



NEENAH PLAN COMMISSION

**May 12, 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/235205757>
Conference Telephone Number: [+1 \(646\) 749-3122](tel:+16467493122)
Access Code: 235-205-757 #

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.

1. Approval of Minutes: **April 28, 2020**
2. Public Appearances (Ten minutes divided among those wishing to speak on topics pertinent to the Plan Commission)
3. Public Hearings:
 - a. **Special Use Permit** - 521 S. Commercial Street - Truck and Trailer Rental
 - b. **Special Use Permit** - 112 Langley Boulevard - Wholesale Vehicle Sales
4. Action Items:
 - a. **Special Use Permit** - 521 S. Commercial Street - Truck and Trailer Rental
 - b. **Special Use Permit** - 112 Langley Boulevard - Wholesale Vehicle Sales
5. Announcements and future agenda items:
 - a. Next Meeting: May 26, 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, April 28, 2020
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	Betsy Ellenberger	PRESENT
Gerry Andrews	PRESENT	Ald. Jane Lang	PRESENT		

Also present:

Brad Schmidt, Deputy Director of Community Development	David Streu – Eggers Industries – 164 N Lake Street	Abby Maslanka – Martenson and Eiesle Engineering
Sam Winterfeldt – Keller Inc.	Council President Todd Stevenson	

Minutes: MSC Hancock-Cooke/Andrews to approve the April 14, 2020 meeting minutes. All Aye. Motion passed.

Public Appearances: Mayor Kaufert opened for Public Appearances.

Sam Winterfeldt of Keller Inc. indicated that he is available to answer any questions the Commission may have regarding Eggers' site plan.

Public Hearings: None.

Action Items:

1. Site Plan Review – 164 N Lake Street – Building Addition

Deputy Director Schmidt provided an overview of the request. The property is zoned I-2, General Industrial District. The plan is to construct a new 45,000 square-foot addition on the north end of the existing building. This addition will house warehouse space, trucking docks, and manufacturing space. In addition, a portion of the existing building along the northeast portion of the site will be demolished. Finally, the storm water pond on the southwest portion of the site will be redesigned as a wet pond meaning that the pond will hold water in it. The pond is designed to accommodate the storm water needs of this addition and two future additions.

Commissioner Andrews asked about the fire access on the site.

Deputy Director Schmidt said the fire access is existing and will be asphalt. The Fire Department reviewed the site plan and fire access.

Commissioner Hancock-Cooke asked where the traffic would come from, noting the traffic challenges on Lake Street already. Deputy Director Schmidt indicated that employees will enter the site from Main Street and John Street. Trucks will enter the site from John Street and Lake Street. The flow will be improved based on the proposed plan.

Mayor Kaufert had several questions regarding the proposed wet pond. First, how deep will the new pond be? Abby Maslanka said the pond will hold 5 feet of water on a regular basis but can hold more based on certain rain events. Next, Mayor Kaufert asked if the new pond will have a higher prevalence of mosquitos. Abby Maslanka and Director Kaiser both indicated that they don't believe the pond will attract anymore mosquitos in the pond than what may be there already.

Mayor Kaufert asked how many jobs will be created based on this addition. David Streu indicated that Eggers plans to maintain their workforce with this plan, but indicated that this addition and future additions will increase the facilities capacity by 30% which may result in future job increases.

Commissioner Andrews asked how often the pond needs to be dredged. Abby Maslanka indicated that it really depends, but typically every 15-20 years.

MSC Andrews/Lang, Plan Commission recommends approval of the site plan for a building addition and storm water management improvements for property located at 164 N Lake Street subject to the conditions of the site plan review letter. All Aye. Motion passed.

2. Annexation - #216 – 1480 Breezewood Lane (Town of Neenah)

Deputy Director Schmidt provided an overview of annexation numbers 216, 217, and 218. All three properties are located along Breezewood Lane, one west and two east of Cheryl Ann Drive. All three properties include a single-family residence and all three signed Service and Annexation Agreements in 2003. The Agreements allowed the property owners to connect to City sanitary sewer in exchange for future annexation. In all three cases, the Agreements required annexation after a 15 year period. Upon annexation all three properties will be zoned R-1, Single-Family Residential District.

Commissioner Genett asked if the other properties along Breezewood Lane had similar agreements. Deputy Director Schmidt said that at least two of the properties along Breezewood Lane signed similar agreements but were annexed earlier because the properties sold to a third party which triggered the annexation per the agreements.

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Council President Stevenson asked if there are any more properties that have signed similar agreements, but haven't annexed yet. Deputy Director Schmidt indicated that he doesn't believe that any more agreements exist.

Ord. 2020-03

MSC Genett /Kaiser, Plan Commission recommends Common Council approve Annexation #216 (Ordinance #2020-03) and the property also receive an R-1, Single-Family Residence District zoning classification. All Aye. Motion passed.

Ord. 2020-04

3. Annexation - #217 – 1490 Breezewood Lane (Town of Neenah)

MSC Genett /Kaiser, Plan Commission recommends Common Council approve Annexation #217 (Ordinance #2020-04) and the property also receive an R-1, Single-Family Residence District zoning classification. All Aye. Motion passed.

Ord. 2020-05

4. Annexation - #218 – 1510 Breezewood Lane (Town of Neenah)

MSC Genett /Kaiser, Plan Commission recommends Common Council approve Annexation #218 (Ordinance #2020-05) and the property also receive an R-1, Single-Family Residence District zoning classification. All Aye. Motion passed.

Ord. 2020-06

5. Annexation - #219 – Armstrong Street (Town of Neenah)

Deputy Director Schmidt provided an overview of the annexation of a City-owned parcel in the Town of Neenah along Armstrong Street. The City intends to extend Shootingstar Drive west to Armstrong Street. The Town of Neenah has contested this annexation and the City and Town are currently working through their concerns.

MSC Kaiser/Andrews, Plan Commission recommends Common Council approve Annexation #219 (Ordinance #2020-06) and the property also receive an R-1, Single-Family Residence District zoning classification. All Aye. Motion passed.

Discussion Items: None.

Announcements and Future Agenda Items:

Next Plan Commission meeting is scheduled for May 12, 2020.

Adjournment: The Commission adjourned its meeting at 4:45 P.M. MSC Ellenberger/Lang. All Aye.

Respectfully Submitted,



Brad Schmidt
Deputy Director, Community Development



DATE: May 8, 2020
TO: Mayor Kaufert and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Special Use Permit – 521 S Commercial Street – Truck/Trailer Rental Sales

Request

Rohit Adhikari is requesting a special use permit to operate a truck and trailer rental business located at 521 S Commercial Street.

Consideration

The subject site is currently used as a gas station and convenience store. The applicant began renting U-Haul trucks and trailers in 2019, without obtaining appropriate approvals. The City updated its Zoning Code to require truck and trailer rental uses obtain a special use permit in the C-1, General Commercial District in 2018. The subject site is 0.53 acres in size. Truck and trailer rental uses require a minimum property size of 0.50 acre. The applicant is proposing to store and display 3 rental trucks on north end of the site and 2 trailers along the south end of the site.

Land north subject property is also zoned C-1 and includes a convenience store business. Land to the east of the site includes several commercial businesses. Land west includes two-family and single-family residences. Finally, land south of the subject site includes a parking lot for a manufacturing company.

The C-1 zoning district requires this use to obtain a special use permit. Each zoning district includes a list of Permitted Uses or uses allowed by right and Special Uses or uses that possess special characteristics or uniqueness which require thorough review of their location and configuration relative to the surrounding neighborhood. Specifically, the City's Zoning Code requires that the Plan Commission consider the following findings when deciding on a Special Use:

1. The use shall be compatible with the adjacent land uses so that the existing uses will not be depreciated in value and there will be no deterrents to development of vacant land.
2. The use shall have an appearance that will not have an adverse effect upon adjacent properties.
3. The use shall be reasonably related to the overall needs of the City and to existing land use patterns.
4. The use will not cause traffic hazards or congestion.
5. The use shall have adequate utilities, access roads, drainage, and other necessary facilities.

The proposed use is compatible with the surrounding uses and specifically those along S. Commercial Street. The proposed use is not projected to cause a significant increase in traffic. However, when there is a change of use to a property, or in this case, an additional use added to the property, the site conditions are reviewed for consistency with current zoning standards. Landscaping on the site is currently not in conformance with the Zoning Code. Staff is recommending that the frontage landscaping along S. Commercial Street be brought into compliance. A minimum of a 10-foot wide landscape strip shall be installed from the northeast corner of the property south to the first driveway opening. In addition, a minimum of 6 shrubs and 1 shade tree shall be planted within the frontage landscape strip.

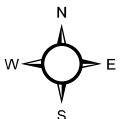
Staff is also recommending the installation of a 6-foot tall sight-tight fence along the west property line adjacent to the residence. The fence shall begin approximately 20 feet from the front property line along Tyler Street and run north for approximately 85 feet to the existing fence on the property.

Recommendation

Plan Commission finds that the proposed use meets the findings of fact for a Special Use Permit (Sec. 26-48) and recommends Common Council approve a Special Use Permit for a truck and trailer rental sales business located at 521 S Commercial Street subject to the conditions of the Approval Letter.

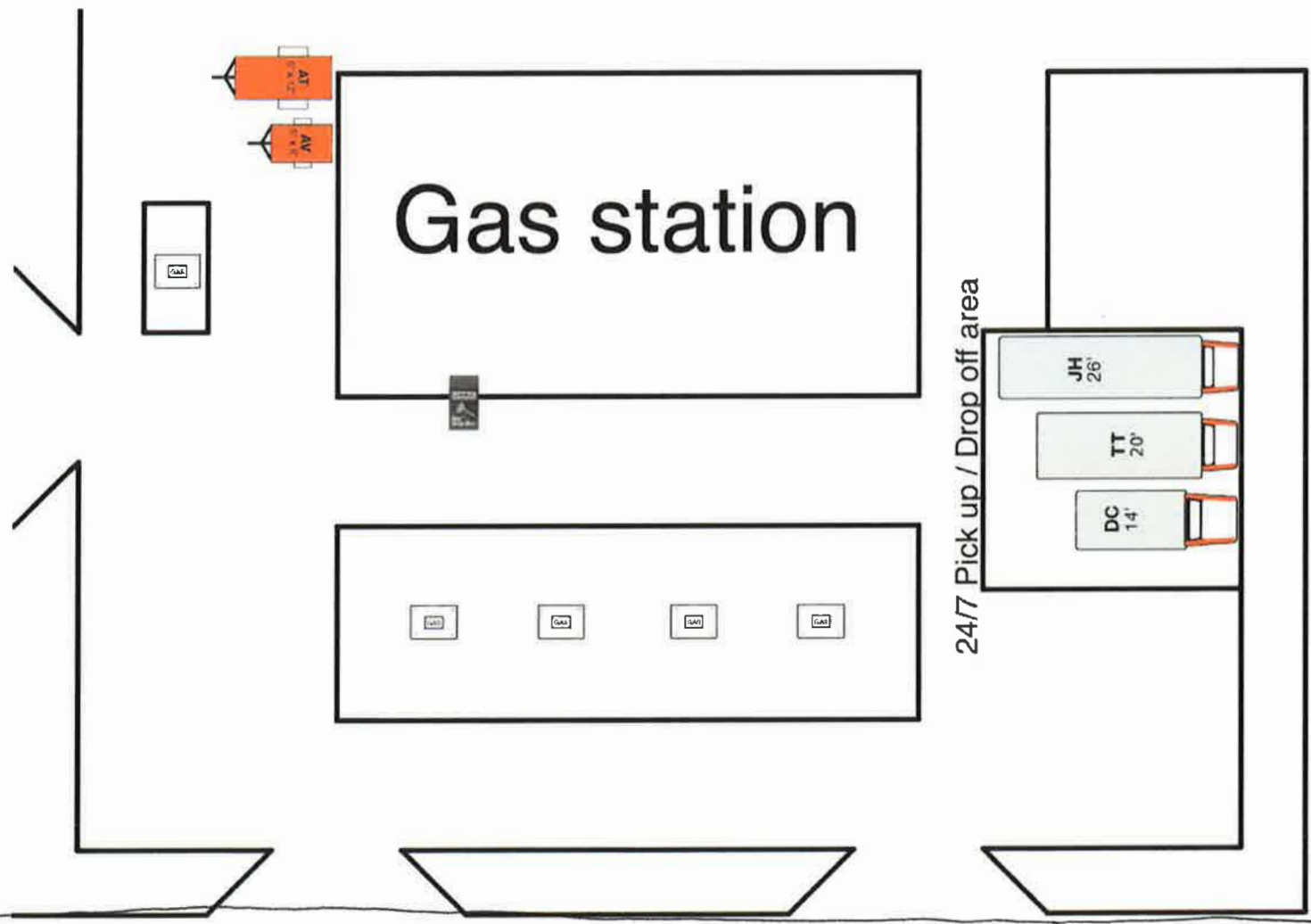


521 S Commercial St



1 inch = 38 feet

Display Plan for Commercial Mobil location 521 South Commercial Street



↔
Commercial Street



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

May 07, 2020

ROHIT ADHIKARI

521 S COMMERCIAL ST
NEENAH, WI 54956

RE: SUP - #3-20 - 521 S Commercial St - Truck/Trailer Rental Special Use Review () Status Approved

Dear ROHIT ADHIKARI:

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:

Install a 10-foot wide landscape strip along S. Commercial Street from the north property line to the driveway opening on S. Commercial Street.

Submit a landscape plan showing the location, type and size of plantings in the frontage landscape strip. Must include a minimum of one shade tree and 6 shrubs.

Install a 6-foot tall sight-tight fence along the west property line beinging approximately 20 feet from the sidewalk and then north to the existing fence near the building.

Obtain a fence permit prior to installation.

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

Not Applicable

Review Comments:

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

Not Applicable

Review Comments:

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

Not Applicable

Review Comments:

**Inspections - Building Commercial - Kyle Pederson - 920-886-6131
kpederson@ci.neenah.wi.us**

Approved

Review Comments:

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

Not Applicable

Review Comments:





Google



DATE: May 8, 2020
TO: Mayor Kaufert and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Special Use Permit – 112 Langley Blvd – Wholesale & Retail Used Vehicle Sales & Service

Request

Scott Smith, on behalf of Smith Automotive, Inc., is requesting a special use permit to operate a wholesale and retail used vehicle sales and service business located at 112 Langley Boulevard.

Consideration

The subject site includes an existing building which was previously used as a machine shop and most recently was used as overflow storage for Smith Automotive which is located adjacent at 1115 S Commercial Street. The applicant is proposing to use the subject site primarily for wholesale used vehicle sales and service/detailing of those vehicles. The applicant also intends to maintain his retail used vehicle sales license. However, the retail vehicle sales use would be secondary to the wholesale use.

Land north subject property is also zoned C-1 and includes a multi-family residential facility. Land to the east of the site includes a used vehicle business. Land west includes two-family and single-family residences. Finally, land south of the subject site includes a liquor store and a storage facility.

The C-1 zoning district requires this use to obtain a special use permit. Each zoning district includes a list of Permitted Uses or uses allowed by right and Special Uses or uses that possess special characteristics or uniqueness which require thorough review of their location and configuration relative to the surrounding neighborhood. Specifically, the City's Zoning Code requires that the Plan Commission consider the following findings when deciding on a Special Use:

1. The use shall be compatible with the adjacent land uses so that the existing uses will not be depreciated in value and there will be no deterrents to development of vacant land.
2. The use shall have an appearance that will not have an adverse effect upon adjacent properties.
3. The use shall be reasonably related to the overall needs of the City and to existing land use patterns.
4. The use will not cause traffic hazards or congestion.

5. The use shall have adequate utilities, access roads, drainage, and other necessary facilities.

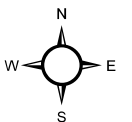
The proposed wholesale used vehicles sales business is compatible with the surrounding land uses specifically those along S. Commercial Street. Wholesale used vehicle businesses also generate significantly less vehicle traffic than a typical retail vehicles sales business. In addition, the auto service/detailing that will occur with this business is not open to the public and is specific for servicing and detailing cars that are bought through the business. The applicant is proposing to install landscaping along the west and south property lines to provide a buffer to the adjoining residential properties. In addition, the applicant is proposing to install a landscape strip between the two driveways along Langley Boulevard. Those two driveways are currently graveled and will be paved with asphalt as is required per the Zoning Code.

Recommendation

Plan Commission finds that the proposed use meets the findings of fact for a Special Use Permit (Sec. 26-48) and recommends Common Council approve a Special Use Permit for a wholesale and retail used vehicle sales business located at 112 Langley Boulevard subject to the conditions of the Approval Letter.

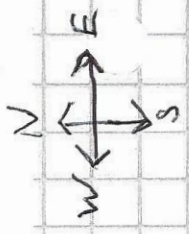


112 Langley Blvd

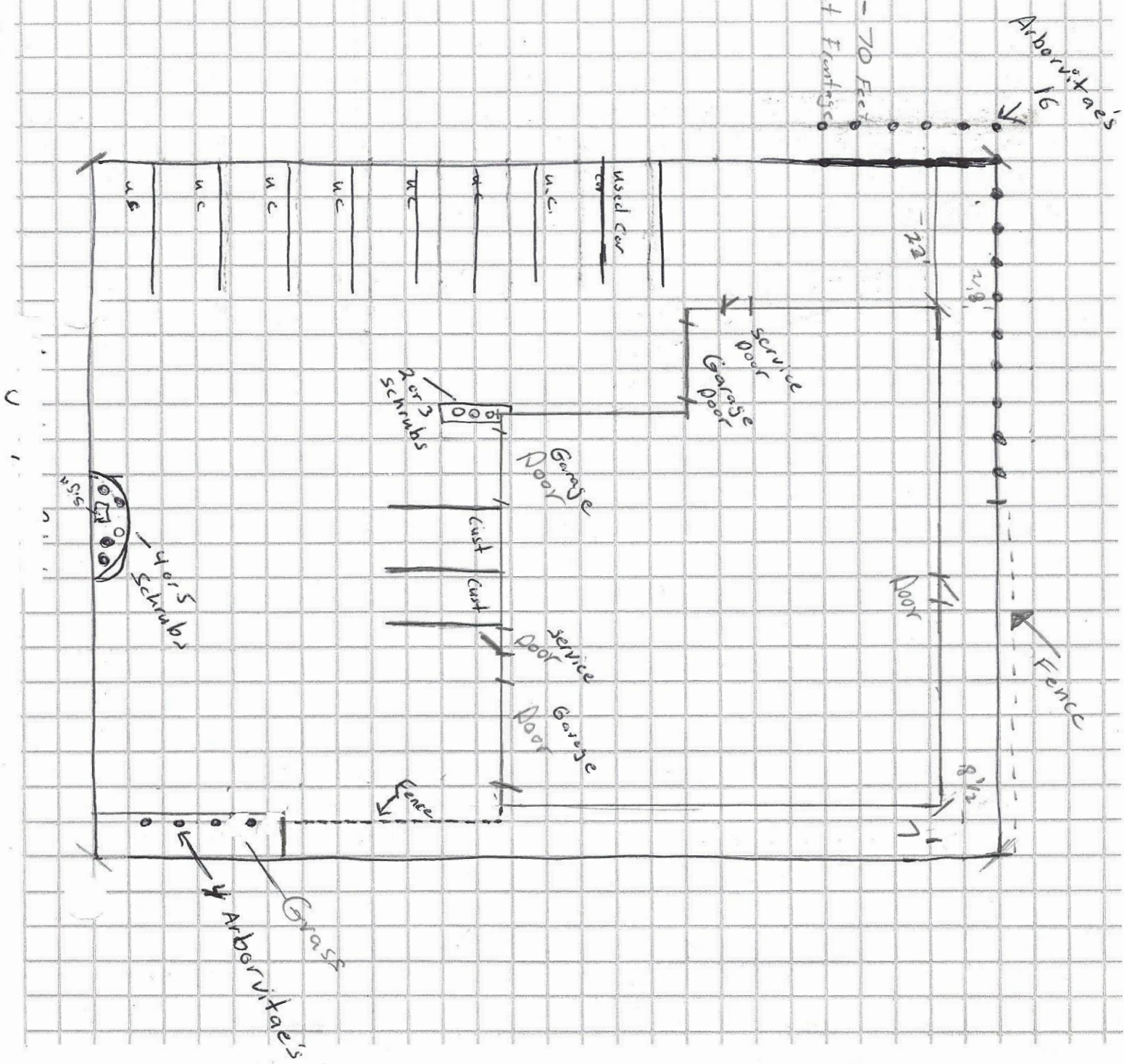


1 inch = 23 feet

112 Langley Blvd.
 Neenah, WI 54956



- ① 100 Feet Frontage - 70 Feet Drive way = 30 Feet Frontage





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

May 07, 2020

SCOTT SMITH
SMITH AUTO
1115 S COMMERCIAL ST
NEENAH, WI 54956

RE: SUP - #4-20 - 112 Langley Blvd - Wholesale Car Sales Special Use Review () Status Approved

Dear SCOTT SMITH:

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:

Obtain necessary right-of-way permits for work within Langley Boulevard (Call Department of Public Works - 886-6240)
Obtain sign permits (Call Building Inspector - 886-6125)

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

Not Applicable

Review Comments:

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

Not Applicable

Review Comments:

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

Approved

Review Comments:

**Inspections - Building Commercial - Kyle Pederson - 920-886-6131
kpederson@ci.neenah.wi.us**

Approved

Review Comments:
