

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, March 12, 2019
4:15 p.m.

Present:

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

Also present:

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| Brad Schmidt – Deputy Director of Community Development | Samantha Jefferson, Office Manager Community Development | Rich Van Sistine – Integrity Construction |
| Corey Kalkofen – McMahan Associates | | |
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Minutes:

MSC Lang/Andrews to approve the March 12, 2019 meeting minutes. All Aye. Motion passed.

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

Public Appearances: None

Public Hearings: Member Lang opened the Public Hearing for the Official Street Map Amendment – CTH O and Oakridge Road (Town of Neenah). No one presented. Member Lang closed the Public Hearing at 4:20 p.m.

Action Items:

A. Official Street Map Amendment – CTH O and Oakridge Rd. – T. of Neenah (Ord. #2019-10)

The Town of Neenah has requested that an existing street reservation between County Highway O and Rockwood Lane in the Town of Neenah be removed. The Town is proposing to enlarge a stormwater pond and will need the land that the reservation currently occupies. The current street reservation cannot be built as shown due to the presence of a large wetland area created by the Wisconsin DOT. The City has proposed adding a street reservation along Oakridge Road on Town of Neenah property to ensure future access to land south of the DOT wetland area. It was pointed out that only part of the reservation is being removed (only the area that is needed for the stormwater pond to be enlarged).

MSC Genett/Kaiser, Plan Commission recommends Common Council approve Ordinance 2019-10, amending the Official Street Map by removing a 66-foot street reservation between CTH O and Rockwood Lane and adding a 66-foot street reservation along Oakridge Road. All aye. Motion passed.

B. Final Plat – Integrity Acres

The Department of Community Development received the final plat for the Integrity Acres Phase I subdivision (located West of Woodenshoe Road and south of County Highway G). Ten single-family residential lots are shown on the plat and the land is currently zoned R-1, Single-Family Residence District. The average lot size is approximately 22,685 square feet. The final plat conforms to the preliminary plat and the review comments from the City have been addressed.

A note regarding sidewalks will need to be added on the face of the Final Plat. Also, the front yard (building) setback should be 25 feet, not 30 feet.

The developer is responsible for installing public utilities and street lighting. A development agreement will be finalized in early April.

Corey Kalkofen, engineer with McMahan Associates, requested that the 30 foot setback remain on the final plat to protect the subdivision's covenants requirement. Deputy Director Schmidt explained that city codes call for a 25 foot setback which outweigh covenants rules. The City is inclined to require a 25 foot setback to be established on the plat but is willing to discuss this further with the developer.

Member Kunz suggested that a review of the City's codes regarding building setbacks may be worthwhile but it would be a global review and not specific to any one subdivision.

MSC Kaiser/Andrews, Plan Commission recommends Common Council approve the Final Plat for the Integrity Acres Phase I subdivision subject to the comments on the Plat Review Letter. All aye. Motion passed.

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C. Concept Plan – Integrity Acres Phase II

Integrity Construction, LLC has proposed to annex land west of Integrity Acres Phase I. This land will be developed into a single-family residential subdivision. The concept plan required approval by the Plan commission to assure that the layout of the subdivision is consistent with the City plans and ordinances.

The parcel is about 20 acres in size and the conceptual plat includes 27 single-family residential parcels. A street would extend from Integrity Way west and terminate along the west edge of the plat. Stormwater would be managed through by the stormwater pond proposed to be constructed in Phase I.

Deputy Director Schmidt mentioned that the developer was able to purchase land west of the proposed develop that would be used as a future north-south street. .

MSC Kaiser/Genett, Plan Commission approves the proposed conceptual plat map of Integrity Acres Phase II. All aye. Motion passed.

D. Site Plan Review – 146 N. Lake Street – Change of Use

A site plan has been submitted to change the use of the property located at 146 N. Lake Street from a former manufacturing business to a small assembly use. The property is 0.6 acres in size and was recently rezoned to C-1, General Commercial District. The site includes a multi-story building and is currently occupied by several residents in the upper floor. Mill City Church will use the space for youth services and teaching. The inside of the building will include 2 meeting rooms, a male and female bathroom, and a storage room on the first floor.

No exterior alterations, additions or modifications are being proposed. A change in use of a property requires the screening landscaping standards. All refuse collection areas must be screened with a 6-foot tall sight tight fence.

Mill City is currently leasing the building and are looking for solutions to their parking issues. The deck seen on the site plan may or may not be constructed.

MSC Kaiser/Andrews, Plan Commission approves the site plan for a change in use to an assembly use for Mill City Church at 146 N. Lake Street. All aye. Motion passed.

Announcements and future agenda items:

Next Plan Commission meeting is scheduled for April 9, 2019.

Member Kunz would like to discuss setback requirements in a future meeting. Director Kaiser pointed out that longer setbacks mean longer sewer lines and potential grading issues which would need to be addressed.

Adjournment: The Commission adjourned its meeting at 4:55 P.M. MSC Kaiser/Genett. All aye.

Respectfully Submitted,



Samantha Jefferson
Office Manager, Community Development