ABSENT	Betsy Ellenberger	PRESENT
Gerry Andrews	PRESENT	Ald. Jane Lang	PRESENT		

**Also present:**

Brad Schmidt, Deputy Director of Community Development	Michael Kading, Director of Parks and Recreation	Chris Haese, Director of Community Development

**Minutes:** MSC Kaiser/Ellenberger to approve the May 12, 2020 meeting minutes. All Aye. Motion passed.

**Public Appearances:** None.

**Public Hearings:** Mayor Kaufert opened the Public Hearing for the rezoning of the properties along First Street. No one from the public was present to speak on the rezoning request. Deputy Director Schmidt indicated that a notice was listed in the newspaper and neighbors within 200 feet of the proposed rezoning were notified of the public hearing. The public hearing was closed.

**Action Items:**

**1. Rezoning – 324, 346, and 400 First Street – I2 to C2 District**

Deputy Director Schmidt provided an overview of the rezoning. The 4 parcels are located on the northwest corner of First Street and Forest Avenue and are currently undeveloped. The request to rezone these properties from I2 to C2, General Commercial District is more of a clean-up of the zoning map. Over the years, the Community Development Department have had numerous development requests on these sites and those developments all would fit in the C2 District rather than the I2, General Industrial District. In addition, the rezoning to the C2 District is consistent to the Comprehensive Plan which identifies this area as the Doty Island District. The Doty Island District is planned for higher density and mixed uses.

Mayor Kaufert asked if rezoning to C2 would limit the uses that are permitted on these sites. Deputy Director Schmidt indicated that the uses are more commercial in nature in the C2 District, while the I2 District could allow for manufacturing, warehouse, and industrial type uses.

Director Kaiser asked what types of development proposals were discussed for these sites in the past. Deputy Director Schmidt indicated that there was an assisted living facility, a medical office, residential complexes, and mixed use projects.

**MSC Lang/Kaiser, to recommend Common Council approve Ordinance No. 2020-10 rezoning 324, 346 and 400 First Street and parcel no. 03-0068-00-00 to the C2, Central Business District. All Aye. Motion Passed.**

**2. Land Donation and Acceptance – 350 Byrd Avenue**

Deputy Director Schmidt provided an overview of the request to donate land located at 350 Byrd Avenue and owned by Kimberly Clark Corporation to the City to be used as a community garden and dog park. The parcel is about 7.75 acres in size and is zoned R-1, Single-Family Residence District. State Statutes require the Plan Commission to review land donations prior to Common Council accepting the donation. This land is located adjacent to the City's Police Station. It's partially used as a community garden. Approximately 5 acres is open green space and this area would be used as a dog park. Prior to establishing the dog park, a special use permit is required and must be reviewed by the Plan Commission.

Director Kading indicated that the Parks and Recreation Commission approved the land donation request last week and that the Department has received numerous requests over the years for a dog park.

Mayor Kaufert said that he reached out to Kimberly Clark to ask them to donate the land for a dog park. The City has budgeted about \$60,000 for a dog park. Kimberly Clark also asked that the community gardens remain on the site and he said that he has made a commitment to keep the community garden.

**MSC Kaiser/Ellenberger, Plan Commission recommends Common Council accept the gift for land located at 350 Byrd Avenue and assign jurisdiction to the Neenah Parks and Recreation Department. All Aye. Motion Passed.**

**Discussion Items:** None.

**Announcements and Future Agenda Items:**

Next Plan Commission meeting is scheduled for July 7, 2020.

Ord. No. 2020-10

REPORT

Plan Commission Minutes

June 23, 2020

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**Adjournment:** The Commission adjourned its meeting at 4:43 P.M. MSC Kaiser/Andrews. All Aye. Motion passed.

Respectfully Submitted,

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

Brad Schmidt  
Deputy Director, Community Development



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## M E M O R A N D U M

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**DATE:** July 1, 2020  
**TO:** Mayor Kaufert and Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director  
**RE:** Site Plan Review – 247 E Wisconsin Ave & 244 E Doty Ave – Parking Lot

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### **Request**

A site plan has been submitted for a parking lot for properties located at 247 E Wisconsin Avenue and 244 E Doty Avenue.

### **Consideration**

The two properties are about 0.40 acres (17,424 square feet) in size and are currently zoned C-1, General Commercial District. Parking lots are a permitted use in the C-1 District. The proposed parking lot would include 49 parking stalls and would connect to the adjacent City-owned parking lot to the west. Parking in the new proposed lots would be permitted parking intended for tenants of the Neenah Center Office towers.

### **Landscaping:**

*Frontage* – Minimum 10-foot wide strip extending along the lot adjacent to all road right-of-way shall be landscaped as described below:

- A minimum of one shade tree and six shrubs per 40 linear feet of frontage, excluding driveway openings.
- **75 feet of frontage along E. Wisconsin Avenue – 2 shade tree and 12 shrubs required and 40 feet of frontage along E. Doty Avenue – 1 shade tree and 6 shrubs**

*Perimeter* – Minimum 5-foot wide strip extending between the parking lot pavement and any side or rear property line shall be landscaped as described bellows:

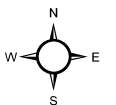
- A minimum of one shade tree and three shrubs for every 40 linear feet of parking lot perimeter.
- **243 feet of parking lot perimeter along east property line – 6 shade tree and 18 shrubs required**

### **Recommendation**

**An appropriate action at this time is to approve the site plan for a parking lot at 247 E. Wisconsin Avenue and 244 E. Doty Avenue subject to the landscaping requirements.**

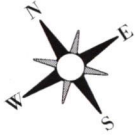


**247 E Wisconsin Ave &  
244 E Doty Ave**



1 inch = 50 feet

# YELLOW LOT ADDITIONS - DESIGN #4



- 80 TOTAL EXISTING SPACES
- 3 MASONIC LODGE ONLY
- 4 HANDICAP ACCESSIBLE
- 73 CITY PERMIT
- PROPOSED ADDITION
- 42 SPACES ADDED
- 1 ADDITIONAL HANDICAP ACCESSIBLE SPACE REQUIRED (SHOWN)

EAST WISCONSIN AVENUE

EAST DOTY AVENUE



MASONIC LODGE  
241 E. WISCONSIN AVENUE

BIRCH ADDITION

R&R VALLEY ADDITION

Handwritten lot numbers in blue ink: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80.

21' OFFSET

27' OFFSET

14' OFFSET

6' OFFSET



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## M E M O R A N D U M

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**DATE:** July 1, 2020  
**TO:** Mayor Kaufert and Members of the Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director  
**RE:** 3 Lot CSM – W. Wisconsin Avenue/Church Street

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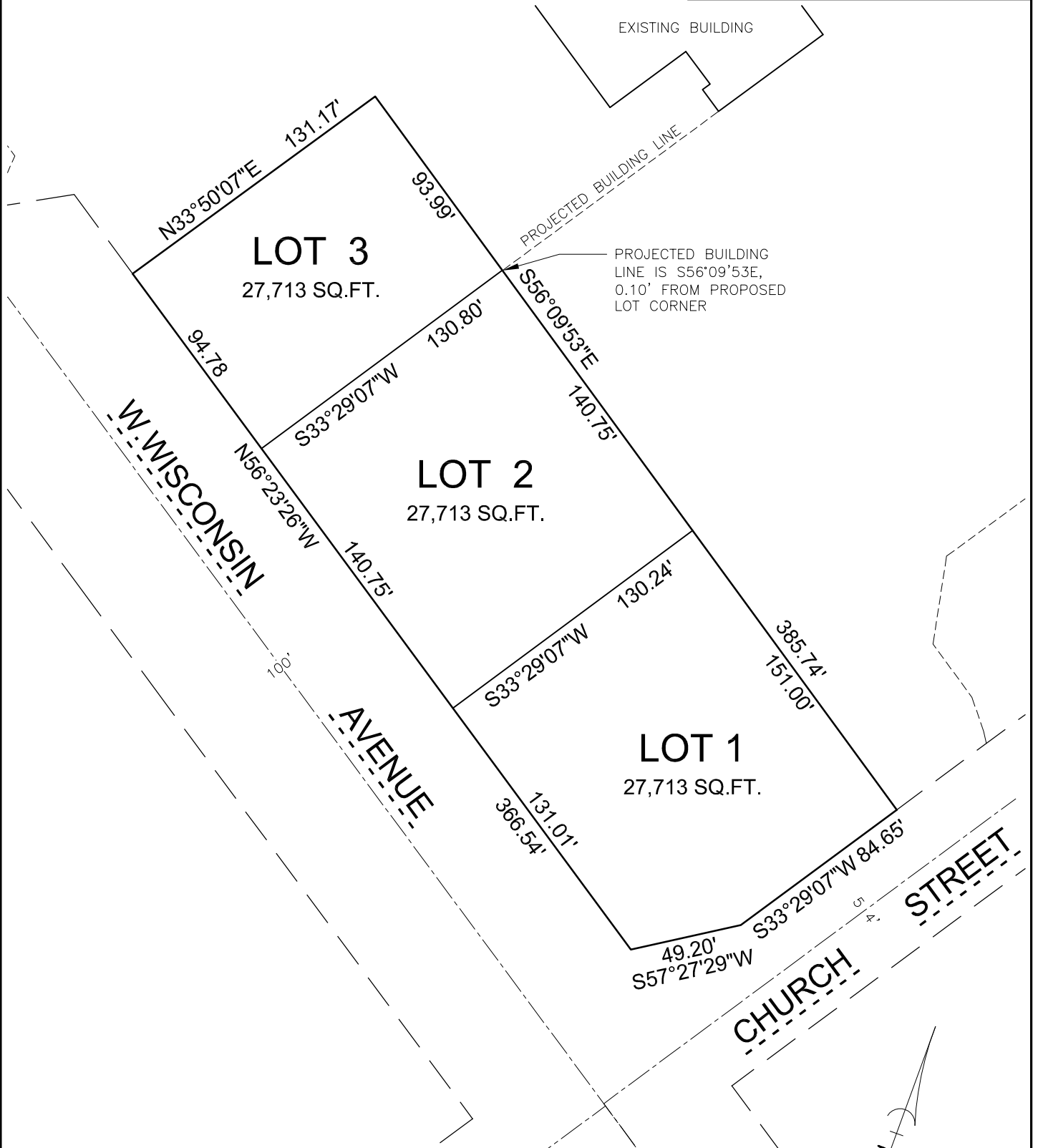
The CSM proposes to create 3 new parcels along W. Wisconsin Avenue. The existing parcel (225 W. Wisconsin Avenue) is 1.15 acres in size and is currently undeveloped green space. The purpose of the CSM is to create new parcels to support future development projects. All three parcels would maintain the C-2, Central Business District zoning designation.

### **Recommendation**

An appropriate action at this time is for the Plan Commission to approve the 3 lot CSM for the property located at 225 W. Wisconsin Avenue.

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

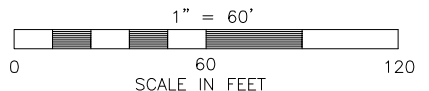
ALL OF LOT 3 OF CERTIFIED SURVEY MAP NO. 6333.  
 RECORDED AS DOCUMENT NO. 1489831, BEING PART OF  
 THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION  
 22, TOWNSHIP 20 NORTH, RANGE 17 EAST,  
 CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.



**LEGEND**

- 1" O.D. IRON PIPE SET, 18" LONG, WEIGHING 1.130 LBS. PER LIN. FOOT
- ⊗ CHISELED "X" SET
- 1" O.D. IRON PIPE FOUND
- ⊗ CHISELED "X" FOUND
- ⊕ GOVERNMENT MONUMENT

BEARINGS ARE REFERENCED TO THE WINNEBAGO COUNTY COORDINATE SYSTEM



**Martenson & Eisele, Inc.**



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 Menasha, WI 54952  
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 info@martenson-eisele.com  
 920.731.0381 1.800.236.0381

Planning  
 Environmental  
 Surveying  
 Engineering  
 Architecture

SURVEY FOR  
 CITY OF NEENAH  
 COMMUNITY DEVELOPMENT  
 211 WALNUT STREET  
 NEENAH, WI 54957

PROJECT NO. 1-0353-007

FILE 1-0353-007csm.dwg SHEET 1 OF 4

THIS INSTRUMENT WAS DRAFTED BY: A.Sedlar