



NEENAH PLAN COMMISSION

Tuesday, August 26, 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: 235 277 355 747 2

Passcode: Ax7EB7pp

-
1. Approval of Minutes: **August 12, 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 #4-25** - 521 S Commercial Street - C-Store Beer Sales
 - b. **Special Use Permit #5-25** - 904 S Green Bay Road - C-Store Beer Sales
 - c. **Rezoning #1-25** - 122, 126, 134 & 138 Tyler Street - R2 to I2 District
 - d. **Zoning Text Amendment** - Sec. 26-661 - Tourist Housing
 4. Action Items:
 - a. **Special Use Permit #4-25** - 521 S Commercial Street - C-Store Beer Sales
 - b. **Special Use Permit #5-25** - 904 S Green Bay Road - C-Store Beer Sales
 - c. **Rezoning #1-25** - 122, 126, 134 & 138 Tyler Street - R2 to I2 District (Ord. No. 2025-09)
 - d. **Zoning Text Amendment** - Sec. 26-661 - Tourist Housing (Ord. No. 2025-10)
 - e. **CSM #6-25** - 828 Fox Point Plaza - 2 Lot CSM
 5. Discussion Items:
 - a. Neenah Housing Study and Needs Assessment
 6. Announcements and future agenda items:
 - a. Next Meeting: September 9, 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, August 12, 2025
4:00 p.m.

Present:

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

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Michael Burrows, Intern of Community Development
Kelly Nieforth, Director of Community Development	Alderman Cari Lendrum	Alderman William Pollnow
Sarah Moore-Nokes, 645 Elm St	Aaron Roecker- 605 Elm St	Lee Hillstrom- 1021 Sterling Ave
Kevin Schmoltd- virtual attendance- 7Brew	Devin Winter- Excel Engineering	Tommy Pennington- 7Brew
Corbin Terlip- virtual attendance- 7Brew	Justin Stambuk- New Springs Christian Academy	Mandy Stambuk- New Springs Christian Academy
Bethanie Gengler- Neenah News		

Minutes: MSC, Kaiser/Genett, the Plan Commission, to approve the July 29, 2025 meeting minutes. All voting aye. Motion passed.

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

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

Public Hearings:

- a. **Special Use Permit #2-25 – 828 Fox Point Plaza – Drive-thru Coffee**

No one in attendance spoke. Vice Chairperson Steiner closed this public hearing.

- b. **Special Use Permit #3-25 – 600 Elm Street – School Playground**

Justin Stambuk- Board President of New Springs Christian Academy gave an overview of the new school. This is a newer Christian based school which will occupy a portion of the former Shattuck Middle School building. They have been cleaning, painting and modernizing their portion of the building. This school will have preschool through eighth grade with around 110 students currently enrolled for the school year. The playground equipment was donated, and they are looking to place the equipment on the northwest corner of the property.

Sarah Moore-Nokes 645 Elm St- she is wondering if there will be any tree removal to accommodate the new playground. Applicant Justin Stambuk stated there will be no tree removal

and the playground will be placed around the existing trees. He did mention in the future placing a fence around the perimeter but not at this time.

Aaron Roeker 605 Elm St- he asked what the positive impact this playground will have on the community and the new school. Applicant Justin Stambuk stated he wants to revitalize the neighborhood and the school by building a place for families and neighbors to congregate.

Aaron Roeker- he asked if the community can also use the space. Applicant Justin Stambuk stated his intention would be for anyone to use the playground.

Aaron Roeker- he asked the reason the northwest corner was chosen for the playground instead of other sites on the property. Applicant Justin Stambuk stated this space is near the part of the building where the school occupies and this area provides shade.

Aaron Roeker- he asked about a timeline for this playground. Applicant Justin Stambuk stated once they are through the approval stages, then they will start the installation.

Aaron Roeker asked about a long-term vision of the school. Applicant Justin Stambuk stated their current plan is to stay in the building for a while with the lease he signed.

No one else in attendance spoke. Vice Chairperson Steiner closed this public hearing.

Action Items:

a. Special Use Permit #2-25 – 828 Fox Point Plaza – Drive-thru Coffee

REPORT

Deputy Director Schmidt went over the request for a special use permit to establish a drive-thru coffee business within the C1 commercial district. The new business, 7Brew Coffee, would be in the excess parking lot of 828 Fox Point Plaza. There would be a proposal to subdivide and create a separate lot for the coffee business. The proposal includes the construction of two buildings. The primary building is drive-thru only, no walk-in customers and would be about 530 square feet. The secondary building is a storage cooler, which is 240 square feet. These two buildings are attached with a cover. Access to the site would come from Fox Point Plaza from the roundabout on the west side of the site and there is access on the southeast side from the adjoining parking lot. The access off Winneconne on the north end would close as part of this project. The main concern with any drive-thru business is the queuing impact on public streets. This drive-thru would be able to accommodate 17 cars and there is excess space on the property for any overflow beyond that. All setback requirements, building footprint maximums, and landscaping requirements are met. There is a suggestion to add a buffer between the drive-thru vehicles and the sidewalk traffic.

Member Cuthbert asked where the entrance and exit are on the site. Deputy Director Schmidt showed on a map the driveway onto Winneconne which will be removed and how the vehicles will maneuver on the site from the roundabout and the existing parking lot.

Member Genett asked if this will be going into the parking lot of the current pizza restaurant. Deputy Director Schmidt stated it will be in a part of the current parking lot that is being

underutilized. He stated there are about seven employees working per shift at 7Brew, which the applicant provided seven parking stalls for employees.

Director Kaiser asked how the business operates by being drive-thru only. Deputy Director Schmidt stated there is no order board, the staff take the orders on tablets and deliver the order when it is ready.

MSC, Kaiser/Cuthbert, the Plan Commission, finds 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 drive-thru coffee business located at 828 Fox Point Plaza subject to the conditions of the Approval Letter. All voting aye. Motion passed.

b. Special Use Permit #3-25 – 600 Elm Street – School Playground

REPORT

Deputy Director Schmidt went over the request for a playground at New Springs Christian Academy. In an R1 district, a playground needs to be 25 feet away from a sidewalk. The playground is located near the West wing, which is near where New Springs will be occupying inside the building. The site plan shows where the equipment will go on the site. In the future, if the applicant places a fence around the site, a review is not needed but it would require a fence permit.

Member Genett asked if the asbestos has been removed from the school since that was one of the reasons it could not be torn down. Applicant Justin Stambuk stated their school occupies primarily the west wing, which did not have any conclusive test of positive asbestos.

Member Cuthbert clarified that a fence is not required to go around a school playground. Deputy Director Schmidt stated, no, a fence is not required.

MSC Cuthbert/Andrews, the Plan Commission, finds the proposed use meets the finds of fact for a Special Use Permit (Sec. 26-48) and recommends Common Council approve a Special use Permit for a playground located at 600 Elm Street subject to the conditions of the Special Use Review Letter. All voting aye. Motion passed.

c. Site Plan #15-25 – 202 N Green Bay Road – Storage Building

Deputy Director Schmidt went over the site plan request by Bergstrom Chevrolet-Buick-Cadillac to tear down the existing structure and construct a new storage building on the site. The parking lot on the north and south end will remain the same. There will also be a connected drive lane around the building. The new building will be about 5000 square feet and there will be loading doors on the south end of the building. This request meets all minimum setback requirements. There has not been a landscape plan submitted, which would be required.

Member Andrews asked about landscaping along N Green Bay Road. Deputy Director Schmidt stated yes, that would be a requirement.

MSC Genett/Cuthbert, the Plan Commission, approve the site plan to construct a storage building located at 202 N Green Bay Road subject to the site plan review letter. All voting aye. Motion passed.

Discussion Items:

a. Neenah Housing Study and Needs Assessment

Deputy Director Schmidt went over the next step in the discussion involving ADUs, which is drafting an ordinance of what ADUs could look like in the city and different regulations. Intern Burrows gave a presentation on drafting an ordinance around ADUs, including that this ordinance would likely go into the zoning code and a possibly ordinance structure.

Member Genett stated there is currently a height restriction on a garage. If someone were to put an apartment above a garage, would that restriction remain the same. Intern Burrows stated it would need to be looked it if the city were to possibly allow carriage houses and if the ordinance would provide an exception to the height requirement or amending the actual accessory structure height requirement. Deputy Director Schmidt stated if it is an attached garage, it cannot be higher than the principal structure. If it is a detached garage, it would most likely have a height restriction. The building code creates the barrier for all garages to be converted into ADUs.

Member Cuthbert asked if the ADU would have a different address from the primary structure. Intern Burrows stated he looked at ordinances in other cities and it is either not mentioned in the ordinance or it is stated the creation of a separate address is prohibited. Deputy Director Schmidt stated it would be a discussion with the post office and their preference.

Member Cuthbert asked about having language in the ordinance regarding building code standards. DD stated there would be a pamphlet with information regarding the ordinance, building code and zoning code requirements.

Director Kaiser asked if ADUs would go through the site plan review process. Deputy Director Schmidt stated at the beginning it would go through that process but possibly as time goes on, they can be reviewed internally.

Deputy Director Schmidt stated the next step would require a public hearing and invite different stakeholders to have input as well.

Member Genett asked about what happens if a resident builds an ADU for an elderly relative and then that person leaves and now it becomes a rental. Deputy Director Schmidt stated rentals are a possibility, but it would be difficult to enforce.

Announcements and Future Agenda Items: Next meeting is scheduled for August 26, 2025

Adjournment: The Commission adjourned its meeting at 4:50 p.m. MSC Kaiser/Cuthbert. All voting Aye. Motion passed.

Respectfully Submitted,

Plan Commission Minutes

August 12, 2025

Page 5

A handwritten signature in black ink that reads "Kayla Kubat". The signature is written in a cursive, flowing style.

Kayla Kubat

Administrative Assistant, Department of Community Development



DATE: August 26, 2025
TO: Mayor Lang and Members of Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Special Use Permit – 521 S Commercial St – Class “A” License

Request

Manisha Balami (Mobil) has submitted a request obtain a Class “A” license to sell fermented malt beverage at their convenience store located at 521 S Commercial Street.

Consideration

Convenience stores which sell gasoline are required to obtain a Class “A” license and a special use permit to sell fermented malt beverages. Chapter 4 of the Municipal Code includes further limitations related to Class “A” licenses for properties which sell gasoline:

1. Alcohol may only be displayed and sold from a lockable area such as a cooler, cage, or similar facility. No open floor display or sale from which will be permitted.
2. Total floor area allocated to alcohol sales shall be limited to no more than 10% of the total sales floor area of the store or 750 square feet, whichever is less.
3. The area from which alcohol is displayed and sold must be locked and inaccessible to the public between the hours of 9:00 PM and 8:00 AM, pursuant to Wis. State. §125.32(3)(d).
4. There shall be no sale of single serve fermented malt beverages in bottles or cans of fewer than 60 ounces per container.
5. Fermented malt beverages may only be sold or given away in four-pack or greater collective quantities of 12 or more ounce bottles or cans.
6. Advertisement for alcohol products may not be displayed in any exterior location of the business (including upon, at or near gasoline or other fuel pump islands).
7. Sales of fermented malt beverages in kegs, of any size, are not permitted.
8. Given the “quick stop” and high-volume nature of retail customer businesses at convenience stores, tasting events (i.e. the sale or provision of taste samples of fermented malt beverages) are not permitted on any premises licensed hereunder.
9. A cashier selling alcoholic beverages must be at least 18 years of age, and at least on on-duty employee must possess a legal operator’s license while alcohol is being sold, being also within sight of all alcohol sales transactions.
10. Any license issued hereunder shall be immediately forfeited and surrendered should the convenience store cease to sell and dispense gasoline or other motor fuels.

Mobil is located on a 0.53-acre parcel and includes a 1,693 square-foot building and gasoline pump islands. The total sales floor area is about 728 square feet. The proposal is to include an alcohol sales area of 20 square feet in lockable refrigerators with doors accessible to the guests. This area represents less than 3% of the total sales floor area of the building.

The proposed floor plan and sales area for the alcohol sales represents an area less than 10% of the total sales floor area and less than the maximum 750 square feet per the Municipal Code. Any future changes to the proposed alcohol sales floor area may require a modification to this special use permit and the Class "A" fermented malt beverages license. Failure to meet the requirements of the Class "A" license may constitute a forfeiture of the special use permit.

Recommendation

Plan Commission finds that the proposed floor plan meets the requirements listed under Section 4.95(f) of the Municipal Code for a Class "A" license and recommends Common Council approve a Special Use Permit for the issuance of a Class "A" license for property located at 521 S. Commercial Street subject to the conditions of the Special Use Approval Letter.



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

August 14, 2025

MANISHA BALAMI
MAHABAI LLC
3163 S STILLMEADOW LANE #9
APPLETON, WI 54915

RE: Special Use Permit #4-25 - 521 S Commercial St - Beer Sales Special Use Review () Status Approved

Dear MANISHA BALAMI:

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

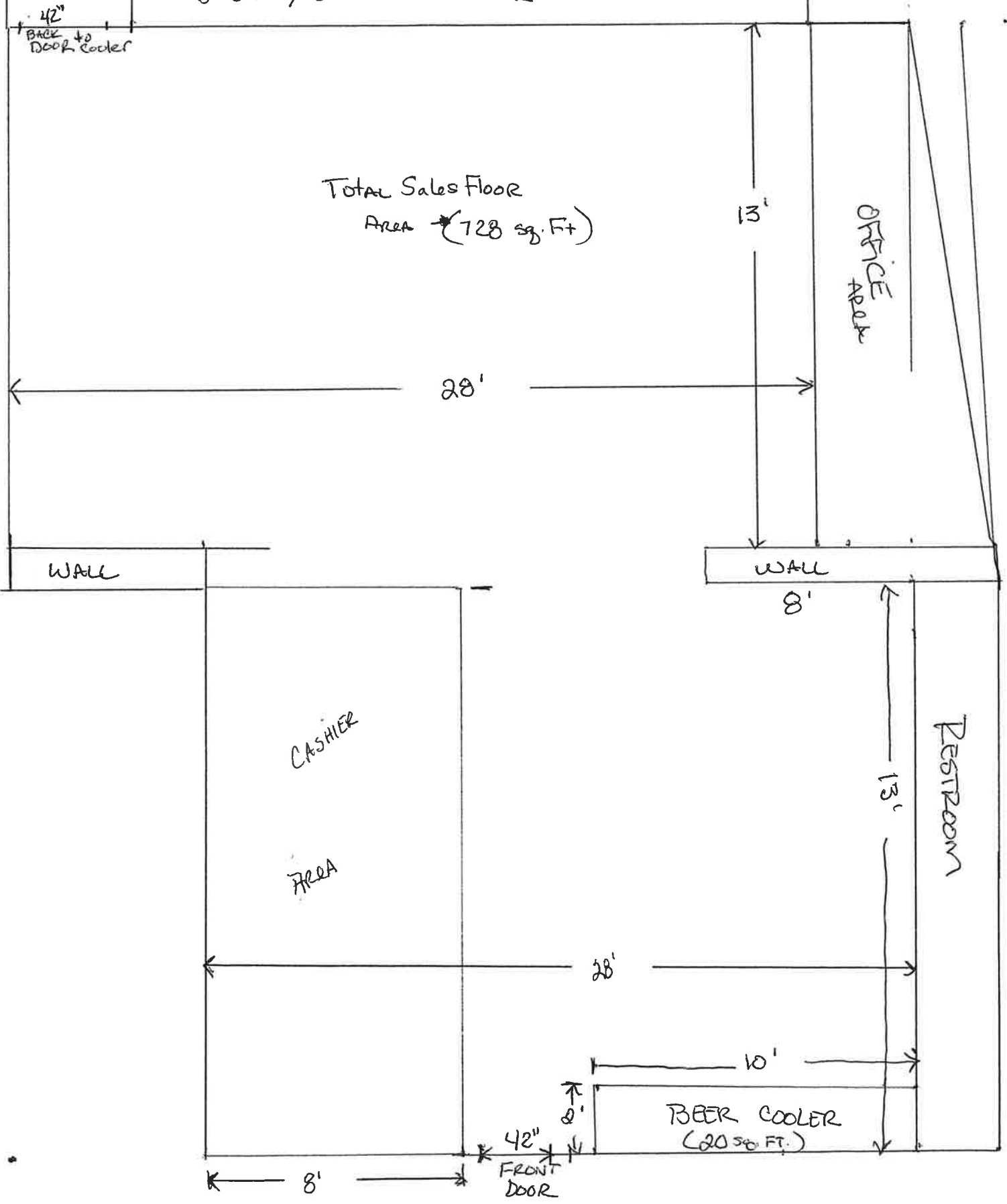
Planning - Brad Schmidt -
bschmidt@neenahwi.gov

Approved

Review Comments:

1. Alcohol may only be displayed and sold from a lockable area such as a cooler, cage, or similar facility. No open floor display or sale from which will be permitted.
 2. Total floor area allocated to alcohol sales shall be limited to no more than 10% of the total sales floor area of the store or 750 square feet, whichever is less.
 3. The area from which alcohol is displayed and sold must be locked and inaccessible to the public between the hours of 9:00 PM and 8:00 AM, pursuant to Wis. State. §125.32(3)(d).
 4. There shall be no sale of single serve fermented malt beverages in bottles or cans of fewer than 60 ounces per container.
 5. Fermented malt beverages may only be sold or given away in four-pack or greater collective quantities of 12 or more ounce bottles or cans.
 6. Advertisement for alcohol products may not be displayed in any exterior location of the business (including upon, at or near gasoline or other fuel pump islands).
 7. Sales of fermented malt beverages in kegs, of any size, are not permitted.
 8. Given the "quick stop" and high-volume nature of retail customer businesses at convenience stores, tasting events (i.e. the sale or provision of taste samples of fermented malt beverages) are not permitted on any premises licensed hereunder.
 9. A cashier selling alcoholic beverages must be at least 18 years of age, and at least one on-duty employee must possess a legal operator's license while alcohol is being sold, being also within sight of all alcohol sales transactions.
 10. Any license issued hereunder shall be immediately forfeited and surrendered should the convenience store cease to sell and dispense gasoline or other motor fuels.
 11. Modifications to the alcohol sales area requires an amendment to the special use permit.
 12. Failure to adhere to these requirements may constitute a forfeiture of the special use permit.
-

Soda / Water Cooler



42"
BACK DOOR COOLER

Total Sales Floor
Area (728 sq. Ft.)

13'

OFFICE
AREA

28'

WALL

WALL

8'

CASHIER
AREA

RESTROOM

13'

28'

10'

BEER COOLER
(20 sq. Ft.)

2'

42"
FRONT
DOOR

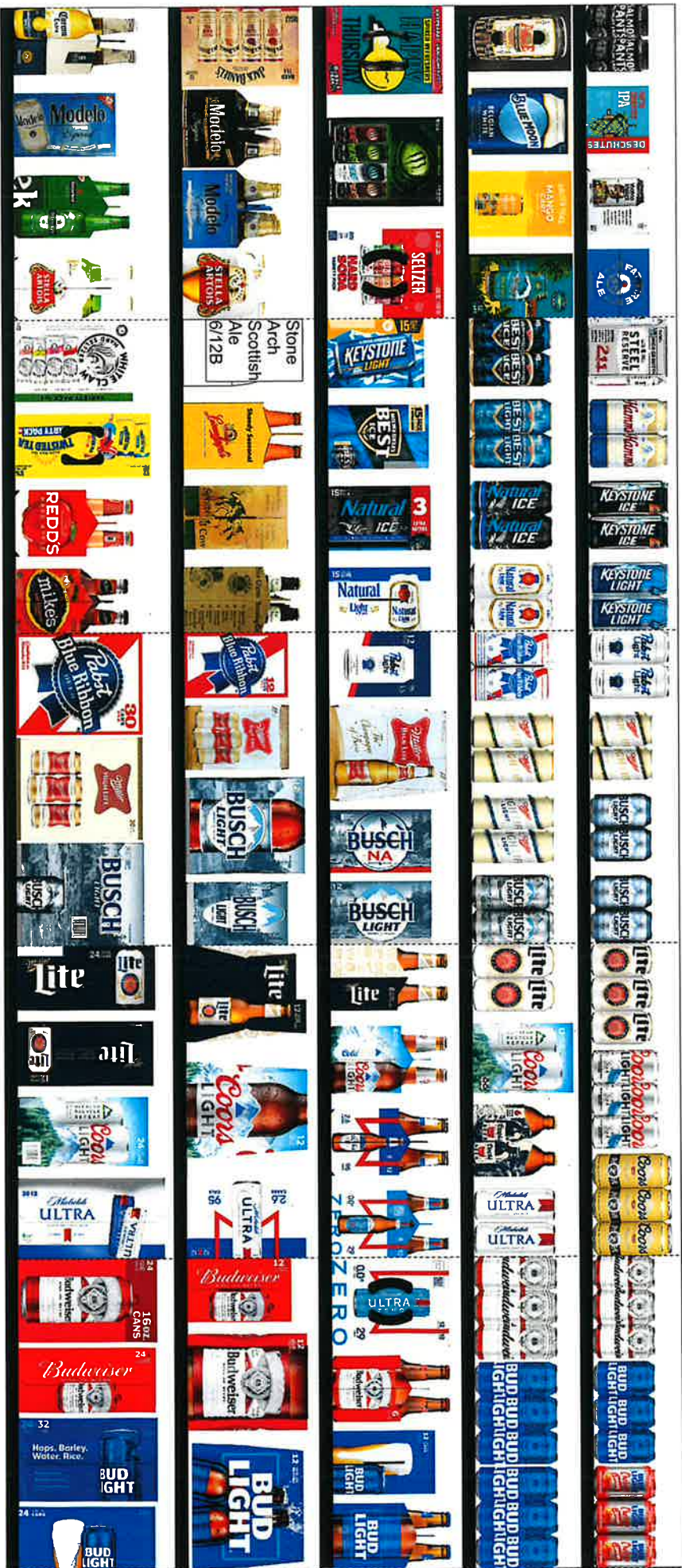
8'

BUD LIGHT

Commercial St Petro NEW



TOTAL OF 20 SQUARE FEET BEER SPACE
(10 FT WIDE BY 2 FEET DEEP)



WISCONSIN DISTRIBUTORS

Printed: 8/11/2025
Traffic Flow N/A

WISCONSIN DISTRIBUTORS



DATE: August 26, 2025
TO: Mayor Lang and Members of Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Special Use Permit – 904 S Green Bay Road – Class “A” License

Request

KN LLC (Mobil) has submitted a request obtain a Class “A” license to sell fermented malt beverage at their convenience store located at 521 S Commercial Street.

Consideration

Convenience stores which sell gasoline are required to obtain a Class “A” license and a special use permit to sell fermented malt beverages. Chapter 4 of the Municipal Code includes further limitations related to Class “A” licenses for properties which sell gasoline:

1. Alcohol may only be displayed and sold from a lockable area such as a cooler, cage, or similar facility. No open floor display or sale from which will be permitted.
2. Total floor area allocated to alcohol sales shall be limited to no more than 10% of the total sales floor area of the store or 750 square feet, whichever is less.
3. The area from which alcohol is displayed and sold must be locked and inaccessible to the public between the hours of 9:00 PM and 8:00 AM, pursuant to Wis. State. §125.32(3)(d).
4. There shall be no sale of single serve fermented malt beverages in bottles or cans of fewer than 60 ounces per container.
5. Fermented malt beverages may only be sold or given away in four-pack or greater collective quantities of 12 or more ounce bottles or cans.
6. Advertisement for alcohol products may not be displayed in any exterior location of the business (including upon, at or near gasoline or other fuel pump islands).
7. Sales of fermented malt beverages in kegs, of any size, are not permitted.
8. Given the “quick stop” and high-volume nature of retail customer businesses at convenience stores, tasting events (i.e. the sale or provision of taste samples of fermented malt beverages) are not permitted on any premises licensed hereunder.
9. A cashier selling alcoholic beverages must be at least 18 years of age, and at least on on-duty employee must possess a legal operator’s license while alcohol is being sold, being also within sight of all alcohol sales transactions.
10. Any license issued hereunder shall be immediately forfeited and surrendered should the convenience store cease to sell and dispense gasoline or other motor fuels.

Mobil is located on a 1.29-acre parcel and includes a 9,470 square-foot building which includes a convenience store and other tenant space. The total sales floor area of the convenience store is about 3,744 square feet. The proposal is to include an alcohol sales area of 150 square feet in lockable walk-in cooler. This area represents about 4% of the total sales floor area of the building.

The proposed floor plan and sales area for the alcohol sales represents an area less than 10% of the total sales floor area and less than the maximum 750 square feet per the Municipal Code. Any future changes to the proposed alcohol sales floor area may require a modification to this special use permit and the Class "A" fermented malt beverages license. Failure to meet the requirements of the Class "A" license may constitute a forfeiture of the special use permit.

Recommendation

Plan Commission finds that the proposed floor plan meets the requirements listed under Section 4.95(f) of the Municipal Code for a Class "A" license and recommends Common Council approve a Special Use Permit for the issuance of a Class "A" license for property located at 904 S. Green Bay Road subject to the conditions of the Special Use Approval Letter.



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

August 14, 2025

NAWA NAWA
KN LLC
904 S GREEN BAY ROAD
NEENAH, WI 54956

RE: Special Use Permit #5-25 - 904 S Green Bay Road - Beer Sales Special Use Review () Status Approved

Dear NAWA NAWA:

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,

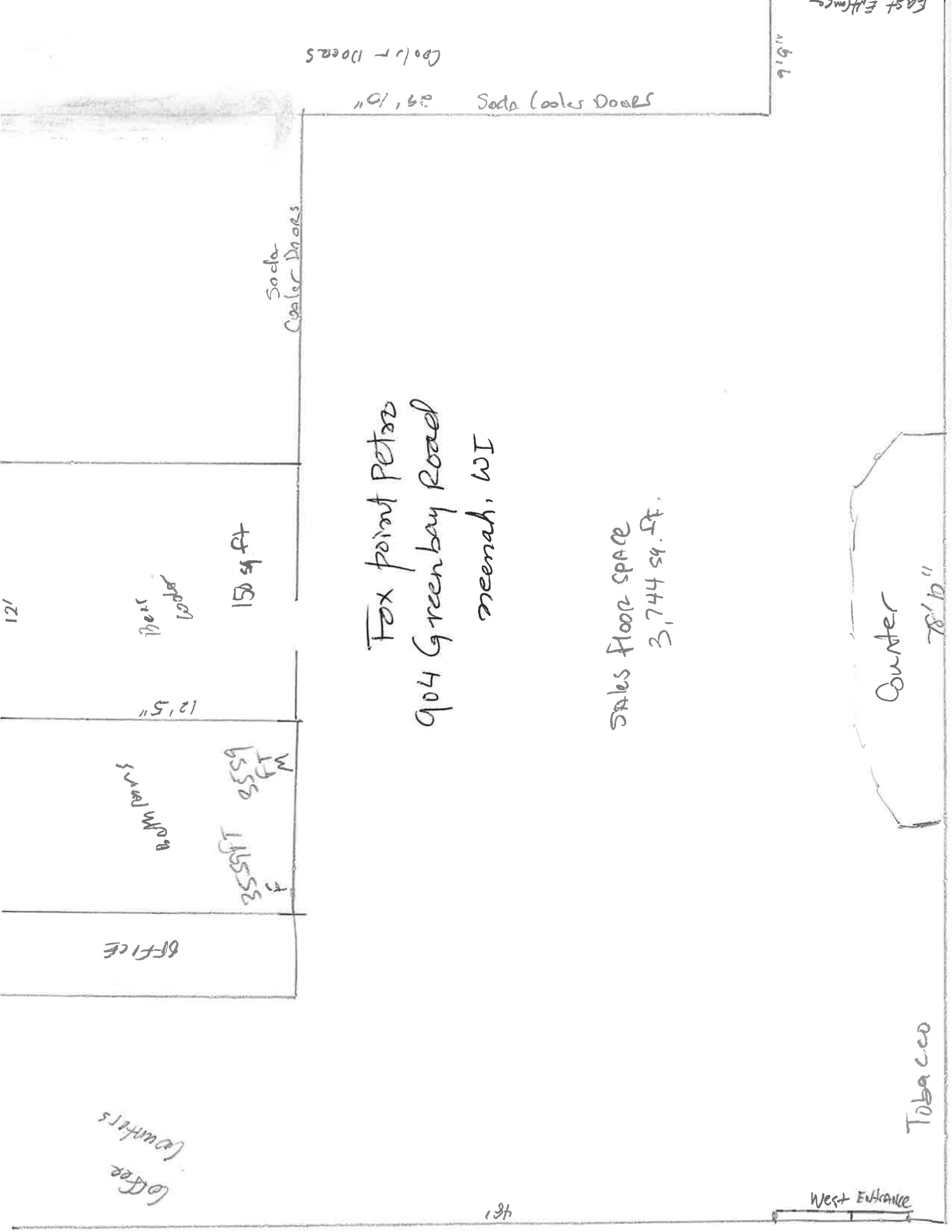
Brad Schmidt
Deputy Director of Community Development and Assessment
bschmidt@neenahwi.gov
920-886-6126

Planning - Brad Schmidt -
bschmidt@neenahwi.gov

Approved

Review Comments:

1. Alcohol may only be displayed and sold from a lockable area such as a cooler, cage, or similar facility. No open floor display or sale from which will be permitted.
 2. Total floor area allocated to alcohol sales shall be limited to no more than 10% of the total sales floor area of the store or 750 square feet, whichever is less.
 3. The area from which alcohol is displayed and sold must be locked and inaccessible to the public between the hours of 9:00 PM and 8:00 AM, pursuant to Wis. State. §125.32(3)(d).
 4. There shall be no sale of single serve fermented malt beverages in bottles or cans of fewer than 60 ounces per container.
 5. Fermented malt beverages may only be sold or given away in four-pack or greater collective quantities of 12 or more ounce bottles or cans.
 6. Advertisement for alcohol products may not be displayed in any exterior location of the business (including upon, at or near gasoline or other fuel pump islands).
 7. Sales of fermented malt beverages in kegs, of any size, are not permitted.
 8. Given the "quick stop" and high-volume nature of retail customer businesses at convenience stores, tasting events (i.e. the sale or provision of taste samples of fermented malt beverages) are not permitted on any premises licensed hereunder.
 9. A cashier selling alcoholic beverages must be at least 18 years of age, and at least one on-duty employee must possess a legal operator's license while alcohol is being sold, being also within sight of all alcohol sales transactions.
 10. Any license issued hereunder shall be immediately forfeited and surrendered should the convenience store cease to sell and dispense gasoline or other motor fuels.
 11. Modifications to the alcohol sales area requires an amendment to the special use permit.
 12. Failure to adhere to these requirements may constitute a forfeiture of the special use permit.
-



Soda Coolers 10 each

Soda Cooler Doors

9'9"

Soda Cooler Doors

12'

Beer cooler

15'5"

12'5"

Small room

3559 F
1555 W

Office

Fox Point Petco
904 Green Bay Road
Meenah, WI

Sales Floor Space
3,744 sq. ft.

Counter

78'10"

Tobacco

West Entrance

Coffee
Counters

46'

East Entrance





Fox Point Petro Walk-IN Cooler

North Wall-Left of Door



Printed: 8/8/2025

Traffic Flow N/A





M E M O R A N D U M

DATE: August 26, 2025
TO: Mayor Lang and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Rezoning Multiple Parcels to I-2 District –Tyler St (**Ord. No 2025-09**)

Request

Galloway Company (601 S. Commercial Street) has submitted a request to rezone multiple parcels from the R-2, Two-Family Residence to the I-2, General Industrial District along Tyler Street.

Background

The subject parcels are located along Tyler Street (122, 126, 134 and 138 Tyler). All four of the parcels are owned by Galloway Company. The purpose of this request is to consolidate all of the remaining Galloway-owned parcels into 601 S. Commercial Street parcel which is zoned I-2 District. The City's Zoning Code prohibits multiple zoning districts on one parcel. The rezoning and lot consolidation will help facilitate Galloway Company's future expansion projects and help improve site efficiency and on-site traffic/truck circulation. A site plan was recently approved by Plan Commission for a building expansion, trailer parking and off-street parking. A condition of the site plan approval required consolidating the subject parcels into the larger Galloway parcel and rezoned them to the I2 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 Neenah Industrial Corridor. The Industrial Corridor category is intended to promote business and industrial expansion. The I-2 zoning district is consistent with the Comprehensive Plan's future land use map.

Recommendation

An appropriate action at this time is for the Plan Commission to recommend Common Council approve Ordinance No. 2025-09 rezoning property located along Tyler Street to the I-2, General Industrial District.



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

August 14, 2025

TROY BEYER
GALLOWAY COMPANY
601 S COMMERCIAL STREET
NEENAH, WI 54956

RE: Rezoning #1-25 - Tyler St - R2 to I2 Rezoning Review () Status Approved

Dear TROY BEYER:

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:

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

Approved

Review Comments:



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission
Re: Rezoning land located along Tyler Street from
the R-2, Two-Family Residence District to the I-
2, General Industrial District.

ORDINANCE NO. 2025-09
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 0.90 Acres of land located along Tyler Street from the R-2, Two-Family Residence District to the I-2, General Industrial District. The properties are more particularly described as follows:

All that part of Lots Four (4), Five (5) and Six (6) of Block Five (5), in SHERRY'S SECOND ADDITION TO SHERRYTOWN, in the Second Ward, City of Neenah, Winnebago County, Wisconsin, described as follows: Beginning at a point on the Southeasterly line of Tyler Street that is 83.9 feet South 65 degrees 52 minutes West of the Northeasterly corner of said Lot 4; thence South 65 degrees 52 minutes West 57 feet along the Southeasterly line of Tyler Street; thence South 22 degrees 37 minutes East, 134.2 feet to the Southeasterly line of said Lot 5; thence Northeasterly along the Southeasterly line of Lots 5 and 4, 57 feet to a point that is 29.8 feet Southwesterly of the Southeasterly corner of said Lot 4; thence North 22 degrees 37 minutes West 133.9 feet to the point of beginning.

That part of Lots Five (5) and Six (6) of Block Five (5) in SHERRY'S SECOND ADDITION TO SHERRYTOWN, in the Second Ward, City of Neenah, Winnebago County, Wisconsin, described as follows, viz:

Commencing at the Northwesterly corner of said Lot 6; thence Northeasterly, along the Northwesterly line of said Lot 6, 62.1 feet, to a point that is 140.9 feet Southwesterly of the Northeasterly corner of Lot 4 of said Block; thence South 22°37' East, 134.2 feet, to the Southerly line of said Lot 5; thence Southwesterly, along the Southeasterly line of said Lots 5 and 6, 112.2 feet, to the Southwest corner of said Lot 6; thence North, along the West line of said Lot 6, to the place of beginning.

A part of Lots Seven (7) and Eight (8) of Block Five (5) in SHERRY'S SECOND ADDITION TO SHERRYTOWN, in the Second Ward, City of Neenah, Winnebago County, Wisconsin, more fully described as follows: Commencing at the Northeast corner of said Lot Eight (8), thence Southwesterly along the North boundary of said Lot Eight (8) parallel with Tyler Street a distance of 6 feet to the point of beginning, thence Northeasterly along the North boundary of said Lots Seven (7) and Eight (8), to the Northeast corner of said Lot Seven (7), thence South to the Southeast corner of said Lot Seven (7), thence Southwesterly along the South boundary of said Lot Seven (7) to a point on the South boundary of said Lot Seven (7) which is 6 feet Northeast of the Southwest corner of said Lot Seven (7), thence Northwesterly to the point of beginning.

All of Lot Seven (7), Lot Eight (8), and Lot Nine (9) of Block Five (5) in Sherry's Second Addition to Sherrytown, in the Second Ward, City of Neenah, Winnebago County, Wisconsin, less and excepting the following described parcel:

A part of Lots 8 and 9 of Block 5 in Sherry's Second Addition to Sherrytown, in the Second Ward, City of Neenah, more particularly described as follows: Commencing at the Northwest corner of "Parcel A" (as "Parcel A" is hereinafter described); thence Southwesterly along the North boundary of said Lots 8 and 9 parallel with Tyler Street a distance of 11 feet to the point of beginning; thence continuing Southwesterly along the North boundary of said Lot 9, parallel with Tyler Street, to the Northwest corner of said Lot 9; thence South to the Southwest corner of said Lot 9; thence Northeasterly along the South boundary of said Lot 9 to the Southeast corner of said Lot 9; thence continuing Northeasterly along the South boundary of said Lots 8 and 9 a distance of 11 feet; thence Northwesterly to the point of beginning.

Note: For the purposes of this deed, "Parcel A" is described as: The Easterly 65 feet, front and rear, of Lot 8 of Block 5 in Sherry's Second Addition to Sherrytown, in the Second Ward, City of Neenah, Winnebago County, Wisconsin.

And also less and except the following described parcel:

A part of Lots 7 and 8 of Block 5 in Sherry's Second Addition to Sherrytown, in the Second Ward, City of Neenah, Winnebago County, Wisconsin, more fully described as follows: Commencing at the Northeast corner of said Lot 8; thence Southwesterly along the North boundary of said Lot 8 parallel with Tyler Street a distance of 6 feet to the point of beginning; thence Northeasterly along the North boundary of said Lots 7 and 8, to the Northeast corner of said Lot 7; thence South to the Southeast corner of said Lot 7; thence Southwesterly along the South boundary of said Lot 7 to a point on the South boundary of said Lot 7 which is 6 feet Northeast of the Southwest corner of said Lot 7; thence Northwesterly to the point of beginning.

Parcel IDs: 80200450000, 80200460000, 80200470000, and 80200480000

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: _____

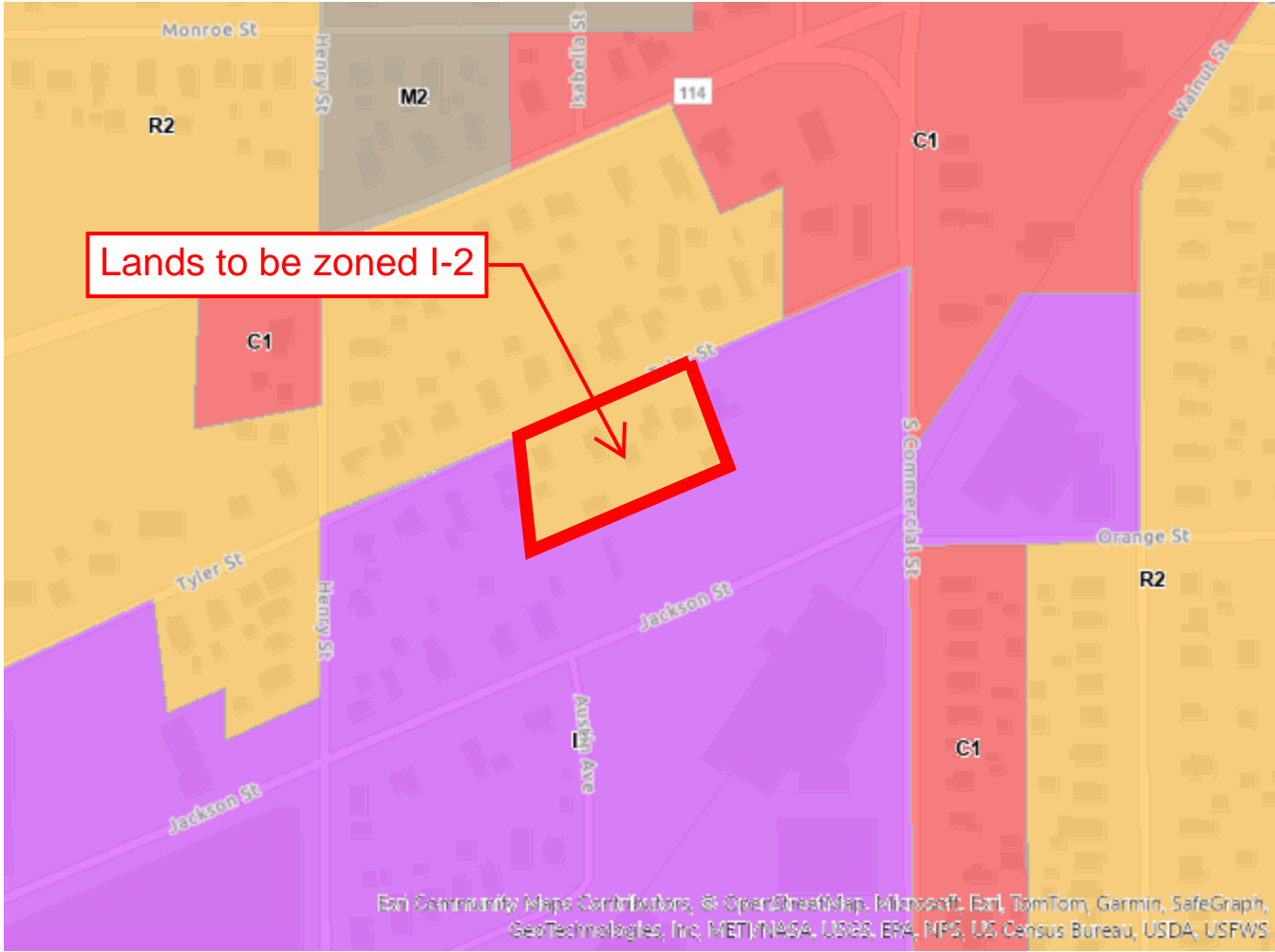
Approved:

Published: _____

Jane Lang, Mayor

Attest:

Charlotte Nagel, City Clerk





M E M O R A N D U M

DATE: August 26, 2025
TO: Mayor Lang and Members of Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Zoning Code Amendment – Section 26-661 – Tourist Housing

In 2017, the City created an ordinance to establish tourist housing (short-term rentals) regulations. Under the current ordinance, tourist housing properties must be the primary residence of the applicant. These restrictions have worked well in protecting residential neighborhoods. However, a recent lawsuit by the Wisconsin Realtors Association challenged whether the City could regulate the residency status of tourist housing. The Circuit Court ruled in the City's favor, but the Appeals Court struck that decision. Due to the Court's decision and interpretation of State law, the City's Tourist Housing ordinance must be amended to remove Section 26-661(8), which states, "The tourist housing property shall be the primary residence of the applicant."

The proposed text amendment removes Section 26-661(8) from the Tourist Housing ordinance. The Community Development Department is currently reviewing the entirety of the Tourist Housing ordinance and will be providing modifications to Plan Commission at a future meeting. The initial goal of this ordinance was to provide a balance between allowing some tourist housing in neighborhoods while creating reasonable rules to protect neighborhoods. Additionally, the requirement that tourist housing had to be the owner's primary residence was included to limit houses that would become strictly tourist housing.

Recommendation

Appropriate action at this time is for Plan Commission to recommend Common Council approve Ordinance No. 2025-10, amending Section 26-661 of the Code of Ordinances relating to Tourist Housing.



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By Plan Commission
Re: Amending Section 26-661 of the Code of Ordinances relating to Tourist Housing.

ORDINANCE NO. 2025-10

Introduced: _____

Committee/Commission Action:

AN ORDINANCE

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

Section 1. Chapter 26, Article 15 of the Code of Ordinances of the City of Neenah, consisting of Section 26-661, relating to Tourist Housing is amended to eliminate the stricken language and add the highlighted language to read as follows:

Sec. 26-661. Standards.

All tourist housing properties shall conform to the following standards:

- (1) There shall be at least two designated off-street parking spots on the tourist housing property for guests;
- (2) All tourist housing property owners or guests must abide by the noise regulations in Section 11-146 of the City's Code of Ordinances;
- (3) The owner(s) of the property is the only individual(s) allowed to rent out the tourist housing property and third-party property management companies are strictly forbidden except those tourist housing properties located in commercial buildings.
- (4) There shall be a limit of two people per bedroom and two additional people. In no case shall a tourist housing dwelling unit exceed 10 individuals;
- (5) Guests are not permitted to stay at a tourist housing property for more than thirty (30) consecutive days;
- (6) No recreational vehicles (RVs), campers, tents, or other temporary lodging arrangements shall be permitted on-site as a means of providing additional accommodations for paying guests or the owner of the property;
- (7) The owner(s) of the property must obtain a tourist housing permit before any rentals are allowed;

- ~~(8)~~ For single family and two family residences, the tourist housing property shall be the primary residence of the applicant. In commercial buildings where a dwelling unit is included as part of a commercial property, the dwelling unit is not required to be the tourist housing applicant's primary residence;
- ~~(9)~~(8) The owner(s) of the tourist housing property is responsible for all applicable lodging and room taxes;
- ~~(10)~~(9) Providing meals to guests is prohibited.
- ~~(11)~~(10) A tourist housing property may be rented up to 180 days within a calendar year.

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.

Approved:

Moved by: _____

Jane B. Lang, Mayor

Adopted: _____

Attest:

Approved: _____

Published: _____

Charlotte Nagel, City Clerk

THIS INSTRUMENT WAS DRAFTED BY:
City Attorney David C. Rashid
211 Walnut Street
Neenah, WI 54956
State Bar No. 1056542



M E M O R A N D U M

DATE: August 26, 2025
TO: Mayor Lang and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: 2 Lot CSM – 828 Fox Point Plaza

The owner of 828 Fox Point Plaza, IREIT Neenah Fox Point, LLC, has submitted a CSM to subdivide the subject property into two lots. Lot 1, which is currently an off-street parking lot, is 0.53 acres in size. The Plan Commission approved a site plan for a 7Brew Coffee, which will be located on Lot 1. Lot 2, which is 9.8 acres in size, the Fox Point Plaza shopping center and off-street parking. The entire area is within the C-1, General Commercial District and each parcel meets the minimum lot size requirements of the district.

Although Lot 1 has frontage along W. Winneconne Avenue, the driveway is proposed to be removed as part of the 7Brew development. Access to Lot 1 is from Fox Point Plaza which is a private access drive. To ensure future access to Lot 1 is to removed, an access easement shall be provided on Lot 2 to provide access to Lot 1.

Recommendations

An appropriate action at this time is for the Plan Commission to approve the 2 lot CSM for the property located at 828 Fox Point Plaza.



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

August 21, 2025

CORBIN TERLIP
MILBREW HOLDINGS, LLC
27 CENTRAL AVE
CORTLAND, NY 13045

RE: CSM #6-25 - 828 Fox Point Plaza - 2 Lot CSM Certified Survey Map Review () Status Approved

Dear CORBIN TERLIP:

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:

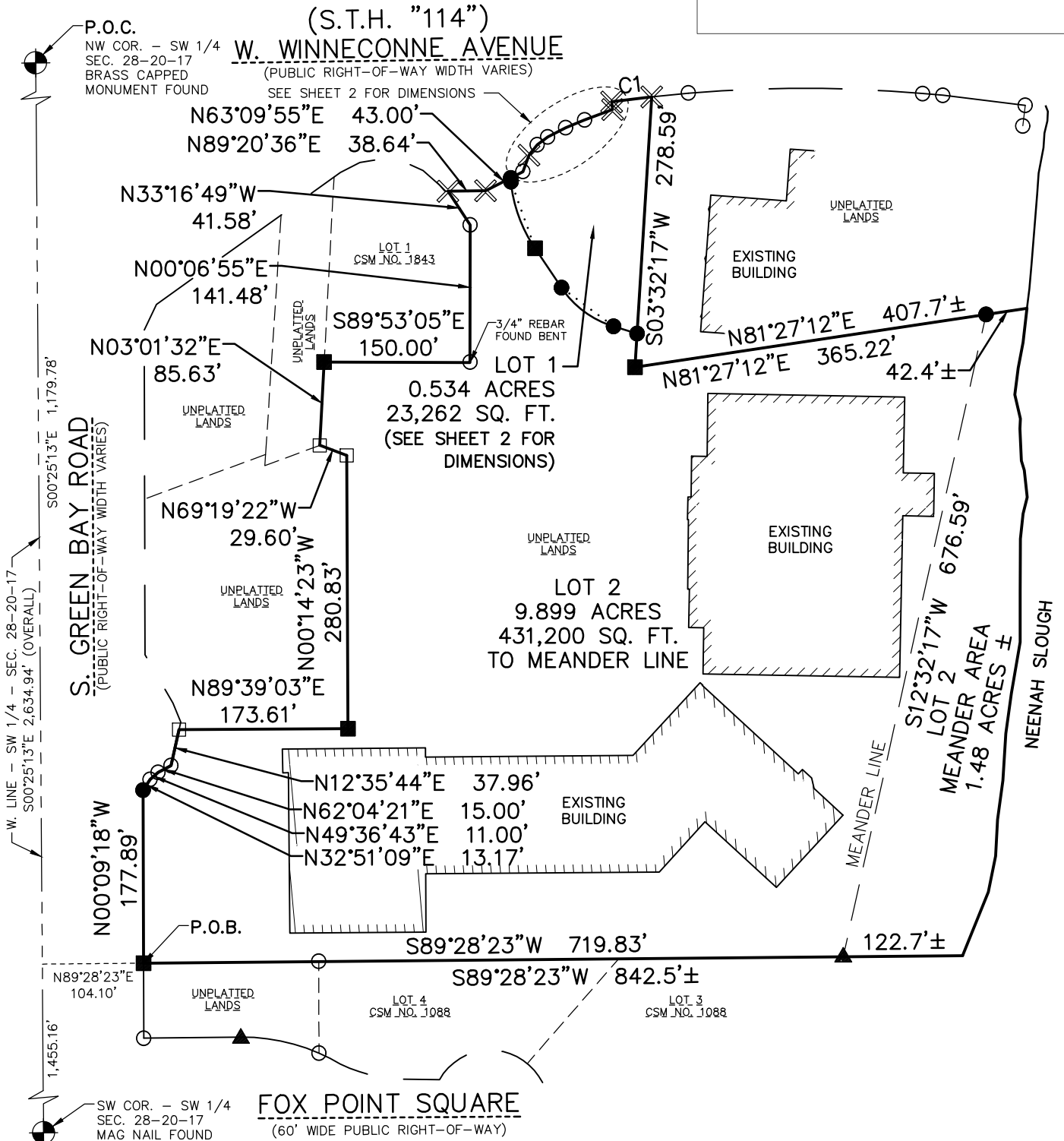
Addressing - Kyle Pederson - 920-886-6131
kpederson@neenahwi.gov

Approved

Review Comments:

CERTIFIED SURVEY MAP NO.

FOR
IREIT NEENAH FOX POINT, L.L.C.
 PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4,
 SECTION 28, TOWNSHIP 20 NORTH, RANGE 17 EAST,
 CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.



LEGEND

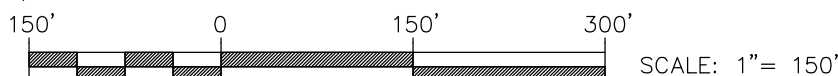
- - 3/4" x 18" REBAR SET WEIGHING 1.50 LBS/FT.
- - MAG NAIL SET
- ▲ - 1" IRON PIPE FOUND
- - 3/4" REBAR FOUND
- - MAG NAIL FOUND
- ✕ - CUT "X" FOUND
- ⊙ - SECTION CORNER MONUMENT FOUND

OWNER:
 IREIT NEENAH FOX POINT, L.L.C.
 2901 BUTTERFIELD ROAD
 OAK BROOK, IL 60523

Curve Table							
Curve	Length	Radius	Chord Bearing	Chord Length	Delta	Tangent	Tangent
C1	41.54'	1,526.10'	N82°54'06"E	41.54'	001°33'35"	N83°40'53"E	N82°07'19"E

SHEET 1 OF 5 SHEETS

(R.A.) "RECORDED AS" INFORMATION
 NORTH POINT REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, WINNEBAGO COUNTY. THE WEST LINE OF THE SOUTHWEST 1/4 OF SECTION 28 HAS A BEARING OF SOUTH 00°-25'-13" EAST.



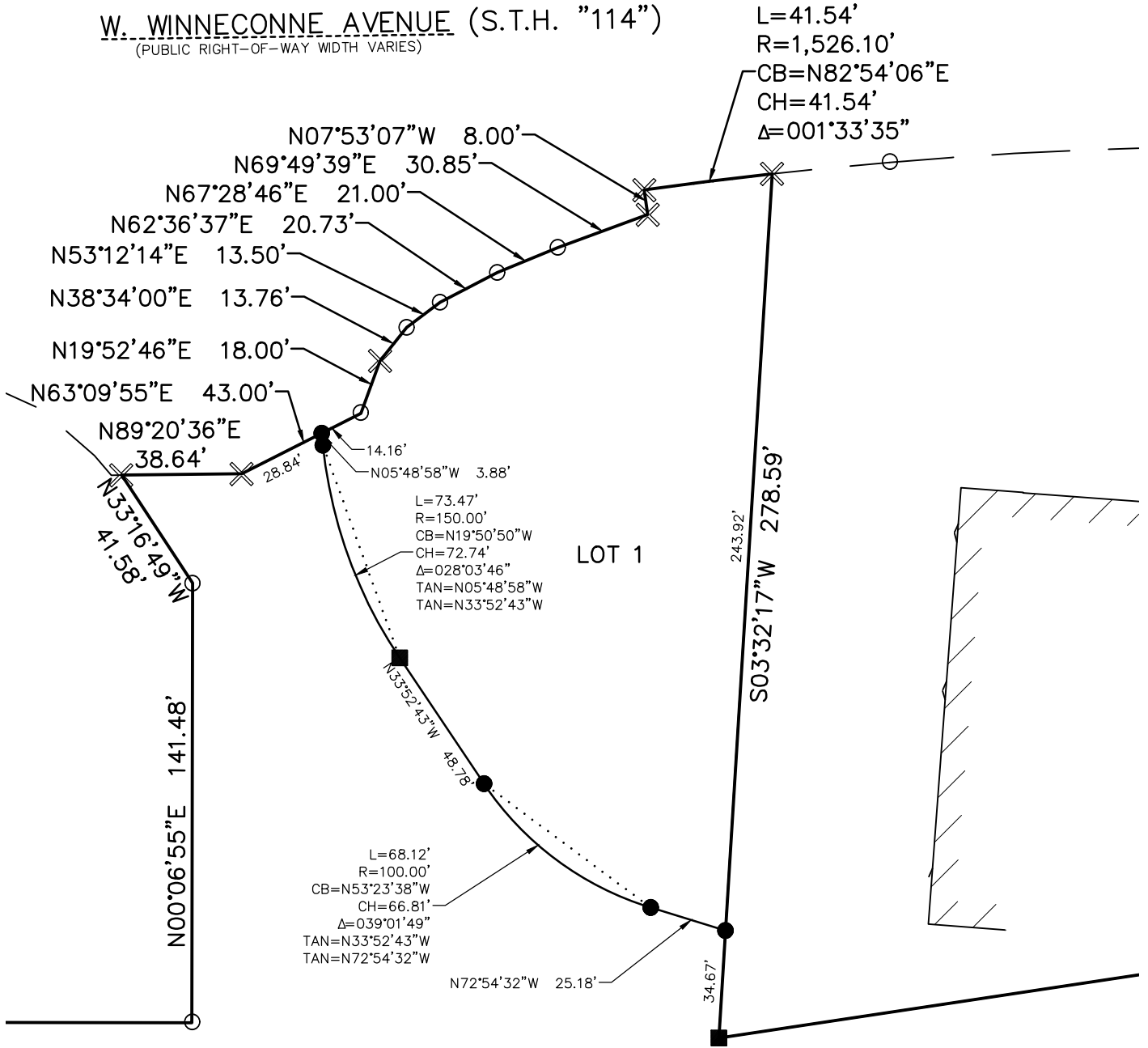
EXCEL
 ARCHITECTS • ENGINEERS • SURVEYORS
 Always a Better Plan

100 Camelot Drive
 Fond Du Lac, WI 54935
 Phone: (920) 926-9800
 www.EXCELENGINEER.com
JOB NO. 250203200

CERTIFIED SURVEY MAP NO.

FOR
IREIT NEENAH FOX POINT, L.L.C.
 PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4,
 SECTION 28, TOWNSHIP 20 NORTH, RANGE 17 EAST,
 CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

W. WINNECONNE AVENUE (S.T.H. "114")
 (PUBLIC RIGHT-OF-WAY WIDTH VARIES)



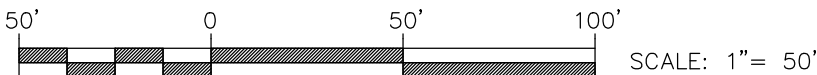
LOT 2



LEGEND

- - 3/4" x 18" REBAR SET WEIGHING 1.50 LBS/FT.
- - MAG NAIL SET
- ▲ - 1" IRON PIPE FOUND
- - 3/4" REBAR FOUND
- - MAG NAIL FOUND
- ⊗ - CUT "X" FOUND
- ⊙ - SECTION CORNER MONUMENT FOUND
- (R.A.) "RECORDED AS" INFORMATION

NORTH POINT REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, WINNEBAGO COUNTY. THE WEST LINE OF THE SOUTHWEST 1/4 OF SECTION 28 HAS A BEARING OF SOUTH 00°-25'-13" EAST.



OWNER:
 IREIT NEENAH FOX POINT, L.L.C.
 2901 BUTTERFIELD ROAD
 OAK BROOK, IL 60523

SHEET 2 OF 5 SHEETS



EXCEL
 ARCHITECTS • ENGINEERS • SURVEYORS
 Always a Better Plan

100 Camelot Drive
 Fond Du Lac, WI 54935
 Phone: (920) 926-9800
 www.EXCELENGINEER.com

JOB NO. 250203200

CERTIFIED SURVEY MAP NO. _____

PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4,
SECTION 28, TOWNSHIP 20 NORTH, RANGE 17 EAST,
CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Ryan Wilgreen, Professional Land Surveyor, hereby certify:

That I have surveyed, divided and mapped a parcel of land described below.

That I have made such Certified Survey under the direction of IREIT Neenah Fox Point, L.L.C. bounded and described as follows:

Part of the Northwest 1/4 of the Southwest 1/4 of Section 28, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin being more particularly described as follows:

Commencing at the Northwest corner of the Southwest 1/4 of said Section 20; thence South 00°-25'-13" East along the West line of said Southwest 1/4, a distance of 1,179.78 feet; thence North 89°-28'-23" East, a distance of 104.10 feet to the East right-of-way line of S. Green Bay Road, said point being the point of beginning; thence North 00°-09'-18" West along said East line, a distance of 177.89 feet; thence North 32°-51'-09" East along the Easterly right-of-way line of S. Green Bay Road, a distance of 13.17 feet; thence North 49°-36'-43" East along said Easterly line, a distance of 11.00 feet; thence North 62°-04'-21" East along said Easterly line, a distance of 15.00 feet; thence North 12°-35'-44" East along said Easterly line, a distance of 37.96 feet; thence North 89°-39'-03" East, a distance of 173.61 feet; thence North 00°-14'-23" West, a distance of 280.83 feet; thence North 69°-19'-22" West, a distance of 29.60 feet; thence North 03°-01'-32" East, a distance of 85.63 feet to the Southwest corner of Lot 1 of Certified Survey Map No. 1843, recorded in Volume 1 of Certified Survey Maps on Page 1843, in the Winnebago County Register of Deeds Office as Document No. 700868; thence South 89°-53'-05" East along the South line of said Lot 1, a distance of 150.00 feet; thence North 00°-06'-55" East along the East line of said Lot 1, a distance of 141.48 feet; thence North 33°-16'-49" West along an Easterly line of said Lot 1, a distance of 41.58 feet to the Southerly right-of-way line of W. Winneconne Avenue (S.T.H. "114"); thence North 89°-20'-36" East along said Southerly line, a distance of 38.64 feet; thence North 63°-09'-55" East along said Southerly line, a distance of 43.00 feet; thence North 19°-52'-46" East along said Southerly line, a distance of 18.00 feet; thence North 38°-34'-00" East, a distance of 13.76 feet; thence North 53°-12'-14" East, a distance of 13.50 feet; thence North 62°-36'-37" East along said Southerly line, a distance of 20.73 feet; thence North 67°-28'-46" East along said Southerly line, a distance of 21.00 feet; thence North 69°-49'-39" East along said Southerly line, a distance of 30.85 feet; thence North 07°-53'-07" West along said Southerly line, a distance of 8.00 feet; thence Northeasterly 41.54 feet along said Southerly line on a curve to the right having a radius of 1,526.10 feet, the chord of said curve bears North 82°-54'-06" East, a chord distance of 41.54 feet; thence South 03°-32'-17" West, a distance of 278.59 feet; thence North 81°-27'-12" East, a distance of 365.22 feet to a Meander line of the Westerly shore of the Neenah Slough; thence South 12°-32'-17" West along said Meander line, a distance of 676.59 feet to the North line of Certified Survey Map No. 1088, recorded in Volume 1 of Certified Survey Maps on Page 1088, in the Winnebago County Register of Deeds Office as Document No. 584988; thence South 89°-28'-23" West along said North line and its Westerly extension, a distance of 719.83 feet to the point of beginning and containing 10.433 acres (454,462 sq. ft.) of land more or less.

Also including those lands lying between said Meander line and the Westerly shore of the Neenah Slough containing 1.48 acres of land more or less.

That such is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes and the Subdivision Ordinance of the City of Neenah in surveying, dividing and mapping the same.

Ryan Wilgreen, P.L.S. No. S-2647
ryan.wilgreen@excelengineer.com
Excel Engineering, Inc.
Fond du Lac, Wisconsin 54935
Project Number: 250203200

CERTIFIED SURVEY MAP NO. _____

PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4,
SECTION 28, TOWNSHIP 20 NORTH, RANGE 17 EAST,
CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

IREIT Neenah Fox Point, L.L.C., a limited liability company duly organized and existing under and by virtue of the laws of the State of Delaware, as owner, does hereby certify that said limited liability company caused the land described on this map to be surveyed, divided and mapped as represented on this map.

IREIT Neenah Fox Point, L.L.C. does further certify that this map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

- 1. City of Neenah

WITNESS the hand and seal of said owner this _____ day of _____, 20____.

IREIT Neenah Fox Point, L.L.C.

_____, _____
(Print) (Title)

STATE OF _____)

_____ COUNTY)SS

Personally, came before me this _____ day of _____, 20____, the above named _____ to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, _____ County, _____

My Commission Expires: _____

This Certified Survey Map is contained wholly within the property described in the following recorded instruments

Owner of Record:
IREIT Neenah Fox Point, L.L.C.

Recording Information:
Document No. 1678841

Parcel Number:
80606400000

