NEENAH PLAN COMMISSION

Tuesday, November 24, 2026
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:

https://teams.microsoft.com/meet/219583909013632?p=RL2yBWTmNltkz7rWIZ

Meeting ID: 219 583 909 013 632

Passcode: Xg93WP3m

---

1. Approval of Minutes: **November 10, 2026**

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 #4-26** – 902 Main Street – Truck/Trailer Rentals
   b. **Rezoning #2-26** – 436 W. Winneconne Avenue – R2 District to C1 District

4. Action Items:
   a. **Special Use Permit #4-26** – 902 Main Street – Truck/Trailer Rentals
   b. **Rezoning #2-26** – 436 W. Winneconne Avenue – R2 District to C1 District (**Ord. No 2026-15**)

5. Discussion Items: **None**

6. Announcements and future agenda items:
   a. Next Meeting: December 8, 2026

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will follow the same agenda as the committee but will not take any formal action at this meeting.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Community Development Department Administrative Assistant at 920-886-6125 or the City's ADA Coordinator at (920) 886-6106 or e-mail attorney@NeenahWI.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, November 10, 2026
4:00 p.m.

Present:

Mayor Brian Borchardt, Chairperson	ABSENT	Christina Schroeder, Director of Public Works	PRESENT	Alderperson Mark Neuman	PRESENT
Frank Cuthbert, Vice Chairperson	PRESENT	Karen Genett	PRESENT	Kate Hancock-Cooke	PRESENT
Gerry Andrews	PRESENT				

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Kelly Nieforth, Director of Community Development
Alderman Flo Bruno	Alderman Brian Defferding	Becky Heidke Kwiatkowski- 1390 Eagle Feather Trail Neenah
Jody Andres- Hoffman Planning, Design & Construction, Inc.	Scott Becher- 1061 Green Acres Ln, Neenah	Casey Helmrath- Hoffman Planning, Design & Construction, Inc.
Colleen Bies- Fox Valley Community Learning Center	Xum Liu- Fox Valley Learning Center	Carissa Tikalsky- Lake Edge Learning Center
Lia Gonsman- Lake Edge Learning Center		

Minutes: MSC, Genett/Neuman, the Plan Commission, to approve the September 29, 2026 meeting minutes. All voting aye. Motion passed. Member Hancock-Cooke abstained.

Public Appearances: opened public appearances to topics not related to the agenda.

No one in attendance spoke. Vice Chairperson Cuthbert closed public appearances.

Public Hearings:

a. Special Use Permit #3-26 – 600 Elm Street – Day Care Center

Alderman Flo Bruno- She is happy Lake Edge can stay in Neenah even though they are moving off Doty Island.

Jody Andres- Hoffman, Planning, Design & Construction, Inc- He stated Fox Valley Community Learning Center is looking to update the east wing of 600 Elm Street to eventually lease it to Lake Edge Learning Center.

Xum Liu- Fox Valley Learning Center- She states she saw a lot of opportunities upon seeing the space and wants to work hard to keep the building focused on education.

Colleen Bies- Fox Valley Community Learning Center- She states she hopes the Fox Valley Community Learning Center will become a community hub for the area.

REPORT

Scott Becher- 1061 Green Acres Ln- He is looking forward to seeing the reuse of the old Shattuck Middle School.

No one else in attendance spoke. Vice Chairperson Cuthbert closed public hearings.

Action Items:

a. Special Use Permit #3-26 – 600 Elm Street – Day Care Center

Deputy Director Schmidt went over the special use permit application. Lake Edge Learning Center is looking to relocate to the east wing of the school, which is along Reed Street. The daycare is looking to occupy a portion of the first floor. They are also looking to have a fenced in, outdoor play area between the main building and east wing. There is a loop driveway along Division Street which would serve as the pick-up and drop-off area. The employees and staff would park in the east parking lot.

Alderman Neuman asked how the rest of the building will be closed off from the day care center. Deputy Director Schmidt stated there is a connecting point between the main building and the east wing which would be locked. Casey Helmrath stated the plans have been submitted and approved by E-plan. Both ends of the area occupied by the day care center will be access controlled via badges to get into and exit out of those spaces. This will also be the same separation from the first and second floors.

Member Andrews asked about the building change of ownership. Colleen Bies stated they took over the entire property in June. She then went over the vision of the building.

Member Cuthbert asked how many total tenants are in the building. Colleen Bies went over all the current tenants, including New Springs Christian Academy and the Neenah Joint School District Health Clinic.

Member Hancock-Cooke asked about parking and if the loop driveway is big enough for drop off. Lia Gonsman stated the families don't drop off at the same time.

MSC, Andrews/Hancock-Cooke, the Plan Commission, to recommend Common Council approve a Special Use Permit for a day care located at 600 Elm Street subject to the conditions of the Special Use Review Letter. All voting aye. Motion passed.

Discussion Items: None

Announcements and Future Agenda Items: Next meeting is scheduled for November 24, 2026

Adjournment: The Commission adjourned its meeting at 4:15 p.m. MSC Neuman/Genett. All voting Aye. Motion passed.

Respectfully Submitted,

Kayla Kubat

Kayla Kubat
Administrative Assistant, Department of Community Development

Department of Community Development & Assessment
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6126 • e-mail: bschmidt@ci.neenah.wi.us
BRAD SCHMIDT, AICP
DEPUTY DIRECTOR

DATE: November 24, 2026

TO: Mayor Borchardt and Members of Plan Commission

FROM: Brad Schmidt, AICP, Deputy Director

RE: Special Use Permit – 902 Main Street – Truck/Trailer Rental

Request

A to Z Auto Sales, LLC has applied for a special use permit to establish a truck/trailer rental business at 902 Main Street.

Consideration

The subject site is approximately 0.5 acres in size located on the southwest corner of Main Street and Claire Avenue. The applicant is proposing to establish a truck/trailer rental business in addition to their used vehicle sales business. The property is zoned C-1, General Commercial District.

The C-1 district identifies truck/trailer rental uses 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 granting a Special Use Permit:

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.

   The subject property is currently developed and has been used as an auto sales business since at least the early 1990's and other commercial uses prior to that. The property is located along Main Street which is classified as an arterial street. Several commercial properties are located along Main Street, east and west of the subject property. Residential is the primary use south of the site.

   The use of property for a truck/trailer renal business is compatible with the adjacent land uses. However, special consideration should be given to ensure the use does negatively impact the adjacent residential properties. Staff recommend limiting the parking/storage of the trucks/trailers to only along the south property line which includes 6-foot-tall fence separating the commercial use from the residential property.

In addition to the fencing requirements, the landscaping standards require the buffer yard standards to be met. A minimum of two shade trees and five evergreen trees shall be planted along the south property line. Existing trees can count toward this requirement.

2. The use shall have an appearance that will not have an adverse effect upon adjacent properties.

   The applicant is not proposing any modifications to the site related to the truck/trailer rental business. Except for trucks/trailers stored on the property, no other site changes are planned.

3. The use shall be reasonably related to the overall needs of the City and to existing land use patterns.

   U-Haul contracts with independent neighborhood dealers to rent their trucks/trailers. This franchise model allows local businesses an opportunity for a secondary revenue source. Several neighborhood dealers operate in the City and are generally located in areas consisting of residential neighborhoods or multi-family housing. In 2019, the City amended its Zoning Code to classify truck/trailer rental as a special use due to their unique characteristics and the fact they are located near residential areas.

   As opposed to operating a larger centralized truck/trailer rental business, the decentralized model provides for smaller sites geographically spread throughout the city. There is certainly a demand for this use in the city and provides a service to residents that may have otherwise conducted business outside the city.

4. The use will not cause traffic hazards or congestion.

   The proposed site plan includes the parking/storage of trucks and trailers on the south side of the subject property. Adequate access to the site is not likely to cause issues with traffic on Main Street or Claire Avenue. The use itself is not expected to generate enough traffic that will impact safety or increase congestion on Main Street or Claire Avenue.

5. The use shall have adequate utilities, access roads, drainage, and other necessary facilities.

   The proposed use will have little to no impact on drainage or public utilities.

The property owner began operating the truck/trailer rental business without proper zoning approval. The City initiated a zoning enforcement case, and the property owner submitted a special use permit request to comply with the enforcement order. While a special use permit cannot be denied, the City's Plan Commission and/or Common Council have greater authority to place conditions on the use that are necessary to protect the best interest of the surrounding area or the community as a whole.

The applicant is proposing to store/park trucks/trailers intended for rent on the south property line. The used vehicle sales business will continue to display vehicles on the north property line along Main Street. Customer and employee parking is located off Claire Avenue in the east portion of the property. No physical changes are proposed to the site or the existing 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 a truck/trailer rental business located at 902 Main 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

November 17, 2026

OSWALDO CONTRERAS
A TO Z AUTO SALES LLC
902 MAIN STREET
NEENAH, WI 54956

RE: Special Use Permit #4-26 - 902 Main St - Truck Rental Special Use Review () Status Approved

Dear OSWALDO CONTRERAS:

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

Approved

Review Comments:

1. Trucks/Trailer storage or parking shall be limited to the south portion of the property.
2. Access drives and drive aisles shall remain clear and open to allows for safe vehicular movements on the property.
3. The Buffer Yard Landscape standards shall be met, including the placement of at least five evergreen trees and two shade trees within the green space along the south property line. Existing trees count toward the planting requirement.
4. Changes to the site plan or an expansion of the use on the site may require an amendment to the special use permit.
5. Commercial establishments adjacent to residential property. Unreasonably loud and raucous noise from the premises of any commercial establishment, including any outdoor area which is part of or under the control of the establishment, including waste and recycling collections, between the hours of 10:00 p.m. and 6:00 a.m. which is plainly audible at a distance of five feet from any residential property.
6. All signs related to the business shall be reviewed and approved by the City' Buidling Inspector. Please submit a sign permit for any signs related to this business.

Fire Department - Jerry Mavroff - 886-6204 GMavroff@nmfire.org

Approved

Review Comments:

SITE PLAN PROPOSAL – 902 Main St. Neenah (A to Z Auto Sales)



Department of Community Development and Assessment
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6126 • e-mail: bschmidt@ci.neenah.wi.us
BRAD R. SCHMIDT, AICP
DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT

M E M O R A N D U M

DATE: November 24, 2026

TO: Mayor Borchardt and Plan Commission

FROM: Brad Schmidt, AICP, Deputy Director

RE: Rezone from R-2, Two-Family Residence District to C-1, General Commercial District –W. Winneconne Avenue (**Ord. No 2026-15**)

Request
The City of Neenah is requesting a rezoning of land located at 436 W. Winneconne Avenue from R-2, Two-Family Residence District to the C-1, General Commercial District.

Background
The subject parcel is located south of the W. Winneconne Avenue overpass and west of Henry Street. The City has owned the property since 1989, and it is currently undeveloped. The land formerly included five single-family homes that were purchased by the Wisconsin Department of Transportation (DOT) in 1986, to construct the Winneconne Avenue overpass. The DOT transferred the land to the City in 1989.

The City was approached by the property owner east of the subject parcel who is interested in purchasing and developing the site. Common Council approved an offer to purchase the property November 4, 2026. The offer included a provision that the parcel be rezoned to accommodate a multi-family development prior to closing. The buyer owns property directly east of the subject parcel, which is zoned C-1, General Commercial District. The buyer intends to consolidate the subject parcel to create one parcel prior to development of the property.

The subject parcel has no direct access to a public right-of-way. Canadian National owns land west of the subject parcel which include railroad tracks. Land south of the subject property includes three single-family residences and one two-family residence. The buyer's multi-family residence and a single-family residence are located east of the subject parcel along Henry Street. The area surrounding the site is zoned R-2, Two-Family Residence District, while the railroad property to the west is zoned I-2, General Industrial District.

As with all rezoning requests, the proposed zoning classification must be consistent with the City's Comprehensive Plan 2040 and future land use designation. In this case, the future land use map identifies this area as the Mixed Use Transitional Area. The objectives of this District are to:

- Allow for the gradual expansion of established commercial and industrial areas;
- Intensify uses/activity into mixed used developments where appropriate;
- Maintain or create identity through the use of design guidelines; and
- Increase residential density through redevelopment of blighted properties.

Additionally, the Comprehensive Plan identifies multi-family as an appropriate land use and the C-1, General Commercial District as an appropriate zoning district for the Mixed Use Transitional Area.

Recommendation
An appropriate action at this time is for the Plan Commission to recommend Common Council approve Ordinance No. 2026-15 rezoning property located at 436 W. Winneconne Avenue to the C-1, General Commercial District.

Zoning Map



Future Land Use Map



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission
Re: Rezoning land located along W. Winneconne Avenue from the R-2, Two-Family Residence District to the C-1, General Commercial District.

ORDINANCE NO. 2026-15
Introduced: _____
Committee/Commission Action: _____

AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

Section 1. Section 26-123 of the Neenah Municipal Code pertaining to zoning districts, and the map therein described, is hereby amended by rezoning approximately 1.12 Acres of land located along W. Winneconne Avenue from the R-2, Two-Family Residence District to the C-1, General Commercial District. The property is more particularly described as follows:

The North 120 feet of Lot 1, All of Lot 3, All of Lot 2, All of Lot 4, All of Lot 5, and the west one-third of Lot 6, All located in Block 3, Sherry's 2nd Addition to Sherrytown, located in the Southeast ¼ of the Northeast ¼, Section 28, Town 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin.

Parcel ID: 80200210000

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Adopted: _____

Published: _____

Approved:

_____

Brian Borchardt, Mayor

Attest:

_____

Charlotte Nagel, City Clerk