

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, August 25, 2020**  
**4:15 p.m.**

**Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting occurred at a virtual location accessed by conference call on [www.gotomeeting.com](http://www.gotomeeting.com)**

**Present:**

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

**Also present:**

Brad Schmidt, Deputy Director of Community Development	Abby Maslanka, Martenson-Eisele	Ben Hamblin, McMahon

**Minutes:** MSC Andrews/Kaufert, the Plan Commission to approve the July 14, 2020 meeting minutes. All aye (Member Ellenberger abstained). Motion passed.

**Public Appearances:** None.

**Public Hearings:**

**1. Zoning Code Amendment – Sec. 26-235 and Sec. 26-236 – C-1 District Special Uses**

This is an amendment to the zoning code specific to the C-1 Commercial district. This would add Religious Institutions as a special use in the C-1 district along with Dance Halls, Meeting/Assembly halls and Theaters (indoor). All of these uses are similar in that they are large gathering spaces that have the potential to negatively impact surrounding residential neighborhoods. Under a special use review, those impacts can be alleviated or even denied.

Member Piergrossi asked if the Plan Commission could deny a special use permit request. Deputy Director Schmidt said it is very difficult to deny based on current law. There is a high standard to allow for and outright denial. However, using the special use review, there are things that the Plan Commission can control to a greater extent rather than a permitted use.

Member Hancock-Cooke asked how many dance halls are in Neenah. Deputy Director Schmidt answered that there are none that he knows of. He suggested that at some point we should probably modernize the code however, someone could bring forward a proposal for a dance hall. Member Genett asked if a wedding venue would be considered to be a dance hall. Deputy Director Schmidt explained that we would probably consider that a meeting/assembly hall.

**Action Items:**

**1. Zoning Code Amendment – Sec. 26-235 and Sec. 26-236 – C-1 District Special Uses (Ordinance No. 2020-13)**

**MSC Hancock-Cooke/Ellenberger, the Plan Commission to recommend Common Council approve Ordinance No. 2020-13, amending sections 26-235 and 26-236 or the Code of Ordinances relating to Permitted Uses and Special Uses. All Aye. Motion Passed.**

**2. Calvary Bible Church PDD PPA #1-20 – 1250 Oakridge Road – Building Addition and Parking Lot Expansion (Ordinance No. 2020-14)**

This is a project plan approval because the zoning of this property is Planned Development District (PDD). The Cavalry Bible Church PDD Master Plan was adopted in 1995 and amended in 1996. Any proposed project must be in conformance to the adopted Master Plan and approved through the project plan process.

The proposed building addition will connect two main existing buildings. The east portion of the building additional will be the new main entrance and the west portion will be an area for church related activities. The building addition will be 25,000 square feet with a maximum height of 27 feet. The parking lot will also be extended on the west side of the property to include an additional 67 parking stalls (this will not be constructed initially). Landscaping requirements will need to be met by the applicant. The applicant plans to leave some areas as gravel. If these areas will be used for parking or storing vehicles in the future, they must be paved. Storm water management facilities will be upgraded and a new biofilter constructed to the north of the west parking lot.

There is a future road that connects to the south as a part of this site plan. This will not be completed as a part of this plan and it would need to come back through Plan Commission when that is ready to be developed.

Ord. No. 2020-13

Ord. No. 2020-14

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Member Piergrossi asked if the future road will be more a driveway or a public road. Deputy Director Schmidt said that he anticipates it will be more of a driveway. The Master Plan proposes an area for senior housing west of the church which will be along this future road. He does not assume this will happen in the near future.

Director Kaiser asked if the new parking requirement is needed to meet minimum parking requirements for the number of seats in the auditorium. At this time, they have more than enough parking to meet requirements for the current building and the new addition.

Ben Hamblin (McMahon) explained that due to financial constraints of the applicant, the parking lot will not be constructed right way. He also suggested that the future road will likely be a private road.

**MSC Andrews/Kaiser, the Plan Commission to recommend Common Council approve Ordinance #2020-14 granting approval of Project Plan #1-20 for the Calvary Bible Church Planned Development District to allow the construction of a building addition and parking lot expansion subject to the following conditions:**

**1. Prior to the issuance of building permits, the applicant shall submit the City's Oversized Sewer Interceptor Fee (\$1,000/acre) and the Storm Sewer Fee (\$5,000/acre) in the amount of \$15,228 which as deferred as part of annexation #207 annexing 2.53 acres of land in 2016.**

**2. The area proposed to be pulverized and remain as gravel west of the building must be hard surface is there will be vehicles stored/parked in this area. The other area proposed to be pulverized and graveled may remain gravel since this area is proposed to become a paved parking lot in the future.**

**3. Prior to installation of the future parking lot west of the existing parking lot in the rear of the building shall be approved by the Community Development Department. The parking lot shall meet the landscaping standards for parking lots specifically to interior landscape standards.**

**4. The plan identifies the removal of landscape plantings. These plantings must be replaced with a similar planting.**

**5. Future building additions, parking lot expansions, and road extensions within the Calvary Bible Church Planned Development District require Project Plan approval and are not being reviewed as part of this project plan request.**

**All aye. Motion passed.**

### **3. Subdivision Concept Plan (Extraterritorial) – First Addition to Breaker Ridge Subdivision – T. of Clayton**

The proposed subdivision is along the south west corner of Larsen Road and Clayton Avenue and immediately east of the Breaker Ridge Subdivision. Although this subdivision is not in the City of Neenah, it is within the City's 3-mile extraterritorial review territory. The proposal includes 123 residential lots and 7 outlots that will be used for storm water management ponds.

The City's Official Street Map includes a future north/south road which will connect Larsen Road to Oakridge Road. It also includes a 100-foot right-of-way as it was planned as a major arterial road. The applicant realigned the road toward the north of the subdivision due to wetlands. The City's Official Street Map would need to be amended to show this. They will also reduce the right-of-way from 100 feet to 80 feet.

The subject land is located within the Neenah-Menasha Sewer Service Area and any sewer main extensions would require the sewerage from this subdivisions to be sent to the Neenah-Menasha waste water treatment plans. Prior to submittal of a preliminary plat, the applicant must indicate how they will manage sewer within this subdivision.

All parts of this subdivision meet City standards and staff recommends approval. A preliminary and final plat would come through Plan Commission for this subdivision as well.

Member Genett asked if the wetlands will be disturbed. Abby Maslanka (Martenson-Eisele) clarified that there will be some wetland disturbance with this project but the large wetlands to the northeast of the proposed development will not be disturbed. It is less than the 10,000 square foot requirement for mitigation.

Mayor Kaufert asked what would happen if the Plan Commission denied this concept plan. Deputy Director Schmidt said the applicant would probably still submit a preliminary plat. This is not approving any of the amendments to the streets – that would come later with an Official Street Map amendment. The Town subdivision requirement is through Winnebago County and it was Deputy Director Schmidt's understanding that lots are required to be at least .5 acres due to sewer and water requirements. Abby Maslanka explained that the intention is to service the lots with sewer and water but they are not sure where that will come from as of yet. Clayton has been discussing an extension with the Village of Fox Crossing but she has not heard what those discussions produced.

**MSC Kaufert/Ellenberger, the Plan Commission approves the Extraterritorial Concept Plan for the 1<sup>st</sup> Addition to the Breaker Ridge Subdivision in the Town of Clayton subject to an Official Street Map amendment to realign "Street A" and reduce the width of "Street A" to 80 feet. All aye. Motion passed.**

**4. Subdivision Concept Plan – County Road G/Woodenshoe Road – Eternity Custom Homes, LLC**

Eternity Custom Homes LLC has proposed to develop approximately 130 acres of land located in the Town of Vinland. This is north of County Road G and west of Woodenshoe Road. The developer has brought forth a concept plan for approval. The plan to develop includes six phases and proposes 153 single-family residential lots, 3 storm water ponds and a neighborhood park. One phase will include smaller homes and lots that will have an HOA. Access to the development would be from Woodenshoe Road and County Road G.

The water department is currently studying the needs that might come from the higher elevation in regards to water pressure.

This review only discusses the general layout of parcels and roads. More specific conditions regarding the development will be reviewed during the preliminary and final plat reviews.

Member Piergrossi asked what the timeline will be for each phase. Deputy Director Schmidt explained that the development agreement says that the first phase area must be purchased by July 2021. The second phase must be purchased when 75% of the lots are sold in phase 1 or within two years. Each lot after the lot before must be purchased when 75% of the lots in the previous phase is sold. The city and the developer originally planned that this development would take about 10 years. It is anticipated that it could be done sooner.

Member Ellenberger commented that there is a lack of open lots in this area and this development will be very nice for the City and allowing for a higher lot count.

Member Hancock-Cooke asked if tiny houses would be allowed on the smaller lots. Deputy Director Schmidt said the challenge with tiny houses due to the zoning code and building codes. He doesn't feel that this is the expectation but the developer is willing to adjust to market demands if needed.

Member Ellenberger asked if in phase 1 and phase 4 it would be possible for single-family townhomes to be built. Deputy Director Schmidt said that at this time, that is not planned and it is not how the developer is marketing the site but changes could be made.

**MSC Kaiser/Andrews, the Plan Commission to approve the proposed conceptual plat map. All aye. Motion passed.**

**5. Certified Survey Map – 1411 Forest Avenue – 2 Lots**

This CSM did come before the Plan Commission in 2015 but the applicant did not move forward and have it recorded. The applicant is proposing to subdivide a parcel located at 1411 Forest Avenue into two lots. The lots meet the minimum design standards. An existing 12-foot easement north of the subject site will provide access to the 2 lots and the driveway will be accessed from a private road. The lots will be marketed for single-family dwellings and are zoned R-1.

**MSC Ellenberger/Genett, the Plan Commission to approve the proposed 2 lot CSM at 1411 E. Forest Avenue. All aye. Motion passed.**

**Discussion Items:** None.

**Announcements and Future Agenda Items:**

There are some smaller site plans that will be coming before Plan Commission in the near future. There will also be a element proposal for the greenspace in front of Plexus that will be discussed by Plan Commission in the coming months. Next Plan Commission meeting is scheduled for September 8, 2020.

**Adjournment:** The Commission adjourned its meeting at 5:05 P.M. MSC Kaufert/Kaiser. All Aye. Motion passed.

Respectfully Submitted,



Samantha Jefferson  
Office Manager, Community Development