

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, June 28, 2022
4:15 p.m.

Present:

Mayor Jane Lang, Chairman	PRESENT	Gerry Kaiser, Director of Public Works	ABSENT	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	Ald. Cari Lendrum
Ald. Lee Hillstrom	Michael Burrows, Intern	Phil Langohr, 302 E. Wisconsin Avenue
Jason Moede, 949 Bridgewood Drive	Michael Meacham, Russ Darrow	Chad Kemniz, Russ Darrow
Kelly Rousseau, Pack Rat Storage	Dave Buksyk, 955 Bridgewood Drive	Codi Skaer, Blue Sky Contractors
Steve Shelley, Blue Sky Contractors		

Minutes: MSC Ellenberger/Andrews the Plan Commission to approve the June 7, 2022 meeting minutes. Motion passed.

Public Appearances: Chairperson Lang opened the public appearance section. No one from the public spoke.

Public Hearings:

a. **Special Use Permit** – 1215 Gillingham Road – Self-Storage Facility

Mayor Lang opened the public hearing.

Pack Rat Storage owner, Kelly Rousseau, introduced himself and offered to answer any questions about the development.

Seeing no other comments, Mayor Lang closed the public hearing.

b. **Special Use Permit** – 988 S. Green Bay Road – Automotive Sales and Service Facility

Mayor Lang opened the public hearing.

Russ Darrow staff, Michael Meacham and Chad Kemanz, introduced themselves and offered to answer questions about the project. They also discussed the conditions that would be required if an approval for the project was given by the Plan Commission. Specifically, they were concerned about the following condition: "The semi-trailers in the rear of the property must be removed and are not a permitted form of storage." They explained that the trailers are owned by a current tenant and it may take some time before these are removed. However, they understood the requirement and would hope that the removal of the trailers would not be required before they could begin to use the building.

Jason Moede (949 Bridgewood Drive) asked why this required a special use permit. Deputy Director Schmidt explained that the C-1 district identifies auto sales and service facilities as Special Uses. Also, this is required due to the building remaining vacant for over twelve months. Mr. Moede also asked the applicants if the lighting in the rear (east side) of the property would be re-installed and was concerned about lighting that used to be there. The applicants said no new lighting would be installed.

Seeing no other comments, Mayor Lang closed the public hearing.

Action Items:

a. **Special Use Permit** – 1215 Gillingham Road – Self-Storage Facility

Deputy Director Schmidt began by describing the proposal brought before the Plan Commission. Kelly Rousseau (owner of Pack Rat Storage) is requesting a special use permit to convert the former Fox Valley Roller Rink into an indoor self-storage facility located at 1215 Gillingham Road. The subject site is approximately 1.72 acres in size and includes the former Fox Valley Roller Rink building (16,000 square feet) and two mini-storage buildings (2,000 square feet and 3,000 square feet) in the rear of the property. The area south of the building includes an asphalt parking lot with access to the property along Gillingham Road via two existing driveways. The property is zoned I-2, General Industrial District. Land north and south of the property is also zoned I-2 District, while land to the west is zoned C-1, General Commercial District and directly east of the property is Interstate 41.

The applicant is proposing to construct self-storage units inside the existing 16,000 square-foot building. In addition, two new access doors are proposed to be installed along the south side of the building. Along with the new doors, a lean-to structure will be constructed over both doors and an asphalt pad will be expanded to the west door opening. The existing main entrance will remain and an office and bathrooms will be maintained in the front of the building.

The existing off-street parking lot, which is in-need of reconstruction, is planned to be replaced in-part and removed and replaced with grass along the southern portion of the site. The north driveway is also proposed to be removed and replaced with grass. The existing roof sign, which is non-conforming to the City's Sign Code, is proposed to be removed as is the small free standing sign located along Gillingham Road. All new signage must be reviewed by the Department of Community Development prior to installation. Finally, the applicant is proposing to replace landscaping and re-paint the building.

The applicant also proposed to remove the asphalt area between the front landscaping strip and Gillingham Road. At this point, staff recommends leaving the asphalt as-is until a point in the future when the asphalt can be removed, replaced with grass, curb and gutter installed. The trigger for this to occur is either when the property owner constructs a new building on the property, or when an expansion of the building is proposed. At that time, the asphalt in this area must be removed and replaced with grass and a curb and gutter along Gillingham Road.

MSC Ellenberger/Moore-Nokes, 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 the use as an indoor self- storage facility located at 1215 Gillingham Road subject to the following conditions:

- 1. Prior to building occupancy, a building permit must be approved by the Department of Community Development.**
- 2. A landscaping plan is required prior to the removal and/or replacement of any landscaping along Gillingham Road.**
- 3. The asphalt area between the front landscape strip and Gillingham Road may remain as-is until one of two conditions occur: 1) construction of a new building; 2) an addition to the existing building. At which time, the asphalt must be removed and a curb and gutter installed along Gillingham Road.**
- 4. The north driveway shall be removed and replaced with grass.**
- 5. The non-conforming roof-top sign shall be removed.**
- 6. Prior to re-painting the exterior of the building, the owner shall submit the color scheme to the Department of Community Development to be approved to ensure consistency with surrounding properties.**

All voting aye. Motion passed.

b. Special Use Permit – 988 S. Green Bay Road – Automotive Service Facility

Deputy Director Schmidt began by detailing the project. Professional Consultants, Inc. on behalf of Russ Darrow Direct Sales and Service, is requesting a special use permit to operate a vehicles sales and service business located at 988 S Green Bay Road. The subject site was most recently used as a used car sales and service business. Due to the fact the property has been vacant for 12 consecutive months, a special use permit is now required. In addition, a portion of the building and property is occupied by a business selling used tires. There is no indication that this use was approved by the City.

The subject site includes two parcels and is about 4.20 acres in size. The property includes a building approximately 19,000 square feet in size including an auto service area and a dealership showroom. The remaining portion of the property includes some green space and asphalt parking. The applicant has submitted a site plan detailing the

location of vehicles being displayed for sale, customer parking and employee parking. The property is zoned C-1, General Commercial District.

There are no immediate plans to modify the property or building with the exception of signage. Any future changes/modifications may require an amendment to the special use permit.

While there are no planned changes to the site or building, the use of semi-trailers for storage and the storage of tires outside of an enclosed structure are not permitted. As part of this special use permit, staff recommends that the semi-trailers be removed from the site and the tires being stored outside, be relocated to inside the building or removed from the site.

Vehicle repair and service is part of the proposed use. Any vehicle awaiting repair for a period of over one week must be stored in an area enclosed by a sight tight fence, a minimum of 6 feet tall. The repair and servicing of any vehicle outside of the building is strictly prohibited. Finally, the storage of any material, part, or merchandise outside of the building is also strictly prohibited.

Member Genett asked Deputy Director Schmidt if a timeline had been determined for the removal of the trailers. He said that he would expect to follow the typical zoning code enforcement process and that hopefully the trailers would be removed shortly.

MSC Andrews/Genett, 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 vehicle sales and service business located 988 S. Green Bay Road subject to the following conditions:

- 1. The semi-trailers in the rear of the property must be removed and are not a permitted form of storage.**
- 2. No outdoor storage of material, auto parts, tires, merchandise is permitted.**
- 3. Any changes/modifications to the site may require an amendment to the special use permit.**
- 4. Prior to the installation of signage, please contact the Community Development Department to obtain necessary permits.**
- 5. For vehicles awaiting service/repair for more than one week, they must be enclosed in an area by a sight-tight fence at least 6 feet in height.**
- 6. The repair or servicing of vehicles outside the building is strictly prohibited.**

All voting aye. Motion passed.

c. Site Plan #4-22 – 699 S. Green Bay Road – Drive-Thru Restaurant

Spring Creek Center II, LLC is proposing to construct a drive-thru restaurant (Noodles and Company) on a proposed new lot located at 699 S. Green Bay Road. The new lot will be approximately 0.55 acres in size and is located south of the main entrance into the property. The proposed building is 2,250 square feet in size and includes a drive-thru window and lane on the north side of the building and off-street parking south of the building. This site plan also proposes to realign the shared access drive from the main entrance to McDonalds, south of the subject site.

The proposed 2,250 square-foot building will be constructed with a number of higher quality exterior components made of brick, stone, aluminum, and glass material. The main building entrance faces south while the drive-thru window is on the north side of the building. A secondary access is located along the east side of the building which serves an outdoor patio. The main access to the subject site and to the larger shopping center is via a roundabout along S. Green Bay Road. Once onto the site, vehicles can continue west down the main entrance or turn south to access McDonalds. This drive aisle hasn't functioned well. The proposed re-alignment will create a better defined drive aisle from the main entrance to McDonalds and the proposed development site. Vehicles will enter the development site via the new re-aligned drive aisle heading east. From there, parking is located south of the main drive and the drive-thru lane is located north of the building. The drive-thru land can accommodate about 11 vehicles.

A private water main and private sanitary sewer main will serve this property, while storm water will be connected to a public storm water main. The proposed development reduces the impervious area of the site from nearly 100% impervious surface to partially impervious with the inclusion of green, pervious areas. From flood control

perspective, the City Engineer recommends lowering the catch basin elevation located in the south green area to allow for an area to store storm water in high volume events.

Member Andrews asked when the resurfacing of the parking lot is planned. Phil Langhor, developer of the project, explained that the resurfacing will take place in phases as development happens in the previous Shopko building and as Noodles and Company is constructed.

Member Ellenberger expressed that these delineated drive aisles will help the confusion that the lot currently causes. Deputy Director Schmidt thanked Mr. Langohr for working with staff to determine placement of the building and drive aisles.

MSC Moore-Nokes/Ellenberger, the Plan Commission approves the site plan for a new drive-thru restaurant located at 699 S. Green Bay Road subject to the conditions of the Site Plan Review Letter. All aye. Motion passed.

d. CSM #6-22 – 699 S Green Bay Road – Drive-Thru Restaurant

The CSM brought to Plan Commission proposes to split the former Shopko property into two lots. Lot 1 contains the existing structure (former Shopko building) and a parking lot. Lot 2 proposes to create a new lot along S. Green Bay Road for the purpose of a new development site. There are currently two access points to the existing parcel, one along S. Green Bay Road and one along W. Winneconne Avenue. There are current access agreements already in-place allowing access to the McDonald's property on the corner of S. Green Bay Road and W. Winneconne Avenue and between the subject property and the parcels to the north. With that said, the applicant must ensure those existing access-easements provide adequate access to proposed Lot 2. Mr. Langohr said that this easement is in place.

MSC Andrews/Genett, the Plan Commission approves the 2 lot CSM for the property located at 699 S. Green Bay Road subject to the inclusion of an access easement between Lot 1 and Lot 2. All aye. Motion passed.

e. CSM #6-22 – 1515 S Commercial Street – 2 Lots

The CSM proposes to divide the parcel located at 1515 S. Commercial Street into two separate lots. The parcel is zoned C-1, General Commercial District. Proposed Lot 1 (0.55 acres) currently includes a single-family residence which will be demolished. Lot 2 is approximately 0.91 acres in size and a site plan for a car wash was recently approved. Per the conditions on the site plan, a cross-access easement is required to ensure cross access between Lot 1 and Lot 2 via a shared driveway along S. Commercial Street. The proposed CSM meets the minimum lot size and other minimum standards of the City's Subdivision Ordinance.

MSC Ellenberger/Moore-Nokes, the Plan Commission approves the 2 lot CSM for the property located at 1515 S. Commercial Street subject to the inclusion of a cross-access easement between Lot 1 and Lot 2. All aye. Motion passed.

Announcements and Future Agenda Items: Next meeting: July 12, 2022. Future Agenda Items may include a consolidation CSM (Galloway), details about the Downtown Plan, and a new TIF Project Plan.

Adjournment: The Commission adjourned its meeting at 4:50 p.m. MSC Moore-Nokes/Ellenberger. All Aye. Motion passed.

Respectfully Submitted,



Samantha Jefferson
Office Manager, Community Development