

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, January 29, 2019**  
**4:15 p.m.**

**Present:**

Mayor Dean Kaufert, Chairman	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Nick Piergrossi, Vice Chairman	ABSENT
Kate Hancock-Cooke	PRESENT	Ald. Christopher Kunz	PRESENT	Karen Genett	PRESENT
Gerry Andrews	PRESENT	Ald. Jane Lang	PRESENT		

**Also present:**

Brad Schmidt, Deputy Director of Community Development	Samantha Jefferson, Office Manager Community Development	Jeff Welhouse - 1351 Hedgerow Dr.
Jim Sehloff – Davel Engineering		

**Minutes:**

**MSC Genett/Lang to approve the January 8, 2019 meeting minutes. All Aye.**

Mayor Kaufert called the meeting to order at 4:15 p.m.

**Public Appearances:** None

**Public Hearings:**

- a. **TID No. 9 Amendment 1** – Amended Boundaries and Project Plan

Mayor Kaufert opened the public hearing. No comments were heard. Mayor Kaufert closed the public hearing.

**Action Items:**

- a. **TID No. 9 Amendment 1** – Amended Boundaries and Project Plan

Deputy Director Schmidt began by explaining the history of TID #9 and the need for the amendment to the TID. With the original creation of TID #9 in 2015, it was anticipated that the original district would include the proposed amendment area. However, due to the inability to complete an acquisition of a key property at that time, the inclusion of this area has been delayed. The City has now been able to complete the land acquisition and is requesting approval of the proposed amendment.

The amendment to TID #9 will continue to support the rehabilitation/conservation of the industrial area adjacent to Highway 41. The proposed amendment area is made up of an auto salvage yard (with additional road and railroad right-of-way). Due to the location being at the front steps of Neenah, the investment that is already in the ground on Shultz Drive (sewer and sanitary lines), and the eventual ability to create a larger site for development, this is a key site for the City to acquire. The annexation and eventual development consisting of manufacturing/industrial use is consistent with the City's Comprehensive Plan.

An agreement has been made with the owner and the property will be annexed into the City with the purchase being complete by the end of March 2019. TID financing will be used to purchase the property, clean up, and the costs associated with selling the property.

The proposed plan includes \$4.4 million in investment into the site and \$1.87 million in financing. An increment of \$12.5 million is expected while remaining conservative. Interest costs will be approximately \$650,000.

The amendment will increase the life of the TID considerably – it is set to close in year 13 and, with the amendment, it will close in year 26. The City will still be below the 12% mark allowed for increment in TID districts.

Deputy Director Schmidt then explained that TID #6 is directly south of TID #9 and is set to close within a few years. There are wetland areas in TID #6 and in the immediate area that have added to the difficulty in developing the sites. At the close of TID #6, it is anticipated that another amendment to TID #9 will be proposed and will include some areas that were previously in TID #6. This will help TID #9 to close sooner than year 26. Originally it was thought that the district could be overlapped but because of the distressed designation of TID 6, this is not possible.

**MSC Andrews/Kaiser, Plan Commission recommends Council approve Plan Commission Resolution No. 2019-01, approving the amended Project Plan and amending Tax Increment District #9 boundaries, and recommend the Neenah Common council approve the same. All Aye.**

PC Res. 2019-01

**b. Annexation – Betty Brazil – Town of Neenah (#213 – Ord. No. 2019-03)**

Betty Brazil, a property owner in the Town of Neenah, in conjunction with Cardinal Partnership, LLC, has petitioned the City to annex approximately 14.5 acres directly north of the second addition to Nature Trail. Currently, the land use is undeveloped land and the future use will be single-family residential. Public water/sanitary sewer is available. This is consistent with the City's Comprehensive Plan.

**MSC Kaiser/Andrews, Plan Commission recommends Council approve Annexation #213 (Ord. No. 2019-03) and the property also receive an R1, Single-Family Residence District zoning classification. All Aye.**

**Discussion Items:**

**a. Zoning Code Updates**

Community Development staff continue to review the zoning code to ensure clarity and efficiency. The following have been examined and changes to the code regarding the following will be brought to Plan Commission in the future:

- Definition additions and minor changes
- Special Use Permits
  - Electric Substation; Auto and truck rental, sales, service and auto body; Bank and financial institution; Boat, camper and travel trailer sales/rentals; Gas stations; Restaurant (drive-in)
- Setback for Multi-Family Adjacent to Single-Family
  - Common Rear and Side yard a minimum of 30 feet
- Clean-up of C-1 and C-2 Permitted Uses
- Regulation of outdoor storage in I-1 and I-2 Districts
- Clarity shed height and dormer language

Deputy Director Schimdt also mentioned that a review of exterior lighting codes has been requested and will be done. He went into more detail regarding the situations that staff is proposing to consider special use permits going forward. This would give the City more flexibility regarding regulations and specific conditions. Entities that would be considered as special use going forward would be grandfathered in and would not have to go through that process unless they completed significant enough improvements to warrant a review.

Plan Commission members asked that the zoning code and PowerPoint from this meeting be emailed to them.

Member Kunz suggested that codes regarding property maintenance and rental properties be reviewed.

**b. 2018 Planning/Zoning Overview**

In 2018, 3 major site plans were reviewed along with 17 minor site plans. Plan Commission reviewed 1 rezoning petition, subdivision plat, and variance/appeal. The year saw 5 city CSMs and 9 extraterritorial CSMs. Some major projects included:

- Horseshoe Beverage Remodel
- Dayton Freight Expansion
- Tailwaggers Building
- Cobblestone Creek Apartments
- Car Wash in Westowne
- Rezoned Downtown Properties to C-2
- First Addition to Southfield Plat
- Annexation along Woodenshoe Road

In 2019, several plats are expected to be reviewed as well as many annexation petitions. A Downtown housing project is expected as well as in-fill development projects. A review of the Official Street Map and the South Commercial Street Plan will also be completed.

Mayor Kaufert would like information on the site plans that were reviewed but the projects were never completed.

**c. Comprehensive Plan 2040 – Implementation**

Due to weather conditions, Deputy Director Schmidt will discuss the Comprehensive Plan at a future Plan Commission meeting.

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**Announcements and future agenda items:**

Next Plan Commission meeting is scheduled for February 12, 2019.

**Adjournment: The Commission adjourned its meeting at 5:00 P.M. MSC Kaiser/Genett. All Aye.**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Samantha Jefferson", with a long, sweeping horizontal stroke extending to the right.

Samantha Jefferson  
Office Manager, Community Development