



NEENAH PLAN COMMISSION

January 10, 2023

4:15 P.M.

Hauser Room, City Administration Building

1. Approval of Minutes: **November 29, 2022**
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 #1-23** - 2111 Marathon Avenue - Police Station Addition
 - b. **Site Plan #2-23** - 216 N Commercial Street - Change of Use
 - c. **Site Plan #3-23** - 2485 Schultz Drive - Building Addition
5. Discussion Items: **None**
6. Announcements and future agenda items:
 - a. Next Meeting: January 24, 2023

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MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, November 29, 2022
4:15 p.m.

Present:

Mayor Jane Lang, Chairperson	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Sarah Moore-Nokes	EXCUSED
Kate Hancock-Cooke	PRESENT	Karen Genett	PRESENT	Betsy Ellenberger	PRESENT
Gerry Andrews	PRESENT	Ald. Dan Steiner	PRESENT		

Also Present:

Brad Schmidt, Deputy Director of Community Development	Chris Haese, Director of Community Development	City Attorney David Rashid
City of Neenah Chief Aaron Olson	Andy Dumke, Northpointe Development	Jonathan Brinkley, Precedent Architecture
Lisa Mroczkowski, Office Manager, Public Works Department	Members of the public (see attached sign-in sheets)	

Minutes:

Mayor Lang noted that there was one correction to the minutes that needed to be made. She stated that Nevis Martin referenced as “he” and needs to be corrected to “she”.

Kate Hancock-Cooke/Betsy Ellenberger, the Plan Commission to approve the November 8th, 2022 meeting minutes subject to the requested change. Motion passed.

Public Appearances: - Chairperson Mayor Lang opened public appearances and stated that there is a 10 minute time allotted to public appearances. She stated she will be a bit lenient, but asked for those who have spoken at previous meetings to allow others who have not, an opportunity to do so during this time.

Alexander Collins-331 E Wisconsin Avenue, Neenah

He stated that he has been a lifelong renter. He stated that renters have very little vetted interest in the community. He stated if he doesn’t like a place where he is living he finds a new place. He stated that these residents do not have that luxury. They have invested their hard earned money into the land essentially committed to the city. He stated why would the city want to favor uncommitted renters over committed residents. He stated that with a \$25,000 per lot price based off the project calculations of 2.5 million, there would have been others interested in the property.

BJ Houk-512 Elm Street, Neenah

She stated that she has been resident of Neenah at this address for over 40 years. She said this plan has been pushed through to make these changes. She would be asking that no

changes are made until other options have been presented and talked about. She asked if Northpointe could come up with other options than all the apartments. She said it will destroy the neighborhood.

Kristine Giornalista-769 Yorkshire Road, Neenah

She said she is in support of the Northpointe proposal to include affordable rental housing and the redevelopment of Shattuck Middle School. She said the Plan Commission is considering the land use amendment and rezoning not whether this development should be rental or home ownership and also not whether it should be affordable or market rate. She said many objections to this rezoning are not about density or setbacks, but about lower and moderate income renters. She stated there is a need for affordable rental housing in Neenah. She stated that for most of her childhood and adult life she has been a renter. She said that professionally she has spent 18 years in affordable housing and community development. She has seen the positive impact that affordable rental housing options can have on the financial stability and families. She said when we talk about affordability it's often easy to lose sight of who's going to be living in the new rental community. She said consider a single mom with two kids looking for at a 60% AMI apartment. She could earn \$46,000 a year, \$22 per hour. She said based off of recent listings on Indeed.com, this mom could be dental assistant, a CNA at a nursing home, a document processor at a bank or an entry level para-legal for the City of Neenah. She said now let's consider a family of 4 interested in one of the new single family homes at 70% AMI. To quality she said the family could earn up to \$60,000 a year or around \$29 per hour. These are jobs as a HVAC repair specialist or an assistant district attorney for Winnebago County. She stated that in the Neenah-Oshkosh area nearly 40% of renters are rent burdened and 70% of renters are paying more than half of their income in rent. She said this proposed development will have long term restrictions. She said that people who need affordable housing already live in our community.

Edward Palmer-416 Pine Street, Neenah

He stated that he and his wife have lived in the neighborhood for 25 plus years. He said he is in favor of this development. He does not want to see Shattuck school sitting empty for a couple of years while another option is on the table. He thinks it's a great opportunity to improve our neighborhood and keep our wonderful city going.

Bradley Jensen-740 Chestnut Street, Neenah

He said it's a good idea in terms of repurposing the building in terms of making that apartments, maybe for older, elderly people, he feels would be a better idea. He said the thing that he is against is the rental homes. He would not mind rezoning the school itself into this development, but the rest of the property if anything should rezoned to R1.

Kathryn Noll-Arias-732 E Reed Street, Neenah

She said this piece of land was gifted to the City of Neenah and the residents of the City of Neenah in 1928. Please allow this land to continue to be a gift to our Neenah Community by voting to keep R1.

Steven Spanbauer-314 E Wisconsin Avenue, Neenah

He said he became aware of this proposal a couple of weeks ago when a flyer was on his door. He said he came to the last council meeting to better understand this issues that are going on. He has spoken to many of the residents in the area and city. He said what he found was the people in the area, in that neighborhood are probably 90 to 95 percent against the rezoning.

They do not want the council to take away what they have earned. He thinks that is fair. He said that has he talked with more people around the city, they did not know what was going on. Most had not heard that Shattuck was for sale. He said he feels that he has a vetted interest because of his family history in Neenah and family history at Shattuck. He said what is concerning to him is that the constituents of the city feel like they are not being heard. He said he tells them the council is good and they will do the right thing for the city. He said he is opposed to the rezoning at this point, but only because he need to hear more and learn more. He said that if the rezoning is done it will set a dangerous precedent in that the city would be able to haphazardly change the zoning in any neighborhood.

Tiffany Meunier-620 Oak Street, Neenah

She said she is an independent hair stylist. She has worked very hard to get to where she is. She lived in rental property most of her life. Growing up she lived in a nice area on Congress Street where Shattuck was her back yard. She said that she has lived behind Primrose. She said she works near Main Street where there is a lot of rental properties. She sees a lot of things that the police don't see. She said that she is not saying that all rental property owners are bad but for living in two different types of rental areas of Neenah, there is a rise in crime with rental properties. She does not want to see this area which has been single family, to turn into something where she just lived. She feels it is going to become too populated. She said give the residents a choice of what we want it to be. She said there should choices presented to the residents and they should be given the opportunity to vote on what they want. She said a lot of people do not agree with this.

Valarie Gulke-517 Elm Street, Neenah

She stated this is the first home by herself. She does not want to see it turn into a slum because she has lived in Milwaukee. She has looked into rental properties and nobody cares about their rental properties. She said there was a rental house across from her and it was a drug house. She said this is what is going to happen to the neighborhood so please do not change it.

Kela Ellis-620 Hansen Street, Neenah

She said she moved to Neenah three years ago. She said she moved into a beautiful neighborhood and couldn't ask for better neighbors. She said she feels safe in this city and have told people how wonderful Neenah is. She said it worries her because she knows the dynamic of the city will change and the dynamics of this neighborhood will change with the amount of people that will be coming in. She said there are parking issues. She asked where are the renters going to park. She would like the commission to please reconsider because we're against it.

Shannon James-516 Hansen Street, Neenah

She said questions have been asked to this commission and we have been given no answers. The commission has done nothing to help us understand what you're you doing to make us feel more comfortable about this. She said we have not received answers on where people are going to park. She said people are complaining about the renters and density that will come with this project.

She said there are a lot of different reasons why this is an inappropriate choice to rezone. She said renters are not horrible people and there is a need for affordable housing. She said though you don't take a 100 year old neighborhood and bring this in. She said you plan for that type of housing, you plan your community with that type of housing in mind, and you just

don't do this to people. She does not feel that the commission is listening and that this is just a formality and does not understand why this is going through so quickly and needs to slow down. She said that it seems some poor choices were made financially by the school district and maybe that the city as well. It seems that you are just rushing this through because someone's in trouble and they have some money and they have to get it taken care of.

Mr. Spanbauer spoke again and added this is a great opportunity for the City of Neenah Council and residents to work together and do something great just as SF Shattuck did over 100 years ago.

Gerry Sitor-1424 Mansur Drive, Neenah

He said he grew up in Chicago and is familiar with high density housing. He said he could hear his neighbors fighting because they were 10 feet away. He said it was his ambition to move out of Chicago. He said he lived in rental housing and his father was the landlord. He said people are not bad they are just awfully close. He moved to Neenah 30 years ago and thought he had gotten away from the big city. He said every square lot and every open space is filled with another house. He said he would be very disappointed to see that mentality going on here. He said how will this improve the quality of life for the people living here. Does it make it better? He said is the city so desperate for tax revenue that they have to fill every empty space with buildings. He urges to give that some thought because the mistakes made here won't be corrected over a year or two, we will live with them for the rest of our lives. He said he is not familiar with what the planning commission does, but that there must be a master plan for the City of Neenah. He said there must be a plan that addresses what you want the city to look like years down the road. He stated that we must ask what kind of people do you want here and what kind of people do you want to go into school with your children.

Chairperson Mayor Lang closed the public appearance forum.

Chairperson Mayor Lang stated that there have been some adjustments made to the developers plan. She asked that Northpointe Developer Andy Dumke update the Plan Commission on the changes.

Mr. Dumke stated that the one of the concerns of the neighborhood is with the duplex lots. He stated that Northpointe Development is committed to today is taking the green space and opening it up to Laudan Boulevard and donating it to the city for a park. He also stated that they are eliminating the remainder of the duplexes that were part of the original proposal and converting them to single family homes.

Mr. Dumke stated that there is a misunderstanding that all of these homes will be renter occupied. He stated a home owner can rent out their house, but wanted to make it clear that Northpointe intends to develop the lots and market them for single-family homes.

Chairperson Mayor Lang asked Deputy Director of Community Development, Brad Schmidt to give an overview of the proposal.

Deputy Director Schmidt stated that he first wanted to explain what the City's role in this process is. He stated there has been conversation that the city should deal with this property. Deputy Director Schmidt stated that this is not a City owned property.

Deputy Director Schmidt stated that how the city approaches rezoning applications is dictated through the city's zoning code. He stated that when the City receives an application for rezoning an informal public hearing is held. He stated that Wisconsin State Statute also requires a formal public hearing to be scheduled. He stated that with the formal public hearing, a notice is required to be placed in the newspaper on two separate occasions and all neighbors within a 200 foot radius must also be notified by mail.

Deputy Director Schmidt presented a power point presentation that further explained in detail what a Traditional Neighborhood District (TND) is, gave examples of other TND's in the City of Neenah, explained the City's Comprehensive Plan, and showed a scenario of costs associated with development if the property were to be developed as single-family.

Director Haese presented a power point presentation that addressed the property value and traffic impact concerns of the residents and provided examples of other multi-family developments that have not affected the property value of homes in the surrounding neighborhoods.

Commissioner Genett asked if there will be parking for the rental units. Deputy Director Schmidt stated that there will be two parking stalls per unit. Commissioner Genett stated so no need for on-street parking. Deputy Director Schmidt stated that is correct.

Commissioner Hancock-Cooke asked who controls the type of single family homes that will be built. Deputy Director Schmidt stated that with the TND there will be architectural standards that will have to be met.

Alderman Steiner asked what the standard vetting process will be for the rental units.

Mr. Dumke stated that a management company will be in charge of renting the units. He stated there will be a full time, on site manager as well as a full time maintenance person. He stated that only the name on the lease will be allowed to live in the rental unit.

Director Haese stated that if there is an issue with a tenant in a unit, is it the tenant who is living in the unit, their responsibility to deal with that issue. Mr. Dumke stated yes, and if it becomes disruptive to the rest of the residents we could evict them.

Commissioner Hancock-Cooke asked if the management company is made aware of a person living in a unit that is not on the lease, what is done. Mr. Dumke stated that we could evict the tenant.

Commissioner Ellenberger asked if a crime is committed by a tenant, what will be the threshold to have someone evicted. How will the manager of the building find out about it, is it self-reported? She stated that she thinks that is what worries a lot of the residents.

Mr. Dumke stated that whatever the management company is legally allowed to do they do. He stated that when there is a lease renewal, a new background and criminal check is done.

Commissioner Andrews stated that there seems to be a lot of misunderstanding of how this process takes place. He stated that there have been requests for the city to slow down, but this is our normal process. He stated we did not go out and look for this project. He asked the Neenah Joint School District (NJSD) Superintendent, Dr. Pfeiffer how this property was marketed and how the developer came to the city with this project.

Dr. Pfeiffer stated that formally the property was marketed through Pfefferle. She stated that informally, it was part of the referendum. She stated that the NJSD made a commitment to the community that we would be selling the Shattuck property should the referendum pass.

Commissioner Ellenberger asked Dr. Pfeiffer what impact this sale will have on the clinic that is currently in the Shattuck building. Dr. Pfeiffer stated that it will cost \$600,000 to move the wellness center if the property is sold.

Aldersperson Steiner asked Dr. Pfeiffer what will happen to the property if this is not passed and no new developer came forward. Dr. Pfeiffer stated that the school will be vacated at the end of the school year. She stated the building would need to be secured in some way, possibly with a fence all around the property. She stated is a liability for the school district and we have to create a safe environment so people do not get hurt.

Discussion was held on how the project is proposed to be funded and how section 42 and historic credits are used in the funding and how density relates to the cost of the project.

Commissioner Andrews asked Mr. Dumke how he was made aware of the property. Mr. Dumke stated that another broker from Green Bay that he had worked with in the past on another development similar to this one, informed him of the property.

Director Kaiser asked if the number of units in this project were part of the master plan and how will that be adjusted with the proposed elimination two family homes.

Deputy Director Schmidt stated that the number of units in the building and the number of single family lots will be part of the master plan. He stated if that number is reduced it would still be consistent with the master plan. He stated if the number were to increase, it would have to come back through this process.

Commissioner Andrews stated that he lived on Doty Island for 36 years. He stated that he saw the removal of the Jerslid building and old grocery store. He stated that the property still is empty. He stated the residents are asking for this Shattuck site to be all green space and made into a park, but there are better places for a park. Commissioner Andrews stated he has toured some of Northpointe's property and believes this is a good development.

Action Items

- a. **Future Land Use Amendment** - Shattuck Middle School (PC Resolution No. 2022-2 & Ord. No. 2022-20)

Aldersperson Steiner stated that we're all here because we care about the community. People might have different opinions and different perspectives but we all care about Neenah. He appreciates that everyone has come and showed up because from his perspective the more involvement that there is across the board, the better community we have. A lot of consideration evaluation, and assessment was done on what is the most important thing for our city, what is the best avenue and best decision to be made. He stated with the Shattuck building in its current state, this property contains a lot of unique and challenging characteristics and economic realities which make financing the property very difficult. Based on the reality that this property has been available for purchase including up to tonight and has only received one actual pen to paper bid, it leads him to a reasonable conclusion that the approach created by NorthPointe is truly the only economically, viable and best use of this property. He stated that he has great concern that this property will be left abandoned for an extended period of time and of unknown duration. He stated that he has viewed the property in Oshkosh that NorthPointe converted from a schoolhouse into apartments. He stated that he went down there with a skeptical eye and with concerns that have been raised to me. I asked very specific questions of NorthPointe in regards to what has been raised over email, phone calls and in person discussions. He stated that the apartments are beautiful. These are not tenements. He stated they have high ceilings, they have hardwood floors, they're better than the apartments that I was in when I first graduated and worked for a public accounting firm. He stated that he knows that there are concerns about renters living in this area and causing problems. He stated that there are very specific and strict vetting requirements imposed on this property. In addition, nearly everyone I know at some point rented. He stated that one of his first memories are of his mom and him (she was a single parent), living in a one bedroom apartment. He stated that he remembers knowing the names of my neighbors and remembers individuals taking care of me when my mom had to work extra hours. He remembers the feeling of community and he knows that's not indicative of every single apartment complex, but my memory is not of some of the horror stories that I've heard today. It's just my own personal experience. He stated that each of us has a home because something prior change, something was

removed. Something had to make way so that we could live where we are. None of us would have homes if at some point there was some development that changed the previous existence of whatever there was before. The city and many others across the country are in need of affordable housing for working families the same as housing was in need each time our home was built. He stated that he does respect resident's viewpoint and that's why he has taken the time to talk to several of you and read emails. He stated that he thinks that the residents are very sincere in their concerns. He stated that he does respectfully disagree with some of the comments and with some of the conclusions that this will destroy the neighborhood and Neenah as past developments including rentals, have not destroyed the wonderful city we call Neenah, He stated that he will be voting for a recommendation to change the zone to TND.

Commissioner Genett stated that those of us who have lived in single family neighborhoods are not immune to having renters in our neighborhoods. She stated anyone can purchase a home and rent it out. She stated that we are going to get more management of these rentals in this kind of development than if it is just left to be a single family neighborhood. She stated that she also toured the Northpointe, Oshkosh apartments and was very impressed.

Chairperson Mayor Lang stated that two and a half years ago when any Neenah Joint School Districts referendum passed the decision was made to build a new high school. At that time, it also became known that the Shattuck property would no longer be used as a school building, starting in 2023. Since that time, the Shattuck property has been understood to be for sale. Five months ago, a proposal was put before the community in the form of a neighborhood meeting conducted by the Neenah Joint School District. At that meeting, the Neenah Joint School District introduced NorthPointe as a potential buyer for the Shattuck site. This is no small task to consider or envision what the site could become. Having spent her entire childhood in this neighborhood and having attended Shattuck for 9th and 10th grade, and having bought her first house in the adjacent neighborhood, it is frankly difficult to imagine it being anything but the school property we have all known it as. It has in fact been a school property for nearly 100 years. However, it has been clearly understood for at least the past two and a half years that the Shattuck building would no longer be used as a school. There are basically two options with this property, and more specifically, the Shattuck building itself which frankly is the most difficult part of the issue. One is to demolish it, and one is to rehabilitate it. Again, over the course of the past few years, it has been well understood that this historic property would no longer be used as a school. There are only a handful of developers within the state who do the extremely complex work of historic renovation properties. One of those developers NorthPointe, has submitted an offer to the Neenah Joint School District for consideration. The Planning Commission now must make a decision on whether the proposal at hand, rezoning the parcel as a Traditional Neighborhood District and the

ORD NO 2022-20

concept plan presented by NorthPointe is a viable and appropriate plan to recommend to the City Council. As we have learned Traditional Neighborhood District zoning is not new nor is inappropriate for this parcel of land. Rezoning the parcel to TND in fact, gives the city more flexibility and more control over what happens on the site than it does to leave the parcel R1. A TND for instance, requires that open space be set aside within the parcel. One of the concerns of the neighborhood is losing the green space that they're accustomed to. Rezoning to TND would require open space to be set aside and the NorthPointe plan includes that. Some have said they would like the entire property to be developed a single family homes. Unfortunately, that is not economically feasible considering the high cost to remove the Shattuck school building, fairly estimated to be at least \$2 million. That suggestion of only single family homes also eliminates all of the green space of the neighborhood which seems to be a concern for many. Question of rushing to a decision on this project has also been put forward. The property in question has been known to be available for at the very least a couple of years. Our job as members of the Planning Commission is to recommend or deny this proposals based on the determination of whether it fits the appropriateness test. This is the proposal that is before us. There's so much more that she could say, but she will withhold at this point and simply say she supports this proposal. She thinks it is the highest and best use of the Shattuck building and the surrounding property and I will be voting in favor of it at this time.

MSC Andrews/ Steiner, the Plan Commission recommends to Common Council to approve the Future Land Use Amendment-Shattuck Middle School (PC Resolution No. 2022-2 & Ord. No. 2022-20) Roll Call Vote 6/1 (Commissioner Ellenberger). Motion passed.

- b. Rezoning – Shattuck Middle School (600 Elm Street) - Traditional Neighborhood Development District (Ord. No.2022-21)**

ORD NO 2022-21

MSC Kaiser/Andrew, the Plan Commission recommends to Common Council to approve the Rezoning-Shattuck Middle School (600 Elm Street)-Traditional Neighborhood Development District (Ord. No.2022-21) with the modifications presented to the Plan Commission at the meeting of November 29, 2022 of the removal of all the duplexes. Roll Call Vote. 6/1 (Commissioner Ellenberger)

Site Plan #10-22 -223 Edna Avenue-Storage Building

Deputy Director Schmidt stated that the only condition of approval is the removal of cargo shipping containers which are not permittred per code. The applicant is proposing to construct a storage building for the storage of foundry sand.

MSC Genett/Andrews, the Plan Commission recommends Common Council approve the Site Plan #10-22 -223 Edna Avenue-Storage Building. All aye. Motion passed

c. CSM #13-22-515 W North Water Street-Lot Line Adjustment

Report

MSC Ellenberger/Steiner, the Plan Commission recommends Common Council approve the CSM #13-22-515 W North Water Street-Lot Line Adjustment. All aye. Motion passed

Discussion Items:

None

Announcements and future agenda items:

a. Next meeting: December 13, 2022

Adjournment: The Commission adjourned its meeting at 6:00 p.m. MSC Ellenberger/Genett. All Aye. Motion passed.

Respectfully Submitted,



Lisa Mroczkowski
Office Manager, Department of Public Works



M E M O R A N D U M

DATE: June 7, 2022
TO: Mayor Lang and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Site Plan Review – 2111 Marathon Avenue – Police Station Addition

Request

The City of Neenah Police Department has submitted a site plan for a proposed building addition and parking lot modifications for property located at 2111 Marathon Avenue.

Consideration

The Neenah Police Station is located on the southwest corner of Byrd Avenue and Marathon Avenue. Originally constructed in 1993, the property includes a 27,000 square-foot building, off-street parking lots, a cellular tower, skate park facility, and open space. The property is zoned R-1, Single-Family Residence District and the use of the site as a police station required approval of a special use permit in 1993.

The property is 4.0 acres in area and fronts Byrd Avenue, Marathon Avenue, and Joseph Street. The land directly west of the subject property is owned by the City and includes a dog park and a community garden. Land east and south of the subject property includes a mixture of residential dwellings, while land to the north and northwest is used for commercial and industrial purposes.

The submitted site plan proposes a 9,861 square-foot building addition on the south side of the existing building, reconfigured off-street parking on the southwest side of the building, and small parking expansion on the north side of the site. The building addition will include police training areas including a fitness center, a live weapons range, storage, and defense tactics and simulation training room.

Development Standards R-1, Single-Family Residence District

Front Yard Setback – 25 feet for buildings, 10 feet for parking (**100 feet – Byrd Ave, 40 feet Marathon Ave, 291 feet – Joseph St**)
Side Yard Setback – 6 feet (**7 feet**)

Maximum Building Height – 35 feet (**16 feet**)

Off-Street Parking

Existing (78 stalls) – Proposed (57 stalls)

Landscaping

Frontage Landscaping – 10-foot landscape strip along frontage and 1 shade tree and 6 shrubs per 40 lineal feet of frontage. 65 feet of frontage = 2 shade trees and 12 shrubs required (**3 shade trees and 10 shrubs**)

Building Elevations

The proposed building will be constructed of CMU block, glass windows, and masonry to match the existing building. The height of the building addition, 16 feet, will also match that of the existing building.

Recommendation

Appropriate action at this time is to approve the site plan for a building addition to the City's Police Station located at 2111 Marathon Avenue subject to the comments on the site plan review letter.



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

January 05, 2023

ANDREW MAYO
FGM ARCHITECTS, INC.
219 N MILWAUKEE ST
MILWAUKEE, WI 53202

RE: Site Plan #1-23 - 2111 Marathon Ave - Police Station Addition Site Plan - Major Review () Status Conditional

Dear ANDREW MAYO:

We have completed our review of the plan identified above. The plan was approved per attached comments, if any that must be addressed. This letter is not to be construed as a zoning compliance, grading, or 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

Fire Department - Adam Dorn - 886-6204
adorn@ci.neenah.wi.us

Conditional

Review Comments:

Please see the attached document NMFR Site Plan Review for additional information regarding this project. Please contact NMFR prior to the start of any work to verify items were addressed.

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

Approved

Review Comments:

State plan approval and local permits/inspections required for project.

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

Approved

Review Comments:

1. Contact Community Development Department prior to construction to obtain building permits, sign permit, and parking lot permit (920) 886-6131.
2. If there is an existing or proposed refuse collection area outside of the building, it must be screened by a 6-foot tall sight-tight fence or wall.

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

Approved

Review Comments:

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

Approved

Review Comments:

Inspections - Plumbing/HVAC Commercial - Daniel Brown - 920-886-6133
dbrown@ci.neenah.wi.us

Approved

Review Comments:



Neenah-Menasha Fire Rescue

Office of Adam J. Dorn

Assistant Chief of Fire Prevention / Fire Marshal

125 E. COLUMBIAN AVENUE, NEENAH, WI 54956

Phone: 920-886-6200 Fax: 920-886-6208 Website: www.nmfire.org Email: adorn@nmfire.org

Date: 01-04-2023
Address: 2111 Marathon Ave, Neenah, WI

Re: Wisconsin DSPS Transaction ID No.: NOT PROVIDED
Wisconsin Site ID No.: NOT PROVIDED
Project No.: 2111 Marathon Ave – Building Addition

To: City of Neenah, Police Department
FGM Architects Inc.
Miron Construction Co, Inc.

Neenah-Menasha Fire Rescue Fire Prevention Office has reviewed the site plans for the occupancy indicated above. The documents have been reviewed for conformance to the Wisconsin Department of Safety and Professional Services, IBC, NFPA, and Local ordinances of the Cities of Neenah and Menasha (as applicable). Prior to issuing any conditional approvals the review process requires the following stipulations:

1. A copy of this letter shall be given to the general contractor. The general contractor shall arrange for a pre-construction consultation regarding fire prevention and other safeguards. Failure to contact the Fire Prevention Office of Neenah-Menasha Fire Rescue may delay the project. Please call 920-886-6204 to schedule this consultation.
2. A Knox Box is required (if not already equipped) for this building and shall be installed on the exterior of the building and discuss the location with the Fire Marshal of Neenah-Menasha Fire Rescue. Also obtain a Knox key switch for the parking garage entrance, if applicable. These may be ordered online at www.knoxbox.com. If there is a Knox box already on the building, an additional Knox may be required.
3. If the construction area will have limited access due to construction fence or chained access, the contractor will be required to obtain a department approved Knox Padlock [Model 3770](http://www.knoxbox.com). This lock may be ordered online at www.knoxbox.com. This padlock will be used as the last link in the chain with the construction padlock placed through the locked shackle.
4. The fire suppression (sprinkler) system shall be installed/updated as required by code. The fire suppression system shall be monitored by appropriate system. Neenah-Menasha Fire Rescue advocates and strongly recommends the installation of a complete NFPA 13 compliant fire suppression system throughout the new addition as well as the existing building.
5. A fire hydrant shall be located or installed within 100 feet of each Fire Department Connection. Please contact the NMFR Fire Marshal for location of Hydrant and FDC prior to start of construction.

6. Neenah-Menasha Fire Rescue advocates and strongly recommends the installation of a complete NFPA 72 compliant automatic fire alarm system throughout the building to best protect its occupants, if not already equipped.
7. The sprinkler contractor shall submit a set of DSPS approved plans and proper permit fees for installation of new or modification to all fire suppression systems. Note: 20 heads or less does not require DSPS review, if applicable.
8. The electrical contractor shall submit a set of DSPS approved plans and proper permit fees for installation of new or modification to all fire/smoke alarm systems. Note: 20 devices or less does not require DSPS review, if applicable.
9. Prior to occupancy operational and functional acceptance test reports for all fire protection, suppression and detection systems, elevator phase I & phase II operations, and fire/smoke dampers shall be submitted to Neenah-Menasha Fire Rescue, if applicable.
10. All access road that are developed need to be a minimum of 26 feet wide per the 2021 International Fire Code (IFC) Section 503 and Appendix D – Fire Apparatus Access Roads.
 - a. This dimension should also be taken into account for snow removal, as the entire 26 feet needs to be clear of snow
 - b. There should be no parking on either side of these roadways.
11. All fire lanes need to be marked with appropriate signage.
12. A copy of this letter and enclosures shall be given to the sprinkler and electrical contractor. Copies shall also be available on-site and open for inspection.
13. All other fire and life safety requirements as outlined by local, state, and national ordinances and codes must be adhered to.

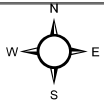
The owner of the building, structure and premise is responsible for maintaining the property in compliance with all applicable codes. In granting this approval Neenah-Menasha Fire Rescue reserves the right to require changes or additions if conditions arise making them necessary for code compliance. Nothing in this review shall relieve the owner or designer of the responsibility for designing a safe building, structure or component.

You may direct all questions and concerns to this office.

Sincerely,

Adam J. Dorn
Assistant Chief/ Fire Marshal
920-886-6204
adorn@nmfire.org

Cc: Building Department
File



1 inch = 98 feet

City of Neenah - Map Created 2023

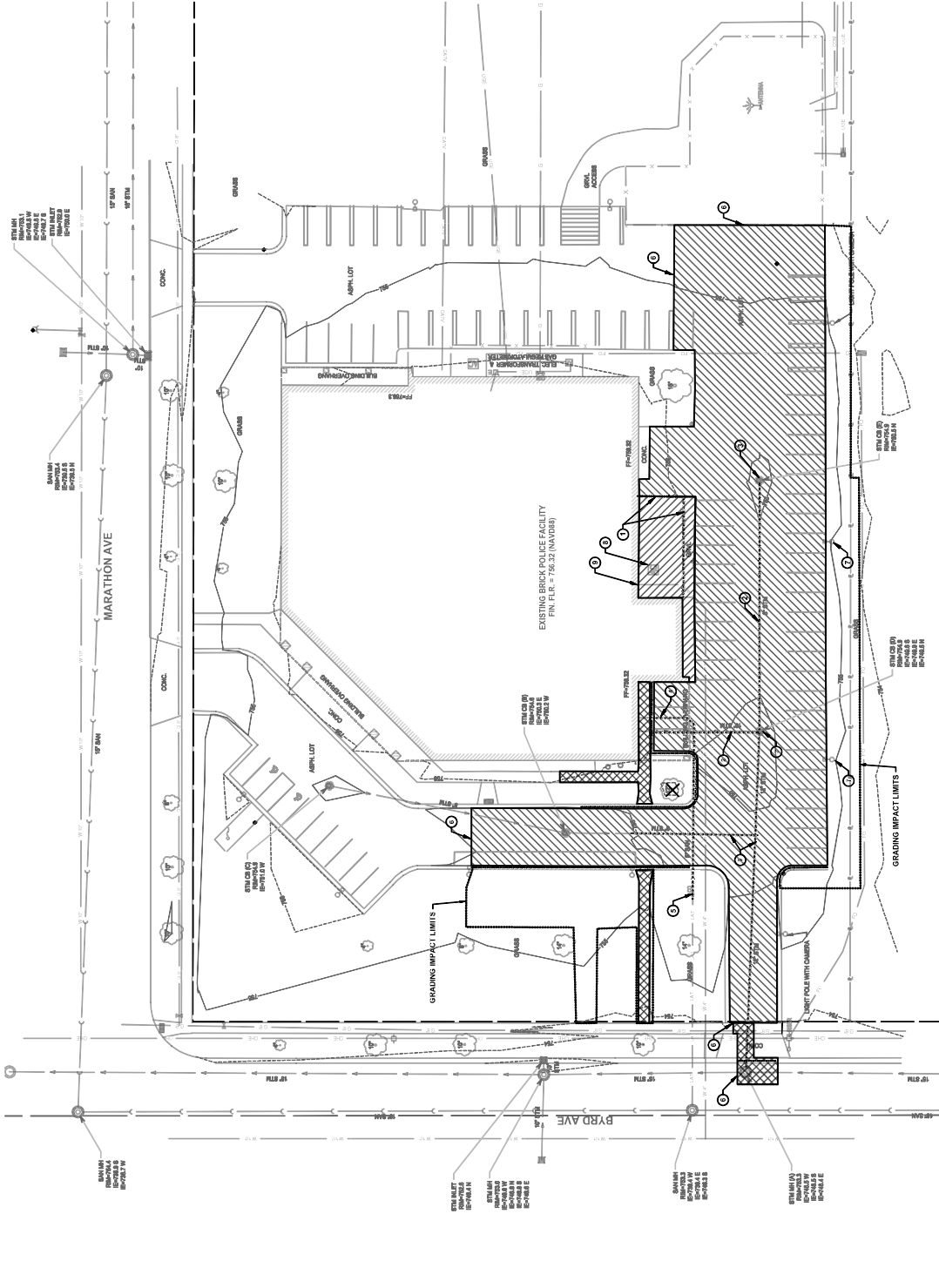


NO.	DATE	DESCRIPTION
1	02/27/22	ISSUED FOR BID
2		
3		
4		
5		
6		
7		

- NOTES**
1. SAWCUT LOCATIONS SHOWN FOR PAVEMENT REMOVAL, AS WELL AS OTHER LIMITS OF CONSTRUCTION FOR SIDEWALK AND CURB.
 2. CONTRACTOR IS RESPONSIBLE FOR THE DISPOSAL OF ALL REMOVED AND EXCESS MATERIALS.
 3. FEATURES TO BE MAINTAINED OR RECONSTRUCTED SHALL BE IDENTIFIED PRIOR TO THE START OF CONSTRUCTION.
 4. LIMITS OF REMOVAL SHALL BE COORDINATED WITH THE ENGINEER PRIOR TO THE START OF CONSTRUCTION.
 5. ALL EXCAVATIONS UNDER PROPOSED BUILDING ADDITION AND REMOVAL SHALL BE PROTECTED BY SHIELDING, BACKFILL COMPACTED IN ACCORDANCE WITH DETAILS AND ARCHITECTURAL AND STRUCTURAL PLANS.
 6. EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED. SEE THE SITE MAINTENANCE DRAWING FOR DETAILS AND LIMITS FOR THE DURATION OF THE PROJECT.
 7. CONTRACTOR ACCESS SHALL BE OFF BYRD AVENUE UNLESS OTHERWISE AGREED UPON. ACCESS TO ANTENNA AND STORAGE AREA TO THE SOUTH, AS WELL AS GARAGE LOCATED ALONG THE WESTERN BUILDING AT ALL TIMES.

- KEY NOTES**
1. REMOVE CHAIN LINK FENCE, POSTS AND FOUNDATIONS.
 2. REMOVE STORM SEWER
 3. REMOVE STORM STRUCTURE
 4. REMOVE SANITARY SEWER
 5. REMOVE CLEANOUT
 6. SAW CUTTING EXISTING PAVEMENT, SIDEWALKS, ETC. REMOVE LIGHT POLE AND BASE (USE ELECTRICAL PLANS) SEE ARCH DEMOLITION PLAN FOR PAVEMENT REMOVALS
 7. SEE PLUMBING PLAN FOR WATER SERVICE MODIFICATIONS.

- LEGEND**
- CURB AND GUTTER REMOVAL
 - ASPHALT REMOVAL
 - GRAVEL AND/OR AGGREGATE REMOVAL
 - CONCRETE REMOVAL
 - TREE REMOVAL
 - UNDERGROUND UTILITY REMOVAL AS NOTED



1 SITE DEMOLITION PLAN
 SCALE: 1" = 20'



NO.	DATE	DESCRIPTION
1	02/20/22	ISSUED FOR BID

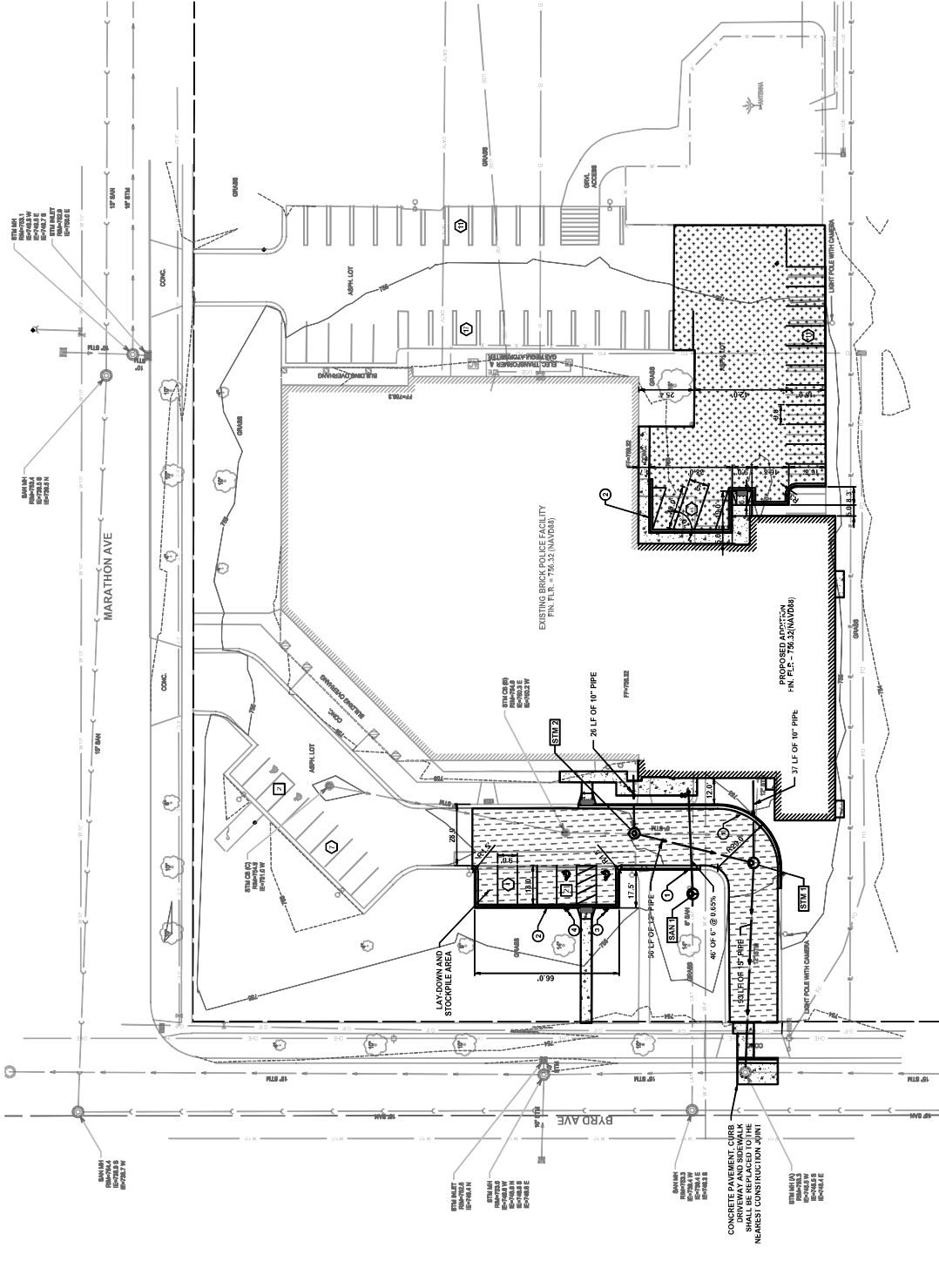
- NOTES**
1. DIMENSIONS ARE TO BACK OF CURB.
 2. ALL CURB IS REJECT CURB.
 3. SIDEWALK SHALL BE 5" P.C.C. EXCEPT SHALL BE 6" WITHIN DRIVEWAY. ALL SIDEWALK SHALL BE 5" P.C.C. EXCEPT SHALL BE 6" WITHIN DRIVEWAY.
 4. HANDICAP PARKING SIGNS TO BE PLACED APPROXIMATELY 12' BEHIND CURB.
 5. PROPOSED CONCRETE PAVEMENT DRIVEWAY AND CURB SHALL BE 6" P.C.C. EXCEPT SHALL BE 5" P.C.C. WITHIN DRIVEWAY. CONCRETE PAVEMENT DRIVEWAY AND CURB, RESPECTIVELY.
 6. SEE ELECTRICAL PLAN FOR LIGHTING INFORMATION.

- LEGEND**
- CONCRETE PAVEMENT / SIDEWALK
 - LIGHT DUTY PAVEMENT
 - HEAVY DUTY PAVEMENT
 - MANHOLE
 - MANHOLE

- KEY NOTES**
- 1. 24" CURB AND GUTTER
 - 2. 18" CURB AND GUTTER
 - 3. VAN ACCESSIBLE HANDICAP SIGN RT-JA AND RT-JV.
 - 4. REGULAR HANDICAP SIGN RT-JA.
 - 5. ADA PARKING SIGNS COUNT
 - 6. PARKING STALL COUNT

IMPERVIOUS AREA INFORMATION

1. 300 SF OF PROPOSED IMPERVIOUS AREA INCREASE FROM THE EXISTING CONDITION.



1 PROPOSED SITE PLAN
 SCALE: 1" = 20'



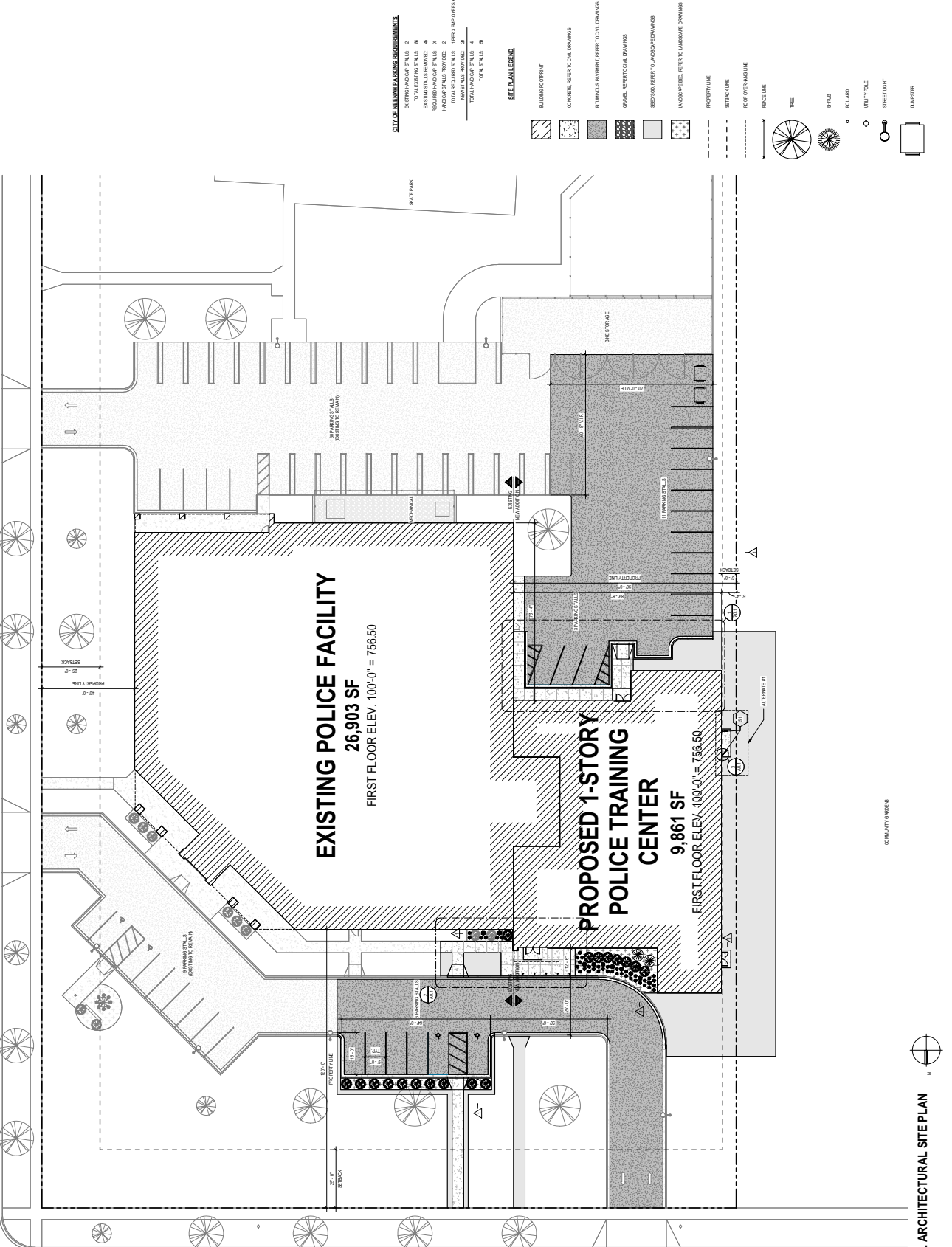
NO.	DATE	DESCRIPTION	BY	CHKD.
1	12/19/22	PROJECT - ISSUED FOR BID	AD	AD
2	12/22/22	REV. ADDENDUM #1	AD	AD
3	12/29/22	REV. ADDENDUM #2	AD	AD

NEENAH POLICE TRAINING CENTER
 2111 MARATHON AVE, NEENAH, WI 54956

BID PACKAGE 2 - ISSUED FOR BID

- GENERAL SITE NOTES**
- REFER TO ALL LANDSCAPE DRAWINGS FOR ADDITIONAL INFORMATION.
 - PROVIDE A MAINTENANCE PLAN FOR ALL PLANTINGS AND TREES.
 - PROVIDE A MAINTENANCE PLAN FOR ALL PLANTINGS AND TREES.
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 - PROVIDE A MAINTENANCE PLAN FOR ALL PLANTINGS AND TREES.

NO.	DESCRIPTION
1	SEE EXISTING SITE PLAN FOR ALL EXISTING UTILITIES AND STRUCTURES.



CITY OF NEENAH PARKING REQUIREMENTS

EXISTING HANDICAP STALLS	2
EXISTING STALLS REQUIRED	6
REQUIRED HANDICAP STALLS	X
HANDICAP STALLS PROVIDED	2
TOTAL HANDICAP STALLS	4
TOTAL HANDICAP STALLS	4
TOTAL STALLS	9

GENERAL LEGEND

- BUILDING FOOTPRINT
- CONCRETE (REFER TO CIVIL DRAWINGS)
- BRICK/STONE (REFER TO CIVIL DRAWINGS)
- GRAVEL (REFER TO CIVIL DRAWINGS)
- ASPHALT (REFER TO CIVIL DRAWINGS)
- LANDSCAPE (REFER TO LANDSCAPE DRAWINGS)
- PROPERTY LINE
- STRUCTURE
- ROOF OVERHANG
- FENCE LINE
- TREE
- PLANT
- BUILDING
- UTILITY POLE
- STREET LIGHT
- DAMPEN

fgma
 FGM Architects Inc.
 217 Milwaukee St, Suite 325
 Milwaukee, Wisconsin 53202
 414.344.7282 office
 414.344.7283 mobile
 www.fgma.com

CIVIL
 CHASE & ASSOCIATES, INC.
 1414 N. 14th St.
 Milwaukee, WI 53233
 414.224.1100
 www.chaseandassociates.com

ELECTRICAL
 AMERSON BUSINESS INC.
 10000 W. Bluemound Rd.
 Wauwatosa, WI 53226
 414.224.1100
 www.amerison.com

M&E
 CHASE & ASSOCIATES, INC.
 1414 N. 14th St.
 Milwaukee, WI 53233
 414.224.1100
 www.chaseandassociates.com

NO.	DATE	DESCRIPTION
1	12/15/2022	BID PACKAGE 2

REVISIONS

BID PACKAGE 2 - ISSUED FOR BID

NEENAH POLICE DEPARTMENT
 2111 MARATHON AVE, NEENAH, WI 54956

ELECTRICAL SITE DEMOLITION PLAN

SHEET NO. **ED1.1**

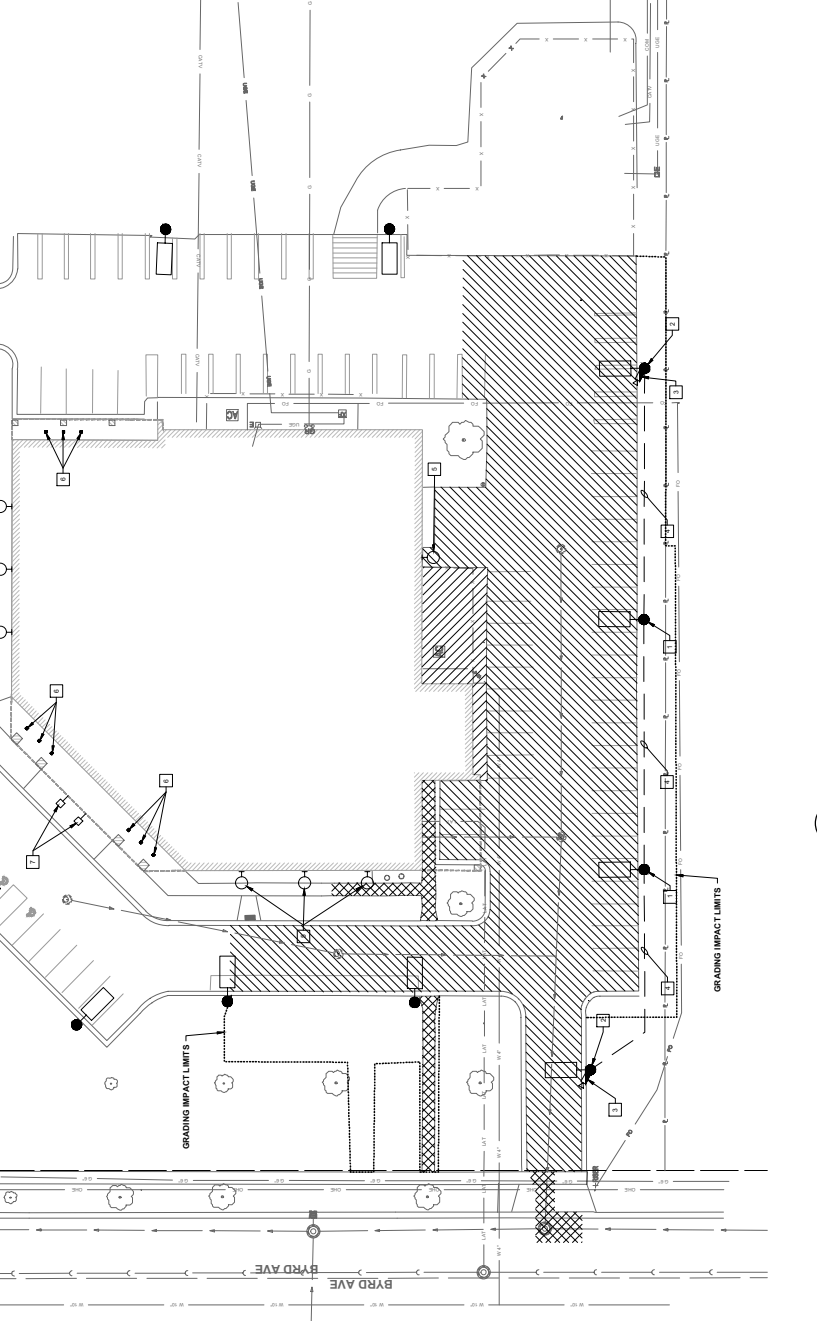
ASB NO. 1000040
 © 2022 FGM ARCHITECTS INC.

GENERAL NOTES (THIS SHEET)

- EXISTING CONDUIT ROUTES SHOWN ARE BASED ON PREVIOUS CONSTRUCTION DOCUMENTS. VERIFY THE EXISTENCE AND DEPTH OF ALL CONDUITS PRIOR TO DEMOLITION WORK.

DEMO NOTES

- DISCONNECT AND CAREFULLY REMOVE EXISTING POWER MOUNTED VENTURE. REWIRE VENTURE TO REMAIN IN PLACE. CONTRACTOR SHALL VERIFY ALL EXISTING POWER IS DE-Energized PRIOR TO DEMOLITION.
- DISCONNECT EXISTING CABLES. PROTECT FOR REUSE AT EXISTING LOCATION. REMOVE AND PROTECT FOR REUSE AT EXISTING LOCATION. REMOVE AND PROTECT FOR REUSE AT EXISTING LOCATION.
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1 ELECTRICAL SITE DEMOLITION PLAN

SCALE: 1" = 20'



M E M O R A N D U M

DATE: January 10, 2023
TO: Mayor Lang and Plan Commission
FROM: Brad Schmidt, Deputy Director of Community Development
RE: Site Plan Review – 216 N Commercial Street – Change of Use

Request

A site plan has been submitted for a change of use of a property located at 216 N Commercial Street to establish a printing and sign business.

Consideration

The subject property is located on the southwest corner of Forest Avenue and N. Commercial Street. The building is currently vacant and has been for a period exceeding 12 consecutive months, necessitating a site plan review.

The property is approximately 0.57 acres in size includes a building which is about 7,760 square feet in size. The one-story building was built in 1940 and used as a car dealership and most recently as a medical facility. The building is located along the north, east and west property lines. The remainder of the site includes a paved off-street parking lot with 32 parking stalls. Two driveways, one along N. Commercial Street and one along Bond Street, provide access to the site.

The subject property is zoned C-2, Central Business District and the proposed use is permitted in this district. The business will operate completely within the building and employ about eight people. Two bathrooms and two offices will be constructed, but most of the building will remain open and print equipment, tables, and storage will occupy the open space. With the exception of minor exterior building façade improvements, there is no proposed site work.

Due to the change of use, the City's Zoning Code requires the screening requirements in the Landscape Standards section to conform. It's unclear if the new business will store refuse collection bins outside the building. If they are stored outside the building, the refuse collection area must be screened with a 6-foot tall sight-tight fence or wall.

Recommendation

Appropriate action at this time is to approve the site plan for a change of use to establish a print and sign business located at 216 N. Commercial Street subject to the conditions of the site plan review letter.



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

January 05, 2023

TODD PARKER
NEENAH 216, LLC
1090 HOLLY STREET
DENVER, CO 80220

RE: Site Plan #2-23 - 216 N Commercial St - Printing Business Site Plan - Minor Review () Status Approved

Dear TODD PARKER:

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. If the business is planning on storing refuse (garbage/recycling) bins/containers outside the building, they must be screened with a 6-foot tall sight-tight fence or wall. Please provide detail of the location and screening material prior to construction.
2. Sign permits are required prior to installation. Please contact (920) 886-6131 for information on how to apply for a sign permit.

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

Approved

Review Comments:

**Fire Department - Adam Dorn - 886-6204
adorn@ci.neenah.wi.us**

Approved

Review Comments:

Please see the attached document NMFR Site Plan Review for additional details.

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

Approved

Review Comments:

Water service is currently off at the curb stop. Needs cross-connection control inspection and meter installation.

**Inspections - Plumbing/HVAC Commercial - Daniel Brown - 920-886-6133
dbrown@ci.neenah.wi.us**

Approved

Review Comments:

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

Approved

Review Comments:



Neenah-Menasha Fire Rescue

Office of Adam J. Dorn

Assistant Chief of Fire Prevention / Fire Marshal

125 E. COLUMBIAN AVENUE, NEENAH, WI 54956

Phone: 920-886-6200 Fax: 920-886-6208 Website: www.nmfire.org Email: adorn@nmfire.org

Date: 01-04-2023
Address: 216 N Commercial St, Neenah, WI

Re: Wisconsin DSPS Transaction ID No.: NOT PROVIDED
Wisconsin Site ID No.: NOT PROVIDED
Project No.: 216 N Commercial St, Neenah – Change of Use

To: Neenah 216, LLC
Gries Architecture
Consolidated Construction

Neenah-Menasha Fire Rescue Fire Prevention Office has reviewed the site plans for the occupancy indicated above. The documents have been reviewed for conformance to the Wisconsin Department of Safety and Professional Services, IBC, NFPA, and Local ordinances of the Cities of Neenah and Menasha (as applicable). Prior to issuing any conditional approvals the review process requires the following stipulations:

1. A copy of this letter shall be given to the general contractor. The general contractor shall arrange for a pre-construction consultation regarding fire prevention and other safeguards. Failure to contact the Fire Prevention Office of Neenah-Menasha Fire Rescue may delay the project. Please call 920-886-6204 to schedule this consultation.
2. A Knox Box is required (if not already equipped) for this building and shall be installed on the exterior of the building and discuss the location with the Fire Marshal of Neenah-Menasha Fire Rescue. Also obtain a Knox key switch for the parking garage entrance, if applicable. These may be ordered online at www.knoxbox.com.
3. If the construction area will have limited access due to construction fence or chained access, the contractor will be required to obtain a department approved Knox Padlock [Model 3770](#). This lock may be ordered online at www.knoxbox.com. This padlock will be used as the last link in the chain with the construction padlock placed through the locked shackle.
4. Neenah-Menasha Fire Rescue advocates and strongly recommends the installation of a complete NFPA 13 compliant fire suppression system throughout the building. The fire suppression system shall be monitored by appropriate system.
5. Neenah-Menasha Fire Rescue advocates and strongly recommends the installation of a complete NFPA 72 compliant automatic fire alarm system throughout the building to best protect its occupants, if not already equipped.

6. The sprinkler contractor shall submit a set of DSPS approved plans and proper permit fees for installation of new or modification to all fire suppression systems. Note: 20 heads or less does not require DSPS review, if applicable.
7. The electrical contractor shall submit a set of DSPS approved plans and proper permit fees for installation of new or modification to all fire/smoke alarm systems. Note: 20 devices or less does not require DSPS review, if applicable.
8. Prior to occupancy operational and functional acceptance test reports for all fire protection, suppression and detection systems, elevator phase I & phase II operations, and fire/smoke dampers shall be submitted to Neenah-Menasha Fire Rescue, if applicable.
9. A copy of this letter and enclosures shall be given to the sprinkler and electrical contractor. Copies shall also be available on-site and open for inspection.
10. All other fire and life safety requirements as outlined by local, state, and national ordinances and codes must be adhered to.

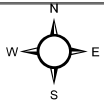
The owner of the building, structure and premise is responsible for maintaining the property in compliance with all applicable codes. In granting this approval Neenah-Menasha Fire Rescue reserves the right to require changes or additions if conditions arise making them necessary for code compliance. Nothing in this review shall relieve the owner or designer of the responsibility for designing a safe building, structure or component.

You may direct all questions and concerns to this office.

Sincerely,

Adam J. Dorn
Assistant Chief/ Fire Marshal
920-886-6204
adorn@nmfire.org

Cc: Building Department
File

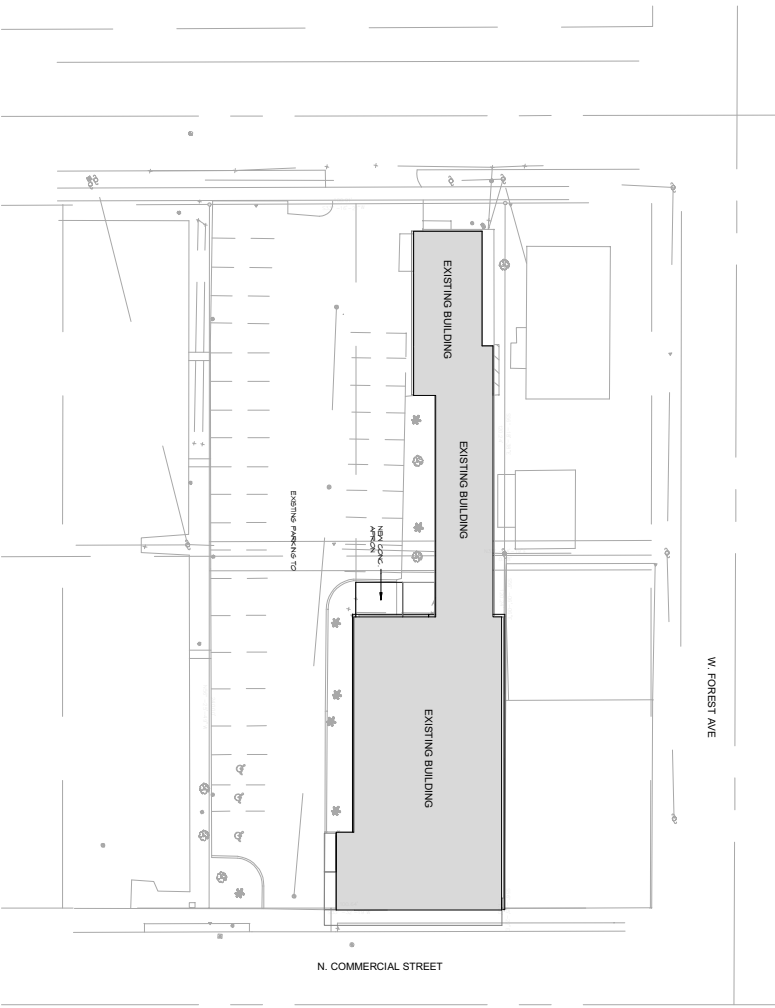


1 inch = 51 feet

City of Neenah - Map Created 2023

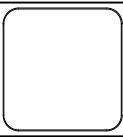


SITE PLAN
1" = 20' 0"



A-0.1

DATE: 11-02-2022
 JOB: 19-053
 d by: zms
 r00:



INTERIOR RENOVATION FOR THEDACARE PRINT
 SHOP:
216 N. COMMERCIAL STREET
 NEENAH, WISCONSIN

Project: 19-053-001
 Date: 11/02/2022
 Scale: 1" = 20' 0"

Gries
 Architectural Group Inc.

500 North Commercial Street
 Neenah, Wisconsin 54956
 Phone: 920.722.2447 Fax: 920.722.6665
 www.gries.design



M E M O R A N D U M

DATE: January 10, 2023
TO: Mayor Lang and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Site Plan Review – 2485 Schultz Drive – Building Addition

Request

Eric and Trisha Akey, owners of Constructions Solutions of the Fox Valley, have submitted a site plan for a building addition located at 2485 Schultz Drive.

Background

Construction Solutions of the Fox Valley, LLC, is a company in the Southpark Industrial Center which offers construction services. The business operates at 2485 Schultz on the west side of Schultz Drive and south of Jensen Road. The applicant is proposing to construct at 6,000 square-foot building expansion along the south of the existing building and additional parking along the east portion of the proposed building expansion. In addition, an equipment storage yard is proposed in the rear (west side) of the building which will be screened with a 6-foot tall sight-tight fence.

Consideration

The I-1 District development standards are listed below. The proposed dimension or size is listed in parentheses next to the standard.

Building Setbacks:

Front Yard – 30 feet **(57 feet)**

Side Yard – 10 feet **(40 feet)**

Max Height – 100 feet **(17 feet)**

Green Space Minimum – 5% of the total site **(40%)**

Lot Coverage Maximum – 30% of the total site **(20%)**

Minimum Parking – At least 1 parking space per for each 1,000 square feet of gross floor area. The minimum in this case is 11 stalls **(12 regular stalls, 1 handicap stalls)**.

Landscaping:

An increase in the gross floor area of the existing building of over 10% or 5,000 square feet, necessitates the application of the following landscape requirements:

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 three shrubs per 40 linear feet of frontage, excluding driveway openings.
- **115 feet of frontage – 3 shade trees and 9 shrubs required.**

Screening – All exterior storage in refuse disposal areas shall be screened from view to all adjacent properties and road right-of-way.

- Screening shall be with a six-foot high sight-tight fence or wall
- **A refuse collection area currently exists, but the area does not appear to be screened appropriately.**

Building Addition–

The building addition will be located on the south side of the property and will be 6,000 square feet in size. The new building will be about 17 feet in height which is slightly taller than the existing building. The building will be constructed with metal paneling which is consistent with the existing building.

Stormwater Management:

The proposed development is required to meet City post-construction stormwater management standards since the development disturbs over 20,000 square feet of land. The stormwater management plan accounts for the required stormwater quantity standards. City Staff reviewed the stormwater plan and has determined it meets City requirements.

Recommendation

Appropriate action at this time is to approve the site plan for a building addition at 2485 Schultz Drive subject to the Site Plan Review letter comments.



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

January 06, 2023

PAUL GAUTHIER
MIDWEST PROPERTIES COMMERCIAL DEVELOPMENT
W6483 DESIGN DI
GREENVILLE, WI 54942

RE: Site Plan #3-23 - 2485 Schultz Dr - Building Addition Site Plan - Major Review () Status Conditional

Dear PAUL GAUTHIER:

We have completed our review of the plan identified above. The plan was approved per attached comments, if any that must be addressed. This letter is not to be construed as a zoning compliance, grading, or 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

Fire Department - Adam Dorn - 886-6204
adorn@ci.neenah.wi.us

Conditional

Review Comments:

Please see NMFR Site Plan Review Document for more information.

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

Approved

Review Comments:

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

Approved

Review Comments:

1. Please provide detail for screening the refuse collection area located along the north property line. A minimum of a 6-foot tall sight-tight fence is required.
 2. The Zoning Code limits outdoor storage areas to the following, "Outdoor storage of material, equipment, or products for a period exceeding 24 hours is prohibited unless the outdoor storage area is completely screened with a six-foot tall sight tight fence. Personal items not associated with the business such as recreational vehicles, trailers, personal vehicles or other similar vehicles are strictly prohibited from being stored on the property."
 3. Building permits, sign permit and a parking lot permit is required prior to construction. Please contact Kyle Pederson at (920) 886-6131 for more information.
-

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

Approved

Review Comments:

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

Approved

Review Comments:



Neenah-Menasha Fire Rescue

Office of Adam J. Dorn

Assistant Chief of Fire Prevention / Fire Marshal

125 E. COLUMBIAN AVENUE, NEENAH, WI 54956

Phone: 920-886-6200 Fax: 920-886-6208 Website: www.nmfire.org Email: adorn@nmfire.org

Date: 01-06-2023
Address: 2485 Schultz Dr, Neenah, WI

REVISED SITE PLAN REVIEW

Re: Wisconsin DSPS Transaction ID No.: NOT PROVIDED
Wisconsin Site ID No.: NOT PROVIDED
Project No.: 2485 Schultz Dr, Neenah – Building Addition

To: Akey Investments, LLC
Daniel J. Meissner
Midwest Properties Commercial Development

Neenah-Menasha Fire Rescue Fire Prevention Office has reviewed the site plans for the occupancy indicated above. The documents have been reviewed for conformance to the Wisconsin Department of Safety and Professional Services, IBC, NFPA, and Local ordinances of the Cities of Neenah and Menasha (as applicable). Prior to issuing any conditional approvals the review process requires the following stipulations:

1. A copy of this letter shall be given to the general contractor. The general contractor shall arrange for a pre-construction consultation regarding fire prevention and other safeguards. Failure to contact the Fire Prevention Office of Neenah-Menasha Fire Rescue may delay the project. Please call 920-886-6204 to schedule this consultation.
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6. The sprinkler contractor shall submit a set of DSPS approved plans and proper permit fees for installation of new or modification to all fire suppression systems. Note: 20 heads or less does not require DSPS review, if applicable.
7. The electrical contractor shall submit a set of DSPS approved plans and proper permit fees for installation of new or modification to all fire/smoke alarm systems. Note: 20 devices or less does not require DSPS review, if applicable.
8. Prior to occupancy operational and functional acceptance test reports for all fire protection, suppression and detection systems, elevator phase I & phase II operations, and fire/smoke dampers shall be submitted to Neenah-Menasha Fire Rescue, if applicable.
9. What kind of fire separation (if any) will there be between the existing and the addition?
10. Outside Storage area: Egress / Access points will be required to be placed in the fencing around the outside storage area as occupants must be able to leave an enclosed area. Highly recommend one on the North and one on the South end of the enclosed area.
11. A copy of this letter and enclosures shall be given to the sprinkler and electrical contractor. Copies shall also be available on-site and open for inspection.
12. All other fire and life safety requirements as outlined by local, state, and national ordinances and codes must be adhered to.

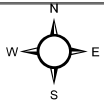
The owner of the building, structure and premise is responsible for maintaining the property in compliance with all applicable codes. In granting this approval Neenah-Menasha Fire Rescue reserves the right to require changes or additions if conditions arise making them necessary for code compliance. Nothing in this review shall relieve the owner or designer of the responsibility for designing a safe building, structure or component.

You may direct all questions and concerns to this office.

Sincerely,

Adam J. Dorn
Assistant Chief/ Fire Marshal
920-886-6204
adorn@nmfire.org

Cc: Building Department
File



1 inch = 75 feet

City of Neenah - Map Created 2023



SCHULTZ DR

ACCO AVE

WEEKS DESIGN GROUP, LLC
 GREENWICH, VT 05442
 PHONE: 800-551-0554
 FAX: 802-482-4859
 WWW.WEEKSDSG.COM
 PROJECT: 202204



Construction Solutions

PROPOSED BUILDING FOR:
 2485 SCHULTZ RD., NEENAH, WISCONSIN

Project Number:	202204
Issue Date:	1/03/23
Drawn By:	PCO
Scale:	1" = 1'-0"
Sheet:	A2
Revision:	1

