



NEENAH PLAN COMMISSION

**Tuesday, June 10, 2025**

**4:00 P.M.**

**Hauser Room, City Administration Building**

**Virtual Meeting Option:** This meeting is available virtually. To access the virtual meeting (Requires Microsoft Teams), please click on the link below:

[Join the meeting now](#)

Meeting ID: 293 137 500 086 5

Passcode: Wj6CD3Ch

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1. Approval of Minutes: **May 27, 2025**
2. Public Appearances (Ten minutes divided among those wishing to speak on topics pertinent to the Plan Commission)
3. Public Hearings:
  - a. **Special Use Permit** – 900 Geiger Street – School Building Addition
4. Action Items:
  - a. **Special Use Permit** – 900 Geiger Street – School Building Addition
  - b. **Site Plan #9-25** – Doty Park – Statue
  - c. **Site Plan #10-25** – Riverside Park - Statue
5. Discussion Items:
  - a. Neenah Housing Study and Needs Assessment
6. Announcements and future agenda items:
  - a. Next Meeting: June 24, 2025

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**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, May 27, 2025**  
**4:00 p.m.**

**Present:**

Mayor Jane Lang, Chairperson	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Alderman Dan Steiner	PRESENT
Kate Hancock-Cooke	ABSENT	Karen Genett	PRESENT	Frank Cuthbert	ABSENT
Gerry Andrews	PRESENT	Lindsay Clark	PRESENT		

**Also Present:**

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Assistant Chief Bernice
Alderman Cari Lendrum	Alderman William Pollnow	Alderman Flo Bruno
Cattee VanLinn- 421 E Doty Ave	Michael Leidig- Robert E Lee & Associates	Scott Roh-821 Kensington Rd

**Minutes:** MSC Andrews/Kaiser, the Plan Commission, to approve the May 13, 2025 meeting minutes. Four voting aye. Motion passed. Members Clark, Genett abstain.

**Public Appearances:** Chairperson Mayor Lang opened public appearances to topics not related to the agenda.

Cattee VanLinn 421 E Doty Ave- She had questions about the grant usage for the Alta Alley project. She also expressed concerns about RICO violations and mentioned ongoing investigations in Florida related to human trafficking.

No one else in attendance spoke. Chairperson Mayor Lang closed public appearances.

**Public Hearings:**

No one in attendance spoke. Chairperson Mayor Lang closed public hearings.

**Action Items:**

**a. CSM #2-25 – 982 Byrd Avenue – 2 Lot (Zero Lot Line Development)**

Deputy Director Schmidt went over the CSM request that was received for the site. The proposal is to take one lot that is currently on Meadow Ave and Byrd Ave and subdivide it into two separate parcels with the intent of creating a zero-lot line duplex. Currently, the CSM does meet all the minimum standards with minimum lot size and width. There are certain covenants that are required with a zero-lot line development, such as maintenance of the building and shared driveway maintenance. Prior to the final signature of the CSM, those covenants would need to be submitted to the city to make sure those standards are met.

Member Genett asked who does the approval of the covenants. Deputy Director Schmidt stated the zoning code requires minimum standards that talk about maintenance and architectural

standards of the house. Similarly, if one side received damage, it would need to be reconstructed with similar materials and architectural features as the other side.

**MSC Andrews/Kasier, the Plan Commission, to approve the proposed 2 lot CSM at 982 Byrd Avenue subject to CSM review letter. All voting aye. Motion passed.**

**b. CSM #3-25 – 2455 Schultz Drive – 2 Lot CSM**

Deputy Director Schmidt went over the CSM to split off a small western portion of this property. Last year, this property was purchased from the city by Edgewater Door. The purpose of the CSM is the property to the south, American Colloid Company, located in the Town of Neenah, has deposited soil and other material onto this site in the past. American Colloid Company has worked with Edgewater Door to split off this piece of land as opposed to removing this soil. This land would become an outlot, which is unbuildable.

Director Kaiser asked if the outlot will still be in the city and American Colloid will remain in the Town. Deputy Director Schmidt stated yes.

Member Andrews asked if there has been issues with the soil that has been deposited. Deputy Director Schmidt stated if there were concerns with the soil, Edgewater Door would have been made aware of it in the past. This solution is in lieu of moving the soil from the site.

Director Kaiser asked if the depositing of soil will continue to happen on this site. Deputy Director Schmidt stated these soils were deposited many years ago and it isn't an ongoing area for depositing materials by American Colloid Company.

**MSC Genett/Kaiser, the Plan Commission, to approve the proposed 2 Lot CSM at 2455 Schultz Drive Subject to the CSM review letter. All voting aye. Motion passed.**

**c. Site Plan #7-25 – 2111 Marathon Avenue – Police Station Shed**

Deputy Director Schmidt went over the proposal received by the Neenah Police Department to construct a 2,800 square foot shed on the southwest portion of their property. This area is currently the location of outdoor storage for stolen bikes or other found items. The shed will be used for storing different items, such as trailers, the new barriers and other items being stored inside the garage of the police station. The proposed building meets the standards of the district. The one item that would need to be updated would be the relocation of the garbage disposal area would need to be screened with a six-foot fence.

Member Genett asked if the relocation of the garbage bins would be closer to the residential area. Deputy Director Schmidt stated it is not closer; it is being shifted about 5-10 feet.

Member Andrews asked what the exterior of the building is going to look like. Engineer Michael Leidig stated the building will have metal siding.

MSC Genett/Andrews, the Plan Commission, to approve the site plan to construct an accessory building located at 2111 Marathon Avenue subject to the site plan approval letter. All voting aye. Motion passed.

**Discussion Items:**

**a. Neenah Housing Study and Needs Assessment – Accessory Dwelling Units (ADUs)**

Deputy Director Schmidt went over accessory dwelling units (ADUs). He went over the different types of ADUs, in-home, attached, modular, or detached and as well the potential benefits or challenges with each. Some of the challenges include zoning and meeting building codes and potential regulations, such as deed restrictions and parking requirements. During this process, it is important to look to other municipalities on how they are handling ADUs and what challenges they have faced.

Member Steiner suggested the need to breakdown the specific obstacles and challenges and look at them individually, so the meetings do not become overwhelming. Deputy Director Schmidt stated the intent would be to look at surrounding communities and compare what they have for regulations.

Member Genett has concerns about the legislature potentially taking away more regulatory power. She also suggested including deed restrictions to ensure owners are aware of property rights and potential abuses, such as using these as short-term rentals and garage conversions. She stated the need to set standards to prevent these issues.

Director Kaiser brought up Appleton's lack of interest in ADUs and was wondering if there were too many hurdles for residents to get through to create ADUs on their property. Deputy Director Schmidt stated the setback requirements are very prohibited.

Member Andrews asked if any of the homes on Wisconsin Ave with carriage houses have expressed interest in the past about ADUs. Deputy Director Schmidt stated yes, however, currently it cannot be a separate dwelling unit.

**Announcements and Future Agenda Items:** Next meeting is scheduled for June 10, 2025.

**Adjournment:** The Commission adjourned its meeting at 4:37 p.m. MSC Kaiser/Andrews. All voting Aye. Motion passed.

Respectfully Submitted,



Kayla Kubat

Administrative Assistant, Department of Community Development



**DATE:** June 10, 2025  
**TO:** Mayor Lang and Members of Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director  
**RE:** Special Use Permit – 900 Geiger Street – Building Addition

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### **Request**

St. Gabriel Church has submitted a special use permit to construct a building addition on property located at 900 Geiger Street for the a private school use.

### **Consideration**

The subject site is approximately 9.82 acres in size and includes St. Gabriel Church and an elementary school The property is zoned R-1, Single-Family Residence District.

The R-1 district identifies public and private schools as a Special Use. Each zoning district includes a list of Permitted Uses or uses allowed by right and Special Uses or uses that possess special characteristics or uniqueness which require thorough review of their location and configuration relative to the surrounding neighborhood. Specifically, the City's Zoning Code requires that the Plan Commission consider the following findings when deciding on a Special Use:

1. The use shall be compatible with the adjacent land uses so that the existing uses will not be depreciated in value and there will be no deterrents to development of vacant land.
2. The use shall have an appearance that will not have an adverse effect upon adjacent properties.
3. The use shall be reasonably related to the overall needs of the City and to existing land use patterns.
4. The use will not cause traffic hazards or congestion.
5. The use shall have adequate utilities, access roads, drainage, and other necessary facilities.

The applicant is proposing to construct four classrooms on the south side of the building. The area of the proposed expansion is about 4,650 square feet and the height of the proposed addition is about 12 feet. In addition, a 5-foot sidewalk is proposed on the perimeter of the building addition. The building will be setback 21 feet from the south property line and the sidewalk setback will be 11 feet. All other aspects of the building addition meet or exceed minimum development standards of the R-1 District and the special use standards for schools

The building addition will be constructed of similar materials to match the existing building. Building materials include brick veneer, vinyl siding and glass windows. An exit door is located on the south side of the building.

**Recommendation**

Plan Commission finds that the proposed use meets the findings of fact for a Special Use Permit (Sec. 26-48) and recommends Common Council approve a Special Use Permit for private school building addition located at 900 Geiger Street subject to the conditions of the Special Use Review Letter.



City of Neenah Community Development  
211 Walnut Street  
Neenah WI 54956  
Ph 920.886.6130

June 02, 2025

JOEL EHRFURTH  
MACH IV ENGINEERING  
2260 SALSCHIEDER COUT  
GREEN BAY, WI 54313

**RE: Special Use Permit #1-25 - 900 Geiger St - Building Addition Special Use Review () Status Approved**

Dear JOEL EHRFURTH:

We have completed our review of the plan identified above. The plan was approved per attached comments, if any. This letter is not to be construed as a zoning compliance, grading, building permit, certificate of occupancy, or a substitute for any permit or certificate required by any state or federal government entity.

Sincerely,

Brad Schmidt  
Deputy Director of Community Development and Assessment  
bschmidt@neenahwi.gov  
920-886-6126

## Plan Review Comments

**Planning - Brad Schmidt -**  
**[bschmidt@neenahwi.gov](mailto:bschmidt@neenahwi.gov)**

**Approved**

**Review Comments:**

1. Prior to construction, please apply for a building permit through the City's online portal:  
<https://evolvepublic.neenahwi.gov/>
2. Changes to the site plan may require additional review. Please contact Community Development (886-6126) if the plans you submitted change.
3. Outdoor lighting was not reviewed as part of this site plan. If outdoor lighting is proposed, please submit a photometric plan and lighting fixture cut-sheets.

**Community Development - Kelly Nieforth -**  
**[knieforth@neenahwi.gov](mailto:knieforth@neenahwi.gov)**

**Approved**

**Review Comments:**

**Fire Department - Jerry Mavroff - 886-6204**  
**[GMavroff@nmfire.org](mailto:GMavroff@nmfire.org)**

**Approved**

**Review Comments:**

**Inspections - Building Commercial - Kyle Pederson - 920-886-6131**  
**[kpederson@neenahwi.gov](mailto:kpederson@neenahwi.gov)**

**Approved**

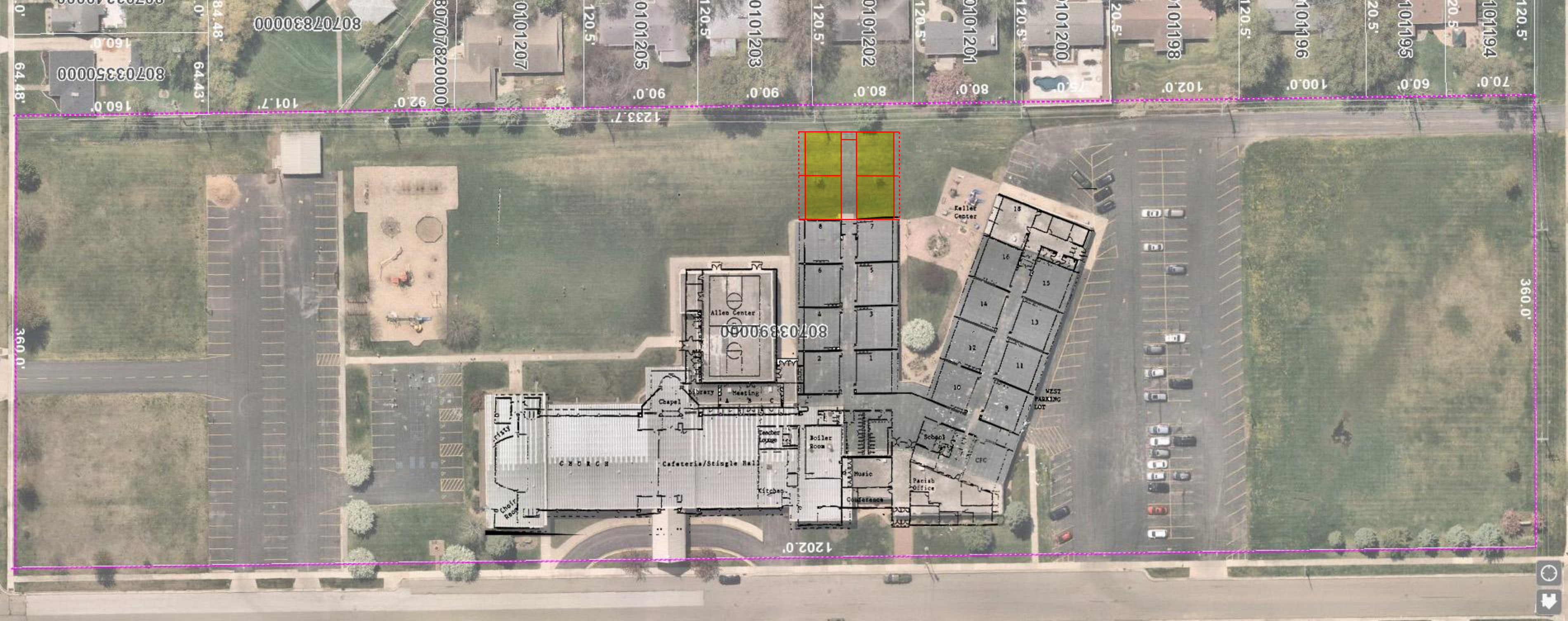
**Review Comments:**

**Water Utility - Anthony Mach - 920-886-6180**  
**[amach@neenahwi.gov](mailto:amach@neenahwi.gov)**

**Approved**

**Review Comments:**





360.0'



120.5'  
101194  
70.0'

101195  
60.0'

101196  
100.0'

120.5'

101198  
102.0'

20.5'

101200  
120.5'

101201  
80.0'

120.5'

101202  
80.0'

120.5'

101203  
90.0'

120.5'

101205  
90.0'

120.5'

0101207  
92.0'

80707820000

101.7'

80707830000

84.43'

64.43'

80703350000

160.0'

64.48'

0'

360.0'

1202.0'

80703390000

CHURCH

Cafeteria/Stingie Hall

Kitchen

Boiler Room

Music

Conference

Parish Office

School

WEST PARKING LOT

Keller Center

Allen Center

Library

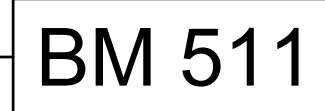
Meeting

Chapel

Choir Room

Restroom





EXISTING  
BUILDING

EXISTING  
BUILDING

BM 510

Benchmarks		
Label	Elevation	Description
BM 510	819.30	RAILROAD SPIKE IN POWER POLE
BM 511	826.11	SAW "X" IN CONCRETE

- ① COORDINATE RELOCATION OF UTILITY STRUCTURE WITH UTILITY OWNER
- ② REMOVE OR PROTECT STATUE BEFORE CONSTRUCTION BEGINS
- ③ REMOVE CONCRETE
- ④ REMOVE TREES AND THEIR STUMPS IN THEIR ENTIRETY
- ⑤ REMOVE PLAYGROUND FOR PROPOSED SIDEWALK (IF SIDEWALK ALTERNATE IS SELECTED)
- ⑥ PROTECT EXISTING LANDSCAPING
- ⑦ REMOVE LANDSCAPE EDGING



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A BUILDING ADDITION FOR:  
ST. GABRIEL SCHOOL  
NEENAH, WISCONSIN

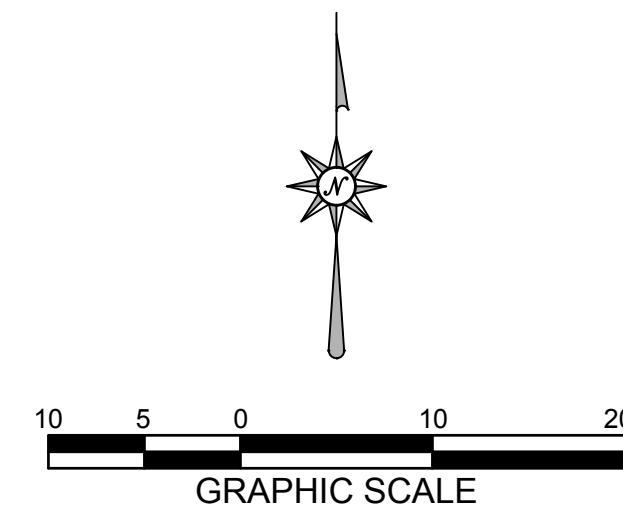
EXISTING SITE/ SITE  
DEMOLITION

## REVISION HISTORY

[illegible]

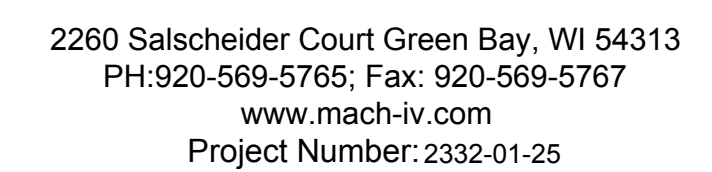
date: 05-27-2025  
job: 25-041  
d. by: CCG

# C100

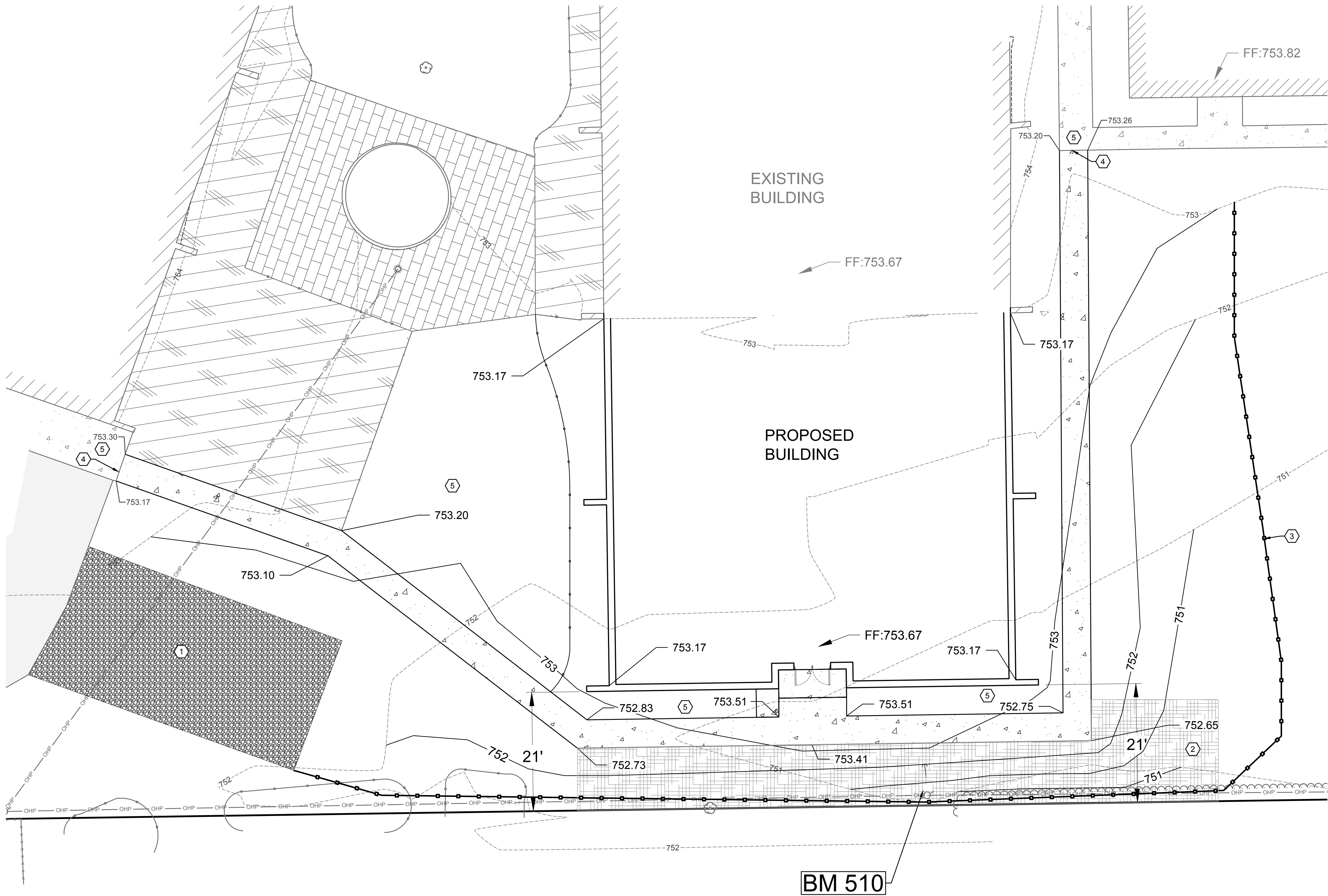


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2260 Salscheider Court Green Bay, WI 54313  
PH:920-569-5765; Fax: 920-569-5767  
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Project Number: 2332-01-25





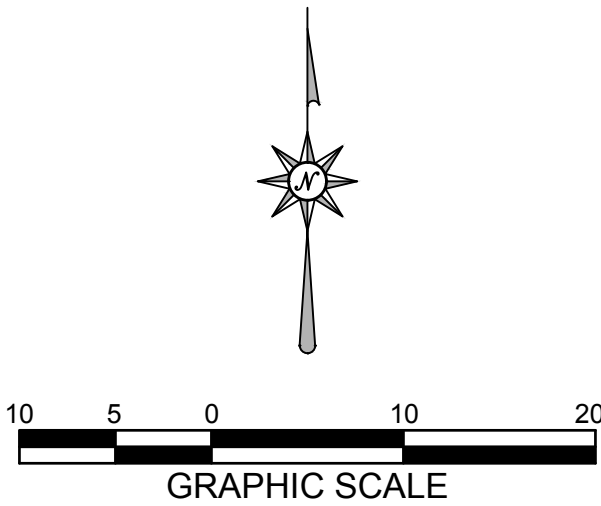


Benchmarks		
Label	Elevation	Description
BM 510	819.30	RAILROAD SPIKE IN POWER POLE
BM 511	826.11	SAW "X" IN CONCRETE

SHEET KEY NOTES:

- ① STONE TRACKING PAD; SEE DETAIL A SHEET C002
- ② EROSION MAT; SEE DETAIL B SHEET C002
- ③ SILT FENCE; SEE DETAIL C SHEET C002 (275 LF)
- ④ MATCH EXISTING GRADE
- ⑤ SPOT GRADE; SEE DETAIL A ON THIS SHEET

- 825.53 TOP OF CURB/WALL  
825.03 GUTTER/PAVEMENT  
753.51 FINISHED GRADE  
753.20 EXISTING GRADE
- A** SPOT GRADE KEY



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A BUILDING ADDITION FOR:  
**ST. GABRIEL SCHOOL**  
NEENAH, WISCONSIN

GRADING AND  
EROSION CONTROL  
PLAN

REVISION HISTORY

NO.	DESCRIPTION	DATE

date: 05-27-2025  
job: 25-041  
d. by: ccc

**C300**



EXTERIOR FINISH KEY NOTES	
KEY NOTE	MATERIAL SUMMARY
BR-1	<b>BRICK VENEER</b> MFR: COUNTY MATERIALS STYLE/TYPE: TBD LOCATION: EXTERIOR WALLS, REFER TO PLANS & ELEVATIONS
SD-1	<b>VINYL SIDING:</b> MANUFACTURER: TBD PRODUCT: TBD COLOR: TBD LOCATION: EXTERIOR WALLS, REFER TO PLANS & ELEVATIONS
CS-1	<b>CAST STONE SILL</b> NOTE: REFER TO DETAILS FOR ADDTL. INFO.
SF-1	<b>ALUMINUM STOREFRONT SYSTEM:</b> MFR: KAYNEER TRIFAB 451T (BASIS OF DESIGN) STYLE: 2'X4" STOREFRONT FRAMING GLAZING: 1" INSULATED, PPG, SOLARBAN 60, CLEAR FINISH/COLOR: CLEAR ANODIZED, CLASS I LOCATION: EXTERIOR WALLS, REFER TO PLANS & ELEVATIONS
D-1	<b>ALUMINUM ENTRANCE W/ INSUL. GLAZING:</b> MANUFACTURER: KAYNEER 350 OR EQUAL STYLE: REFER TO DOOR SCHEDULE & ELEVATIONS (MED. STYLE) GLAZING: 1" INSULATED, TEMPERED, PPG, SOLARBAN 60, CLEAR COLOR: CLEAR ANODIZED LOCATION: EXTERIOR, REFER TO PLANS & ELEVATIONS
CP-1	<b>MTL. WALL COPING (PRE-FINISHED):</b> MFR: UNI-GLAD, PAC-GLAD OR EQUAL STYLE: PRE-FINISHED MTL. COPING SYSTEM FINISH/COLOR: FINISH & COLOR TO MATCH ADJACENT WALL COLOR LOCATION: EXTERIOR WALLS, REFER TO PLANS & ELEVATIONS
OD-1	<b>OVERFLOW DRAIN</b> STYLE: BRASS LAMBS TONGUE W/ BIRD SCREEN

CONTROL JOINT NOTE:

PROVIDE MASONRY CONTROL JOINTS AS RECOMMENDED BY MASONRY CONTRACTOR AND BLOCK SUPPLIER. CONTROL JOINTS NOT TO EXCEED 30'-0" MAX AND 20'-0" MIN.

ALL CONTROL JOINT LAYOUTS TO BE REVIEWED BY ARCHITECT/ENGINEER AT TIME OF CONSTRUCTION/SHOP DRAWING SUBMITTAL.

ALL ELEVATIONS AND LAYOUT ARE BASE ON STANDARD MODULAR BLOCK SIZES. CONTRACTOR RESPONSIBLE FOR ANY ADJUSTMENTS IN SIZES REQUIRED IF THEY CHANGE MATERIAL SIZES.

SHEATHING FASTENER NOTE:

FASTEN ALL WOOD-BASED PANELS TO COLD-FORM FRAMING W/ SELF-TAPPING CORROSION RESISTANT SCREWS. PNEUMATICALLY DRIVEN PINS FOR WOOD-BASED PANEL ATTACHMENT WILL NOT BE ACCEPTED.

CURTAINWALL / STOREFRONT NOTE:

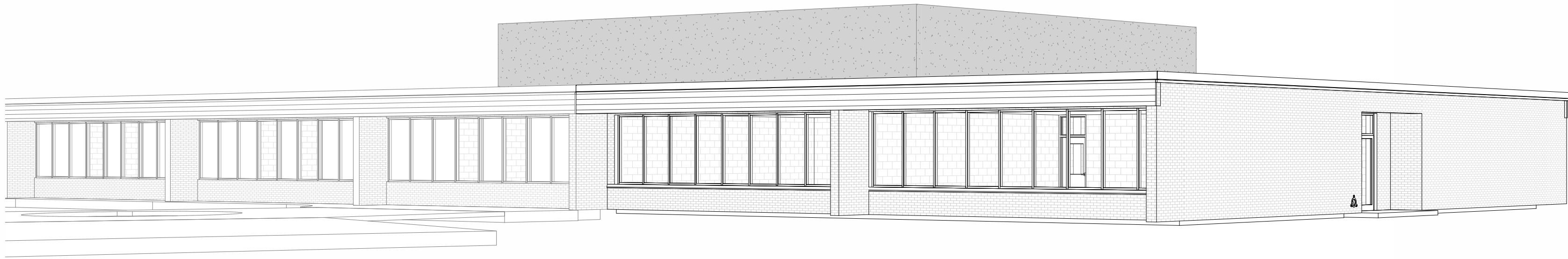
PROVIDE PREFINISHED ALUMINUM SLIP HEAD TO MATCH ALUMINUM STOREFRONT/ CURTAIN WALL SYSTEM.

PROVIDE PREFINISHED EXTRUDED ALUMINUM-THERMALLY BROKEN SILL FLASHING WITH END DAMS. INSTALL WITH A POSITIVE SLOPE AWAY FROM INTERIOR AND SET IN SEALANT PER MANUFACTURER'S WRITTEN SPECIFICATIONS.

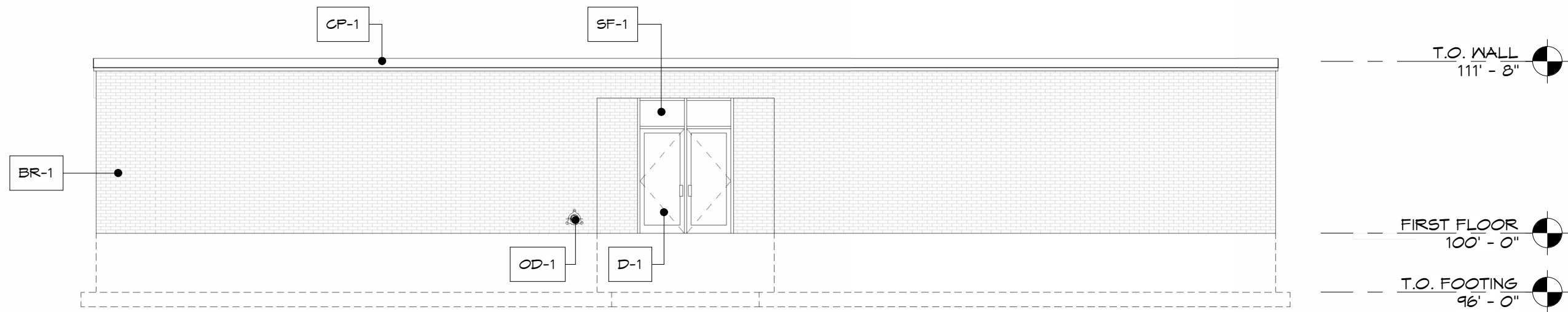
PROVIDE ALL SHIMS, SEALANT & BACKER ROD PER MANUFACTURER'S SPECIFICATIONS.

NOTE:

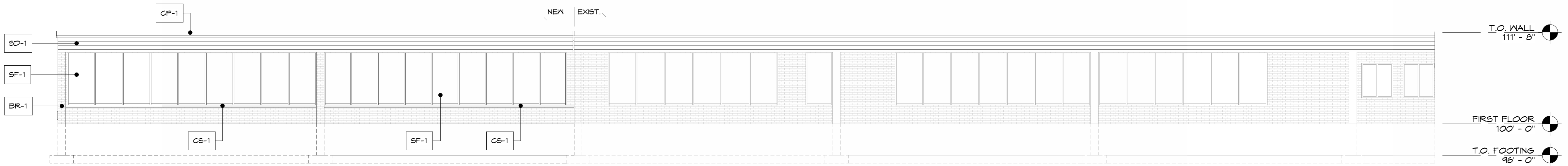
MASONRY PRICE TO INCLUDE DRY-BLOCK W/ INTEGRAL WATER REPELLENT - RHEOPEL XP.



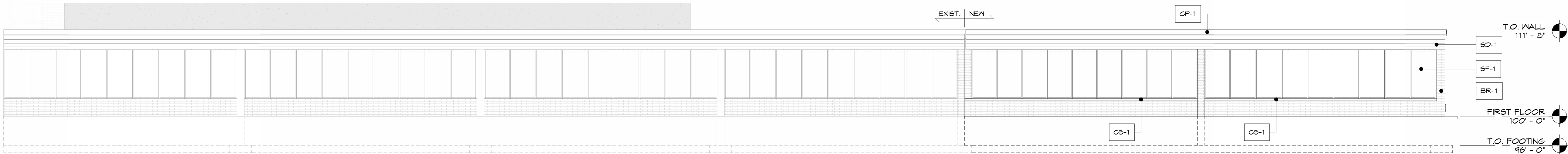
4 EXTERIOR PERSPECTIVE



3 SOUTH ELEVATION



2 EAST ELEVATION



1 WEST ELEVATION

REVISION HISTORY

NO.	DESCRIPTION	DATE

date: 05-27-2025  
job: 25-041  
d. by: KJF



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## M E M O R A N D U M

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**DATE:** June 10, 2025  
**TO:** Mayor Lang and Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director  
**RE:** Statue – Doty Park

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### **Request**

A statute is proposed to be placed within Doty Park.

### **Consideration**

State Statute Section 62.23(5) requires the Plan Commission review the location of any statue or memorial placed on public land. In this case, the Plan Commission's role is to review the location of the proposed statue relative to property lines and other structures.

The statue is proposed to be placed adjacent Doty Cabin which is approximately 45 feet from the Lincoln Street right-of-way line. The location of the statue is outside of the vision clearance triangle and does not pose a hazard to vehicular traffic. In addition to Plan Commission review, the City's Park and Recreation Commission will also review the statue.



### **Recommendation**

**Appropriate action at this time is to approve the location of the proposed statue on the within in Doty Park.**



## Department of Parks & Recreation

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**TO:** Mayor Lang and Plan Commission Members

**FROM:** Michael T. Kading, Director of Parks & Recreation *mk*

**DATE:** May 30, 2025

**RE:** Doty Park – Sculpture Placement

**Cc:** Brad Schmidt, Deputy Director; DICP President Bruno

Doty Island Community Partners (DICP) has requested permission to place a statue in Doty Park to honor the long history of students and teachers who attended or taught at Roosevelt School. DICP has previously approached the hospital regarding placing it there but was denied.

The Parks & Recreation Commission has reviewed the request, approved the placement, and directed staff to develop a Memorandum of Understanding with DICP.

As part of the approval process, the Department requests review by the Plan Commission of the placement of the proposed sculpture within the park system.

Attached you will find an image of the proposed sculpture and verbiage for the proposed plaque and a map of the proposed location (just west of the Doty Cabin).

DICP President Flo Bruno and I plan to attend the next Plan Commission meeting to present and answer any questions the Plan Commission may have.

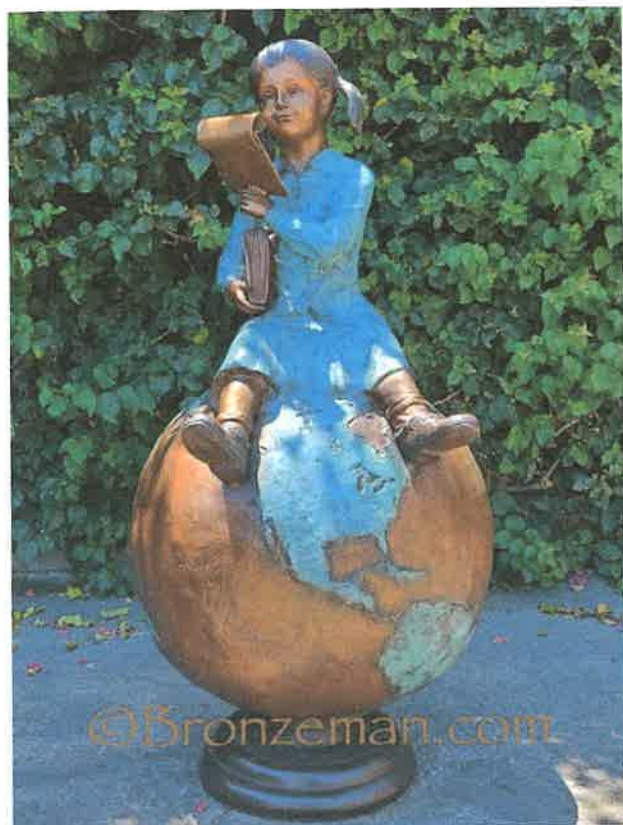
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*Creating Community Through People, Parks & Programs*





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## Knowledge is Power Bronze Statue

Item #: BMJ80035  
 Size: 50" H. x 25" L. x 28" D.

This whimsical bronze statue depicts a delightful and imaginative scene, featuring a young girl with pigtails engrossed in reading a book while seated atop a globe. It captures the essence of curiosity, learning, and the connection between education and the world. The girl's serene and focused demeanor, combined with the symbolic globe, creates a powerful image of intellectual exploration and the boundless opportunities that come from reading. The detailed craftsmanship and thoughtful composition make it a compelling piece that resonates with viewers, celebrating the timeless pursuit of knowledge.

The composition of the sculpture beautifully combines elements of education, curiosity, and the idea of a global perspective. It serves as a charming visual representation of the boundless adventures and knowledge that can be gained through reading and learning. This bronze artwork invites viewers to appreciate the magic of books and the vast world of imagination that unfolds when one is immersed in the joy of reading.

All of our statues are 100% bronze and cast by hand in the Lost Wax process.

Call us today at (877) 528-2531 for more information about our children statues.

Gallery Price:  
~~\$7,500.00~~

Your Price:  
**\$5,450.00**

**Call to Order Today:**





## ROOSEVELT SCHOOL 1923-2023

For over a century thousands of students read, learned, laughed and played at the corner of 1st Street and E. Forest Ave. Dedicated teachers and staff provided island students with an education for their journey of life.

Roosevelt school, named for President Theodore Roosevelt, was built in 1923 and greeted students for 100 years. Before Roosevelt School, the 3rd Ward School served children from 1888 to 1923.

"Roosevelt School was a special place to teach. It was beloved by past and present Doty Island families. The school-community relationship was unlike any I had experienced in my 27 years of teaching." (Roosevelt School teacher)

"This place is beginning to feel like a distant memory. I know it helped shape me into the man I am now." (Roosevelt School pupil)

"How precious are the children I taught." (Roosevelt School teacher)

"The friends and memories I made at Roosevelt Elementary will last me a lifetime." (Roosevelt School pupil)

Roosevelt was certainly a very friendly, happy, neighborhood school that will be remembered by all who entered.

LINCOLN ST.

Appex Location



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## M E M O R A N D U M

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**DATE:** June 10, 2025  
**TO:** Mayor Lang and Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director  
**RE:** Statue – Riverside Park

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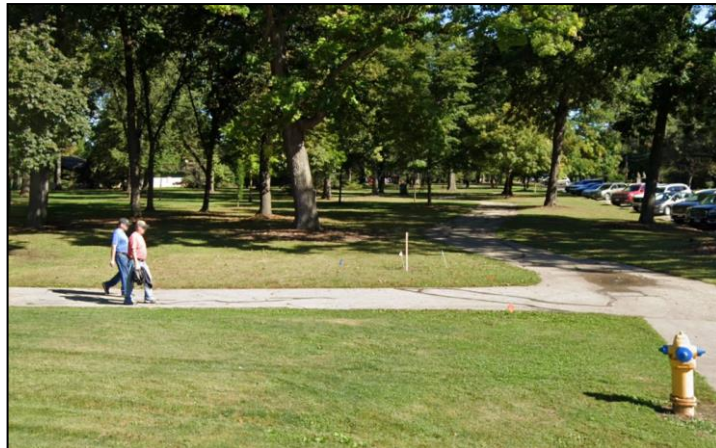
### Request

A statue is proposed to be placed on the northwest corner of Wisconsin Avenue and N. Park Avenue within Riverside Park.

### Consideration

State Statute Section 62.23(5) requires the Plan Commission review the location of any statue or memorial placed on public land. In this case, the Plan Commission's role is to review the location of the proposed statue relative to property lines and other structures.

The statue is proposed to be placed adjacent to an existing paved sidewalk and park bench on the northwest corner of Wisconsin Avenue and N. Park Avenue. The statue is located about 28 feet from the Wisconsin Avenue right-of-way line and 41 feet from the N. Park Avenue right-of-way line. The location of the statue is outside of the vision clearance triangle and does not pose a hazard to vehicular traffic. A plaque and an additional park bench are proposed adjacent to the statue. Both amenities are similarly setback and outside the vision clearance triangle. In addition to Plan Commission review, the City's Park and Recreation Commission will also review the statue.



### Recommendation

Appropriate action at this time is to approve the location of the proposed statue on the northwest corner of Wisconsin Avenue and N. Park Avenue in Riverside Park.





REVISION HISTORY		
NO.	DESCRIPTION	DATE

date: 06-06-2025  
job: 25-000  
d. by: