

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, August 9, 2022**  
**4:15 p.m.**

**Present:**

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

**Also present:**

Brad Schmidt, Deputy Director of Community Development	Samantha Jefferson, Office Manager	Michael Burrows, Intern
Chris Haese, Director of Community Development	Members of the Public	Tom Vandeyacht, Developer
Marcus Vandeyacht, Developer	Prem Mansukhani, 560 County Highway G	

**Minutes:** MSC Ellenberger/Andrews the Plan Commission to approve the July 12, 2022 meeting minutes. Motion passed.

**Public Appearances:** Chairperson Lang opened the public appearance section. Mary Wisnet, Cameron Circle HOA representative, thanked developer Tom Vandeyacht and the Community Development Department for listening to the concerns of the Cameron Circle neighborhood and acting on them regarding the entrance to the new development.

She also asked: is the pond on the west side of the property going to remain in place? And, if so, if it ever is disturbed or removed, would the plan need to come before Plan Commission?

**Public Hearings:**

- a. **Rezoning** – 684 Congress Street – C1, General Commercial District to R1, Single-Family Residence District

Mayor Lang opened the public hearing.

Seeing no comments, Mayor Lang closed the public hearing.

**Action Items:**

- a. **Rezoning** – 684 Congress Street – C1, General Commercial District to R1, Single-Family Residence District

Sharon Zuberbier has submitted a request to rezone land located at 684 Congress Street from the C-1, General Commercial District to the R-1, Single-Family Residence District. The subject property is located at the northeast corner of Congress Street and Laudan Boulevard. The property is 0.37 acres in size and includes a single-family residence and a detached garage. All land surrounding the subject property is zoned R-1, Single-Family Residence District. The property was zoned C-1, General Commercial District because of its past use as a grocery store until the 1990's. The R-1 zoning district is consistent with the Comprehensive Plan's future land use map.

**MSC Kaiser/Ellenberger, the Plan Commission recommends Common Council approve Ordinance No. 2022-15 rezoning property located at 684 Congress Street to the R-1, Single Family Residence District. All voting aye. Motion passed.**

Ord. No. 2022-15

**b. Site Plan Review – 1001 Main Street – Car Wash**

This site plan was submitted to reestablish a car wash located at 1001 Main Street. The property has been vacated for a period of more than 12-months therefore a site plan review is required. The property was recently purchased and the owner intends to reestablish an automatic car wash in the east bay, while the west bay will be unoccupied at this time.

The property is about 0.45 acres in size and includes a 2,024 square-foot building. There are two access points, one along Main Street and one along Denhardt Avenue. The property also includes 6 off-street parking stalls.

When the original development was approved, landscaping was required along Main Street/Denhardt Avenue and along the north property line. The landscaping along the north property line was either never planted or was removed. The City's bufferyard landscape standards require a minimum of 2 shade trees and 5 evergreen trees within this bufferyard area.

Traffic circulation into and out of the car wash will remain the same as cars will enter and pay on the north side of the building and exit on the south side of the building. In addition, there is a cross-access drive aisle between the adjacent gas station/convenience store and the subject site. The applicant owns both properties.

Future use of the west bay of the building will require additional site plan review.

**MSC Moore-Nokes/Andrews, the Plan Commission to approve the site plan to reestablish a car wash located at 1001 Main Street subject to the conditions of the site plan review letter. All voting aye. Motion passed.**

**c. Site Plan Review – 560 County Highway G – Succulent Farm**

This site plan was submitted for the installation of a greenhouse to grow succulent plants located at 560 County Highway G. The subject property is about 13.5 acres in size. The property is currently farmed and used as crop land. The applicant is proposing to utilize the north end of the property to grow and sell succulent plants, while the south 8 acres will continue to be used for crop production.

The first phase of development will include a small gravel parking lot, an access driveway, and a 1,260 square-foot greenhouse. Future phases of development include additional greenhouses, a retail/commercial building, several outbuildings intended for storage, an irrigation pond, and a sales display area. Only the first phase of the development is part of this review.

The property is located in the I-1, Planned Business Center District. The proposed use is permitted within the I-1 District.

The proposed greenhouse is 60 feet long by 21 feet wide and is proposed to be located along the east side of the property adjacent to the foundation of a former barn. The greenhouse is setback more than the 10-foot required setback from the east property line and exceeds the minimum 30-foot setback from the front (north) property line. The greenhouse is only intended to be used for growing plants and customer access is strictly prohibited.

Since the existing use is agriculture and the proposed use is a form of agriculture, the landscape standards are not required to be met at this point. However, future development phases will ultimately require the development standards and landscape standards to be met.

Member Andrews asked if business signage would be on the property. Deputy Director Schmidt said that that was not included in this phase but if the owner does want to place a sign on the property, they would need to obtain a permit and follow all applicable regulations.

Member Kaiser asked if the parking lot was required for this phase. Deputy Director Schmidt said that it was not required and that the parking that is indicated in this first phase will mainly be off-street parking to be used by the owner of the business/property.

**MSC Genett/Ellenberger, the Plan Commission to approve the site plan to construct a greenhouse located at 560 County Highway G subject to the conditions of the site plan review letter. All voting aye. Motion passed.**

**d. Project Plan Approval – Bridgewood Planned Development District Multi-Family Development (Ord. No 2022-16)**

Deputy Director Schmidt began by answering the questions that were asked during the Public Appearances. The pond on the west side of the development will remain and if it is to be changed in the future, the request would need to go through the Plan Commission.

The Community Development Department has received a request from Thomas Vandeyacht to develop the former Bridgewood Golf Course as a multi-family residential development. The Bridgewood Planned Development District (PDD) Master Plan was amended in May 2022, to reclassify the use of the former golf course as multi-family residential. The proposed project plan is consistent with the master plan.

The proposed site plan includes 26 multi-family structures each with eight (8) dwelling units per building for a total of 208 dwelling units. The plan also includes one (1) rental building/office and a future 66-unit apartment building along Harrison Street. The apartment building was not part of this review and will require a separate project plan approval in the future. The total development area is approximately 47 acres which equates to a density of about four and a half (4.5) dwelling units per acre.

Portions of the existing property are included in the 100-year flood plain and several wetlands have been identified on the property. The developer is in the process of removing portions of the property out of the floodplain and have determined most of the wetlands on the property are classified as non-federal wetlands or artificial wetlands.

All of the buildings are located outside of the required building setback of ten (10) feet or fifty feet along the Neenah Creek. Building 2 located along the west portion of the site is about 25 feet setback from the property line shared with the Bridgewood Condominiums. Building 3 along the Neenah Creek on the south portion of the property is setback about 70 feet or twenty feet more than the minimum requirement. The proposed buildings along the west property line of the Bridgewood Condominiums are setback a minimum of 50 feet and up to 120 feet from the property line. The minimum setback between buildings within the development is 20 feet while most are separated by more than 75 feet.

The water and sanitary sewer infrastructure within the proposed development will be privately owned and maintained. The public water and sanitary sewer mains connecting to the development are adequately sized to accommodate the proposed development. The development includes two storm water treatment ponds, one located along Harrison Street and one located directly east of the Bridgewood Condominiums and south of an existing storm water pond. The storm water pond adjacent to the Bridgewood Condominiums will be enlarged to accommodate the storm water management needs of the development. The proposed storm water pond along Harrison Street will serve additional storm water treatment and flood protection for the development, and may also be enlarged to accommodate a larger regional watershed in partnership with the City. A storm water management plan has been submitted and reviewed to ensure consistency with City and State post-construction storm water management standards.

The proposed development includes 26 separate buildings, each with eight (8) dwelling units per building. In addition, each dwelling unit contains its own entrance and private attached garage. There are three (3) types of buildings proposed. The first building type, referred to as H1 on the site plan, is a two-floor layout with four (4) dwelling units on the first floor and four (4) on the second floor. The wall height is about 19 feet while the height to the peak of the roof is about 36 feet. This building exterior includes vinyl siding, brick veneer along the base of the building, and asphalt shingles. The second building style, L1, includes four (4) dwelling on the first floor and four (4) dwelling units on the second floor. Each unit includes a rear patio for first floor units and a balcony for second floor units. The exterior materials match those on the H1 building. The wall height of this style is about 19 feet while the height at the peak of the building is about 30 feet. Finally, the last building style, T1, includes eight (8) dwelling units each of which are two floors. Attached garages, entrances, and second floor balconies are located in the front of the building, while the each unit includes a first floor patio in the rear. The exterior

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building materials match those of both the Hi and C1 building styles. The building wall height is about ten (10) feet while the height at the peak is about 25 feet.

The proposed recreation / office building elevation and exterior building list has not been submitted at this time. Prior to issuance of building permits, the details of this building shall be submitted to the Community Development Department for review.

The development includes two access points, one along Jewelers Park Drive and one along Harrison Street. The Jewelers Park Drive access is along the southern portion of the development and will function as the main entrance. The bridge will be constructed and owned by the City similar to the bridge on Cameron Way north of the development. The City is currently in the process of designing the bridge and the actual location may differ slightly than what is shown on the site plan. In addition to the bridge construction, the City is also identifying Jewelers Park Drive road improvements such as adding curb and gutter, replacing guard rails, and resurfacing. In addition to the Jewelers Park Drive access, there will be a secondary access point along Harrison Street near the southern portion of the site. All roads within the development will be privately owned and maintained. The private road, Bridgewood Boulevard, will be constructed with curb and gutter and is 28 feet wide from back of curb to back of curb. This roadway width is suitable for two-way traffic and the projected traffic volumes within the development. Each of the 26 buildings include driveways to garages attached to the building. Finally, the recreation building / office will contain a separate off-street parking lot containing 13 parking stalls.

A landscape plan was not completed prior to the submittal of the development proposal. Prior to the issuance of building permits a full landscape shall be submitted and approved by the Community Development Department. The landscape plan shall focus landscape plantings in areas that provide visual, noise and lighting buffering between the Bridgewood Condominium development and the buildings, road ways, and driveways within the proposed development.

The PDD standards require a minimum of 40% open space. The proposed site plan includes over 50% of the development as open space and about 12% as storm water retention ponds. At a minimum the landscape plan shall include 42 shade trees (0.20 per dwelling unit), 84 ornamental tree (0.40 per dwelling unit), and 312 shrubs (1.50 per dwelling unit). At time of planting, each shade tree shall be a minimum of 2.5" caliper, each ornamental tree shall be a minimum of 1.5" caliper, and each shrub shall be a minimum of 18" in height (evergreen) or 24" in height (deciduous).

The proposed development will include several decorative light poles which include low-voltage light fixtures along the proposed private road. These light poles will be shorter and the light fixtures less intense than a typical residential street light. All other lighting on the site will consist of typical residential building light fixtures.

A public trail was installed along the west portion of the development site, parallel with Neenah Creek. In addition, the developer has agreed to reserve land along the southern portion of the site to allow for the construction of an additional trail connecting the Jewelers Park Trail between Jewelers Park Drive and Harrison Street. The City is responsible for the design and construction of the trail. The developer shall work with the City to provide a public trail easement in the area the trail is proposed to be constructed. In addition, the developer shall include a trail connection or connections between Bridgewood Boulevard and the future trail preferably between Buildings 3 and 4 and Buildings 4 and 26.

In early conversations with the developer, the City suggested adding an emergency access road/path along the north side of the development between Bridgewood Boulevard and the Bridgewood Hotel property. The road/path should be designed to prohibit vehicular access, but allow pedestrian and emergency vehicle access.

The developer will construct the project in phases starting along the west side of the property and progressing east towards Harrison Street. The full site work (utility installation, storm water pond construction, site grading) will begin immediately. As the east side of the property is developed, construction traffic will utilize the Harrison Street driveway while the Jewelers Park Drive Bridge will function as the main entrance to the development. The speed of the development will be influenced by several factors, but mostly driven by market demand.

Member Ellenberger asked about the emergency access road/path along the north side of the development and wanted to ensure that this would be aesthetically pleasing. Deputy Director Schmidt said that there are a few ways that this could be constructed and function and that the city would work closely with the developer on that.

Member Genett questioned the road name “Bridgewood Boulevard” considering there was already a Bridgewood Drive in the city. Deputy Director Schmidt said that the traffic engineer would work towards making sure the name made sense along with other city streets.

Member Andrews asked if the trees near the new entrance will remain in place. Developer Tom Vandeyacht said that he has agreed to remove dead trees and place berms where placement would make sense.

Ord. No. 2022-16

Members of the public asked the following questions:

- 1) Will the fill that is currently on the site be utilized in the development? Yes.
- 2) Will the trail piece anticipated to be created be as wide as the recently development trail? Member Kaiser said the trail would be very similar but has not been engineered as of yet.
- 3) With the ponds that are being removed, will there be enough ponds on the site for drainage? Developer Vandeyacht explained that some ponds will be increasing in size while others will be removed using fill. They are aware of the drainage issues and will construct appropriately. The current plans for the development have ample stormwater ponds for drainage.
- 4) When will construction begin? Within the next few weeks.

**MSC Ellenberger/Andrews, the Plan Commission recommends Council approve Ordinance #2022-16, for Project Plan Approval #1-22 for the Bridgewood Planned Development District, allowing the construction of a multi-family residential development on the former Bridgewood Golf Course subject to the Project Plan Approval Letter. All voting aye. Motion passed.**

**Discussion Items:**

- a. Downtown Plan Update – <https://bit.ly/neenahnext>

Deputy Director Schmidt encouraged members to continue to utilize the Downtown Plan website to leave feedback. He said that the design charrette went very well – about 40 people attended and brought many great ideas to the table.

Member Moore-Nokes asked if demographic data was taken on those who attended or on who was given feedback. Deputy Director Schmidt said the survey data may show that.

- b. City of Neenah Comprehensive Plan 2040

Deputy Director Schmidt asked members to familiarize themselves with the Comp Plan 2040 (can be found on the city’s website). This plan is required by state statutes. Every 5 years, a review must be completed of this plan and Plan Commission will play a role in this. In the coming months, Deputy Director Schmidt will be bringing more about this to Plan Commission.

**Announcements and Future Agenda Items:** Next meeting is August 30, 2022

Adjournment: The Commission adjourned its meeting at 5:05 p.m. MSC Genett/Ellenberger. All Aye. Motion passed.

Respectfully Submitted,



Samantha Jefferson  
Office Manager, Community Development