

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, July 9, 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			Karen Genett	PRESENT
Gerry Andrews	ABSENT	Ald. Jane Lang	PRESENT		

Also present:

Brad Schmidt, Deputy Director of Community Development	Samantha Jefferson, Community Development Office Manager	Adam Franke, Community Development Intern
Wayne Speakes – Wayne’s Auto and Muffler	Adam Pugh – Expert Automotive Services	Chad Pugh – Expert Automotive Services
Ald. Cari Lendrum		

Minutes:

MSC Genett/Hancock-Cooke to approve the June 11, 2019 meeting minutes. All Aye. Motion passed.

Public Appearances: None

Public Hearings: Mayor Kaufert opened the Public Hearing for the Special Use Permit for 101 N. Lake Street to allow vehicle tow services and auto sales.

Wayne Speakes, owner of the property, expressed his opinion that a special use permit was not needed as no change in use occurred. Deputy Director Schmidt explained that Wayne’s Auto and Muffler was only ever permitted for auto repair. Towing was never permitted through the City. Therefore, this would be considered a change of use.

Chad and Adam Pugh, owners of Expert Automotive Services out of Oshkosh, explained that they will be opening a tow yard at this location. There may do some minor auto repair but the majority of the business will be towing and auto sales. Three tow trucks will remain on the site. They plan to get into the City rotation and no UHaul vehicles will be on the site. The vehicles stored behind a newly constructed fence will be crash vehicles, police tow-aways, breakdowns, etc.

Mayor Kaufert closed the Public Hearing.

Action Items:

1. Special Use Permit - 101 N. Lake Street – Vehicle Tow Services and Auto Sales

Deputy Director Schmidt described the property as a 1.15 acres in size and includes a building which is approximately 2,600 square feet in size. The property is zoned C-1, General Commercial District.

The owners of Expert Automotive Services submitted an application and plan for the site to have a site tight fence to enclose the vehicles that will be towed to the site. They are aware that no vehicles can be stored on the gravel area on the east side of the property unless it is paved.

Staff is requiring that a landscaping plan be submitted and landscaping to be installed, submission of fence plans, storage of tow trucks should be behind said fence when not in use, vehicles can only be parked on gravel surfaces, the removal of off-premise signs and a sign permit for any exterior building or freestanding signage.

Mr. Speakes explained that the DNR has test wells on this site due to three tanks remaining underground from the original fuel station located on the site. The DNR has not indicated when they expect the tests to be complete. At this time, Mr. Speakes will remain as the owner of the property and the business owners will lease the property.

The business owners expressed concern about the landscaping requirements due to the requirement that the DNR has placed on the property saying that the tanks will need to be removed after testing. They requested that the landscaping requirement be postponed until the testing is finished and the tanks are removed so that the new landscaping will not need to be torn out.

Plan Commission agreed to postpone the landscaping requirement for 18 months at which time the landscaping will need to be installed or further reviewed by the commission. If the business owners do not comply with the landscaping requirements in the future, the special use permit could be revoked.

MSC Lang/Genett, the Plan Commission recommends Common Council allow the landscaping requirements of any approved Special Use Permit for 101 N. Main Street to be postponed for 18 months at which time the landscaping must be placed or reviewed by the Plan Commission. All aye.

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REPORT

Mr. Speakes also explained that the property is under contract regarding the off-premise signs that cannot be broken. Mr. Speakes agreed to provide the contract to the Community Development Department.

MSC Lang/Kaiser, the Plan Commission recommends Common Council approve a Special Use Permit for a tow service and auto repair business located at 101 N. Lake Street subject to the following conditions:

1. **Submit a landscape plan indicating the type, location and size of each planting within the landscape strip. A minimum of 1 shade tree and 6 shrubs is required for each 40 linear feet of frontage (excluding driveway openings). 100 feet on Lake St = 3 shade trees/18 shrubs, 200 feet on Main St = 5 shade trees/30 shrubs. Install 10-foot wide landscape strip along the Main Street and Lake Street frontages. The landscaping must be installed within 18 months after approval or a later time if granted by the Plan Commission.**
2. **Submit detail on proposed fence showing that the fence will be site tight.**
3. **Tow trucks must be stored behind the fence when not in use.**
4. **Storage of vehicles is limited to areas that are hard-surfaced (e.g. asphalt). The gravel area along the east property line is not a permitted storage or parking area.**
5. **Remove off-premise signs (billboards).**
6. **A sign permit is required for all exterior building or freestanding signage.**

All aye.

2. **Certified Survey Map – 815 River Lane (Private Street) – 2 Lots**

The submitted CSM proposes to create 2 lots from an existing lot of record (815 River Lane). The existing lot of record was created via a CSM in 2008. Prior to the lot being created, two lots existed and each lot had a single-family house built on them. The home most recently on the property has been demolished and two new homes will be constructed. Both proposed lots meet the minimum standards for lot size and lot width. A private drive will provide access to both of the lots from Grant Street. Water and Sewer utilities are already provided to the subject property.

MSC Kaiser/Genett, Plan Commission approves the 2 lot CSM for the property located along River Lane. All aye.

3. **Site Plan Review – 1060 Breezewood Lane - Warehouse**

The subject property is about 5.25 acres in size and is zoned to I-1, Planned Business Center District. The site includes an existing multi-tenant building which is about 41,500 square feet in size. Land west, south and east is zoned I-1 District while land north is zoned I-2, General Industrial District.

The proposed cold storage warehouse will be located on the southwestern portion of the property and be 6,400 square feet in size. The maximum height of the building is 21 feet (east side of building) and a minimum height of 16 feet (west side of building). The building will be constructed of metal paneling and include 2 overhead doors and 1 loading ramp.

Although no landscaping is required to be installed as part of this project, the dumpsters located in the area of the proposed warehouse will have to be relocated. That location must be identified on the site plan and in addition, the dumpsters must be screened with a 6-foot tall sight tight fence.

The site contains 2 driveways, one which is located on the east side of the building and one on the west side of the building. The west driveway is paved with asphalt to point south of the main building then an area of gravel exists. Gravel is not a permitted pavement in commercial and industrial districts. This area must be paved with asphalt or concrete in order to be used as an access drive.

Finally, all outdoor storage of material, equipment, or products for a period exceeding 24 hours is prohibited unless the outdoor storage area is completely screened with a six-foot tall sight tight fence. Personal items not associated with the business such as recreational vehicles, trailers, personal vehicles or other similar vehicles are strictly prohibited from being stored on the property. During a site visit, it was determined that several personal vehicles not associated with the businesses on the property were being stored illegally. Also, some of the equipment associated with businesses was being stored in grass areas. These need to be stored on a hard surface.

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MSC Hancock-Cooke/Lang, the Plan Commission approves the site plan for the construction of a warehouse located at 1060 Breezewood Lane subject to the following conditions:

1. **Update site plan to show location of refuse collection area and details on required fence material and height.**
2. **Update site plan to show gravel drive on west side of property as asphalt or concrete.**
3. **Outdoor storage of material, equipment, or products for a period exceeding 24 hours is prohibited unless the outdoor storage area is completely screened with a six-foot tall sight tight fence. Personal items not associated with the business such as recreational vehicles, trailers, personal vehicles or other similar vehicles are strictly prohibited from being stored on the property.**
4. **Building permits will not be issued until these conditions are satisfied.**

All aye.

Announcements and future agenda items:

Deputy Director Schmidt introduced Community Development Intern Adam Franke. He helped with the 3D modeling of the mosque for the last Plan Commission meeting and is working on the S. Commercial Street Revitalization Plan. He has been a huge asset to the department in the few weeks since he has started.

The Mayor gave an update regarding the meeting about the construction of a mosque on Marathon Ave. The chamber was full at Council and it was a unanimous yes decision.

The Mayor also questioned which site plans would be expiring soon. Deputy Director Schmidt will provide a list of recent site plans and their status at the next Plan Commission meeting.

Next Plan Commission meeting is scheduled for July 30, 2019.

Adjournment: The Commission adjourned its meeting at 5:15 P.M. MSC Kaiser/Lang. All aye.

Respectfully Submitted,



Samantha Jefferson
Office Manager, Community Development