



NEENAH PLAN COMMISSION

Tuesday, May 26, 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/28883394071799?p=dE6jC5utNjWiwj9HTv>

Meeting ID: 288 833 940 717 99

Passcode: eH2V2gU6

-
1. Approval of Minutes: **April 28, 2026**
 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. Site Plan #2-26 - 2474 Schultz Drive - Building Expansion
 5. Discussion Items:
 - a. Zoning and Sign Code Rewrite
 6. Announcements and future agenda items:
 - a. Next Meeting: June 9, 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, April 28, 2026
4:00 p.m.

Present:

Mayor Brian Borchardt, Chairperson	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Aldersperson Tami Erickson	ABSENT
Kate Hancock-Cooke	PRESENT	Karen Genett	PRESENT	Frank Cuthbert	PRESENT
Gerry Andrews	ABSENT	NJSD Member (Not appointed)	ABSENT		

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 William Pollnow	Mamadou Coulibaly- 2680 Marathon Ave Neenah
Hiram Haney- 2687 Marathon Ave Neenah	Mark Neuman- 509 Chatham Ct Neenah	

Minutes: MSC, Kaiser/Cuthbert, the Plan Commission, to approve the April 7, 2026 meeting minutes. All voting aye. Motion passed.

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

Mark Neuman - 509 Chatham Court- He states he is here to learn as he is interested in the open council seat.

Hiram Haney- 2687 Marathon Avenue- He states he can answer questions regarding the application for the school at the mosque as well as Dr. Coulibaly.

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

Nomination of Plan Commission Vice-Chairperson

Mayor Borchardt called for nominations. Director Kaiser asked for clarification that this isn't an aldermanic position. Deputy Director Schmidt stated it is not; it just happened to be that way in the past. He explained the Vice Chairperson serves as the chair in the absence of the Chairperson.

Member Genett nominated Member Cuthbert, Director Kaiser second. All voting aye.

Public Hearings:

- a. **Special Use Permit #1-26 – 2680 Marathon Avenue – Private School**

No one in attendance spoke. Mayor Borchardt closed this public hearing.

- b. **Text Amendment – Sec. 26-26 – Plan Commission Composition – Ord. 2026-06**

Alderman Pollnow- he reached out to Dr. Harrison, the superintendent of the Neenah Joint School District, and he stated it is always good to have different avenues of communication from the city to the school, but the hindrance is that the school board member for the committee needs to be a resident of the city. If the ordinance could be updated to state just a school board member and not a resident, that would help with communication between the school board and the city.

No one else in attendance spoke. Mayor Borchardt closed this public hearing.

c. Text Amendment – Sec. 22-161 – Shoreland-Wetland Zoning – Ord. 2026-08

No one in attendance spoke. Mayor Borchardt closed this public hearing.

d. Text Amendment – Chapter 22 – Shoreland Zoning – Ord. 2026-09

No one in attendance spoke. Mayor Borchardt closed this public hearing.

Action Items:

a. Special Use Permit #1-26 – 2680 Marathon Avenue – Private School

REPORT

Deputy Director Schmidt went over the request to establish a Kindergarten-1st grade private school within the current building located at 2680 Marathon Avenue. This would be one classroom, and up to 10 students. If the number of students were to increase in the future, that would need another approval through this committee. There are no other modifications to the interior or exterior to the space, but it would need to go through State plan review in which an architect would review and make sure the space is adequate and meet state international building code standards.

Member Genett asked about facilities such as toilets and sinks for young children in the building. Deputy Director Schmidt stated those items would be part of the building code review.

Member Cuthbert asked if there would be changes to parking or issues with additional traffic. Deputy Director Schmidt stated there is adequate parking and enough access for drop-off and pick-up. If the school becomes larger, then those things would be taken into consideration.

MSC, Cuthbert/Kaiser, the Plan Commission, to recommend Common Council approve a Special Use Permit for a private school located at 2680 Marathon Avenue subject to the conditions of the Special Use Review Letter. All voting aye. Motion passed.

b. Text Amendment – Sec. 26-26 – Plan Commission Composition – Ord. 2026-06

ORDINANCE
NO. 2026-06

Deputy Director Schmidt went over the process behind this change. He went over the current composition of the Plan Commission, which is the Mayor, Director of Public Works, Parks and Recreation Chairperson, City Alderman, Board of Education member and three city residents. This change is to get both the zoning code and the administrative side into alignment. Deputy Director Schmidt went over the history of having the school board member on the committee. The code states the need for seven members on the committee. In conversations with Dr. Harrison, there

have not been regular updates from the school board representative in the past and the city already has semi-regular meetings to update the school.

Mayor Borchardt stated in a recent conversation with Dr. Harrison, he would like to increase the frequency of the city and school board meetings.

Member Genett asked if the addition of the school board member added anything to the committee. Deputy Director Schmidt stated there have been school board members in the past that provided feedback, but those members were also involved in other aspects of the city.

Member Hancock-Cook stated she was in favor of lessening the number of committee members and making it easier to get a quorum together.

MSC, Cuthbert/Kaiser, the Plan Commission, to recommend Common Council approve Ordinance No. 2026-06, amending Chapter 26 of the Code of Ordinances relating to Plan Commission membership. All voting aye. Motion passed.

c. Text Amendment – Sec. 22-161 – Shoreland- Wetland Zoning – Ord. 2026-08

ORDINANCE
NO. 2026-08

Deputy Director Schmidt went over the history of the shoreland zoning. In 2013, state law let cities adopt their own shoreland zoning regulations. For land annexed after May 7, 1982, if a city does not adopt its own ordinance, that land falls under county shoreland zoning. The city has applied shoreland setbacks in practice but has never had a specific ordinance for shoreland zoning. The proposed amendment formally adopts the standards the city has applied which establishes a minimum 50-foot setback from the high-water mark and clarifies that shoreland and shoreland-wetland areas annexed after May 7, 1982, are regulated under the city rather than the county.

Member Cuthbert asked who established the boundary for the wetland area. Deputy Director Schmidt stated the DNR created their wetland inventory map in the 1980's.

Member Cuthbert asked how often the wetland maps are updated. Deputy Director Schmidt stated typically when there is development. If a developer is proposing a subdivision, they have to do a wetland delineation, which maps all the wetlands on the site. Member Cuthbert asked when this delineation happens, are they set forever. Deputy Director Schmidt stated the boundaries can change when further development occurs.

MSC, Kaiser/Cuthbert, the Plan Commission, to recommend Common Council approve Ordinance No. 2026-08, amending Chapter 22 of the Code of Ordinances Shoreland-Wetland Zoning. All voting aye. Motion passed.

d. Text Amendment – Chapter 22 – Shoreland Zoning – Ord. 2026-09

ORDINANCE
NO. 2026-09

Members discussed this item in conjunction with the previous item. No further discussion.

MSC, Kaiser/Genett, the Plan Commission, to recommend Common Council approve Ordinance No. 2026-09, creating Article VI (Chapter 22) Shoreland Zoning. All voting aye. Motion passed.

Discussion Items:

a. **Zoning and Sign Code Re-Write**

Deputy Director Schmidt gave an update on the status of the Zoning and Sign Code rewrite. The consultant will be visiting the city to meet with city staff and tour of the city. There will also be a public workshop and public survey developed to gather feedback.

Announcements and Future Agenda Items: Next meeting is scheduled for May 12, 2026

Adjournment: The Commission adjourned its meeting at 4:35 p.m. MSC Genett/Cuthbert. All voting Aye. Motion passed.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kayla Kubat".

Kayla Kubat

Administrative Assistant, Department of Community Development



M E M O R A N D U M

DATE: May 26, 2026
TO: Mayor Borchardt and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Site Plan Review – 2474 Schultz Dr – Building Addition

Request

Packaging Corporation of America (PCA) has submitted a site plan to construct a building addition on property located at 2474 Schultz Drive.

Background

Rollmeister Inc. was recently acquired by PCA. PCA is one of the largest corrugated box manufacturers in the United States. Rollmeister is a machine shop specializing in repairing and refurbishing paper rolls. PCA is planning an approximate 105,000 square-foot building expansion to expand paper roll refurbishing, create a training center for paper engineers within their company, and relocate another recently acquired business unit to the Neenah facility. Additionally, PCA is in the process of purchasing 2490 Schultz Drive to accommodate the expansion project. The total area of the two properties is approximately 9.8 acres.

Consideration

The I-1 District development standards are listed below. The proposed dimension or size is listed in parentheses next to the standard.

Building Setbacks:

Front Yard – 30 feet (**42 feet – Schultz Drive 152 feet – Jensen Road**)

Side Yard – 10 feet (**88 feet – east property line and 62 feet – south property line**)

Max Height – 100 feet (**35 feet**)

Green Space Minimum – 5% of the total site (**>10%**)

Lot Coverage Maximum – 40% of the total site (**35%**)

Minimum Parking – At least 1 parking space per for each 1,000 square feet of gross floor area or 1 parking space for each employee. The minimum in this case is 34 stalls (**34 stalls**).

Landscaping:

An increase in the gross floor area of the existing building of over 10% or 5,000 square feet requires the following landscape standards:

Frontage – Minimum 10-foot wide strip extending along the lot adjacent to all road right-of-way shall be landscaped as described below:

- A minimum of one shade tree and three shrubs per 40 linear feet of frontage, excluding driveway openings.
- **876 feet of frontage – 22 shade trees and 69 shrubs required.**

Screening – All exterior storage in refuse disposal areas shall be screened from view to all adjacent properties and road right-of-way.

- **Refuse collection area shall be screened with a six-foot high sight-tight fence or wall**

Building Elevations:

The proposed building addition is 105,000 square-foot in size and includes manufacturing and office space. The building's height is about 35 feet. The exterior will be constructed of metal panels matching the existing building. In addition, 3 new loading docks and 3 overhead doors are proposed on the building addition located on the east and west elevations.

Stormwater Management/Wetlands:

The proposed development is required to meet City post-construction stormwater management standards since the development disturbs over 43,560 square feet of land. The stormwater management plan accounts for the required stormwater quantity standards. On-site storm water will be managed by two new storm water ponds located on the northern and southwest portions of the property and an existing pond on the northwest portion of the property.

A mapped wetland is located on the southeast corner of the property and includes a portion of the proposed building addition within the wetland. Prior to construction, wetland delineation is required. Should the proposed building be located within any existing or identified wetland, the owner should work with the DNR to mitigate the wetland or propose a new location for the building, outside the wetland boundary. A minimum 10-foot building setback from the wetland is required.

Traffic Access/Circulation:

There are currently three access points along Schultz Drive providing access to the existing parking lot and access to the westside (rear) of the building. The site plan includes a new access point on Jensen Road and an access point to the loading docks on the south side of the site along Schultz Drive. The proposed Schultz Drive access point is 165 feet wide, providing access to loading docks and semi-truck maneuvering. The width of the driveway opening exceeds the width of driveways the City would normally allow. The City's municipal code prohibits using the public right-of-way to

maneuver semi-trucks on private property. To avoid this scenario, Staff would require a maximum of two curb openings along this section of Schultz Drive to provide semi-truck access to the site and that all vehicle maneuvering be conducted on-site.

Outdoor Lighting:

An outdoor lighting plan was submitted which identifies the location of outdoor lighting and the intensity of those lights. The lighting plan includes light polls located in the parking area and drive aisles and building/security lighting. A total of six, 20 to 25-foot-tall light poles are proposed on the west side of the proposed building.

Recommendation

Appropriate action at this time is to approve the site plan for a building expansion to a facility located at 2474 Schultz Drive subject to the Site Plan Review letter comments.



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

May 20, 2026

CALVIN TOLLEFSON
HARRIS AND ASSOCIATES
2718 N MEADE ST
APPLETON, WI 54911

RE: Site Plan #2-26 - 2474 Schultz Dr - Rollmeister Addition Site Plan - Major Review () Status Conditional

Dear CALVIN TOLLEFSON:

We have completed our review of the plan identified above. The plan was approved per attached comments, if any that must be addressed. This letter is not to be construed as a zoning compliance, grading, or 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

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

Approved

Review Comments:

Inspections - Building Commercial - Kyle Pederson - 920-886-6131
kpederson@neenahwi.gov

Approved

Review Comments:

Planning - Brad Schmidt -
bschmidt@neenahwi.gov

Conditional

Review Comments:

1. Submit detail on how the refuse collection area will be screened. A minimum 6-foot-tall sight-tight fence/wall is required to screen refuse collection from public right-of-way.
2. Landscape plan - A minimum of 22 shade trees and 66 shrubs is required within the frontage area (10 foot area along property lines with street frontage). Per the landscape plan, three existing trees are located on the site and 15 additional trees are proposed. At a minimum seven additional trees shall be included in the frontage landscape area. The Zoning Code also requires a minimum 66 shrubs within the frontage landscape area. No shrubs in the frontage area are included on the landscape plan. The Zoning Code allows for substitution of shrubs if desired by the property owner (e.g. one shade tree substituted for 10 shrubs).
3. Proposed south driveway (driveway to loading docks) - A 165-foot curb opening exceeds the maximum width of a curb opening per Department of Public Works policy. In addition, the maneuvering of semi-trucks (e.g. backing in) within the public right-of-way is prohibited by ordinance. Trucks shall pull into a site nose first and completely maneuver the trailer or vehicle on-site. Staff recommends two curb cuts to provide access to the loading docks as opposed to the one large opening.
4. Per the DNR's surface water viewer, a mapped wetland is located on the southeast portion of the property. Prior to building permits being issued, a wetland delineation shall be completed and any wetland mitigation plan approved by the DNR. A minimum 10-foot building setback is required for any wetland on the property.
5. Prior to the issuance of building permits, a CSM combining 2474 and 2490 Schultz Drive shall be approved by the City and recorded in the Winnebago County Register of Deeds Office.
6. The owner of the property shall sign a storm water maintenance agreement. The agreement will be provided to you by the city. Once submitted, please review, sign and send back to the City.

Advisory Comments:

1. Changes to this site plan shall first be submitted to the Community Development Department (BSchmidt@Neenahwi.gov). Substantial changes may require Plan Commission approval.
2. City building and sign permits can be applied for online by visiting the following link:<https://evolvepublic.neenahwi.gov/>
3. Any work performed within the Schultz Drive or Jensen Road right-of-way requires a permit from the Department of Public Works prior to the work being conducted. Please call (920) 886-6240 to obtain the proper permits.

Engineering - Heath Kummerow - 920-886-6245
hkummerow@neenahwi.gov

Approved

Review Comments:

Erosion Control Plan - Add inlet protection to street inlets on Jensen Road at Schultz Drive.
WDNR Surface Water Viewer shows wetlands on the south side of the property. Wetland limits shall be shown on the plan along with exempted areas.

Water Utility - Anthony Mach - 920-886-6180
amach@neenahwi.gov

Approved

Review Comments:

Advisory Comments:

Please let us know if an additional service or fire protection service will be required for the building.

Contractor is responsible for obtaining safe bacteriological samples of large services at a certified lab per Neenah Water Utility specifications. Please see the attached Water Main and Large Service Testing document.

Please provide the results of any bacteriological testing to Tim Jens and Anthony L. Mach at: tjens@neenahwi.gov and amach@neenahwi.gov

Please see the attached Neenah Water Utility Specifications for details regarding all installations.

Any new distribution connections shall be supervised by Water Utility staff. Please give us at least two working days of notice before any connections are made.

Ensure that no loops or possible flow-through conditions are created by the interconnection of private mains or services on the property or within a building. These require separate approval and require check valves to ensure protection of the distribution system.

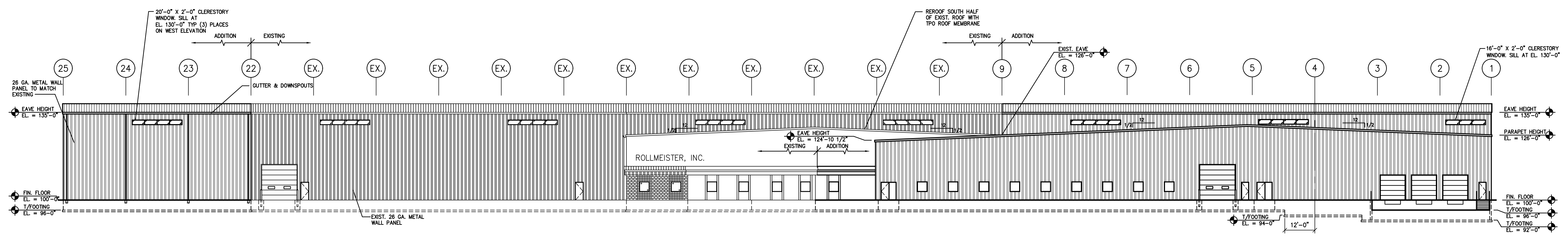
Ensure that no interconnections between any well or non-potable source and the distribution system or water services exists or is created by construction activity. Any existing wells shall be properly abandoned or permitted through Neenah Water Utility.

Please contact the Neenah Water Utility Distribution Manager at (920) 886-6191 or the Director at (920) 886-6182 for notifications or if you have any questions.

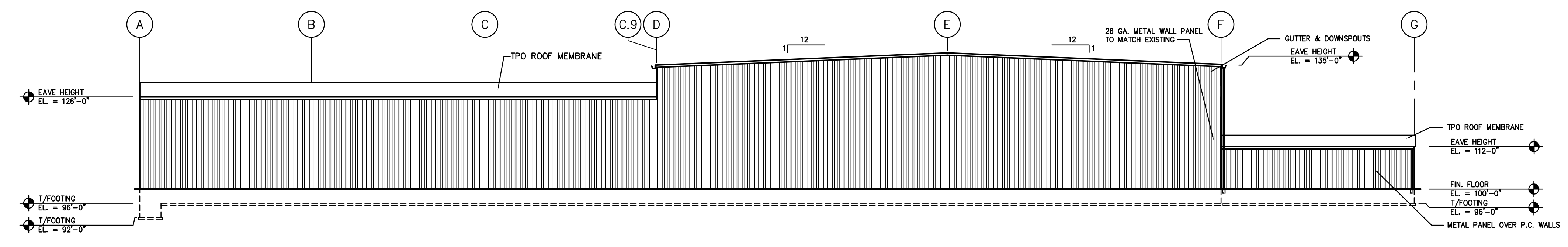
Please let us know what size meter will be used for the building.

REV. NO.	DESCRIPTION	DATE	BY
1		00-00-00	

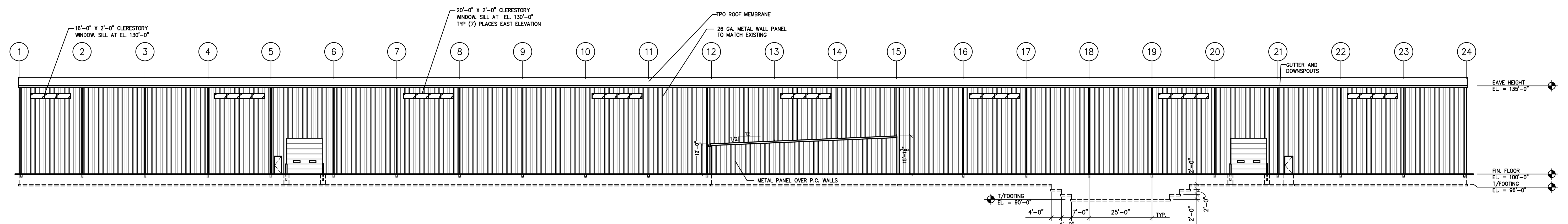
PROJECT:	PCA ROLLMEISTER BUILDING ADDITION
LOCATION:	2474 SCHULTZ DRIVE NEENAH, WISCONSIN
DESCRIPTION:	EXTERIOR ELEVATIONS
DRAWN BY:	RDT
CHECKED BY:	
DATE:	04-29-26
SHEET	A2.0
PROJECT-NUMBER	8001



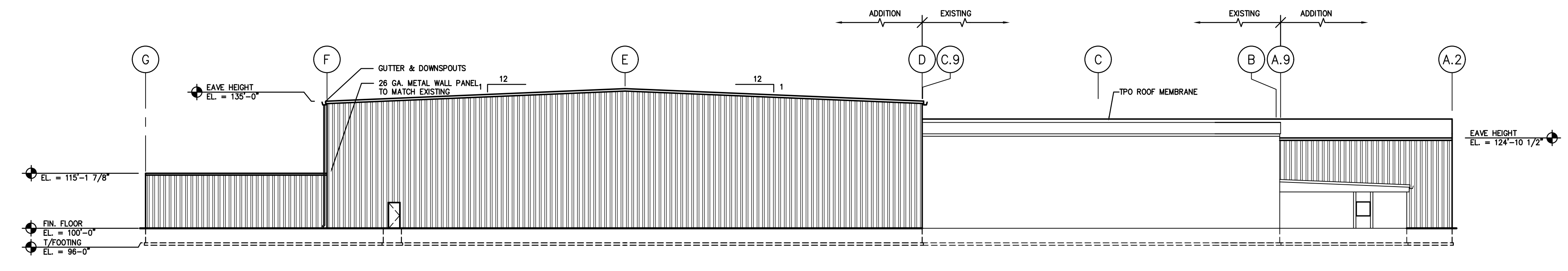
WEST ELEVATION
SCALE: 1" = 20'-0"



SOUTH ELEVATION
SCALE: 1" = 20'-0"



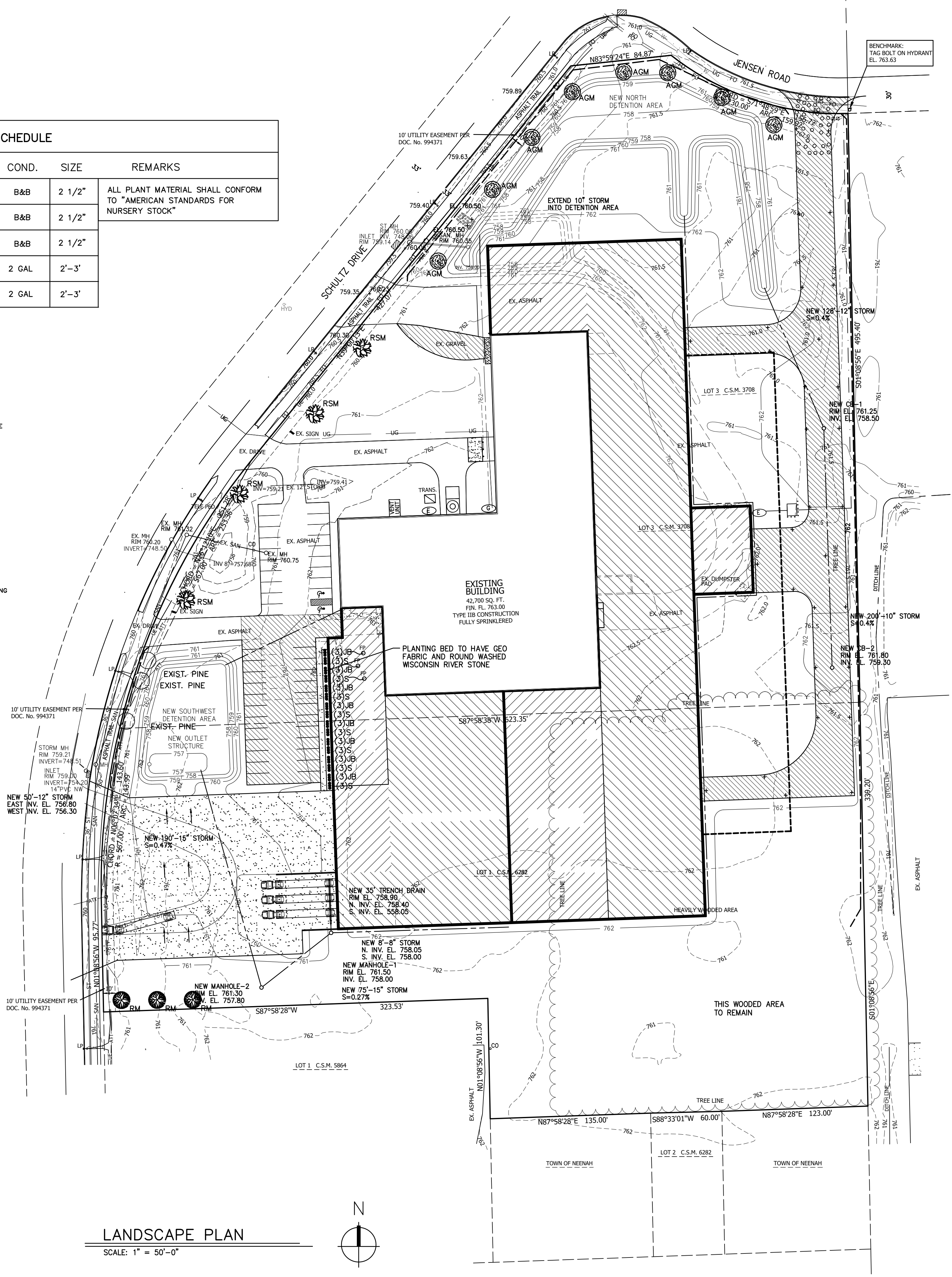
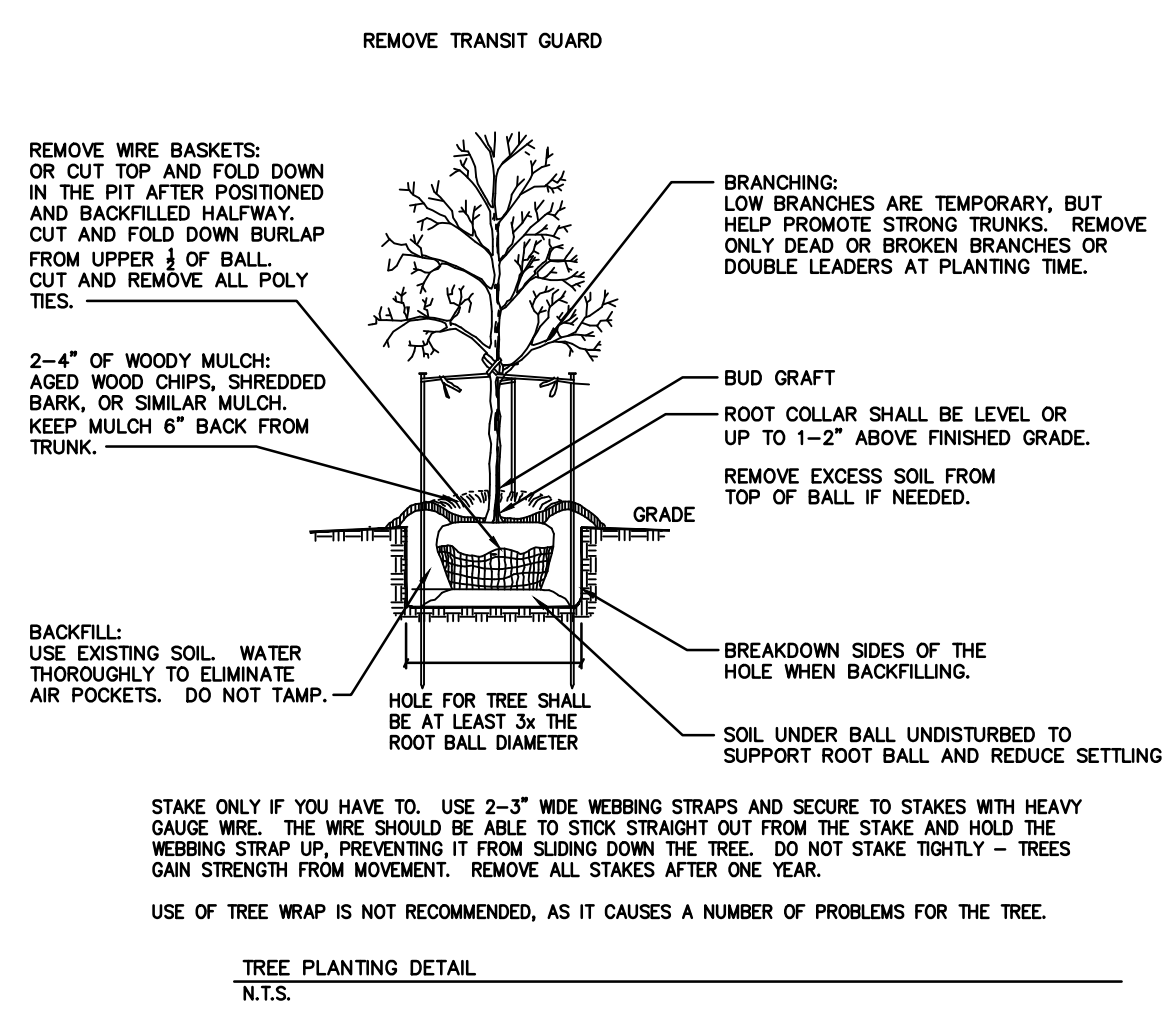
EAST ELEVATION
SCALE: 1" = 20'-0"



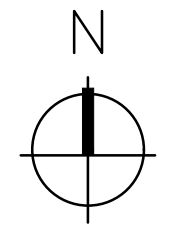
NORTH ELEVATION
SCALE: 1" = 20'-0"

- LEGEND**
- ⊕ SOIL BORING
 - ⊙ BENCH MARK
 - ⊕ 3/4" REBAR FOUND
 - ⊕ 1" x 24" IRON PIPE SET WT. 1.68 LBS./LIN. FT.
 - ⊕ 1" IRON PIPE FOUND
 - ⊕ P.K. NAIL SET
 - ⊕ RECORDED AS
 - ⊕ MANHOLE
 - ⊕ CATCH BASIN
 - ⊕ MONITORING WELL
 - ⊕ POWER POLE
 - ⊕ LIGHT POLE
 - ⊕ FIRE HYDRANT
 - ⊕ WATER VALVE
 - ⊕ POST INDICATOR VALVE
 - DIRECTION OF SURFACE RUNOFF
 - STORM SEWER OUTLET
 - CULVERT PIPE
 - INLET
 - TELEPHONE PEDESTAL
 - EXISTING SPOT ELEVATION
 - PROPOSED SPOT ELEVATION
 - EXISTING CONTOURS
 - PROPOSED CONTOURS
 - UNDERGROUND TELEPHONE LINE
 - UNDERGROUND NATURAL GAS LINE
 - WATER MAIN
 - OVERHEAD ELECTRIC
 - UNDERGROUND ELECTRIC
 - STORM SEWER
 - SANITARY SEWER
 - DITCH LINE
 - SILT FENCE
 - FENCE
 - RAILROAD
 - GAS METER
 - ELECTRIC METER
 - LIMITS OF PROPOSED BITUMINOUS PAVEMENT
 - LIMITS OF PROPOSED CONCRETE PAVEMENT
 - LIMITS OF PROPOSED GRAVEL PAVEMENT

LANDSCAPE TREE/ SHRUB SCHEDULE						
SYM.	COMMON NAME	LATIN NAME	QTY.	COND.	SIZE	REMARKS
RM	RED MAPLE	ACER RUBRUM	3	B&B	2 1/2"	ALL PLANT MATERIAL SHALL CONFORM TO "AMERICAN STANDARDS FOR NURSERY STOCK"
AGM	ARMSTRONG GOLD MAPLE	ACER RUBRUM JFS-KW78	8	B&B	2 1/2"	
RSM	RUBY SUNSET MAPLE	ACER TRUNCATUM x ACER PLATANOIDES	4	B&B	2 1/2"	
JB	JAPANESE BARBERRY	BERBERIS THUNBERGII "GRIMSON PYGMY"	24	2 GAL	2'-3"	
S	SPIREA	SPIREA x BUMALDA "GOLDFLAME"	24	2 GAL	2'-3"	



LANDSCAPE PLAN
SCALE: 1" = 50'-0"



HARRIS & ASSOCIATES, INC.
CONSULTING ENGINEERS AND LAND SURVEYORS
2718 NORTH MEADE ST.
APPLETON, WI 54911
TEL: (920) 733-8377
FAX: (920) 733-4731

REV. NO.	DESCRIPTION	DATE	BY
A		00-00-00	

PROJECT: PCA ROLLMEISTER BUILDING ADDITION
LOCATION: 2474 SCHULTZ DRIVE NEEHAH, WISCONSIN
DESCRIPTION: LANDSCAPE PLAN

DRAWN BY: GJW
CHECKED BY:

DATE: 05-12-26
SHEET
C4.0
PROJECT-NUMBER
8001