

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, September 29, 2020
4:15 p.m.

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting occurred at a virtual location accessed by conference call on www.gotomeeting.com

Present:

Mayor Dean Kaufert, Chairman	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Nick Piergrossi, Vice Chairman	ABSENT
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	Chris Haese, Director of Community Development	Dave Gliniecki, Applicant, 125 Byrd Avenue

Minutes: MSC Andrews/Ellenberger, the Plan Commission to approve the August 25, 2020 meeting minutes. All aye. Motion passed.

Public Appearances: None.

Public Hearings: None.

Action Items:

1. Site Plan Review – 510 Discovery Drive – Change of Use

Deputy Director Schmidt explained why the Plan Commission would review this site plan. Due to the proposed change in use, the Plan Commission must review the application.

The building at 510 Discovery Drive (approximately 4,000 square feet) was previously used as a printing company and has been vacant for approximately 12 months. TD Supply (currently located on Cecil Street) purchased the building and is planning to relocate their business there. They exist as a tool and equipment distributor. They will be utilizing the site for mainly warehouse space but there will be some trucks that may travel to and from the site. This use is permitted in the I-1 district.

Mayor Kaufert asked if the application is allowed to leave equipment outdoors for any length of time. No personal items should be stored outside of the building and outdoor storage of material, equipment or products for a period longer than 24 hours is prohibited unless the site is screen with a six-foot tall sight tight fence. The applicant plans to extend the parking lot slightly and is being asked to stripe parking spaces and add a handicap stall.

MSC Lang/Andrews, the Plan Commission to approve the site plan for a change of use to establish a tool and equipment distribution business at 510 Discovery Drive subject to the following conditions:

- 1. Obtain all necessary building permits prior to any construction, alteration, parking lot expansion or sign installation.**
- 2. Stripe parking spaces and add a handicap accessible stall.**

2. Site Plan Review – 125 Byrd Avenue – Change of Use

A site plan has been submitted for a change of use at 125 Byrd Avenue. The property was previously used as an assisted living facility and the applicant is proposing to reconfigure the existing rooms inside the building into 58, 1 bedroom and studio apartments. The reconfiguration also includes tenant amenity areas and offices for staff. Due to the proposed change of use and because it has been vacant for over 12 months, a site plan review is required.

This size of the site is 4.15 acres which would allow for 75 apartment units – the applicant is planning for 58 units. Deputy Director Schmidt’s memo says that the property contains 82 off-street parking stalls but the Zoning Code requires a minimum of 1.5 off-street parking stalls for each bedroom unit therefore they are required to have 87 off-street parking stalls. The applicant has since shown that the site has all of the required parking. The applicant will indicate the location of handicap accessible parking stalls.

All refuse disposal areas shall be screened from adjacent properties and public right-of-way with a 6-foot tall sight tight fence or an evergreen screen approved by the Community Development Department. The Zoning Code requires that landscaping be maintained. The applicant will submit a lighting plan and is encouraged to construct a sight tight, 6-foot fence along the west property line to buffer noise and light from vehicles in the parking lot.

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Mayor Kaufert commented that the site is currently in rough shape and would like to see it fixed up. The Mayor strongly suggests the six-foot fence on the west side of the property to shield the homes from car lights. He felt that there is a market for this type of housing for individuals or couples. He also asked if there would be an onsite manager for this facility. Mr. Gliniecki was not certain but will ask the owner and report back to Deputy Director Schmidt.

Member Hancock-Cooke asked what the timeline is for construction and residency. Mr. Gliniecki explained that they are hoping for residency by next spring.

Director Kaiser asked if the site tight fence that is being suggested will be just along the parking lot. Deputy Director Schmidt indicated that this is the intent but it may extend a bit further.

Member Ellenberger asked what the typical rent will be expected to be. Mr. Gliniecki did not know as he is working on the construction and not management.

Member Hancock-Cooke asked how it would occur if the city wanted to have low-income housing. Deputy Director Schmidt explained that a developer would approach the city proposing to develop these to receive tax credits.

MSC Kaiser/Andrews, the Plan Commission to approve the site plan for a change of use to establish a multi-family residence at 125 Byrd Avenue subject to the following conditions:

- 1. Obtain all necessary building permits prior to any construction, alteration, parking lot expansion or sign installation.**
- 2. Submit a landscape plan if any landscaping is proposed to be removed or added.**
- 3. Provide details for screening or refuse collection area.**
- 4. Provide a detailed parking lot layout to show the location of handicap accessible stalls.**
- 5. Consider installing a 6-foot tall sight tight fence along the west property line.**
- 6. Submit a lighting plan showing the location, lighting levels and light fixture details prior to installation of any exterior lighting.**

All aye. Motion passed.

3. Excess Public Land – Mayer Street/Harrison Street

During the construction of the Main Street Overpass, several properties were acquired to provide enough room for the project. For some of this land, small pieces of the previous parcels were not needed and now exist as an unbuildable piece of land. This exists in the case of a piece of land that exists along Mayer Street and Harrison Street. It is about 7,700 square feet in size and abuts three properties. Staff will suggest that this land be sold to adjoining property owners but it must be declared excess public property by the Plan Commission.

MSC Andrews/Genett, the Plan Commission declares the remnant land along Mayer Street and Harrison Street as excess public property and recommend the Common Council authorize the sale of the property. All aye. Motion passed.

Discussion Items: None.

Announcements and Future Agenda Items: Deputy Director Schmidt hopes to have the consultant who is working on S. Commercial Street Corridor Plan present the plan to the Plan Commission within the next month.

Next meeting: October 14, 2020

Adjournment: The Commission adjourned its meeting at 4:54 P.M. MSC Ellenberger/Kaiser. All Aye. Motion passed.

Respectfully Submitted,



Samantha Jefferson
Office Manager, Community Development

REPORT