



NEENAH PLAN COMMISSION

Tuesday, July 8, 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: 217 499 693 516 2

Passcode: ev6n6UM2

1. Approval of Minutes: **June 24, 2025**
2. Public Appearances (Ten minutes divided among those wishing to speak on topics pertinent to the Plan Commission)
3. Public Hearings: None
4. Action Items:
 - a. **Final Plat #2-25 - Courtside Fields**
5. Discussion Items:
 - a. Neenah Housing Study and Needs Assessment
6. Announcements and future agenda items:
 - a. Next Meeting: July 29, 2025

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, June 24, 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	PRESENT
Gerry Andrews	PRESENT	Lindsay Clark	PRESENT		

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Michael Burrows, Intern of Community Development
Alderman Cari Lendrum	Heath Kummerow- Public Works Engineer	Shiku, LLC- 1001 Main St
Reid Jahns- Excel Engineering	Chris Bauknecht- Martenson & Eisele	Tod Galloway- Galloway Co
Jerry Flint- Excel Engineering	Lee Morey- Galloway Co	

Minutes: MSC Genett/Clark, the Plan Commission, to approve the June 10, 2025 meeting minutes. All voting aye. Motion passed.

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

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

Public Hearings:

a. Subdivision Code Amendment – Sec. 25-128- Storm Sewer Laterals

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

b. Official Street Map Amendment #1-25 -Oakridge Road- Removal

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

Action Items:

a. Subdivision Code Amendment – Sec. 25-128 – Storm Sewer Laterals

Deputy Director Schmidt went over the ordinance to allow downspouts to connect to the storm sewer lateral for new houses. There have been more requests for this recently, however, the current code does not allow it. Some recently built houses have included a downspout near walkways and driveways. In discussions with builders, homeowners, our public works department, and our building inspectors, the update to the code would allow for one downspout to connect to the storm sewer lateral and that downspout cannot convey more than 50% of the roof.

ORDINANCE
NO. 2025-07

Member Genett asked if there will be a size limit of the downspout that connects to the lateral. She stated it seems to be newer homes have larger downspouts. Deputy Director Schmidt stated there will not be a size limit, but it cannot convey more than 50% of the total roof.

Member Cuthbert asked if the homeowner will be paying for the connection. Deputy Director Schmidt stated yes, the homeowner will be paying for this connection at the time of construction on a new home as the storm sewer lateral is on private property.

Director Kaiser asked if there are non-new construction homes that would like to connect into the storm sewer lateral, they are able to do so with this new ordinance. Deputy Director Schmidt clarified, yes, this would be for both new and existing homes.

Member Genett asked how many older neighborhoods have storm sewer laterals. Director Kaiser stated the Public Works department has been working on extending the storm sewer laterals into existing properties when they are working on existing street or street utility projects. He stated at this point, half of the properties in the city do not have a storm sewer lateral.

MSC Kaiser/Cuthbert, the Plan Commission, recommends Common Council approve Ordinance No. 2025-07, amending Chapter 25 of the Code of Ordinances relating to storm sewer laterals. All voting aye. Motion passed.

b. Official Street Map Amendment #1-25 – Oakridge Road – Removal

ORDINANCE
NO. 2025-08

Deputy Director Schmidt went over the request from the Town of Neenah to remove an officially mapped street on the north side of Oakridge Road just west of Tullar Road. This mapped street extension was added around 2019 to ensure public access to property the Town of Neenah was looking to develop. The Town of Neenah is now looking to develop this site, and this road would serve as a driveway and not a public road.

MSC Steiner/Genett the Plan Commission, recommends Common Council approve Ordinance 2025-08, amending the Official Street Map by removing a 66-foot-wide street reservation between along Oakridge Road. All voting aye. Motion passed.

c. Annexation #238 – 1233 W Winneconne Avenue

ORDINANCE
NO. 2025-06

Deputy Director Schmidt went over the request for an annexation for the property located at 1233 W Winneconne Avenue. This residence is looking to annex in order to connect to city sewer and water. It is currently a single-family home and would be annexed into the city as a single-family residence.

MSC Cuthbert/Kaiser, the Plan Commission, recommends Common Council approve Annexation #238 (Ordinance No. 2025-06) and the property also receive an R-1, Single-Family Residence District zoning classification. All voting aye. Motion passed.

d. Site Plan #8-25 – 1001 Main Street – Change of Use

Deputy Director Schmidt went over the request to change the current use of a car wash to a proposed use of a tavern and a car wash. The property is zoned C1 General Commercial District and a tavern is a permitted use in the district. The proposal is to take a portion of the west side of the building, which was a car wash bay, and convert it into a tavern. The rest of the building would remain as a car wash bay. There would be additional parking, landscaping, and concrete work. The parking requirements are met with the proposed 17 stalls. Landscaping would need to be provided, a minimum of one tree and six shrubs as well as a buffer yard in the rear by the residence. This would be in addition to the green space and back fence that exists. The building itself would have modifications, replacing one of the doors with windows and adding windows and access into the tavern on the west side. The north side of the building will be closed off.

Deputy Director Schmidt stated the tavern would also require a liquor license, which would go through a different committee if this were approved. There is a note in the site plan review letter if the applicant adds a patio in the future, that would need to be reviewed by this commission as it would be considered a beer garden.

Member Genett asked since there are already so many car washes in the city, she is wondering about the thought process of putting the tavern and car was together. Applicant Shiku, LLC stated he wanted a place for people to go after their car is washed. The car wash is self-use, not automatic.

MSC Cuthbert/Kaiser, the Plan Commission, to approve the site plan to permit a tavern use, located at 1001 Main Street subject to the conditions of the site plan review letter. All voting aye. Motion passed.

e. **Site Plan #11-25 – 601 S. Commercial Street – Galloway Company**

Deputy Director Schmidt went over the proposed building addition on the south end of the Galloway Company site. The proposal is to add onto the east side of the building. The addition is roughly 2,100 square feet and there is also a proposed location for three silos that are about 75 feet in height. Two silos will be relocated from the north side of the building to the new location and the third silo bay will remain vacant to be used in the future.

MSC Kaiser/Andrews, the Plan Commission, to approve the site plan to construct a building addition and silo tanks on property located at 601 S. Commercial Street subject to the conditions of the Site Plan Review Letter. All voting aye. Motion passed.

Discussion Items:

a. **Neenah Housing Study and Needs Assessment**

Deputy Director Schmidt talked about a recent meeting with WHEDA. This is a state agency that handles affordable housing. The meeting discussed what type of programs they have. He also stated the continuation of looking at city owned lots, and which ones can be marketed for housing.

Announcements and Future Agenda Items: Next meeting is scheduled for July 8, 2025

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Adjournment: The Commission adjourned its meeting at 4:25 p.m. MSC Kaiser/Steiner. All voting Aye. Motion passed.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kayla Kubat". The script is cursive and fluid, with the first name "Kayla" and last name "Kubat" clearly legible.

Kayla Kubat

Administrative Assistant, Department of Community Development



M E M O R A N D U M

DATE: July 8, 2025
TO: Mayor Lang and Members of Plan Commission
FROM: Brad Schmidt, Deputy Director
RE: Final Plat Review – Courtside Fields

Request/Background

Shattuck Neenah, LLC submitted a final plat for the Courtside Fields subdivision. The preliminary plat was approved on 5/21/2025.

Consideration

The plat includes 31 lots with an average size of 11,647 square feet (0.26 acres) and lot widths between 66 and 85 feet. The average lot size for lots adjacent to the development on Elm and Reed Streets is 9,583 square feet or about 0.22 acres. All the lot depths are 160 feet.

All the proposed lots will be served by existing water, sanitary sewer, and storm sewers within the Elm Street and Reed Street right-of-way. The developer is responsible for installing private infrastructure including gas and electricity. Sidewalk currently exists along Reed Street adjacent to the proposed lots, however, there is no sidewalk along the Elm Street lots. As with all new subdivisions, the developer is responsible for installing the sidewalk along Elm Street.

Laudan Boulevard was constructed wider than the right-of-way width to accommodate on-street parking for the ball diamonds and sports fields used by Shattuck Middle School. Lots 8 and 24 on the preliminary plat include a portion of the roadway within the lots. Laudan Boulevard is expected to be reconstructed within its actual right-of-way at the same time as the Elm and Reed Street reconstruction projects. At that time, the roadway area on Lots 8 and 24 would be removed and returned to grass. An easement is included on these two lots to ensure public access on the roadway.

The plat includes three outlots. Outlot 3 includes a sidewalk connection from Reed Street to the tennis courts. Outlot 1 is located north of Laudan Boulevard between lots 1-7 and Lots 25-31. Outlots are typically non-buildable areas, however the proposed outlot does contain a building along the north property line. Prior to any use or reuse of the outlot and/or the building, the property owner should consult with the Community Development Department. The developers indicated Outlot 1 would be used for recreation purposes, possibly associated with a use in the former school building.

Outlot 2, the area south of Laudan Boulevard, is a little over four acres in area and includes about 280 feet of frontage. The outlot, per the Development Agreement, will be transferred or deeded to the City for the purpose of constructing a regional storm water facility. In addition, a 35-foot connection to Elm Street is included for the purpose of maintaining a sidewalk/trail, which would provide access to the Tennis Courts, and accommodate a storm pipe to connect to the storm main within Elm Street.

As with every subdivision, a development and fee agreement will be negotiated and must be approved before signing the final plat.

The proposed plat is consistent with subdivision concept plan reviewed and approved by Plan Commission at the end of 2024 and is consistent with preliminary plat approved on May 21st. As part of the preliminary plat review, a grading and drainage plan was required. The grading and drainage plan has been submitted.

Recommendation

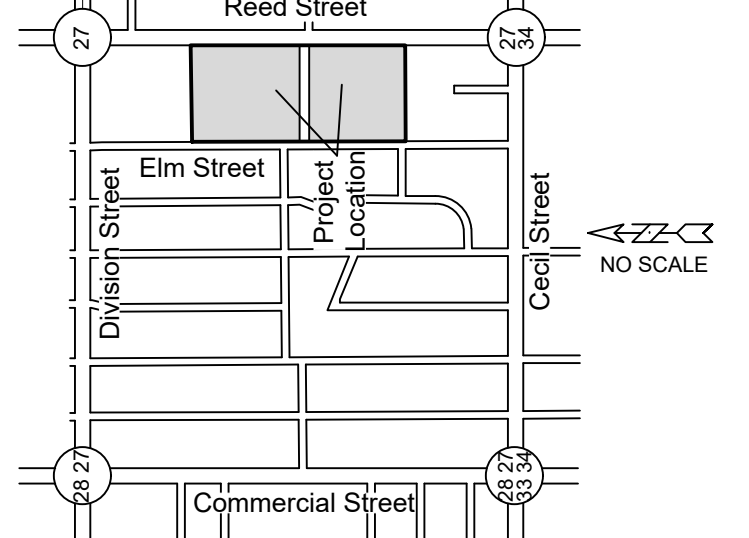
Appropriate action at this time is to recommend Common Council approve the Final Plat for Courtside Fields subdivision.

Courtside Fields

Lot 2, Certified Survey Map No. _____ and Lot 2, Certified Survey Map 8094, Located in part of the Northeast 1/4 of the Southwest 1/4 and part of the Southeast 1/4 of the Southwest 1/4, all in Section 27, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin

LOCATION MAP

SW 1/4 SEC 27, T 20 N, R 17 E,
CITY OF NEENAH
WINNEBAGO COUNTY, WI

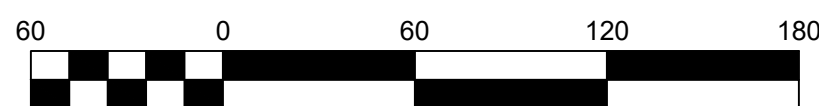


NOTES

- All linear measurements have been made to the nearest one hundredth of a foot.
- All bearings are computed and measured to the nearest second.

LEGEND

- 1/2" x 18" Steel Rebar @ 4.30lbs/LF SET
- All other corners
- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- 1/2" Rebar Found
- 1" Iron Pipe Found
- Masonry (PK) Nail Found
- Government Corner
- SF Lot Areas in Square Feet



Bearings are referenced to the East line of the Southwest 1/4, Section 27, T20N, R17E, assumed to bear N00°11'02"W, base on the Winnebago County Coordinate System.

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

Department of Administration



File: 8059Final.dwg
Date: 06/24/2025
Drafted By: scott
Sheet: 1 of 2



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866
www.davel.pro

Scott R. Andersen
Professional Land Surveyor
No. S-3169

Date _____

Lot 2, Certified Survey Map No. _____ and Lot 2, Certified Survey Map 8094, Located in part of the Northeast 1/4 of the Southwest 1/4 and part of the Southeast 1/4 of the Southwest 1/4, all in Section 27, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin

I, Scott R. Andersen, Professional Land Surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Neenah and Winnebago County, and under the direction of Shattuck Neenah, LLC, owners of said land, I have surveyed, divided and mapped Courtside Fields; that such plot correctly represents all exterior boundaries and the subdivision of the property of Shattuck Neenah, LLC, as shown on the attached Certified Survey Map No. 8094 (Doc. 1915452), Located in part of the Northeast 1/4 of the Southwest 1/4 and part of the Southeast 1/4 of the Southwest 1/4, all in Section 27, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin containing 714,880 Sq Ft (16.4114 Ac) of land. Described land is subject to existing restriction and easement of record.