

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, February 12, 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	ABSENT
Gerry Andrews	PRESENT	Ald. Jane Lang	PRESENT		

**Also present:**

Brad Schmdit – Deputy Director of Community Development	Cassandra Kohls, Administrative Assistant Community Development	Rich Van Sistine – 1430 Freedom Ct
Chris Haese – Director of Community Development	Corey Kalkofen – McMahan Associates, Inc. – 1445 McMahan Drive	

**Minutes:**

**MSC Hancock-Cooke/Kaiser to approve the January 29, 2019 meeting minutes. All Aye. Motion passed.**

Ald. Lang called the meeting to order at 4:15 p.m.

**Public Appearances:** None

**Public Hearings:** None

**Action Items:**

**1. Annexation – Loren’s Auto Recycling – Town of Neenah (#212 – Ord. No. 2019-04)**

Deputy Director Schmidt provided an overview of the latest petition submitted by Loren Rangeloff, owner of Loren’s Auto Recycling, LLC. He explained the initial petition submitted by Mr. Rangeloff was approved by Plan Commission but was withdrawn due to a misinterpretation of the State Statues. Mr. Rangeloff submitted a new annexation petition for direct annexation by one-half approval as the railroad did not want to sign the annexation petition as it was originally proposed. The new annexation area is approximately 19 acres (reduced from 30 acres) as it no longer includes the railroad right-of-way extending south of Mr. Rangeloff’s property to County Road G.

Member Hancock-Cooke asked for a definition of annexation by one-half approval. Deputy Director Schmidt explained Mr. Rangeloff’s property represents a land area greater than 50 percent of the total annexation area, allowing for an annexation by one-half approval.

Ald. Kunz raised a question on how the annexation area is calculated. Deputy Director Schmidt explained a portion of the annexation area identified as highway right-of-way is not considered in the total amount of annexation land area.

**MSC Andrews/Kaiser, Plan Commission recommends Council approve Annexation #212 (Ordinance #2019-04) and the property also receive a temporary I-1, Planned Business Center District zoning classification.**

**All Aye.**

**2. Preliminary Plat Review – Integrity Acres Subdivision**

Deputy Director Schmidt explained a preliminary plat for Integrity Acres Subdivision (Phase I) has been submitted by McMahan Associates, Inc. The proposed plat is 7.5 acres of undeveloped land. The plat includes 10 single-family residential lots and one outlot designed for a storm water retention pond to support this subdivision and future Phase 2 development. A new unnamed road is proposed to extend through the subdivision (off of Woodenshoe Road) and continue west when the next phase of the subdivision is developed. A concept plan for Phase 2 is to come in the future. The proposed lots exceed the minimum lot size for single-family residential and are deeper than typical. A stream runs along the south portion of lots 7-10, resulting in a deeper setback. Deputy Director Schmidt displayed a concept of Phase 2 for Plan Commission.

Deputy Director Schmidt explained Staff’s requirements:

1. Create turnaround feature at the end of the proposed road
2. Include street name on the final plat
3. Install sidewalk on both sides of the street
4. Produce development agreement outlining the fees and responsibilities between the City and the developer
5. Upsize water main to 16-inches to accommodate future growth
6. Increase depth of stormwater pond to 10 feet

**Ord. No. 2019-04**

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Ald. Kunz inquired about the development on the east side of Woodenshoe Road. Deputy Director Schmidt explained this area was one lot which was subdivided into 3 lots. The developer installed water and sewer to service these lots as they are planned for development.

Ald. Kunz asked if the connectivity of the roads running east and west will pose any issues. Director Kaiser stated this did not raise concern. Ald. Kunz expressed drainage concerns along the back lot lines. Deputy Director Schmidt explained there is a catch basin and a drainage easement on the north end of the development to prohibit the issuance of building permits within the easement area.

Director Kaiser indicated the grading changes from the rear of the lots to the front of the lots. In the event that the grade is modified in a way that doesn't adhere to the drainage plan, Staff has the ability to show the owner the plan and explain what it should look like.

Ald. Kunz inquired about spreading awareness of the limitation of walk-out basements on Lots 7-10. Director Kaiser indicated he has seen issues where walk-out basements were built without keeping in mind drainage situations. Liberty Heights has identified lots which shouldn't have walkout basements.

Deputy Director Schmidt offered that the building inspection software has the capability to flag parcels that have restrictions as part of their plat. This allows staff to enforce those restrictions.

Member Andrews provided an example of a community, City of De Pere, which has similar drainage issues. He stated the City of De Pere requires the installation of a drainage area prior to the construction which cannot be altered.

Deputy Director Schmidt indicated the developer intends to build on all of the lots.

Corey Kalkofen (McMahon Associates, Inc.) asked when the submittal of the final plat should occur. Deputy Director Schmidt indicated the engineering plan would need to be updated and reviewed by Staff before the submittal of the final plat.

Mayor Kaufert asked if the developer was in agreement with the modifications. Mr. Kalkofen agreed with the modifications and explained the grade elevation was determined based off of the State requirement that all new structures in the floodplain have the first floor elevated to 2-feet above the base flood elevation. He indicated he has no issues with the requirement for walk-out basements.

Rich Van Sistine (1430 Freedom Ct.) complimented the Public Works department for marking all of the lot corners which he stated as a huge benefit to developers.

Member Hancock-Cooke inquired about accuracy of floodplain maps due to recent flooding. Director Kaiser indicated FEMA takes a relatively conservative approach. He indicated recent flooding was most likely a result of system limitations and obstructions.

Discussion arose about how to handle basement restrictions due to drainage concerns. Deputy Director Schmidt stated easements are easier to enforce. Ald. Kunz stated most drainage issues occur between neighbors and suggested the development of a more robust plan to handle these issues.

Ald. Kunz inquired whether the oversized water main would raise concern with the Town of Vinland. Deputy Director Schmidt indicated Staff has made the city's intentions clear and explained the larger plan with the Town. The city is working toward a boundary agreement and would like to maintain a relationship with the Town.

**MSC Kaufert/Andrews, Plan Commission recommends Common Council approve Preliminary Plat of the Integrity Acres Subdivision subject to the Preliminary Plat Review letter.**

**All Aye.**

## Announcements and future agenda items:

Deputy Director Schmidt provided Plan Commission with an overview of the status of site plans reviewed from 2015-2018. He explained 54 total site plan were reviewed: 30 have been completed, 15 are in progress, 4 have withdrawn, and 5 have not started. He explain the various reasons why some projects have withdrawn or have not been completed.

Deputy Director Schmidt will provide Plan Commission with an overview of proposed Zoning Code changes including proposal that shift certain uses such as auto sales/repair, truck service/rental, and gas stations to a special use, eliminate certain uses from the C-1 District such as mini-warehouses and produce terminals, and finally review/change some definitions at the next meeting.

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Next Plan Commission meeting is scheduled for February 26, 2019.

**Adjournment: The Commission adjourned its meeting at 4:55 P.M. MSC Kaiser/Andrews. All Aye.**

Respectfully Submitted,

A handwritten signature in blue ink that reads "Cassandra Kohls". The signature is written in a cursive, flowing style.

Cassandra Kohls  
Administrative Assistant, Community Development