

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, October 13, 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](http://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	Courtney Ramsey, Easy Towing Fox Valley

**Minutes:** MSC Ellenberger/Andrews, the Plan Commission to approve the September 29, 2020 meeting minutes. All aye. Motion passed.

**Public Appearances:** None.

**Public Hearings: Special Use Permit – 912 S. Commercial Street – Tow Truck Business**

The applicant, Easy Towing Fox Valley, is requesting a special use permit to operate a tow truck business located at 912 S. Commercial Street. The site (1.1 acres) is vacant and includes a small building on the west side of the property. The property is zoned C-1, General Commercial District. Their business model does not include impounding of vehicles but up to 10 vehicles may be stored on the site. Minor repair to those vehicles may be done on the site. Land north, south and west of the property is also zoned C-1 and includes allowable uses. The land to the east includes two-family and multi-family residences.

The City's zoning code requires that certain findings be met when considering a Special Use. The proposed use is similar to past uses. The applicant indicated that up to 10 vehicles related to the tow truck business may be stored on the site. Approximately 4-6 tow trucks would remain on the lot as well. Additionally, the applicant intends to run another business from the site which rents inflatable items. That business would store around 4-6 trailers on the site.

Staff is recommending that all vehicles be parked/stored behind a 6-foot tall sight tight wood fence. The applicant may want to display the tow trucks closer to the street but the Municipal Code prohibits vehicles to be located in a manner which provides advertising. Staff also requires that the landscaping be maintained.

Mayor Kaufert opened the public hearing.

Courtney Ramsey, Easy Towing Fox Valley, explained that the space they will be leasing will be much smaller than they anticipated. They have suggested storing the tow trucks inside the building – these trucks will be used each day for the business. She feels that there is no need for a fence as they plan to keep their vehicles very tidy and would not be doing any large car repair or storage on the property. The applicant has only signed a one year lease with the owner and the owner isn't favorable to putting a fence up.

Mayor Kaufert closed the public hearing.

**Action Items:**

**1. Special Use Permit – 912 S. Commercial Street – Tow Truck Business**

Mayor Kaufert asked if there is any other planned use for the remainder of the site. The applicant was not aware of any additional use. Deputy Director Brad said that the Plan Commission would review any additional proposed use.

Member Andrews asked how many trailers will be stored on the property. The applicant explained that the inflatable business utilizes four trailers. Mayor Kaufert asked how large the trailers are. The trailers are 8x10 black and silver trailers. The applicant is discussing being on the police department's list for towing but does not want to be responsible for impounding vehicles.

Member Hancock-Cooke asked if this use would fit in with the S. Commercial plan. Deputy Director Schmidt indicated that the S. Commercial Plan identifies this site as a redevelopment site which could include high-density residential or a mixed use development.

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Member Genett asked if this is still part of a TIF District. It is not. Mayor Kaufert explained that he is planning to put money in his budget for the revitalization of the area.

Mayor Kaufert asked what signage is planned to be used. The applicant will talk with Deputy Director Schmidt to confirm property signage.

**MSC Lang/Ellenberger, the 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 tow truck business located at 912 S. Commercial Street subject to the Approval letter and by removing the fencing requirement but limiting the number of vehicles related to the tow business to two tow trucks stored in the building and a maximum of four trailers may be stored on the property. A review of the special use permit will be conducted in one-year. All voting aye. Motion passed.**

2. **Annexation No. 220 – 1261 W. Winneconne Avenue (Ord. 2020-15)**

The owners of 1261 W. Winneconne Avenue (.74 acres) have submitted a petition for direct annexation to the City of Neenah. The site includes a single family residence and upon annexation would be zoned R-1, Single Family Residence District. The proposed use is consistent with the City's Comprehensive Plan. The property is currently located within the Town of Neenah.

Deputy Director Schmidt explained that the applicant has decided to annex as opposed to replacing the well. There are city laterals already running past the property. Several different departments review the annexation request as well as the Common Council.

**MSC Andrews/Kaiser, the Plan Commission to recommend Council approve Annexation #220 (Ordinance #2020-15) and the property also receive an R-1, Single Family Residence District zoning classification. All voting aye. Motion passed.**

Ord. 2020-15

**Discussion Items:** Member Hancock-Cooke asked that an update on the quality and capacity of our water program be placed on the agenda.

**Announcements and Future Agenda Items:**

Next meeting: October 27, 2020

**Adjournment: The Commission adjourned its meeting at 4:45 P.M. MSC Kaiser/Hancock-Cooke. All Aye. Motion passed.**

Respectfully Submitted,



Samantha Jefferson  
Office Manager, Community Development