

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, January 10, 2023
4:15 p.m.

Present:

Mayor Jane Lang, Chairperson	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- BY PHONE		

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant	Chris Haese, Director of Community Development
Ald. Cari Lendrum	Chief Aaron Olsen	Brian Arnoldussen - ThedaCare
Paul Gauthier, Midwest Properties	Eric Akey- Construction Solutions	Trisha Akey- Construction Solutions
Todd Parker- Fish Fry Properties		

Minutes: MSC Andrews/Ellenberger, the Plan Commission to approve the November 29, 2022 meeting minutes. Member Moore-Nokes Abstain. Motion passed.

Public Appearances: Chairperson Mayor Lang opened public appearances to topics not related to the agenda. No one in attendance spoke. Chairperson Lang closed public appearances.

Public Hearings: None

Action Items:

a. Site Plan #1-23- 2111 Marathon Ave- Police Station Addition

The City of Neenah Police Department has submitted a site plan for a proposed building addition and parking lot modifications for property located at 2111 Marathon Avenue.

The Neenah Police Station is located on the southwest corner of Byrd Avenue and Marathon Avenue. Originally constructed in 1993, the property includes a 27,000 square-foot building, off-street parking lots, a cellular tower, skate park facility, and open space. The property is zoned R-1, Single-Family Residence District and the use of the site as a police station required approval of a special use permit in 1993.

The property is 4.0 acres in area and fronts Byrd Avenue, Marathon Avenue, and Joseph Street. The land directly west of the subject property is owned by the City and includes a dog park and a community garden. Land east and south of the subject property includes a mixture of residential dwellings, while land to the north and northwest is used for commercial and industrial purposes.

The submitted site plan proposes a 9,861 square-foot building addition on the south side of the existing building, reconfigured off-street parking on the southwest side of the building, and small parking expansion on the north side of the site. The building addition will include police training areas

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including a fitness center, a live weapons range, storage, and defense tactics and simulation training room.

Deputy Director Schmidt stated site plan meets all standard development requirements.

Member Andrews asked about the reduction in parking.

Chief Olson answered there will still be adequate parking both in the parking lot.

Member Andrews asked about any change in lighting.

Chief Olson stated the current free standing light poles will now be attached to the new addition.

MSC Ellenberger/Moore-Nokes, the Plan Commission to approve the site plan for a building addition to the City's Police Station located at 2111 Marathon Avenue subject to the comments on the site plan review letter. All voting aye. Motion passed

b. Site Plan #2-23- 216 N. Commercial St- Change of Use

A site plan has been submitted for a change of use of a property located at 216 N Commercial Street to establish a printing and sign business.

The subject property is located on the southwest corner of Forest Avenue and N. Commercial Street. The building is currently vacant and has been for a period exceeding 12 consecutive months, necessitating a site plan review.

The property is approximately 0.57 acres in size includes a building which is about 7,760 square feet in size. The one-story building was built in 1940 and used as a car dealership and most recently as a medical facility. The building is located along the north, east and west property lines. The remainder of the site includes a paved off-street parking lot with 32 parking stalls. Two driveways, one along N. Commercial Street and one along Bond Street, provide access to the site.

The subject property is zoned C-2, Central Business District and the proposed use is permitted in this district. The business will operate completely within the building and employ about eight people. Two bathrooms and two offices will be constructed, but most of the building will remain open and print equipment, tables, and storage will occupy the open space. With the exception of minor exterior building façade improvements, there is no proposed site work.

Due to the change of use, the City's Zoning Code requires the screening requirements in the Landscape Standards section to conform. It's unclear if the new business will store refuse collection bins outside the building. If they are stored outside the building, the refuse collection area must be screened with a 6-foot tall sight-tight fence or wall.

MSC Ellenberger/Moore-Nokes, the Plan Commission to approve the site plan for a change of use to establish a print and sign business located at 216 N. Commercial Street subject to the conditions of the site plan review letter. All voting aye. Motion passed.

c. Site Plan #3-23- 2485 Schultz Dr- Building Addition

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Eric and Trisha Akey, owners of Constructions Solutions of the Fox Valley, have submitted a site plan for a building addition located at 2485 Schultz Drive.

Construction Solutions of the Fox Valley, LLC, is a company in the Southpark Industrial Center which offers construction services. The business operates at 2485 Schultz on the west side of Schultz Drive and south of Jensen Road. The applicant is proposing to construct a 6,000 square-foot building expansion along the south of the existing building and additional parking along the east portion of the proposed building expansion. In addition, an equipment storage yard is proposed in the rear (west side) of the building which will be screened with a 6-foot tall sight-tight fence.

Deputy Director Schmidt stated the site plan meets or exceeds all necessary requirements. However, the refuse disposal will need a fence or screening as well as any storage. Also, all building permits will need to be applied for and issued.

The building addition will be located on the south side of the property and will be 6,000 square feet in size. The new building will be about 17 feet in height which is slightly taller than the existing building. The building will be constructed with metal paneling which is consistent with the existing building.

The proposed development is required to meet City post-construction stormwater management standards since the development disturbs over 20,000 square feet of land. The stormwater management plan accounts for the required stormwater quantity standards. City Staff reviewed the stormwater plan and has determined it meets City requirements.

MSC Ellenberger/Moore-Nokes, the Plan Commission, to approve the site plan for a building addition at 2485 Schultz Drive subject to the Site Plan Review letter comments. All voting aye. Motion passed.

Discussion Items: None

Announcements and Future Agenda Items:

- a. Discussions on zoning code changes
- b. Downtown Plan

Next meeting is January 24, 2023

Adjournment: The Commission adjourned its meeting at 4:30 p.m. MSC Ellenberger/Moores-Nokes. All Aye. Motion passes

Respectfully Submitted,



Kayla Kubat
Administrative Assistant, Community Development