



## NEENAH PLAN COMMISSION

**April 25, 2023**

**4:15 P.M.**

**Hauser Room, City Administration Building**

---

1. Approval of Minutes: **April 11, 2023**
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. CSM - 1495 Breezewood Lane - 2 Lots
5. Announcements and future agenda items:
  - a. Next Meeting: May 9, 2023

*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@ci.Neenah.wi.us](mailto:attorney@ci.Neenah.wi.us) at least 48 hours prior to the scheduled meeting or event to request an accommodation.*

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, April 11, 2023**  
**4:15 p.m.**

**Present:**

Mayor Jane Lang, Chairperson	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Sarah Moore-Nokes	ABSENT
Kate Hancock-Cooke	ABSENT	Karen Genett	PRESENT	Betsy Ellenberger	ABSENT
Gerry Andrews	PRESENT	Ald. Dan Steiner	PRESENT		

**Also Present:**

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant	Chris Haese, Director of Community Development
Les Muck, N1142 Neuman Rd Fremont	Jim Reiser, 154 Villa Dr, Neenah	Ald. Cari Lendrum
Ron Klatt, 202 Grant St, Neenah		

**Minutes:** MSC Andrews/Genett, the Plan Commission to approve the March 28, 2023 meeting minutes.  
**All aye. Motion passed.**

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

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

**Public Hearings:** None

**Action Items:**

- a. **Site Plan** – 1215 Gillingham Road - Self-Storage Building

The subject site is approximately 1.72 acres in size and includes an indoor self-storage facility (16,000 square feet) and two mini-storage buildings (2,000 square feet and 3,000 square feet) in the rear of the property. The area south of the main building includes an asphalt parking lot with access to the property along Gillingham Road. The property is zoned I-2, General Industrial District. Land north and south of the property is also zoned I-2 District, while land to the west is zoned C-1, General Commercial District and directly east of the property is Interstate 41.

The I-2 district identifies self-storage facilities as Special Uses. In 2022, a special use permit was granted for the use of the property as self-storage. The site plan proposes to construct a 5,950 square-foot self-storage building along the south property line.

Deputy Director Schmidt went over development standards and landscaping requirements.

Member Kaiser asked if there is any other expansion available on this property.

Deputy Director Schmidt said there could be an addition to the existing building, but it's limited.

**MSC Genett/Steiner, the Plan Commission to approve the site plan to construct a mini-storage building on property located at 1215 Gillingham Road subject to the conditions of the Site Plan Review Letter. All voting aye. Motion passed.**

b. **Final Plat** – 1<sup>st</sup> Addition to the Homes at Freedom Meadows

The proposed plat, 9.10 acres in size, includes 15 single-family residential lots, two outlots, and a lot that will be used by the Neenah Water Utility. The land is currently zoned R-1, Single-Family Residence District. The average lot size is approximately 14,500 square feet which exceeds the minimum lot size for single-family residential lots. The residential lots range in width from 60 feet to 125 feet. The Homes at Freedom Meadows, south of the proposed plat, includes lots that are similar in size.

The developer will be responsible for installing all public utilities (water, sanitary sewer, and storm sewer) as well as constructing all roads within the plat. Storm water will be managed through rear yard drainage swales, storm sewers and ultimately storm water from this plat will be diverted to storm water retention pond located along Freedom Meadows Drive within the development. Lot 45 on the plat is intended to be owned by the City's Water Utility. Outlot 3 will also be dedicated to the City as this land includes underground water, sanitary sewer, and storm sewer utilities. The City reserves the right to construct a sidewalk/trail through this outlot to connect Freedom Meadows Drive to Liberty Avenue.

Deputy Director Schmidt said the original concept plan of The Homes at Freedom Meadows will be updated and brought to Plan Commission for approval.

**MSC Andrews/Genett, the Plan Commission, to recommend to Common Council approve the Final Plat for the First Addition to the Homes at Freedom Meadows subdivision. All voting aye. Motion passed.**

c. **Neenah Next** – Downtown Master Plan

Deputy Director Schmidt gave an overview of the Neenah Next Downtown Master Plan. This plan highlights connectivity, development, waterfront, and neighborhoods for the future of the Downtown. There was input from the community, downtown stakeholders, and steering committee to help create this plan and the planning consultants, RDG Planning and Design and Neighborhood Planners brought all these ideas together.

Deputy Director Schmidt discussed a few key points regarding all the themes highlighted in the master plan. Connecting residents and tourists to and from the downtown with the use of a cycle track, which is separated from traffic and different from the bike lane, and showing the options of the realignment Millview Dr and Columbian Ave. A rendering of the potential development options with the Hafemeister building if it comes up for sale in the future was included in the plan. In terms of waterfront, the plan showed options of connecting Arrowhead Park with the downtown and also different uses of Hewitt Island. Finally, how to improve but also preserve the neighborhoods surrounding downtown with possible grants or low-interest loans.

REPORT

REPORT

Plan Commission Minutes

April 11, 2023

Page 3

The Downtown Master Plan also includes a retail and housing analysis. Deputy Director Schmidt discussed what retail gaps are in downtown and future housing options.

Member Steiner asked about housing needs. Deputy Director Schmidt said for the analysis the City was looked at as a whole and then it was determined how many new housing units can be sustained in the downtown.

Deputy Director Schmidt said this plan will need to be marketed and promoted to developers, so they know a master plan exists for the Downtown and how their development could fit within the master plan. This is also a living document and will need to be evaluated and adjusted as needed in the future.

Alderman Lendrum asked when a developer contacts the City do we send them the plan? Deputy Director Schmidt answered that we would send and promote the plan with developers.

Member Steiner said he appreciated the ability to visualize the Plan with all the graphics provided. He then asked if there is an idea of what the first project would be? Deputy Director Schmidt said there have been conversations regarding parking structures and it also depends on what developers bring in.

Member Andrews asked where are plans for Arrowhead Park. Mayor Lang said she is hoping next month to have an initial plan.

Director Haese explained we are providing the plan and developers come and decide where they want their project to fit into the plan. Also, not every development brought could be a good fit for the Downtown.

**MSC Genett/Andrews, the Plan Commission recommend Common Council accept and place on file the Neenah Next Downtown Master Plan. All voting aye. Motion passed.**

Discussion Items: None

Announcements and Future Agenda Items: Next meeting is April 25th, 2023

Adjournment: The Commission adjourned its meeting at 5:05. MSC Kaiser/Steiner. All Aye. Motion passed.

Respectfully Submitted,



Kayla Kubat  
Administrative Assistant, Community Development



---

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

---

**DATE:** April 25, 2023  
**TO:** Mayor Lang and Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director  
**RE:** 2 Lot CSM – 1495 Breezewood Lane

---

The CSM proposes to divide the parcel located at 1495 Breezewood Lane into two separate lots. The parcel is zoned R-1, Single-Family Residence District. The subject property, located on the northwest corner of Breezewood Lane and Alpine Lane, includes a single-family residence, several outbuildings, and open space. Lot 1 of the proposed CSM would include the existing buildings, while Lot 2 would include undeveloped portion of the property. Lot 2 can be further subdivided into three or four lots. If that occurs, sewer, water, and storm laterals will have to be installed on Alpine Lane.

### **Recommendation**

**An appropriate action at this time is for the Plan Commission to approve the 2 lot CSM for the property located at 1495 Breezewood Lane subject the CSM review letter.**



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

April 21, 2023

BOB REIDER  
CAROW LAND SURVEYING  
615 N LYNNDAL DR  
APPLETON, WI 54914

**RE: CSM #3-23 - 1495 Breezewood Ln - 2 Lots Certified Survey Map Review ( ) Status Approved**

Dear BOB REIDER:

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. The new parcel ID for Lot 2 is 80627500000.
2. The new address for Lot 2 is 1385 Alpine Lane.
3. Deferred assessments in the amount of \$74,239.19 will be held on Lot 2. When Lot 2 is sold, these deferred assessments will be due at closing.
4. The new parcel ID for Lot 1 is 80627600000.

---

**Assessor - Kathy Engelbreth - 920-886-6117  
kengelbreth@neenahwi.gov**

**Approved**

**Review Comments:**

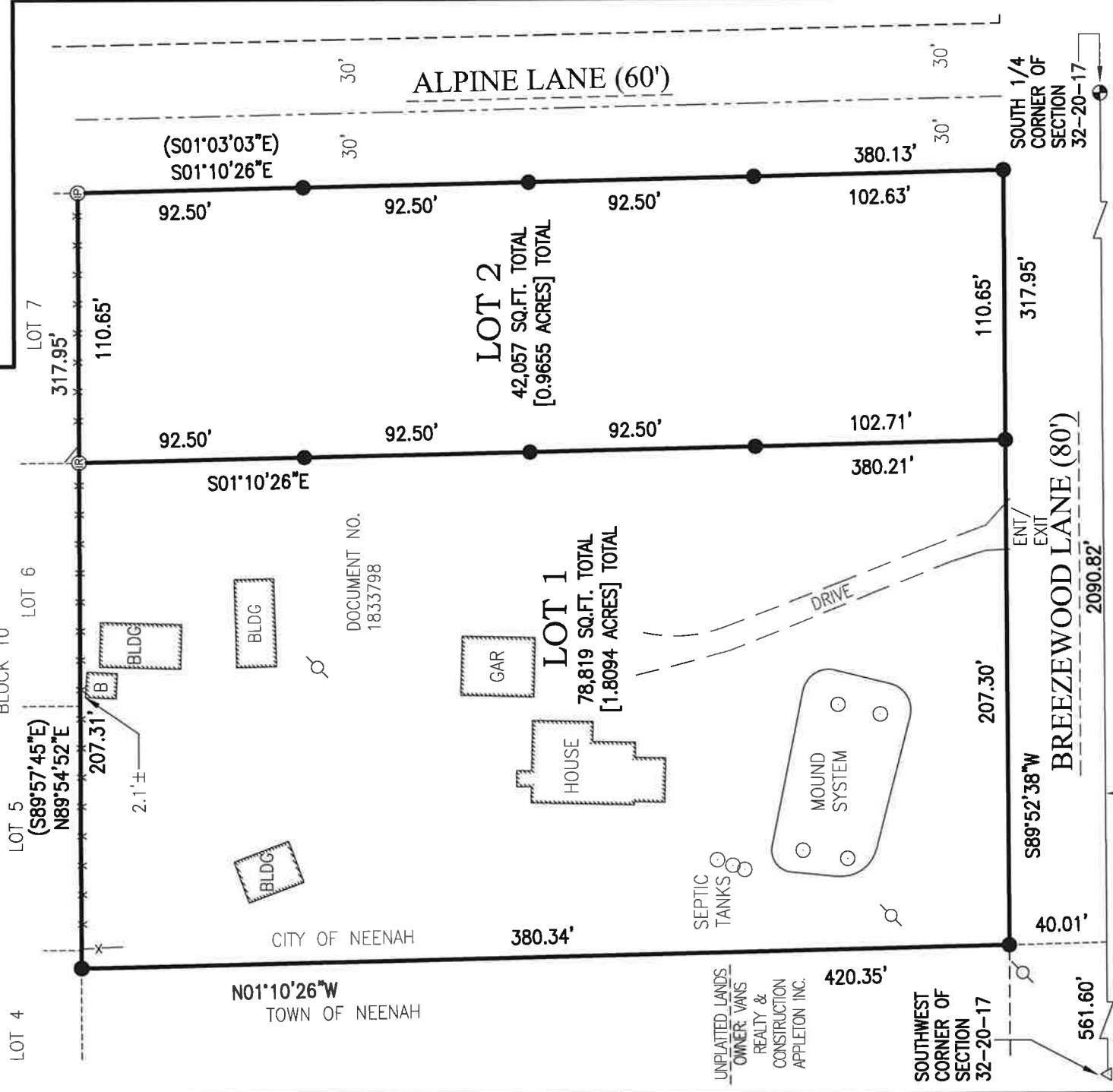
---

**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**  
 PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 32, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN

**OWNER(S) OF RECORD:**  
 BRETT T. MCCORMICK  
 TAX PARCEL NO.(S):  
 010036701

**GRAPHIC SCALE:**  
 1" = 60'

2ND ADDITION TO CONANT HEIGHTS PLAT  
 BLOCK 10



- LEGEND:**
- = 1" X 18" O.D. ROUND IRON PIPE SET, WEIGHING 1.13 LBS. PER LIN. FT.
  - ⊗ = 3/4" SOLID ROUND IRON REBAR FOUND
  - ⊕ = 1" I.D. ROUND IRON PIPE FOUND
  - ⊙ = SURVEY SPIKE IN DISK FOUND
  - ⊙ = BERTNSEN MONUMENT FOUND
  - X- = EXISTING FENCE
  - ⊙ = SEPTIC VENTS/TANKS
  - ⊙ = POWER POLE
  - ( ) = RECORDED AS BEARING / DISTANCE

**CHRISTOPHER E. PERREAU, PLS-2249 DATED CAROW LAND SURVEYING CO., INC.**  
 615 N. LYNDALE DR., APPLETON, WI 54912  
 N5841 STATE HIGHWAY 47-55, SHAWANO, WI 54166  
 PHONE: (920)731-4168  
 A2302.8 (TJS) DATED:4/12/2023

**NORTH IS REFERENCED TO THE SOUTH LINE OF THE SOUTHWEST 1/4 OF SECTION 32, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, WHICH BEARS N89°52'38"E PER THE WISCONSIN COUNTY COORDINATE SYSTEM (WINNEBAGO COUNTY)**

**SHEET 1 OF 3 SHEETS**

**CERTIFIED SURVEY MAP NO.** \_\_\_\_\_

BEING PART OF THE SOUTHWEST ¼ OF THE SOUTHWEST ¼ OF SECTION 32, TOWNSHIP 20 NORTH, RANGE 17 EAST, CIT OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

**SURVEYOR'S CERTIFICATE:**

I, CHRISTOPHER E. PERREAULT, PROFESSIONAL WISCONSIN LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED PART OF THE SOUTHWEST ¼ OF THE SOUTHWEST ¼ OF SECTION 32, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS:  
COMMENCING AT THE SOUTHWEST CORNER OF SECTION 32; THENCE N89°52'38"E, 561.60 FEET ALONG THE SOUTH LINE OF THE SOUTHWEST ¼ OF SECTION 32 TO THE SOUTHERLY EXTENSION OF THE WEST LINE OF LANDS DESCRIBED IN DOCUMENT NO. 1833798; THENCE N01°10'26"W, 40.01 FEET ALONG SAID EXTENSION TO THE NORTH LINE OF BREEZEWOOD LANE AND THE POINT OF BEGINNING; THENCE CONTINUING N01°10'26"W, 380.34 FEET ALONG SAID WEST LINE TO THE SOUTH LINE OF BLOCK 10, 2<sup>ND</sup> ADDITION TO CONANT HEIGHTS PLAT; THENCE N89°54'52"E, 317.95 FEET ALONG SAID SOUTH LINE TO THE WEST LINE OF ALPINE LANE; THENCE S01°10'26"E, 380.13 FEET ALONG SAID WEST LINE TO THE NORTH LINE OF BREEZEWOOD LANE; THENCE S89°52'38"W, 317.95 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF BRETT MCCORMICK, 1495 BREEZEWOOD LANE, NEENAH, WI 54956.

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND SURVEYED AND THE DIVISION OF THAT LAND.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION ORDINANCE OF THE CITY OF NEENAH.

\_\_\_\_\_  
CHRISTOPHER E. PERREAULT, PLS-2249 DATE  
CAROW LAND SURVEYING CO., INC.  
615 N. LYNNDALE DRIVE, APPLETON, WI, 54914  
N5841 S.T.H. "47-55", SHAWANO, WI 54166  
PHONE: (920)731-4168  
A2302.8 (CEP) 3/28/2023

**TREASURER'S CERTIFICATE:**

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LAND INCLUDED ON THIS CERTIFIED SURVEY MAP.

CITY TREASURER \_\_\_\_\_ DATED \_\_\_\_\_ COUNTY TREASURER \_\_\_\_\_ DATED \_\_\_\_\_

**CITY OF NEENAH APPROVAL:**

THIS CERTIFIED SURVEY MAP WAS APPROVED BY THE CITY OF NEENAH ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

MAYOR \_\_\_\_\_ DATED \_\_\_\_\_ CITY CLERK \_\_\_\_\_ DATED \_\_\_\_\_

**CERTIFIED SURVEY MAP NO.** \_\_\_\_\_

BEING PART OF THE SOUTHWEST ¼ OF THE SOUTHWEST ¼ OF SECTION 32, TOWNSHIP 20 NORTH, RANGE 17 EAST, CIT OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

**OWNER'S CERTIFICATE:**

AS OWNER (S), I (WE) HEREBY CERTIFY I (WE) CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED AND MAPPED AS SHOWN ON THIS MAP. I (WE) ALSO CERTIFY THAT THIS MAP REQUIRES THE APPROVAL OF THE FOLLOWING: CITY OF NEENAH.

WITNESS THE HAND AND SEAL OF SAID OWNER(S):

\_\_\_\_\_  
BRETT T. MCCORMICK

STATE OF WISCONSIN        )  
  ) SS  
\_\_\_\_\_) COUNTY)

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_,  
THE ABOVE NAMED OWNER(S), TO ME KNOWN TO BE THE PERSON(S) WHO EXECUTED THE  
FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

\_\_\_\_\_  
NOTARY PUBLIC,

MY COMMISSION EXPIRES \_\_\_\_\_.

\_\_\_\_\_  
CHRISTOPHER E. PERREAULT, PLS-2249   DATE  
CAROW LAND SURVEYING CO., INC.  
615 N. LYNNDALE DRIVE, APPLETON, WI, 54914  
N5841 S.T.H. "47-55", SHAWANO, WI 54166  
PHONE: (920)731-4168  
A2302.8 (CEP) 3/28/2023