



## NEENAH PLAN COMMISSION

**Tuesday, April 23, 2024**

**4:15 P.M.**

**Hauser Room, City Administration Building**

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1. Approval of Minutes: **April 9, 2024**
2. Public Appearances (Ten minutes divided among those wishing to speak on topics pertinent to the Plan Commission)
3. Election of Vice Chair
4. Meeting time change
5. Public Hearings:
  - a. Rezoning #1-24 - 1730 Dixie Road - I1, Planned Business Center District
6. Action Items:
  - a. Site Plan Review #4-24 - 1750 Dixie Road - RGL Logistics
  - b. Certified Survey Map #3-24 - 2001 Marathon Avenue - 3 Lots
  - c. Rezoning #1-24 - 1730 Dixie Road - I1, Planned Business Center District
7. Comprehensive Plan - Plan Commission Implementation Items
8. Announcements and future agenda items:
  - a. Next Meeting: May 7, 2024

*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 9, 2024**  
**4:15 p.m.**

**Present:**

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

**Also Present:**

Brad Schmidt, Deputy Director of Community Development	Samantha Jefferson, Community Development Specialist	Alderman Cari Lendrum
Frank Cuthbert, 1533 Fallow Dr, Neenah		

**Minutes:** MSC Kaiser/Genett, the Plan Commission, to approve the March 26, 2024 meeting minutes. All voting aye. Motion passed.

**Public Appearances:** None.

**Public Hearings:** None

**Action Items:**

- a. **Site Plan Review #3-24 – 2455 Schultz Drive – Edgewater Door Co.**

Deputy Director Schmidt went over the request received from Edgewater Door to construct a new, 45,500 square foot manufacturing facility at 2455 Schultz Drive. The property is 9.8 acres in size and includes frontage along Schultz Drive in the City’s Southpark Industrial Center. The subject parcel and all the land surrounding it is zoned I-1, Planned Business District. The proposed construction meets all required setbacks and is below lot coverage and height maximums. The parking and landscape plans meet or exceed the requirements. The exterior façade of the one-story office portion of the building includes architectural wall panels, and precast concrete panels. The remainder of the manufacturing portion of the building is primarily constructed with metal panels and includes several window openings. The site will include two dry ponds to help to control peak flow into the regional stormwater pond during a major rain event.

Edgewater Door currently has a facility in the city on N. Western Avenue and that operation would be relocating to this property. The company does plan to expand even beyond this first building phase and this project will be half of the full development.

Member Kaiser asked if the two dry ponds would meet the requirements for the future expansion as well as for this first phase of the development. Director Schmidt indicated that he believes that is the case.

Member Andrews asked about the future expansion and what would need to be done about the wetlands on this property. The expansion will be toward the west. The city did deal with

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April 9, 2024

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wetlands on this property in the past – some of the wetland was determined to be artificial at that time.

Member Andrews also commented that some of the plants that will be used in the landscaping are being banned in other states because they are invasive and that he would like to see more diversity of plant elements in landscaping plans. Deputy Director Schmidt said that it is something that the Plan Commission will discuss as part of the Comprehensive Plan review.

**MSC Andrews/Moore-Nokes, the Plan Commission, to approve the site plan for a new manufacturing facility at 2455 Schultz Drive subject to the Site Plan Review letter comments. All voting aye. Motion passed.**

**b. Site Plan Review (Sidewalk Café) – 207 W. Wisconsin Avenue – Urban Market**

Deputy Director Schmidt went over the request from Spencer Anvelink (Urban Market Neenah, LLC) for Site Plan Approval to allow for a Sidewalk Café to serve Urban Market patrons along Wisconsin Avenue (corner of W. Wisconsin Avenue and Church Street).

Four tables, each approximately 4' by 6' in size, will be placed adjacent to the 207 W. Wisconsin Avenue building. The sidewalk width in the proposed seating location and will allow over 6 feet of sidewalk width for safe pedestrian passage. This exceeds the minimum requirement set by ordinance. The applicant is also proposing to place two tables in the alley between Urban Market and The Plaza. The location and placement of the tables meets ordinance requirements.

**MSC Genett/Andrews, the Plan Commission, to approve the Site Plan for the Sidewalk Café Urban Market Neenah, LLC, 207 W. Wisconsin Avenue subject to the conditions of the site plan review letter. All voting aye. Motion passed.**

**Comprehensive Plan – Plan Commission Implementation Items**

Deputy Director Schmidt discussed a document from the comprehensive plan that focuses on items the plan commission can review. He suggested that Plan Commission members begin to prioritize Comprehensive Plan Implementation Items that are listed in the document and the group will discuss at the next meeting.

**Announcements and Future Agenda Items:** Next meeting is scheduled for April 23, 2024.

**Adjournment:** The Commission adjourned its meeting at 4:45 p.m. MSC Kaiser/Genett. All voting Aye. Motion passed.

Respectfully Submitted,



Samantha Jefferson

Community Development Specialist, Department of Community Development



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

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**DATE:** April 23, 2024  
**TO:** Mayor Lang and Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director  
**RE:** Site Plan Review – 1750 Dixie Road – RGL Logistics

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### **Request**

RGL Logistics has submitted a site plan to construct a warehouse/distribution facility located at 1750 Dixie Road.

### **Background**

RGL Logistics is a warehousing, logistics and transportation management company located in Green Bay. RGL is planning to construct a 357,500 square-foot warehouse on land currently owned by the City on the northeast corner of Dixie Road and Muttart Road. The City and RGL recently signed a development agreement where RGL will purchase about 32 acres of land in the City's Southpark Industrial Center expansion area. The land is currently undeveloped and used for agricultural purposes.

The initial phase of development will occur on 20.23 acres of land and include a 357,500 square-foot warehouse, truck loading docks and trailer parking, a 420 square-foot guard shed, and off-street parking.

### **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 (**197 feet – Dixie Road, 75 feet – Muttart Road**)

Side Yard – 10 feet (**22 feet – north and 330 feet - east**)

***Max Height*** – 100 feet (**33 feet**)

***Green Space Minimum*** – 5% of the total site (**27.8%**)

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

***Minimum Parking*** – At least 1 parking space per for each 10,000 square feet of gross floor area or 1 parking space for each employee. The minimum in this case is 7 stalls (**6 regular stalls, 1 handicap stalls**).

***Landscaping:***

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

*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.
- **1,844 feet of frontage – 46 shade trees and 138 shrubs required.**

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

- Screening shall be with a six-foot high sight-tight fence or wall
- **A refuse collection area is proposed on the northeast side of the building. Further detail regarding the screening material shall be provided.**

***Building Elevations:***

The proposed building 357,500 square-foot building includes about 10,000 square feet of office space and forklift storage/charging area and the rest as warehouse space. The maximum building height is about 33 feet. The exterior is constructed of pre-cast concrete panels. In addition, 28 loading docks are located on the east and west elevations of the building. A separate 420 square-foot guard shed is also proposed. The guard shed is constructed with metal siding and a two-foot stone veneer along the bottom perimeter of the building.

***Stormwater Management:***

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 wet storm water ponds located on the northwest and southwest portions of the property.

***Traffic Access/Circulation:***

The proposed site plan includes two access points, one off of Dixie Road and the other off of Muttart Road. Trucks will access the site via one of the two driveways and travel to the guard shed. Trucks will then access the loading docks on the east or west side of the building. A one-way drive aisle provides complete access around the building. Adjacent to each loading dock area are truck trailer parking storage areas.

***Outdoor Lighting:***

An outdoor lighting plan was submitted which identifies the location of outdoor lighting locations and the intensity of those lights. The lighting plan includes light posts located in the parking area and drive aisles and building/security lighting. A total of nine, 30-foot tall light poles are included.

***Future Phase:***

The site plan identifies a future phase of construction which includes an attached 220,000 square-foot expansion to the north. This phase is not being reviewed as part of this site plan review. Any future building expansions or site plan modifications will be reviewed by Plan Commission.

**Recommendation**

**Appropriate action at this time is to approve the site plan for a new warehouse facility located at 1750 Dixie Road subject to the Site Plan Review letter comments.**



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

April 19, 2024

BRANDON ROBAIDEK  
ROBERT E. LEE AND ASSOCIATES INC  
1250 CENTENIAL CENTRE BLVD  
HOBART, WI 54155

**RE: Site Plan #4-24 - 1750 Dixie Road - RGL Logistics Site Plan - Major Review ( ) Status Conditional**

Dear BRANDON ROBAIDEK:

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 - Adam Dorn - 886-6204**  
adorn@nmfire.org

Conditional

**Review Comments:**

**Advisory Comments:**

Please see Document - 04-10-2024 - Site Plan Review - 1712 Dixie Road - Neenah

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

Approved

**Review Comments:**

**Planning - Brad Schmidt -**  
bschmidt@neenahwi.gov

Approved

**Review Comments:**

1. Provide location and screening detail of dumpster enclosure area.
2. All free standing and building signage must be approved by the building inspector prior to installation. You can apply for a permit here: <https://evolvepublic.neenahwi.gov/>
3. The next phase of development will require a submittal of a new site plan review application.
4. Any modifications to the submitted site plan may require additional review. Please contact the Community Development Department if any element on the site plan is modified.
5. Outdoor storage of material, equipment, or products for a period exceeding 24 hours is prohibited unless the outdoor storage area is completely screened with a six-foot tall sight tight fence. Personal items not associated with the business such as recreational vehicles, trailers, personal vehicles or other similar vehicles are strictly prohibited from being stored on the property.

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

Approved

**Review Comments:**

1. Submit a Storm Water Pond Maintenance Agreement for the two proposed ponds. Please contact Heath Kummerow (HKummerow@neenahwi.gov) for a copy of the City storm water maintenance agreement form.

**Inspections - Plumbing/HVAC Commercial - Daniel Brown - 920-886-6133**  
dbrown@neenahwi.gov

Approved

**Review Comments:**

**Public Works - Gerry Kaiser -**  
gkaiser@neenahwi.gov

Approved

**Review Comments:**

**Traffic - James Merten - 920-886-6243**  
jmerten@neenahwi.gov

Approved

**Review Comments:**

**Review Comments:**

**Advisory Comments:**

Blocking shall be solid concrete blocks or poured concrete. Wood shall not be used for blocking.

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 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.

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# Neenah-Menasha Fire Rescue

Office of Adam J. Dorn

Assistant Chief of Fire Prevention / Fire Marshal

125 E. COLUMBIAN AVENUE, NEENAH, WI 54956

Phone: 920-886-6200 Fax: 920-886-6208 Website: [www.nmfire.org](http://www.nmfire.org) Email: [adorn@nmfire.org](mailto:adorn@nmfire.org)

Date: 04-10-2024  
Address: RGL Warehouse Development  
1712 Dixie Road, Neenah

**Re: Site Plan Review**

<b>E-Plan Exam Plan Review Number:</b>	<b>PR-3830</b>
<b>Job Number (Neenah Application)</b>	<b>5635019</b>
<b>File Number (Neenah Application)</b>	<b>5635019D</b>
<b>Project Number (E-Plan Application)</b>	<b>23-006</b>

To: Robert E. Lee and Associates, Inc.  
Alliance Construction and Design

Neenah-Menasha Fire Rescue Fire Prevention Office has reviewed the site plans for the occupancy indicated above. The documents have been reviewed for conformance to the Wisconsin Department of Safety and Professional Services, IBC, NFPA, and Local ordinances of the Cities of Neenah and Menasha (as applicable). Prior to issuing any conditional approvals the review process requires the following stipulations:

1. A copy of this letter shall be given to the general contractor. The general contractor shall arrange for a pre-construction consultation regarding fire prevention and other safeguards. Failure to contact the Fire Prevention Office of Neenah-Menasha Fire Rescue may delay the project. **Please call 920-886-6204 to schedule this consultation.**
2. Multiple Knox Boxes will be required for this building and shall be installed on the exterior of the building and discuss the location with the Fire Marshal of Neenah-Menasha Fire Rescue.
  - a. A Knox Key Switch will be required for any parking garage entrances or locked gates, if applicable. These may be ordered online at [www.knoxbox.com](http://www.knoxbox.com).
3. If the construction area will have limited access due to construction fence or chained access, **the contractor will be required to obtain a department approved Knox Padlock Model 3770.** This lock may be ordered online at [www.knoxbox.com](http://www.knoxbox.com). This padlock will be used as the last link in the chain with the construction padlock placed through the locked shackle.
4. Neenah-Menasha Fire Rescue advocates and strongly recommends the installation of a complete NFPA 13 compliant fire suppression system throughout the building. The fire suppression system shall be monitored by appropriate system.
5. Neenah-Menasha Fire Rescue advocates and strongly recommends the installation of a complete NFPA 72 compliant automatic fire alarm system throughout the building to best protect its occupants, if not already equipped.
6. Neenah-Menasha Fire Rescue advocates and strongly recommends the installation of a complete NFPA 14 compliant automatic, wet-pipe standpipe system throughout the building.

- a. As discussed in the meeting on 04-11-2024, standpipe connection should be no greater than 150 feet apart inside the building.
  - b. Standpipe connections should be located in the drive-through bay areas of the warehouse.
7. Prior to any work being done, a sprinkler permit must be applied for from NMFR. This can be found on our website at [www.nmfire.org](http://www.nmfire.org), under Forms and Regulations.
  - a. NMFR must witness an underground flush of the fire protection water supply system.
  - b. Contractor must also submit the appropriate documentation for underground water supply for fire protection.
8. The sprinkler contractor shall submit a set of DSPS approved plans and proper permit fees for installation of new or modification to all fire suppression systems. Note: 20 heads or less does not require DSPS review, if applicable.
9. The electrical contractor shall submit a set of DSPS approved plans and proper permit fees for installation of new or modification to all fire/smoke alarm systems. Note: 20 devices or less does not require DSPS review, if applicable.
10. Prior to occupancy operational and functional acceptance test reports for all fire protection, suppression and detection systems, elevator phase I & phase II operations, and fire/smoke dampers shall be submitted to Neenah-Menasha Fire Rescue, if applicable.
11. All other fire and life safety requirements as outlined by local, state, and national ordinances and codes must be adhered to.
12. Appropriate testing of all of fire alarm systems as well as above and belowground water supply for fire protection must be completed and documented with NMFR.
13. Fire Lanes:
  - a. Fire apparatus access roads must comply with Section 503 of the 2024 International Fire Code.
  - b. It is highly recommended that the fire lane shown on sheet number 2, of the plans submitted to the City of Neenah for site plan review, located on the south side of the building be eliminated.
  - c. In place of the item 13b, it would be highly recommended, and supported, to place a driveway in the southeast corner of the property, off Muttart Road, leading to the east side of the building.
14. Fire Protection Water Supply:
  - a. It would be highly recommended to install additional fire hydrants around the perimeter of the building at this time, at locations to be agreed upon with NMFR and the property owner.
  - b. It is highly recommended that the fire protection water supply for the private hydrants be a "looped" system to ensure adequate water supply in the event of an emergency.
  - c. A fire hydrant needs to be installed within 100 feet of the fire department connection.
15. An additional entrance to the fire lane shall be planned for on the north end of the future addition, off Dixie Road. This area is marked with red lines on the attached photo.
16. The additional hydrants to be added are marked with a blue dot on the attached photo.
17. A fire hydrant needs to be installed within 100 feet of the fire department connection.

18. Based on the size and typical construction of this type of building, Section 510 (Emergency Responder Communication Enhancement Systems) shall be complied with. This means that a radio repeater system shall be installed within the building so all emergency responders are ensured that their radios work inside the building.

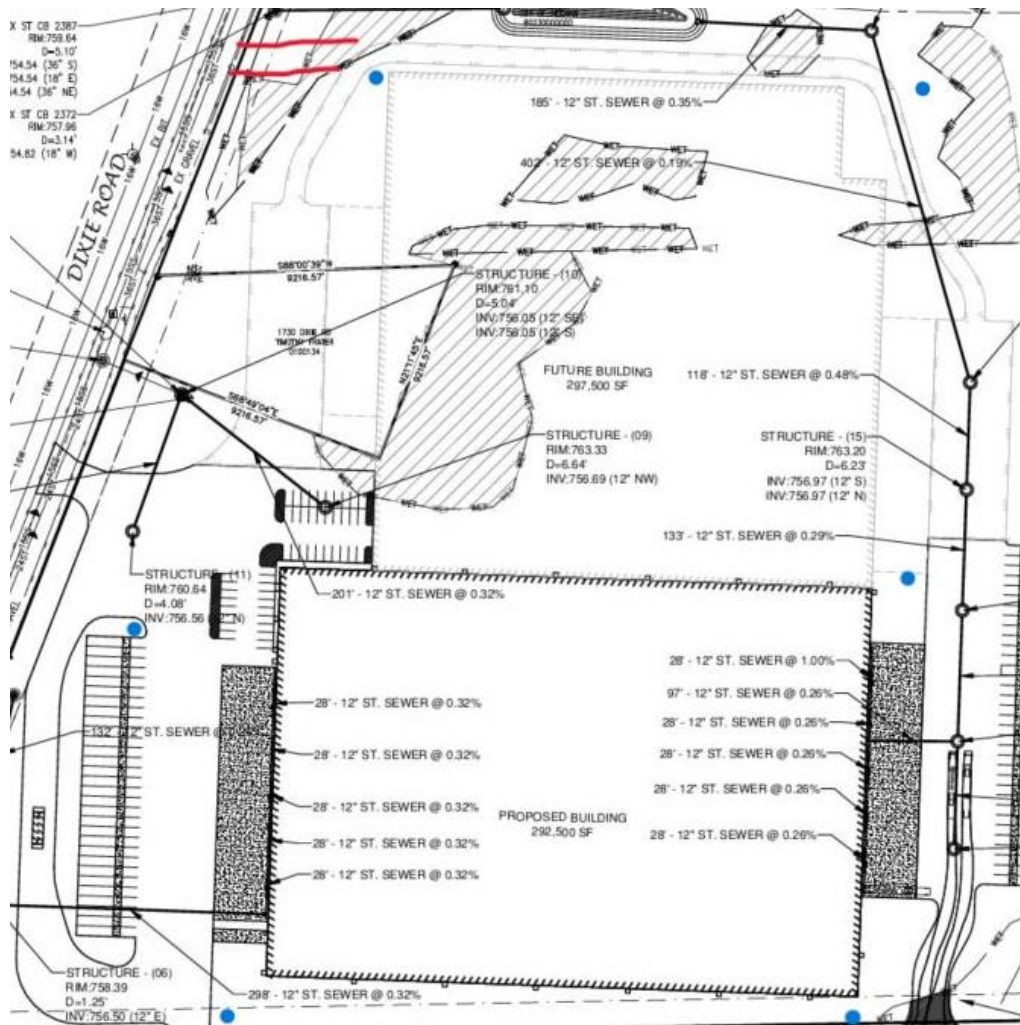
As a reminder, the owner of the building, structure and premise is responsible for maintaining the property in compliance with all applicable codes. Neenah-Menasha Fire Rescue reserves the right to require changes or additions if conditions arise making them necessary for code compliance. Nothing in this review shall relieve the owner or designer of the responsibility for designing a safe building, structure, or component.

You may direct all questions and concerns to this office.

Sincerely,

Adam J. Dorn  
Assistant Chief/ Fire Marshal  
920-886-6204  
adorn@nmfire.org

Cc: Building Department  
File

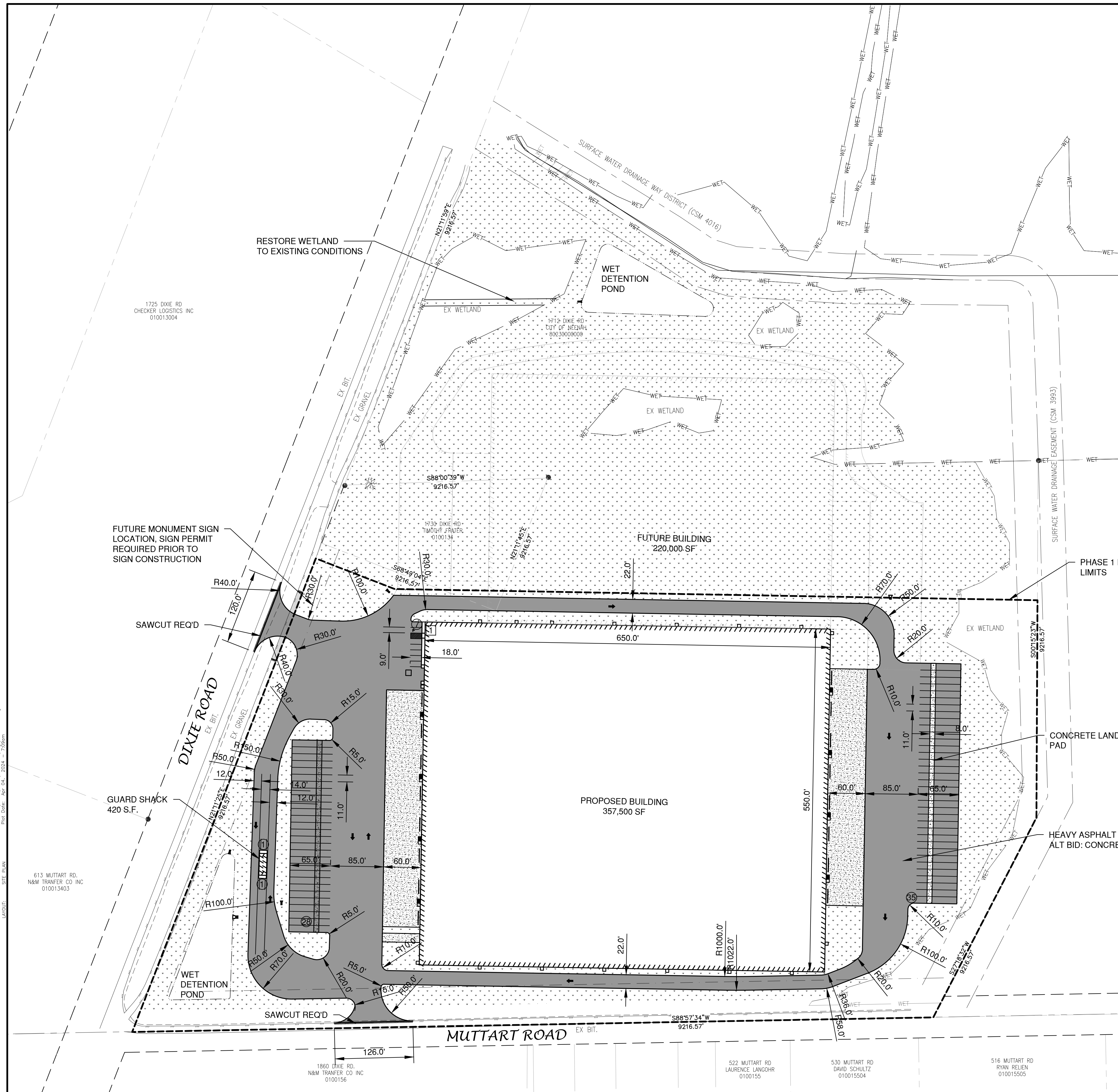




DIXIE RD

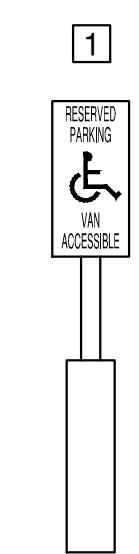
MUTTART RD





- LEGEND**
- CONCRETE PAVEMENT
  - ASPHALT TRAIL, MATCH EXISTING SECTION
  - ASPHALT PAVEMENT (HEAVY) (220,591 S.F.)  
ALT BID: CONCRETE PAVEMENT
  - LANDSCAPE AREA
  - GREEN SPACE
  - TRAFFIC FLOW ARROW
  - HANDICAPPED PARKING
  - INDICATES NUMBER OF PARKING STALLS
  - WALL PACK
  - LIGHT POLE (1 LAMP)
  - LIGHT POLE (2 LAMPS)
  - LIGHT POLE (3 LAMPS)
  - LIGHT POLE (4 LAMPS)

\*NOTE: ALL DIMENSIONS ARE TO THE FACE OF CURB, UNLESS NOTED OTHERWISE



**NOTE**  
ALL DISTURBED AREAS SHALL BE TOPSOILED TO A DEPTH OF 6 INCHES, SEEDED AND MULCHED. AREA TO BE RAKED FREE OF STONES AND CLUMPS.

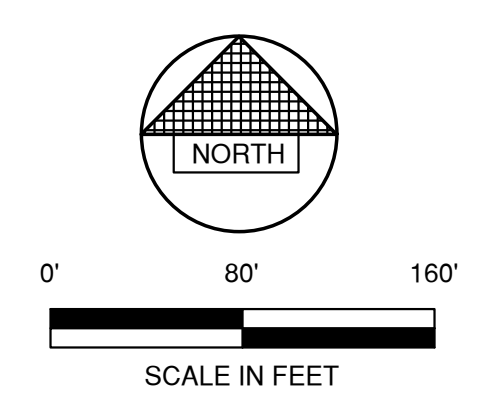
**PARKING DATA**  
TOTAL PARKING STALLS PROVIDED = 9  
HANDICAP ACCESSIBLE PARKING STALLS = 1

**SITE DATA - PHASE 1**  
TOTAL AREA = 20.23 ACRES, 881,220 S.F.  
BUILDING AREA = 8.22 ACRES, 357,920 S.F. (40.6%)  
SIDEWALK/PARKING LOT AREA = 6.39 ACRES, 278,189 S.F. (31.6%)  
GREEN SPACE = 5.63 ACRES, 245,111 S.F. (27.8%)

**ZONING**  
I-1 PLANNED BUSINESS CENTER DISTRICT

**PARCEL NO.**  
CSM IN PROGRESS BY CITY OF NEENAH

File: P:\35001\5435\5435019\443\5435019A.dwg  
 Plot Date: Apr 24, 2024 11:23:00am  
 SITE PLAN  
 LAYOUT:



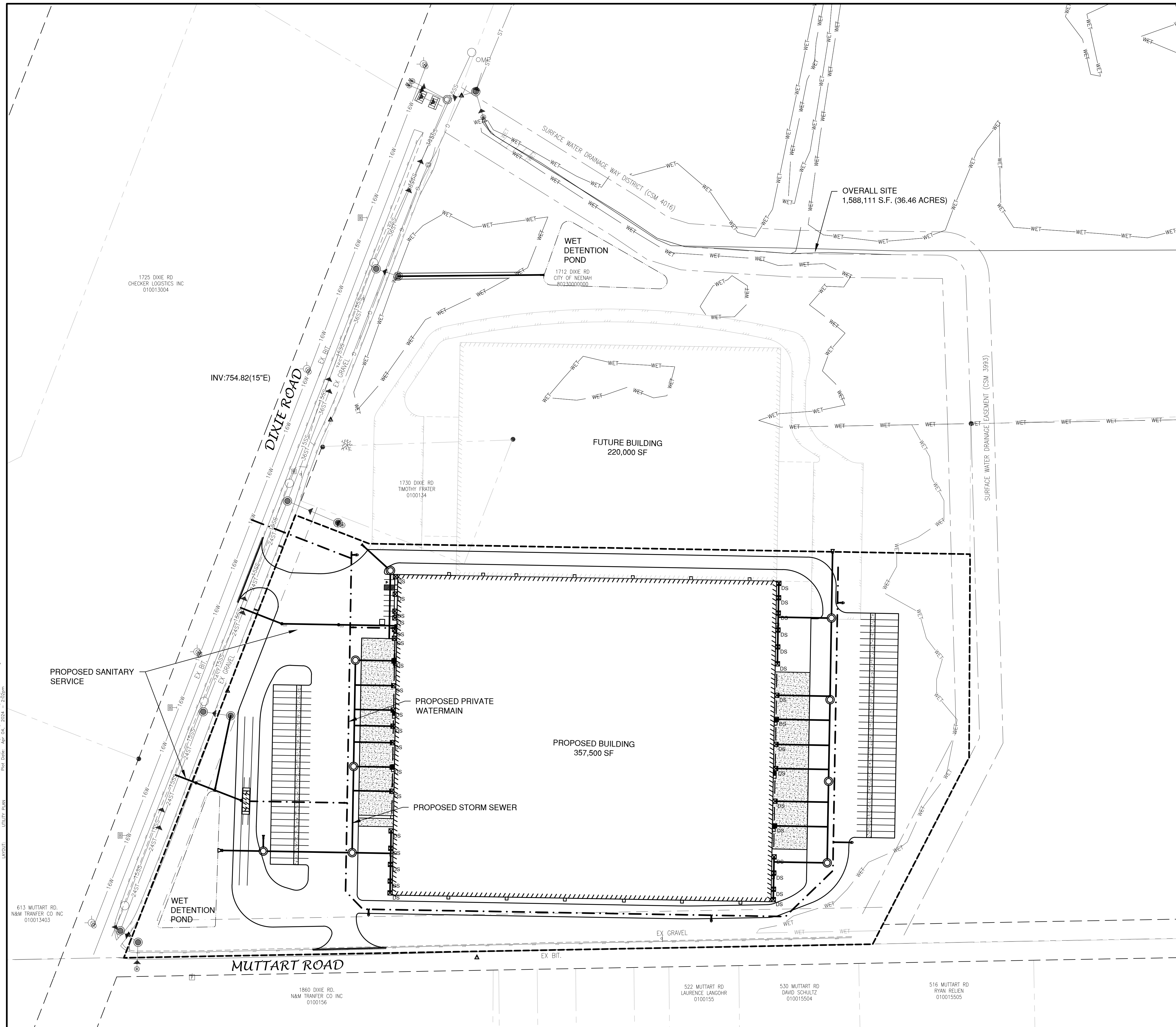
NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION

DRAWN: KDC  
 CHECKED: [Signature]  
 DESIGNED: BDR  
**RGL WAREHOUSE DEVELOPMENT FOR ALLIANCE CONSTRUCTION CITY OF NEENAH WINNEBAGO COUNTY, WISCONSIN**

SITE PLAN  
 DATE: 02/2024  
 FILE: 5635019D  
 JOB NO.: 5635019

1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com





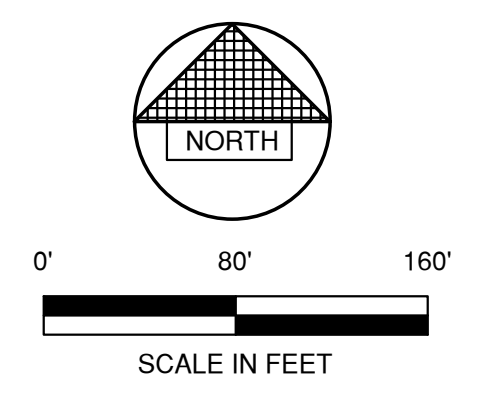
**LEGEND**

	PROPOSED SANITARY SEWER
	EXISTING SANITARY SEWER (SIZE NOTED)
	PROPOSED STORM SEWER
	EXISTING STORM SEWER (SIZE NOTED)
	PROPOSED WATERMAIN
	EXISTING WATERMAIN (SIZE NOTED)

**LEGEND**

	PROPOSED FIRE HYDRANT
	EXISTING FIRE HYDRANT
	PROPOSED WATER VALVE/CURB STOP
	EXISTING WATER VALVE/CURB STOP
	PROPOSED WATER MANHOLE
	EXISTING WATER MANHOLE
	PROPOSED REDUCER/INCREASER
	EXISTING REDUCER/INCREASER
	PROPOSED SANITARY MANHOLE
	EXISTING SANITARY MANHOLE
	PROPOSED LIFT STATION
	EXISTING LIFT STATION
	PROPOSED TRACER WIRE SIGNAL CONNECTION BOX
	EXISTING TRACER WIRE SIGNAL CONNECTION BOX
	PROPOSED CLEANOUT
	EXISTING CLEANOUT
	PROPOSED STORM MANHOLE
	EXISTING STORM MANHOLE
	PROPOSED STORM CATCH BASIN
	EXISTING STORM CATCH BASIN
	PROPOSED STORM INLET
	EXISTING STORM INLET
	PROPOSED STORM INLET MANHOLE
	EXISTING STORM INLET MANHOLE
	PROPOSED YARD DRAIN
	EXISTING YARD DRAIN
	PROPOSED STANDPIPE
	EXISTING STANDPIPE
	PROPOSED ROOF DOWNSPOUT
	EXISTING ROOF DOWNSPOUT
	PROPOSED DISCHARGE STRUCTURE
	EXISTING DISCHARGE STRUCTURE

- NOTE**
1. A MINIMUM OF 6.5 FEET OF COVER SHALL BE MAINTAINED OVER ALL WATERMAIN.
  2. SANITARY SEWER, WATERMAIN AND STORM SEWER SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CURRENT STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN AND ADMINISTRATIVE CODE CHAPTERS SPS 381-387.
  3. FIELD VERIFY LOCATION OF EXISTING UTILITIES. IF EXISTING LOCATIONS DIFFER FROM WHAT IS INDICATED ON THE PLANS, **CONTACT ENGINEER**, PRIOR TO CONTINUED WORK.
  4. ALL SANITARY SEWER, STORM SEWER AND WATER SERVICES / MAINS SHALL BE PROVIDED WITH TRACER WIRE OR OTHER METHOD TO BE LOCATED.
  5. EXISTING GAS, ELECTRIC, CABLE TELEVISION AND TELEPHONE TO BE REMOVED AND/OR RELOCATED BY OTHERS. WORK SHALL BE COORDINATED BY GENERAL CONTRACTOR.



File: P:\31001\5635\5635019\443\5635019A.dwg  
 Plot Date: Apr 04, 2024 11:23:06am  
 LAYOUT: UTILITY PLAN

NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION

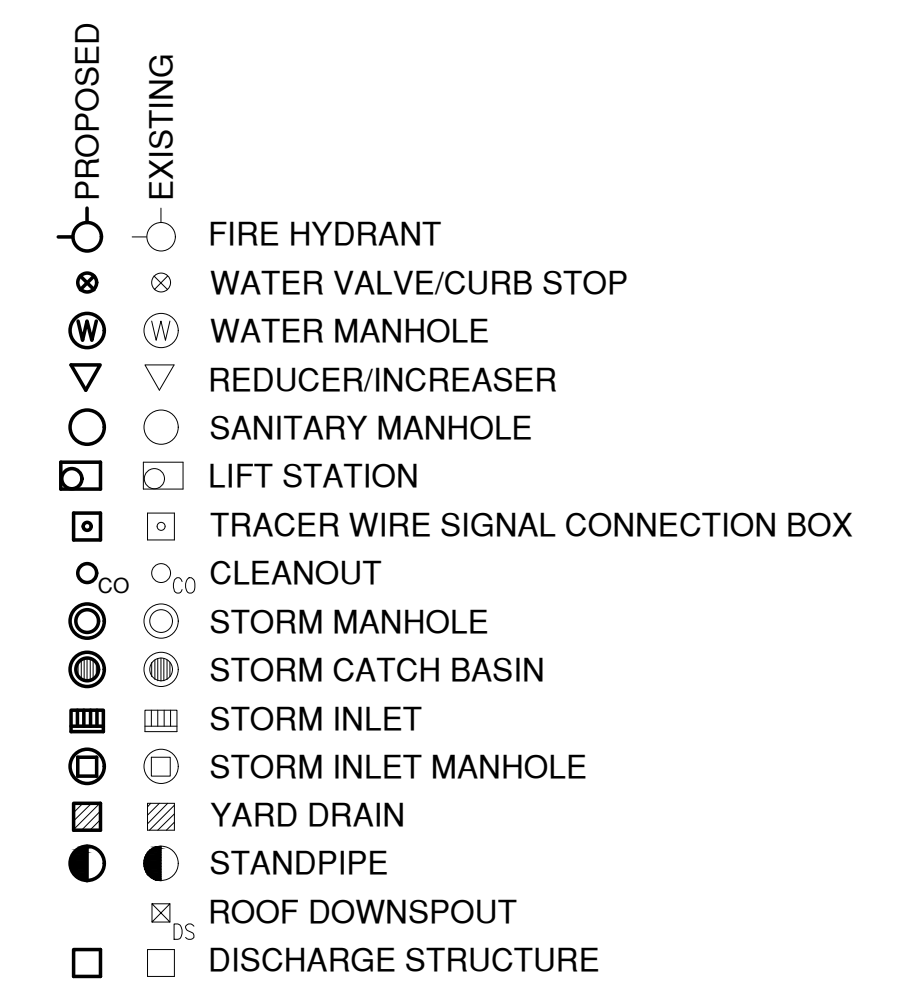
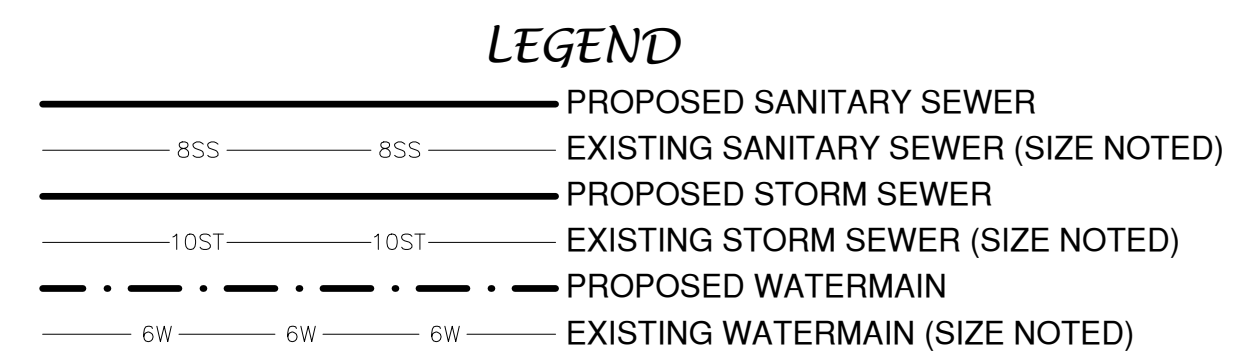
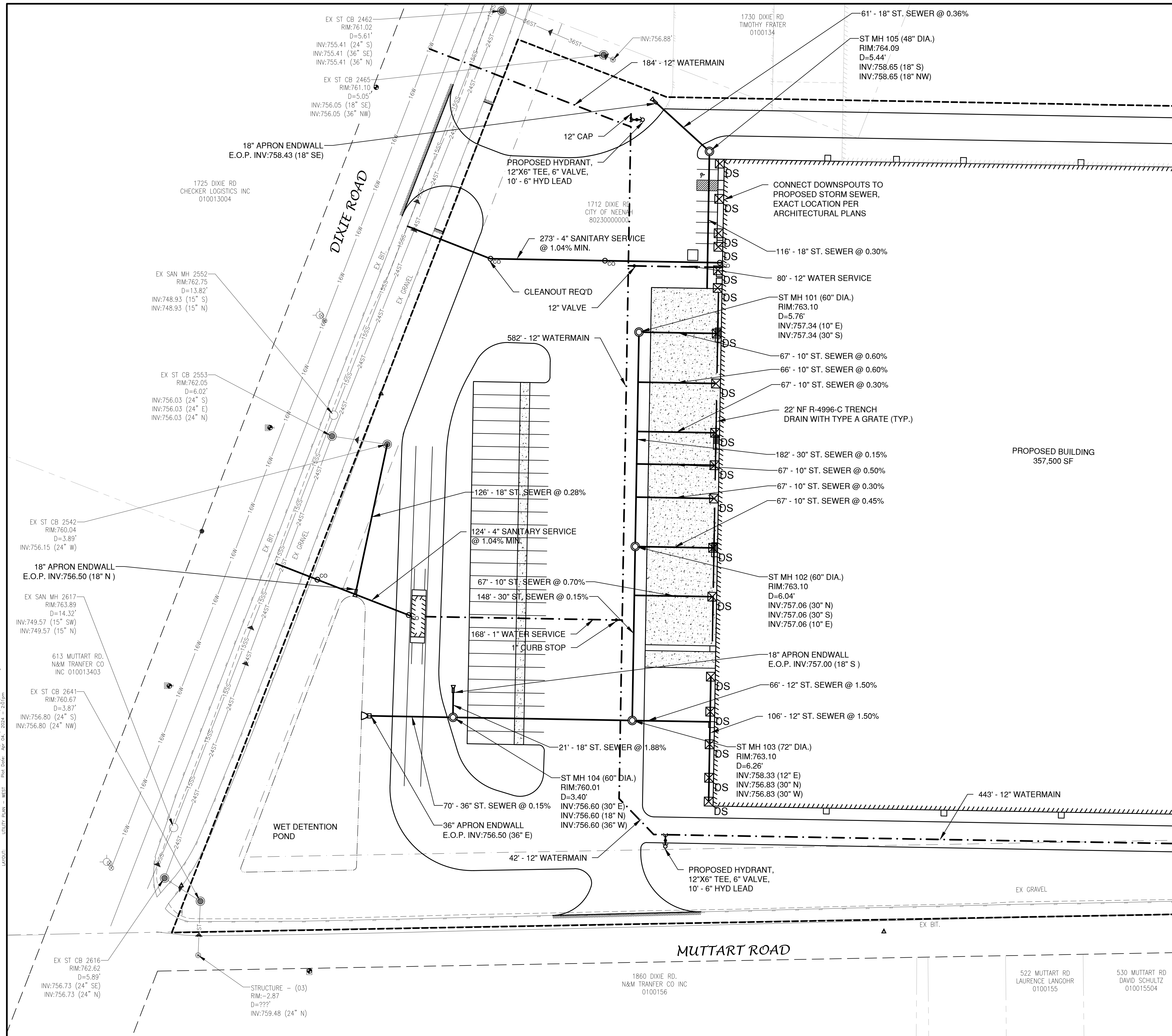
DRAWN: KDC  
 CHECKED: [Signature]  
 DESIGNED: BDR

**RGL WAREHOUSE CONSTRUCTION**  
**FOR ALLIANCE CONSTRUCTION**  
**CITY OF NEENAH**  
**WINNEBAGO COUNTY, WISCONSIN**

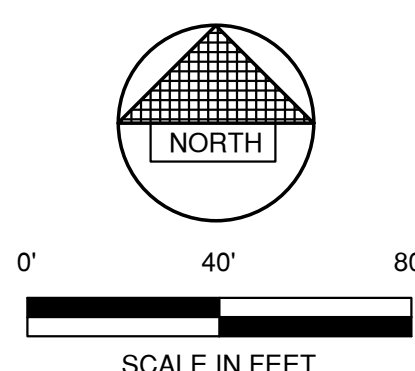
UTILITY PLAN

DATE	02/2024
FILE	5635019D
JOB NO.	5635019

1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com



- NOTE**
- A MINIMUM OF 6.5 FEET OF COVER SHALL BE MAINTAINED OVER ALL WATERMAIN.
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  - EXISTING GAS, ELECTRIC, CABLE TELEVISION AND TELEPHONE TO BE REMOVED AND/OR RELOCATED BY OTHERS. WORK SHALL BE COORDINATED BY GENERAL CONTRACTOR.



NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION

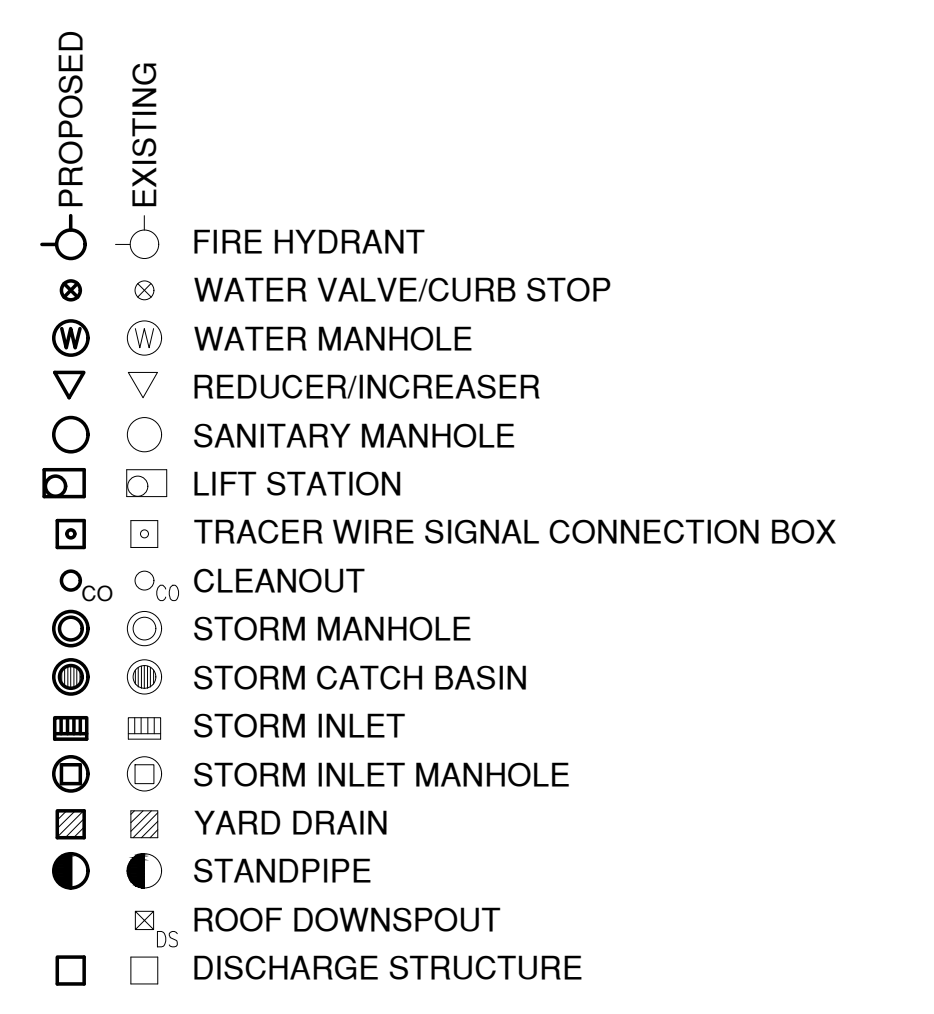
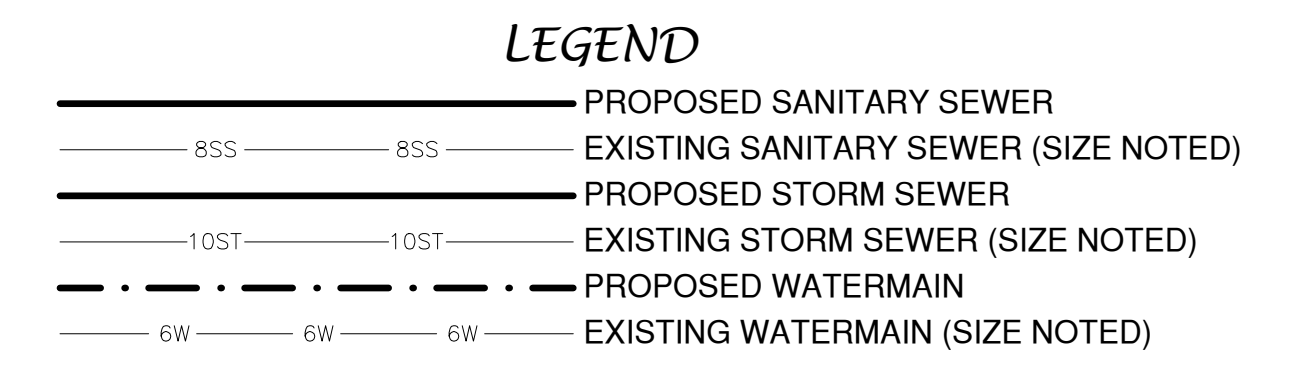
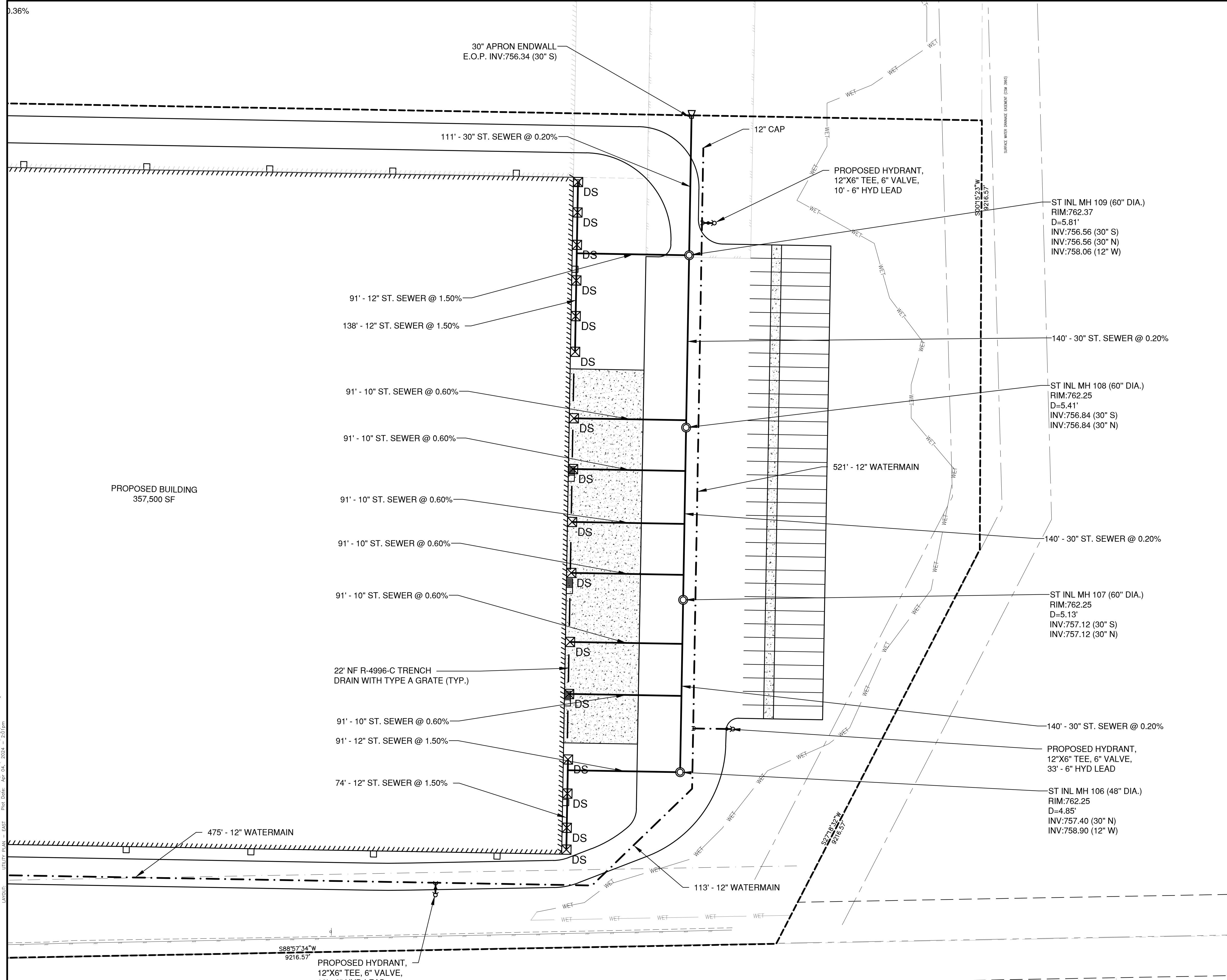
DRAWN: KDC  
 CHECKED: [Signature]  
 DESIGNED: BDR  
**RGL WAREHOUSE DEVELOPMENT FOR ALLIANCE CONSTRUCTION CITY OF NEENAH WINNEBAGO COUNTY, WISCONSIN**

UTILITY PLAN - WEST  
 1860 DIXIE RD, N&M TRANSFER CO INC 0100156  
 522 MUTTART RD, LAURENCE LANGOHR 0100155  
 530 MUTTART RD, DAVID SCHULTZ 010015504

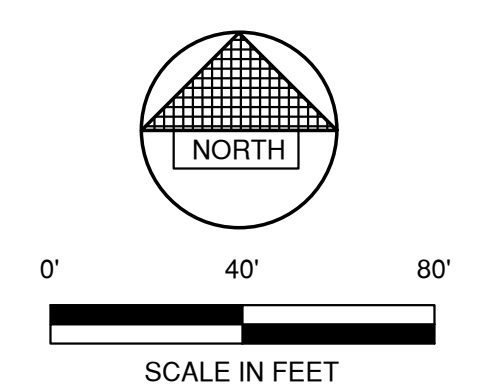
DATE: 02/2024  
 FILE: 5635019D  
 JOB NO.: 5635019



SHEET NO. **4**



- NOTE**
- A MINIMUM OF 6.5 FEET OF COVER SHALL BE MAINTAINED OVER ALL WATERMAIN.
  - SANITARY SEWER, WATERMAIN AND STORM SEWER SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CURRENT STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN AND ADMINISTRATIVE CODE CHAPTERS SPS 381-387.
  - FIELD VERIFY LOCATION OF EXISTING UTILITIES. IF EXISTING LOCATIONS DIFFER FROM WHAT IS INDICATED ON THE PLANS, **CONTACT ENGINEER**, PRIOR TO CONTINUED WORK.
  - ALL SANITARY SEWER, STORM SEWER AND WATER SERVICES / MAINS SHALL BE PROVIDED WITH TRACER WIRE OR OTHER METHOD TO BE LOCATED.
  - EXISTING GAS, ELECTRIC, CABLE TELEVISION AND TELEPHONE TO BE REMOVED AND/OR RELOCATED BY OTHERS. WORK SHALL BE COORDINATED BY GENERAL CONTRACTOR.



File: P:\31001\31001.dwg  
 Plot Date: Apr 24, 2024  
 Plot Time: 2:23 PM  
 Utility Plan - East  
 Layout:

300 MUTANT RD XOM SERVICE 010015001	348 MUTANT RD JULIUS SERVICE 010015002	340 MUTANT RD JANETTE SERVICE 010015003	332 MUTANT RD LANCE SERVICE 010015004	330 MUTANT RD SANDY SERVICE 010015005	318 MUTANT RD PAM SERVICE 010015006
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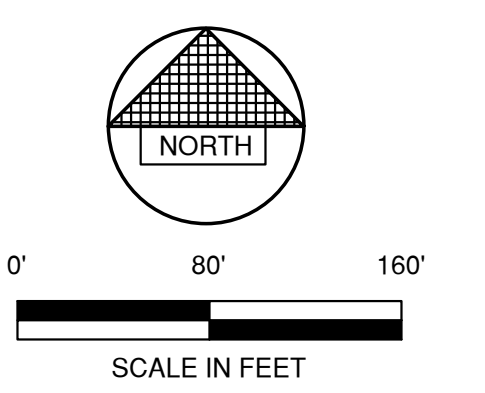
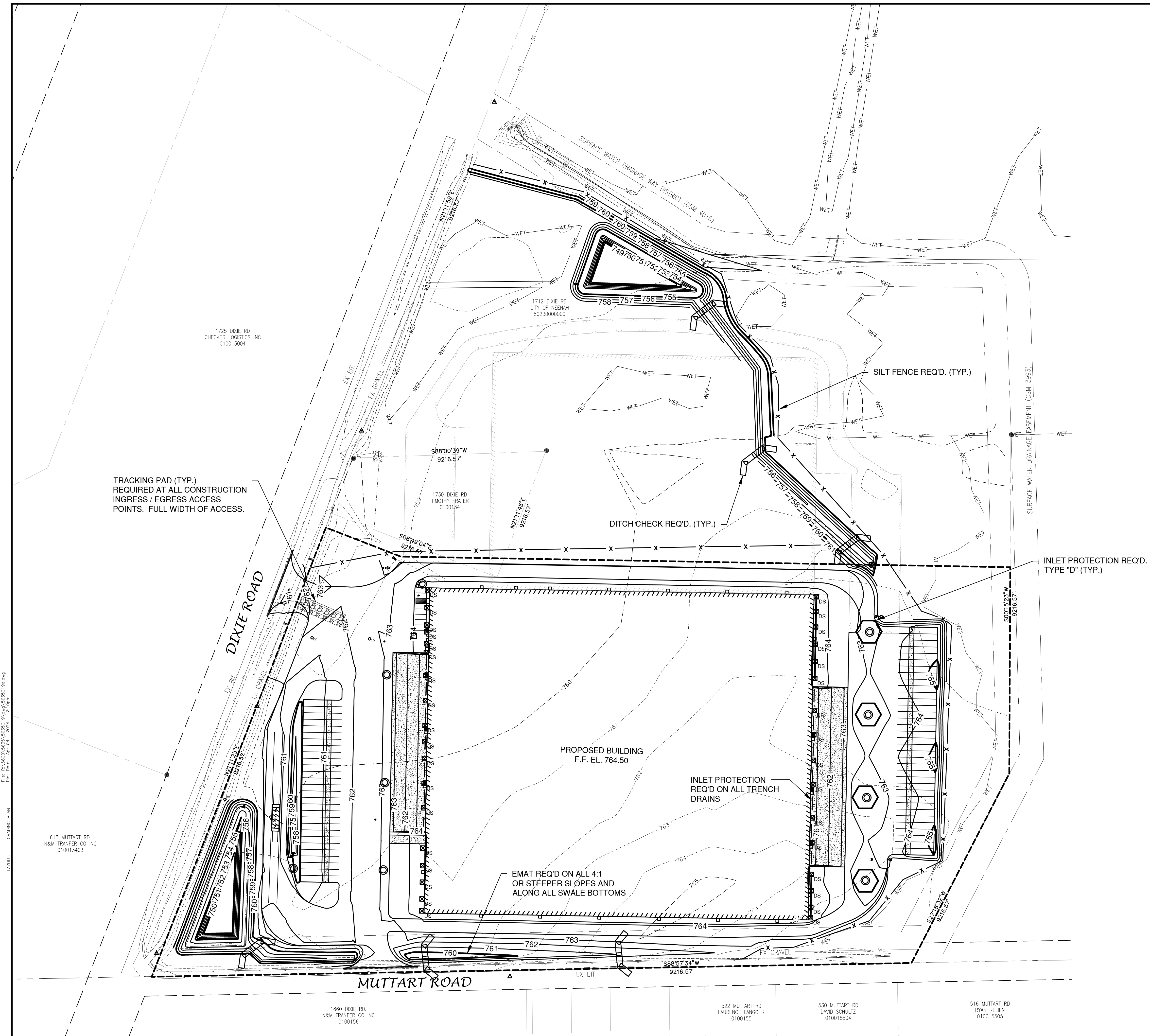
**LEGEND**

- T/C 999.99 TOP OF CURB ELEVATION
- F/L 888.88 FLOW LINE ELEVATION
- S/W 666.66 TOP OF SIDEWALK ELEVATION
- E/P 555.55 EDGE OF PAVEMENT ELEVATION
- R/W 444.44 TOP OF RETAINING WALL ELEVATION
- 333.33 GROUND ELEVATION
- DRAINAGE SWALE
- DRAINAGE DIVIDE
- FLOW ARROW
- SILT FENCE (PER WDNR TECHNICAL STANDARD 1056)
- DITCH CHECK (PER WDNR TECHNICAL STANDARD 1062)
- TRACKING PAD (PER WDNR TECHNICAL STANDARD 1057)
- EROSION MAT (PER WDNR TECHNICAL STANDARD 1053)
- INLET PROTECTION (PER WDNR TECHNICAL STANDARD 1060)

**EROSION CONTROL**

ALL EROSION CONTROL PRACTICES INDICATED ON THIS PLAN ARE APPROXIMATE LOCATIONS ONLY. THE ACTUAL SITE MAY REQUIRE MORE OR LESS EROSION CONTROL DEPENDING ON THE CURRENT CONDITION OF THE SITE.

1. SILT FENCE IS REQUIRED DOWNSLOPE OF ANY DISTURBED LAND THAT MAY CARRY SEDIMENTS OFF SITE.
2. A TRACKING PAD IS REQUIRED AT ANY INGRESS/EGRESS LOCATION, WHERE SEDIMENT MAY BE TRACKED OFF-SITE.
3. PROPER INLET PROTECTION SHALL BE USED DEPENDING ON THE INLET TYPE.
4. ALL NECESSARY SITE DEWATERING SHALL BE PERFORMED IN ACCORDANCE WITH WDNR TECHNICAL STANDARD 1061.



NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	DRAWN KDC
								CHECKED
								DESIGNED BDR

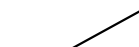

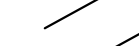

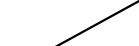


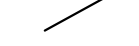
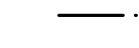
**RGL WAREHOUSE DEVELOPMENT  
FOR ALLIANCE CONSTRUCTION  
CITY OF NEENAH  
WINNEBAGO COUNTY, WISCONSIN**

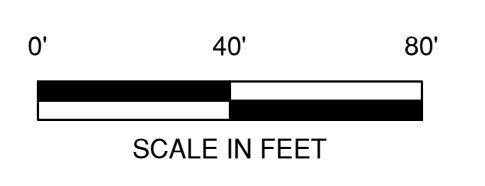
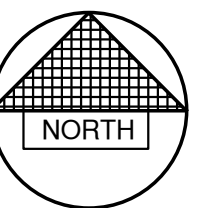
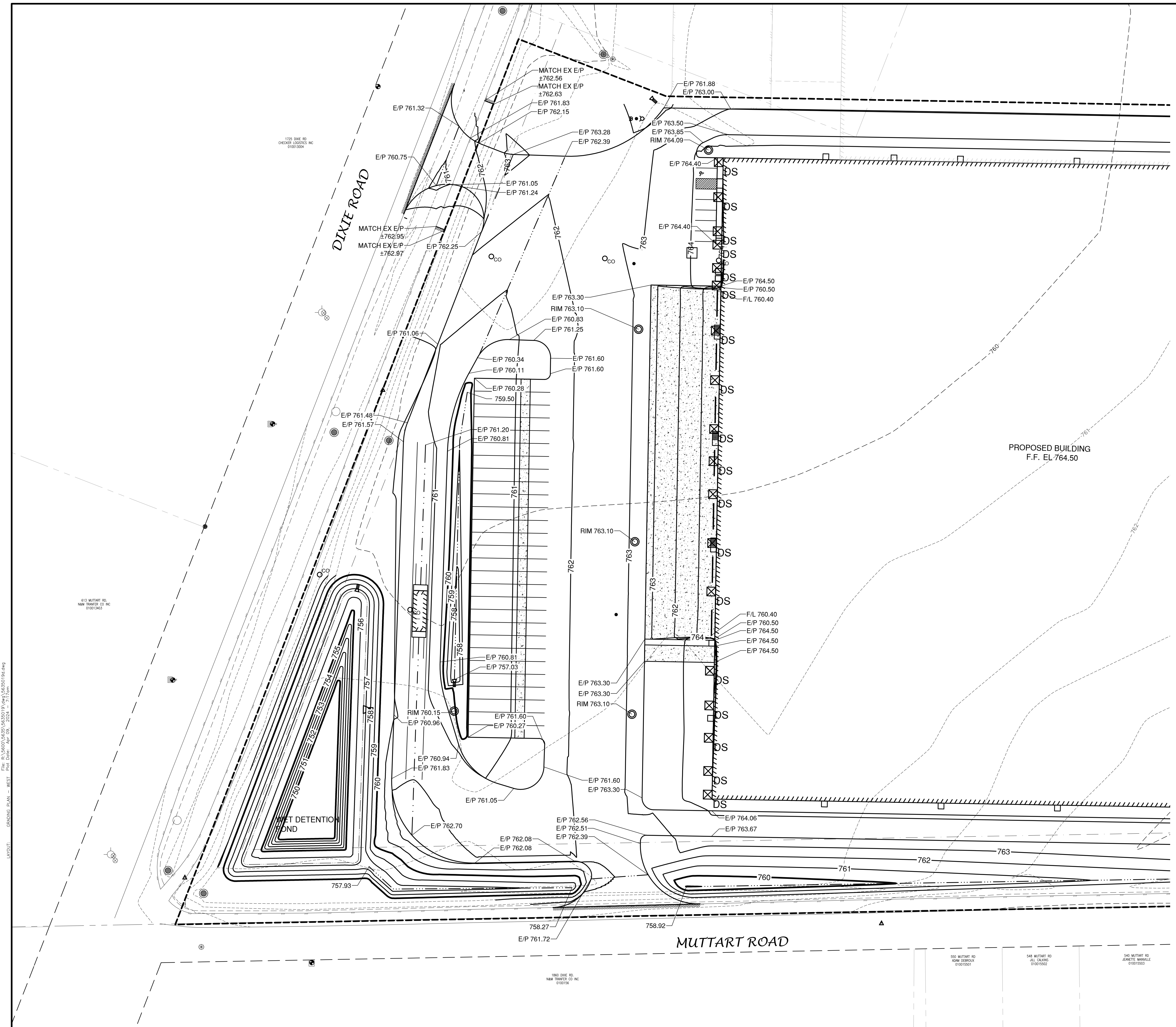
**GRADING AND EROSION CONTROL PLAN**

DATE 02/2024
FILE 5635019D
JOB NO. 5635019

**REL Robert E. Lee & Associates, Inc.**  
1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com

**LEGEND**

-  T/C 999.99 TOP OF CURB ELEVATION
-  F/L 888.88 FLOW LINE ELEVATION
-  S/W 666.66 TOP OF SIDEWALK ELEVATION
-  E/P 555.55 EDGE OF PAVEMENT ELEVATION
-  R/W 444.44 TOP OF RETAINING WALL ELEVATION
-  333.33 GROUND ELEVATION
-  DRAINAGE SWALE
-  DRAINAGE DIVIDE
-  FLOW ARROW



NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	DRAWN	CHECKED	DESIGNED
								KDC		BDP

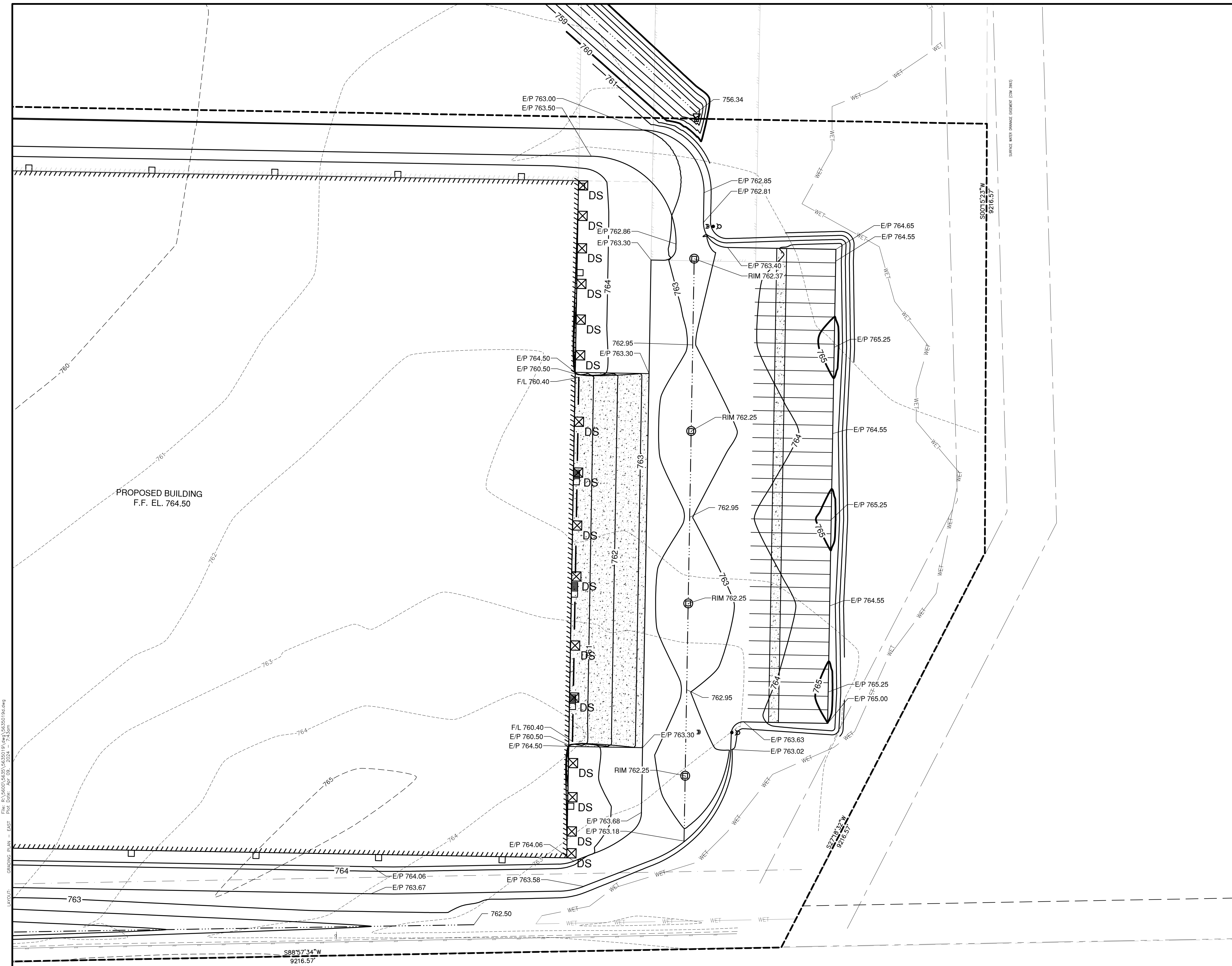
**RGL WAREHOUSE DEVELOPMENT**  
**FOR ALLIANCE CONSTRUCTION**  
**CITY OF NEENAH**  
**WINNEBAGO COUNTY, WISCONSIN**

**GRADING PLAN - WEST**

DATE  
02/2024  
 FILE  
5635019D  
 JOB NO.  
5635019

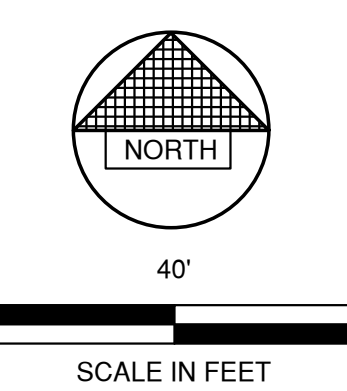

**Robert E. Lee & Associates, Inc.**  
 1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com

SHEET NO.  
**7**



**LEGEND**

- T/C 999.99 TOP OF CURB ELEVATION
- F/L 888.88 FLOW LINE ELEVATION
- S/W 666.66 TOP OF SIDEWALK ELEVATION
- E/P 555.55 EDGE OF PAVEMENT ELEVATION
- R/W 444.44 TOP OF RETAINING WALL ELEVATION
- 333.33 GROUND ELEVATION
- DRAINAGE SWALE
- DRAINAGE DIVIDE
- FLOW ARROW



500 MUTANT RD KIM GIBSON 010015001	548 MUTANT RD JUL GAGNE 010015002	540 MUTANT RD JANETE MINVILLE 010015003	532 MUTANT RD LANCE LANGRISH 010015004	538 MUTANT RD DAVID SCHULTZ 010015004	518 MUTANT RD PAM WILSON 010015005
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NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	DRAWN
								KDC
								CHECKED
								DESIGNED
								BDP

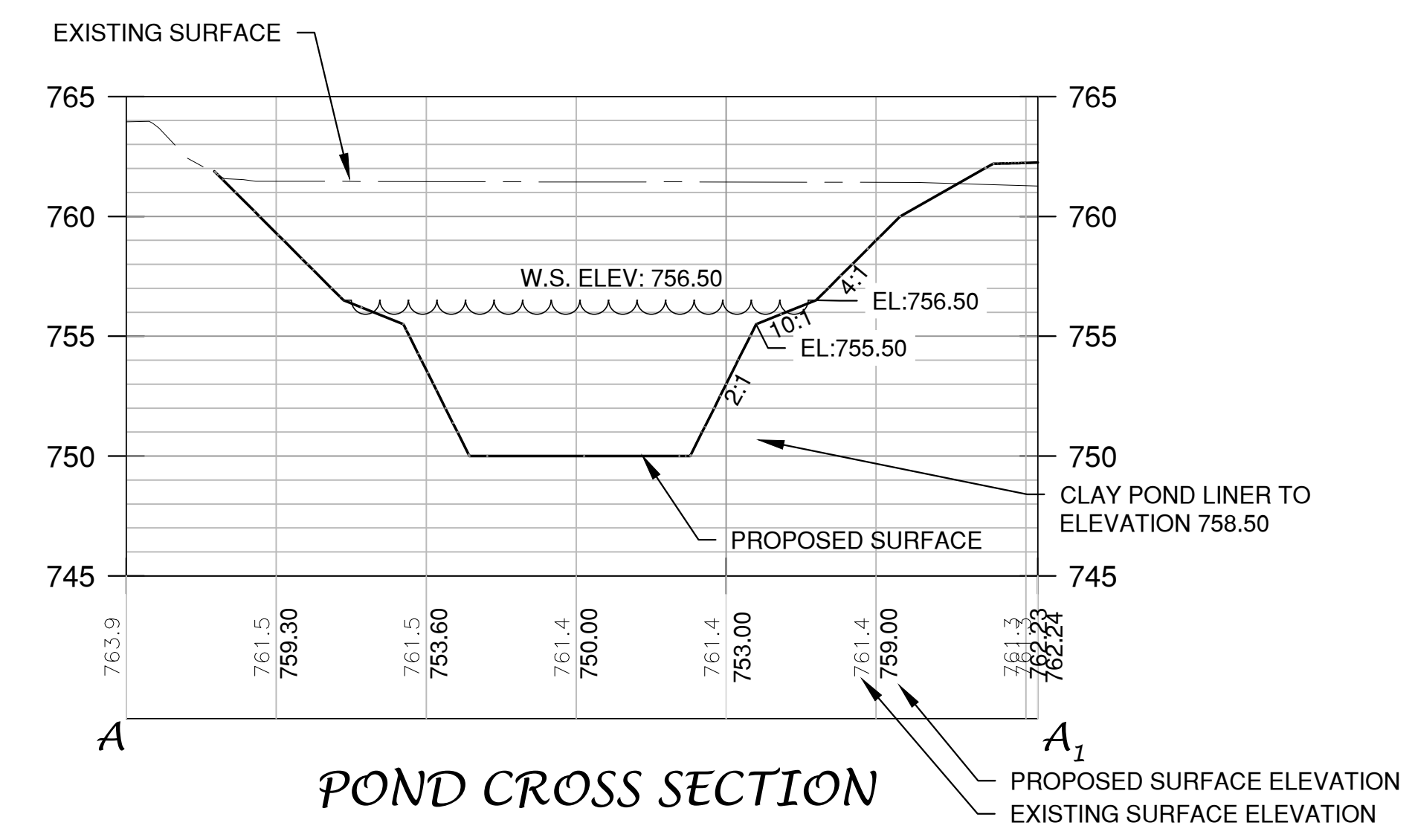
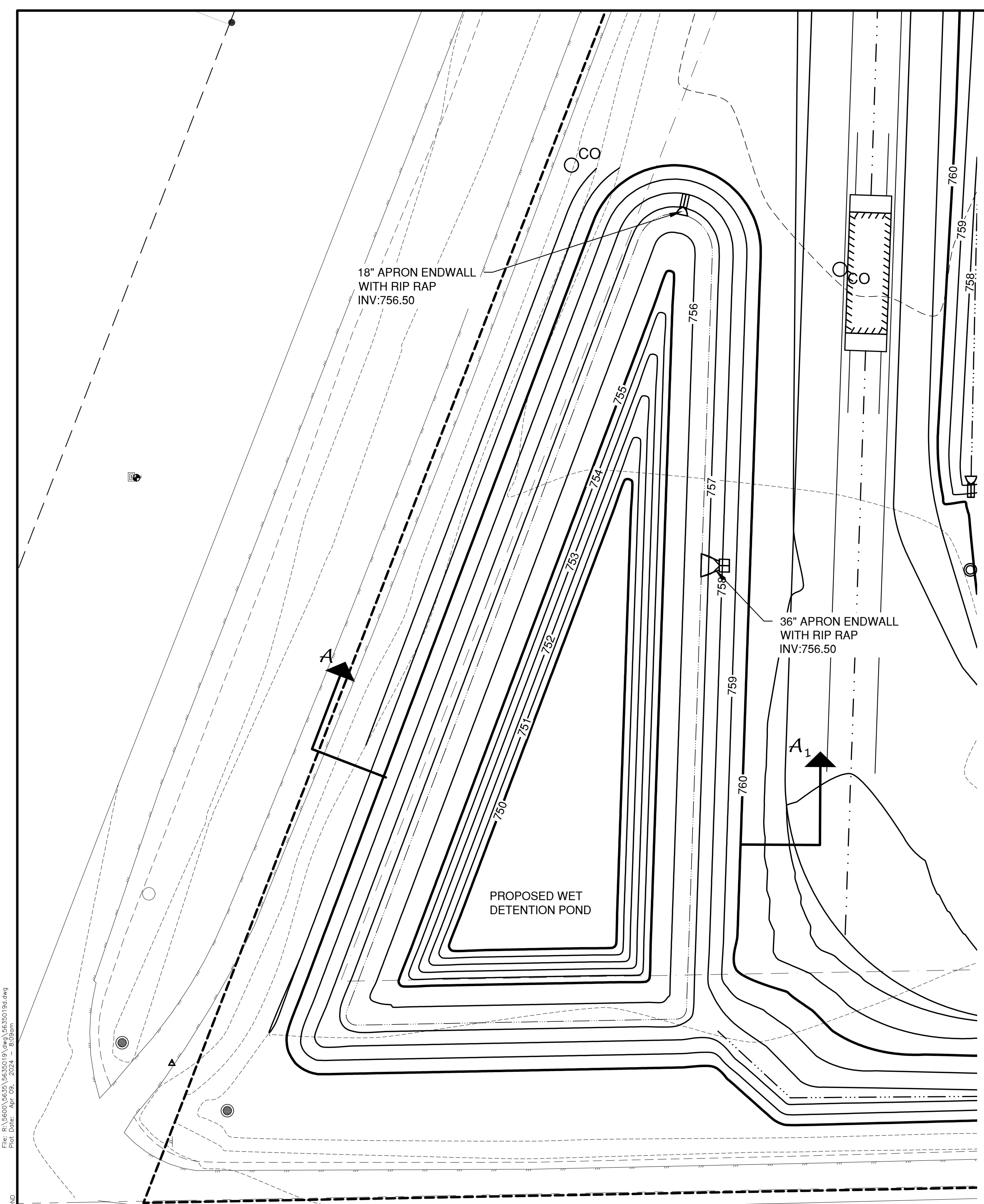
RGL WAREHOUSE DEVELOPMENT  
FOR ALLIANCE CONSTRUCTION  
CITY OF NEENAH  
WINNEBAGO COUNTY, WISCONSIN

GRADING PLAN - EAST

DATE	02/20/24
FILE	5635019D
JOB NO.	5635019

**REL** Robert E. Lee & Associates, Inc.  
1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com

File: P:\52001\52001.dwg  
 Plot Date: Apr 09, 2024  
 WEST POND  
 LAYOUT



**POND FLOOD ELEVATION SUMMARY**

YEAR STORM	PEAK WATER SURFACE ELEVATION
1-YEAR	757.90
2-YEAR	758.15
10-YEAR	758.88
100-YEAR	760.21

**POND CONSTRUCTION NOTE**

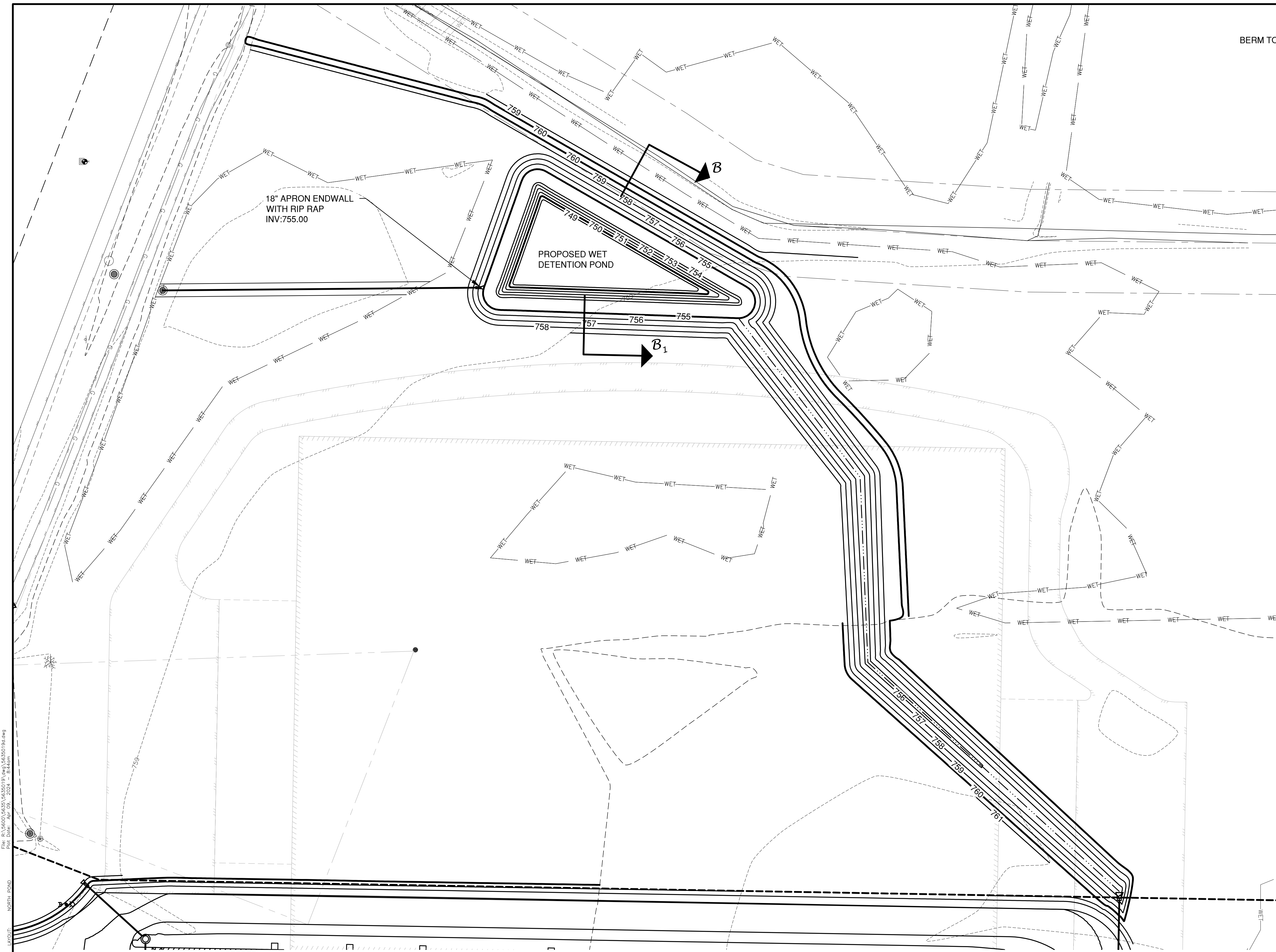
CONTRACTOR TO VERIFY EXISTING SOILS WITHIN POND EXCAVATION. IF SOILS OTHER THAN CLAY WITH A HYDRAULIC CONDUCTIVITY OF  $1 \times 10^{-7}$  cm/sec OR LESS ARE ENCOUNTERED, A TWO FOOT CLAY LINER WILL BE REQUIRED AND INSTALLED PER WDNR TECHNICAL STANDARD 1001.

NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	DRAWN
								KDC
								CHECKED
								DESIGNED
								BBR

RGL WAREHOUSE DEVELOPMENT  
 FOR ALLIANCE CONSTRUCTION  
 CITY OF NEENAH  
 WINNEBAGO COUNTY, WISCONSIN

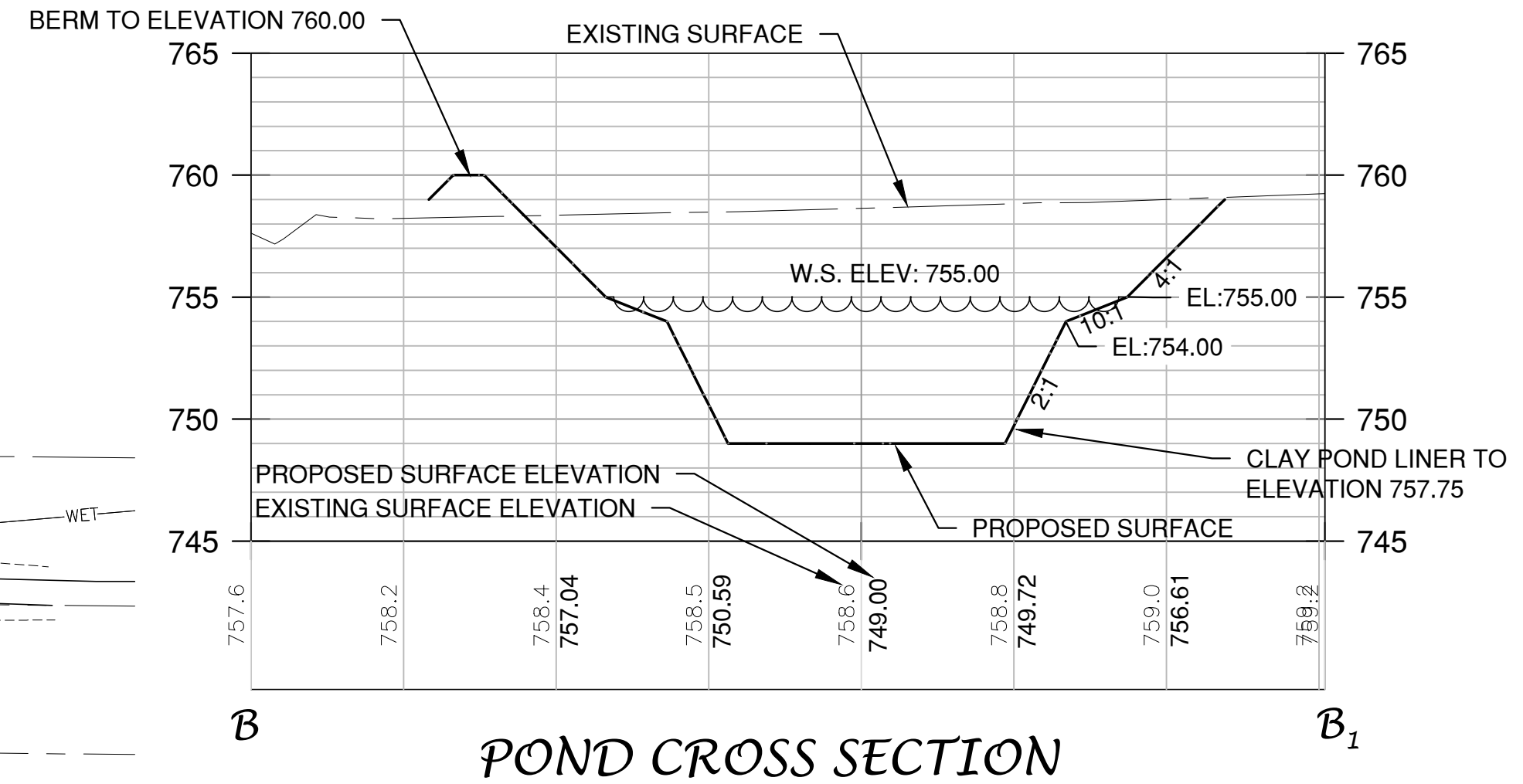
WEST POND DETAIL

DATE: 02/20/24  
 FILE: 5635019D  
 JOB NO.: 5635019  
  
 1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com



18" APRON ENDWALL  
WITH RIP RAP  
INV: 755.00

PROPOSED WET  
DETENTION POND

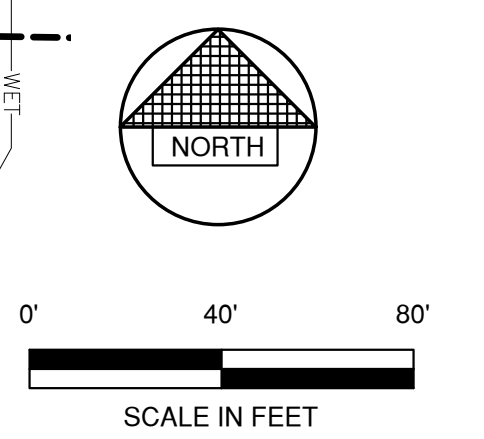


POND CROSS SECTION

POND FLOOD ELEVATION SUMMARY

YEAR STORM	PEAK WATER SURFACE ELEVATION
1-YEAR	757.30
2-YEAR	757.67
10-YEAR	758.39
100-YEAR	759.28

**POND CONSTRUCTION NOTE**  
CONTRACTOR TO VERIFY EXISTING SOILS WITHIN POND EXCAVATION. IF SOILS OTHER THAN CLAY WITH A HYDRAULIC CONDUCTIVITY OF  $1 \times 10^{-7}$  cm/sec OR LESS ARE ENCOUNTERED, A TWO FOOT CLAY LINER WILL BE REQUIRED AND INSTALLED PER WDNR TECHNICAL STANDARD 1001.



NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	DRAWN
								KDC
								CHECKED
								DESIGNED
								BBR

RGL WAREHOUSE DEVELOPMENT  
FOR ALLIANCE CONSTRUCTION  
CITY OF NEENAH  
WINNEBAGO COUNTY, WISCONSIN

NORTH POND DETAIL

DATE	02/20/24
FILE	5635019D
JOB NO.	5635019

**REL Robert E. Lee & Associates, Inc.**  
1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com

# LANDSCAPE PLAN

1" = 60'



## LANDSCAPE INSTALLATION NOTES:

- GENERAL:**
- Landscape contractor is responsible for coordinating work with general contractor to ensure the landscape scope of work doesn't interfere with existing or built conditions. They should note any discrepancies to the general contractor.
  - Landscape contractor is responsible for verifying the location of underground utilities by calling their local utility marking service.
  - All plant material should be inspected by Landscape Contractor prior to installation to determine overall appearance and condition. Plant material that is damaged or has clear signs of stress should be rejected.
  - Quantities of material shown on plan take precedence over the specification list or legend.
  - If plant substitutions are required, Landscape Contractor is responsible for submitting recommendations to the client or client's representative.
  - Irrigation system required and to be designed by qualified Irrigation Contractor - system must be programmable and capable of odd/even day use.
  - No unhealthy or dead trees present on site. All existing trees to be removed as a function of the site. Proposed landscape plan will mitigate/enhance site in accordance to city requirements.
- PLANTING:**
- When excavating for plant pits, any excess rock or building material should be removed and replaced with specified soil mix backfill.
  - All plant tags should be removed from material by landscape contractor.
  - All planting beds should receive a minimum 3" deep layer of shredded hardwood mulch, unless otherwise noted.
  - Edge all beds with a spade cut edge unless otherwise noted.
  - All backfill around plant material rootballs should receive a soil mix of 4 parts (pulverized) topsoil to 1 part fine, organic compost.
  - All wire baskets and stakes should be removed during planting.
  - Cut and remove top half of burlap around rootballs and cut and remove any twine around trunk or root flare.
  - All stakes and guy wires and tree wrap are to be removed no more than 1 year after installation.
  - Tree wrap, if used, is to be installed by November 1 and to be removed by April 1.

## PLANT SCHEDULE

TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE
ACE	18	Acer rubrum 'October Glory'	Maple 'October Glory'	2.5"
GLE	19	Gleditsia triacanthos f. inermis 'Skyline'	Honeylocust 'Skyline'	2.5"
MAL	15	Malus 'Spring Snow'	Crabapple 'Spring Snow'	1.5"
SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE
TAX	53	Taxus x media 'Densiformis'	Yew 'Densiformis'	18" - 24"
VIB	47	Viburnum carlesii	Viburnum 'Korean Spice'	18" - 24"
JUN	51	Juniperus virginiana 'Grey Owl'	Juniper 'Grey Owl'	18" - 24"

## LANDSCAPE REQUIREMENTS:

**FRONTAGE LANDSCAPING:** LANDSCAPING STRIPS SHALL BE PLANTED WITH A MINIMUM OF ONE SHADE TREE AND THREE SHRUBS PER 40 LINEAL FEET OF FRONTAGE.

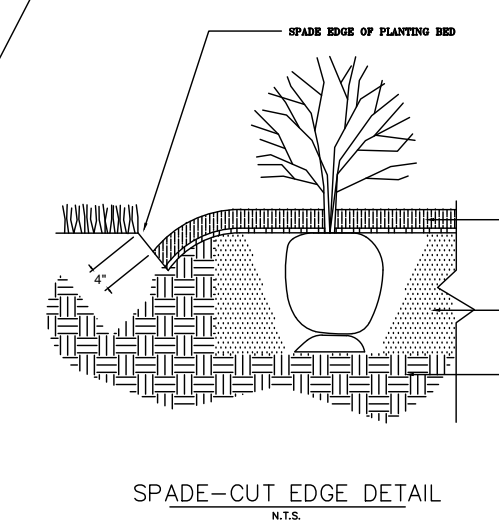
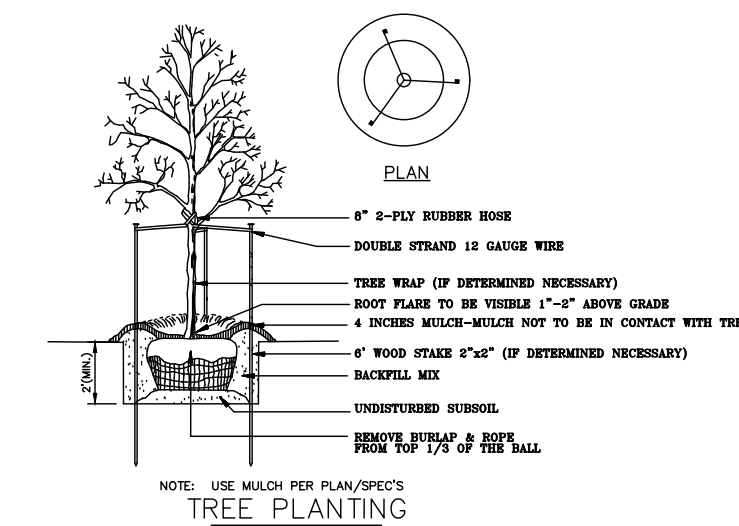
- SOUTH FRONTAGE = 1,240 LN. FT. / 40 = 31 TREES & 93 SHRUBS
- WEST FRONTAGE = 755 LN. FT. / 40 = 19 TREES & 57 SHRUBS

**INTERIOR LANDSCAPING:** ONE TREE SHALL BE PLANTED IN EACH ISLAND OR PENINSULA, OR WITHIN TEN FEET OF THE PERIPHERY OF THE PARKING AREA.

- TWO (2) TREES PROVIDED

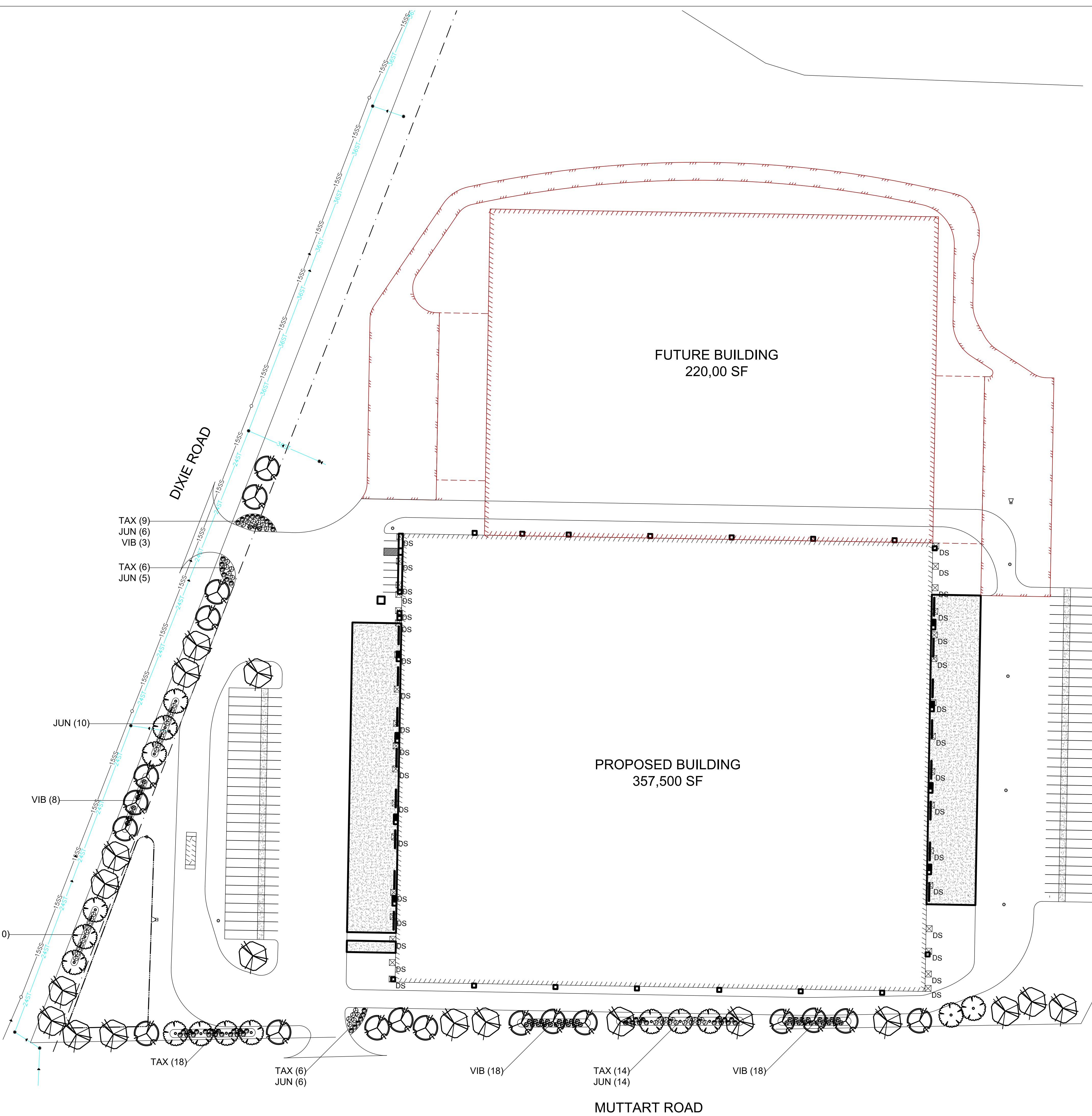
## PLANT LEGEND:

- MAPLE 'OCTOBER GLORY'
- HONEYLOCUST 'SKYLINE'
- CRABAPPLE 'SPRING SNOW'
- JUNIPER 'GREY OWL'
- YEW 'DENSIFORMIS'
- VIBURNUM 'KOREAN SPICE'



SPADE-CUT EDGE DETAIL  
N.T.S.

SHRUB PLANTING  
N.T.S.



RGL Warehouse Development  
Muttart Rd & Dixie Rd  
Neenah, WI 54956  
Winnebago County, Wisconsin

This drawing is conceptual and is only to be used as a guide for construction. The completed project may differ from this plan in appearance and dimension.

This drawing is the instrument of service and the intellectual property of Elevate Outdoor LLC. This plan is not to be reproduced, changed, or copied in any matter, nor is it to be assigned to any third party. Use of this plan or any of its elements without written permission and consent of Elevate Outdoor LLC is expressly prohibited.

Drawing Completed:  
4-8-2024

Landscape Plan





**Alliance**  
CONSTRUCTION & DESIGN

ALLIANCEBUILDS.COM  
PHONE: (920) 336-3400 | FAX: (920) 336-3401  
1050 BROADWAY ST., WRIGHTSTOWN, WI 54180

PROFESSIONAL SEAL:

DESIGN PROFESSIONAL

**RGL WAREHOUSE**

PROJECT NUMBER: 23-006  
MUTTART RD., NEENAH, WI 54956

**NOT FOR CONSTRUCTION**

REVISIONS		
#	STAGE	DATE
1	FOR BID	04/04/2023

STATUS:

BID SET

SHEET ISSUE DATE: 03/29/2024

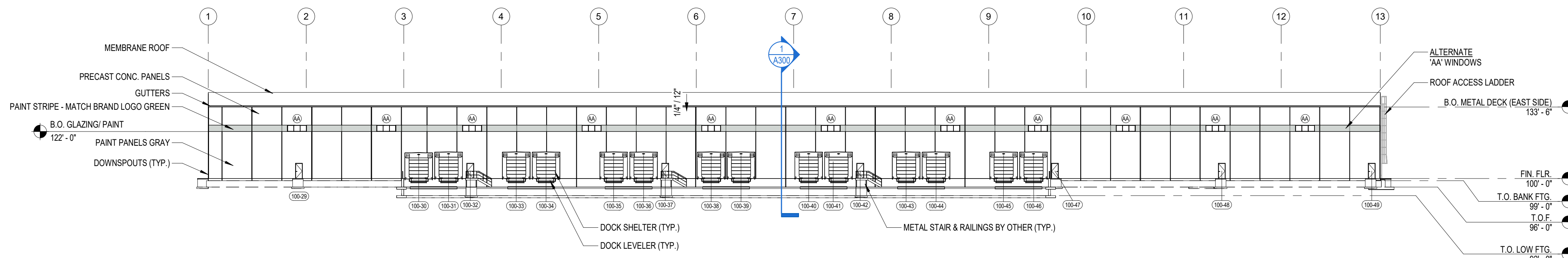
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DRAWN BY: O.R.V.

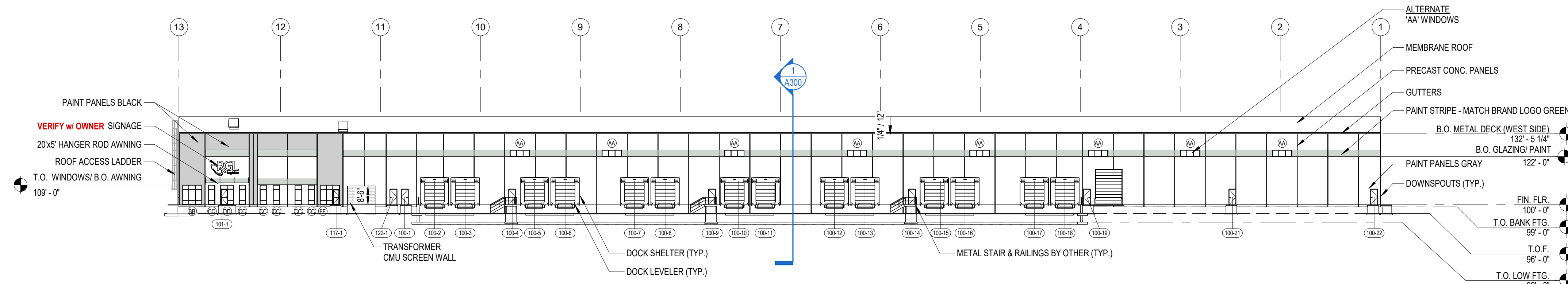
SCALE: 1/32" = 1'-0"

WAREHOUSE  
ELEVATIONS

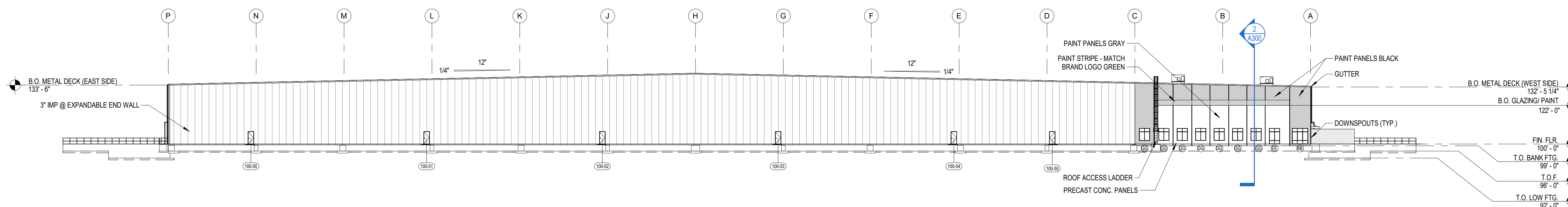
**A200**



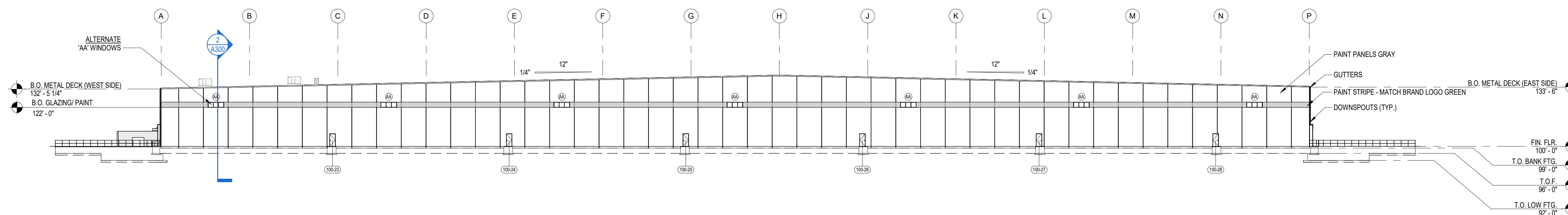
**1 EAST ELEVATION**  
1/32" = 1'-0"



**2 WEST ELEVATION**  
1/32" = 1'-0"



**3 NORTH ELEVATION**  
1/32" = 1'-0"



**4 SOUTH ELEVATION**  
1/32" = 1'-0"

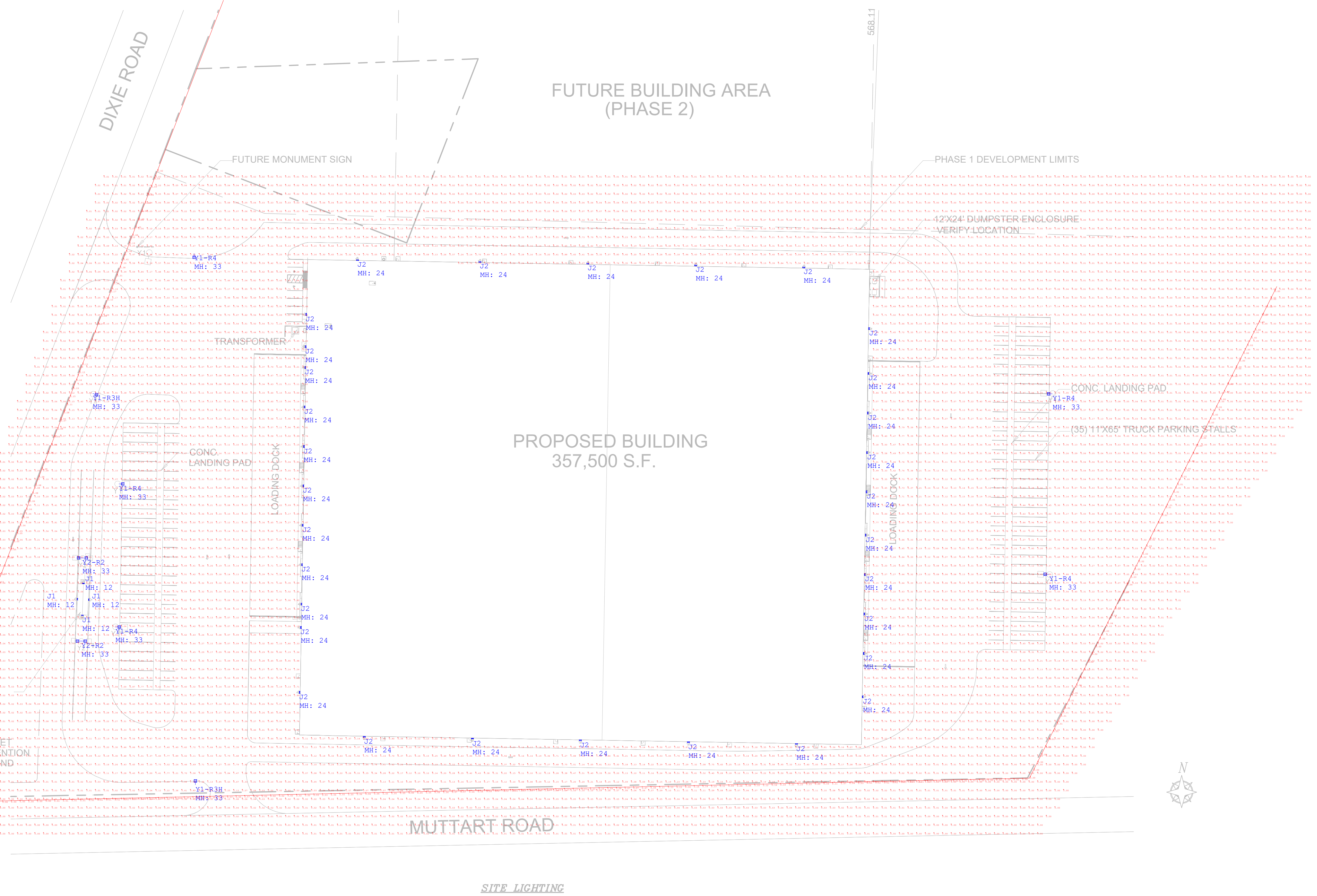






Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Presumed Property Line	Illuminance	Fc	0.06	0.48	0.00	N.A.	N.A.
East Landing Pad	Illuminance	Fc	1.20	4.6	0.2	6.00	23.00
West Landing Pad	Illuminance	Fc	1.53	5.1	0.5	3.06	10.20

Luminaire Schedule									
Qty	Label	Arrangement	LLF	MFR	Description	Lum. Watts	Total Watts	Lum. Lumens	
4	J1	SINGLE	0.950	LITHONIA	WPX1 LED P2 xxK MVOLT DDBXD M4	24	96	2913	
31	J2	SINGLE	0.950	LITHONIA	WPX2 LED xxK MVOLT DDBXD M2	47	1457	5696	
2	Y1-R3H	SINGLE	0.950	LITHONIA	RSX2 LED P4 xxK R3 HS -30FT POLE 3FT BASE	187	374	17546	
5	Y1-R4	SINGLE	0.950	LITHONIA	RSX2 LED P4 xxK R4 -30FT POLE 3FT BASE	187	935	25328	
2	Y2-R2	BACK-BACK	0.950	LITHONIA	RSX2 LED P1 xxK R2 -30FT POLE 3FT BASE	71	284	11033	



#	DATE	COMMENTS

REVISIONS

DRAWN BY : JT  
DATE : APRIL 12 2024  
SCALE : 1" = 60'

RGL LOGISTICS  
NEENAH, WISCONSIN  
SITE LIGHTING LAYOUT



---

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

---

**DATE:** April 23, 2024  
**TO:** Mayor Lang and Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director  
**RE:** 3 Lot CSM – 2001 Marathon Avenue

---

Park Place Holdings – Marathon Street, LLC, owner of 2001 Marathon Avenue, has submitted a certified survey map (CSM) to subdivide the subject property into three lots.

The subject property currently includes two lots (parcels), one fronting Marathon Avenue and one fronting Byrd Avenue. The purpose of the original subdivision was to separate the building lot (fronting Byrd Avenue) which includes the Marathon Flats apartment building, from land to the east which was to be a planned development site.

The purpose of this CSM is to create an additional lot on the corner of Byrd Avenue and Marathon Avenue to develop at some time in the future. The lot with the Marathon Flats apartment building will remain essentially the same as it is now with the exception of modifying the frontage along Byrd Avenue. The existing future development site is modified to carve out roughly 3.5 acres along the corner of Byrd and Marathon Avenue.

At this point there are not plans for proposed Lots 2 and 3 on the CSM. All property within the CSM is zoned C-1, General Commercial District. A variety of commercial and multi-family uses are permitted in this district. Any development proposal of these lots will require a site plan review. All lots within the CSM meet minimum lot size and minimum frontage requirements as identified in the Subdivision Ordinance. An easement is also included along Lot 2 (existing) to provide access to Marathon Flats from Marathon Avenue.

### **Recommendation**

**An appropriate action at this time is for the Plan Commission to approve the 3 lot CSM for property located at 2001 Marathon Avenue.**

# PLANNING SERVICES APPLICATION

Department of Community Development  
 211 Walnut St. P.O. Box 426  
 Neenah, WI 54957-0426  
 Phone (920) 886-6125 | Fax (920) 886-6129



PROPERTY OWNER	APPLICANT
Name: Park Place Holdings-Marathon Street, LLC	Name: Mach IV Engineering & Surveying
Mailing Address: 1674 Eisenhower Rd De Pere, WI 54115-8145	Mailing Address: 2260 Salscheider Ct Green Bay, WI 54313
Email: coreyvan@kw.com	Email: jsmith-herter@mach-iv.com
Phone: (920) 888-7446	Phone: (920) 569-5765

PROPERTY	
Site Address: 2001 Marathon Ave Neenah, WI 54956	Parcel Number (PIN): 80205800000 & 80205801000
Current Use: Commercial Building	Proposed Use:
Current Zoning: C-1 GENERAL	Proposed Zoning: Mix Use Transitional Area (City Gis)

SITE PLAN	ZONING
Description of Proposed Project / Request:	
<input type="checkbox"/> Minor Site Plan <sup>1</sup> <input type="checkbox"/> Parking Lot <sup>3</sup> <input type="checkbox"/> Major Site Plan <sup>2</sup> <input type="checkbox"/> Change of Use <sup>4</sup> <input type="checkbox"/> Telecommunications Tower	<input type="checkbox"/> Rezoning <input type="checkbox"/> PDD Project Approval <input type="checkbox"/> Special Use Permit <input type="checkbox"/> TND Project Approval <input type="checkbox"/> Appeal or Variance <input type="checkbox"/> CH Project Approval <input type="checkbox"/> Future Land Use Map Amendment

CERTIFIED SURVEY MAP / PLAT REVIEW	ANNEXATION
Property Identification / Legal Description: ALL OF LOTS 1 & 2 OF CERTIFIED SURVEY MAP #8085, DOCUMENT #1913807, WINNEBAGO COUNTY RECORDS, LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4, SECTION 33, T20N-R17E, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN	
Number of Lots / Outlots: 3	Temporary Zoning Requested: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input checked="" type="checkbox"/> City CSM <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Extraterritorial CSM <input type="checkbox"/> Final Plat	If yes, Describe Request:

April 9, 2024	<i>Justin Smith-Herter</i>
Date	Owner / Agent Signature (Agent acknowledges they can sign on property owner's behalf)

- 1: Minor Site Plan: Building addition less than or equal to 5,000 SqFt or less than 50% of existing building, parking lot addition greater than 10 parking stalls, construction of accessory structure.
- 2: Major Site Plan: New construction, building addition greater than or equal to 5,000 SqFt or more than 50% of existing building.
- 3: Parking Lot: Parking lot construction / addition of 10 stalls or more.
- 4: Change of Use: No new construction or additions; Property use changing from one land use to another.

# PLANNING SERVICES

Department of Community Development  
 211 Walnut St. P.O. Box 426  
 Neenah, WI 54957-0426  
 Phone (920) 886-6125 | Fax (920) 886-6129



Applications can also be Emailed to:  
[BSchmidt@NeenahWI.gov](mailto:BSchmidt@NeenahWI.gov)  
 See the Development Manual for detailed processes of provided services.

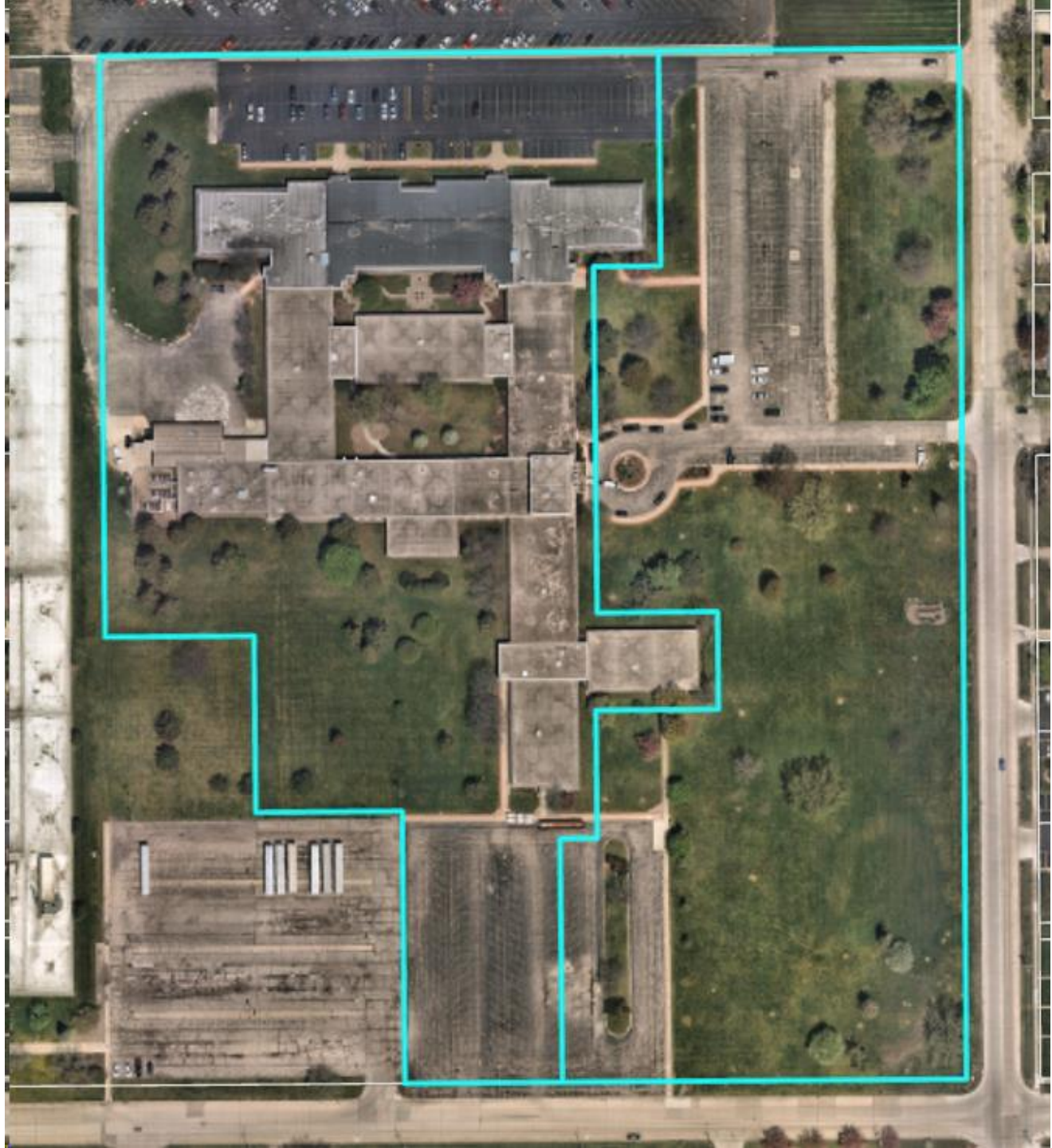
[Neenah Plan Commission Schedule](#)  
[City of Neenah Zoning Code](#)

<b>FOR OFFICE USE ONLY</b>
Date Received:
Case / Plan Number:
Fee:
Check Number:
Receipt Number:

Developments may incur more fees than listed. Please see the [Schedule of Fees](#) for a complete list.

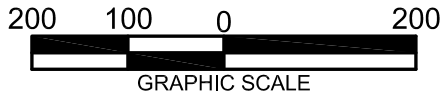
SITE PLAN	ZONING	CSM / PLAT REV.	ANNEXATION
Site Plan (Minor) <b>\$200 / Application</b>	Rezoning <b>\$500 / Application</b>	City CSM <b>\$150 / Map</b>	Non-R1 Annexation <b>\$400 / Review</b>
Site Plan (Major) <b>\$400 / Application</b>	Special Use Permit <b>\$500 / Application</b>	Extraterritorial CSM <b>\$150 / Review</b>	
Site Plan (Parking Lot) <b>\$100 / Application</b>	Appeal or Variance <b>\$350 / Application</b>	Preliminary Plat Review <b>\$150 + (\$35/lot) / Review</b>	
Site Plan (Change of Use) <b>\$150 / Application</b>	Land Use Map Amdt. <b>\$500 / Letter</b>	Final Plat Review <b>\$100 + (\$10/lot) / Map</b>	
Site Plan (Telecom Tower) <b>\$3,000 / Application</b>	P.D.D. / T.N.D. Review <b>\$500 / Approval</b>		
	Master Plan Approval <b>\$500 / Approval</b>		
	Project Plan Approval <b>\$400 / Approval</b>		

<b>FOR OFFICE USE ONLY</b>			
Staff Review:	Approved	Denied	Date:
Neenah Plan Commission:	Approved	Denied	Date:
Board of Appeals:	Approved	Denied	Date:
Common Council:	Approved	Denied	Date:
Conditions for Approval (If Any):			
Informal Hearing:		Notice Mailed:	
Formal Hearing:		Notice Mailed:	
Notice Published:			



# CERTIFIED SURVEY MAP

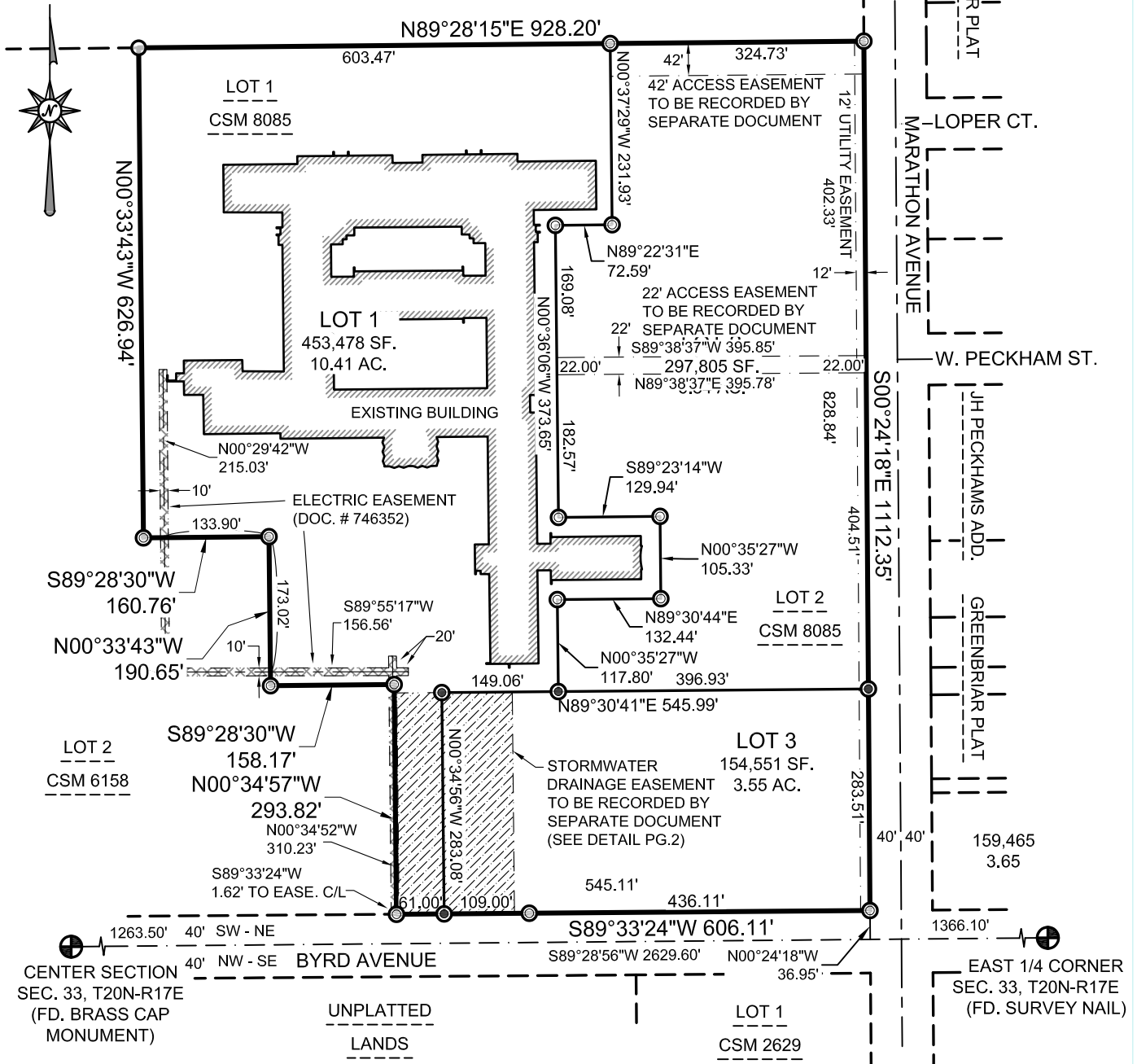
ALL OF LOTS 1 & 2 OF CERTIFIED SURVEY MAP #8085, DOCUMENT #1913807, WINNEBAGO COUNTY RECORDS, LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4, SECTION 33, T20N-R17E, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.



NORTH IS REFERENCED TO THE SOUTH LINE OF THE NORTHEAST 1/4 OF SECTION 33, T20N-R17E, RECORDED TO BEAR S89°28'56"W.

BEARINGS ARE REFERENCED TO THE COUNTY COORDINATE SYSTEM OF RECORD.

LOT 2  
CSM 1025



## LEGEND

- ⊙ 1" IRON PIPE FOUND
- ⊙ 1.32"X18" IRON PIPE WITH CAP, WEIGHING 1.13 # / L.F. SET
- 3/4" IRON ROD FOUND
- ⊕ MONUMENT FOUND, TYPE NOTED

**MACH IV**  
ENGINEERING • SURVEYING • ENVIRONMENTAL

2260 Salschelder Court Green Bay, WI  
54313 PH:920-569-5765; Fax: 920-569-5767  
www.mach-iv.com

CLIENT: ACS, INC.

DRAFTED BY: JSH

TAX PARCEL NO.: 80205800000 & 80205801000

SCALE:

1"=200'

SHEET: 1 OF 3

PROJECT NO. 1939-01-22

DRAWING NO. 1834

# CERTIFIED SURVEY MAP

ALL OF LOTS 1 & 2 OF CERTIFIED SURVEY MAP #8085, DOCUMENT #1913807, WINNEBAGO COUNTY RECORDS, LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4, SECTION 33, T20N-R17E, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

## SURVEYOR'S CERTIFICATE

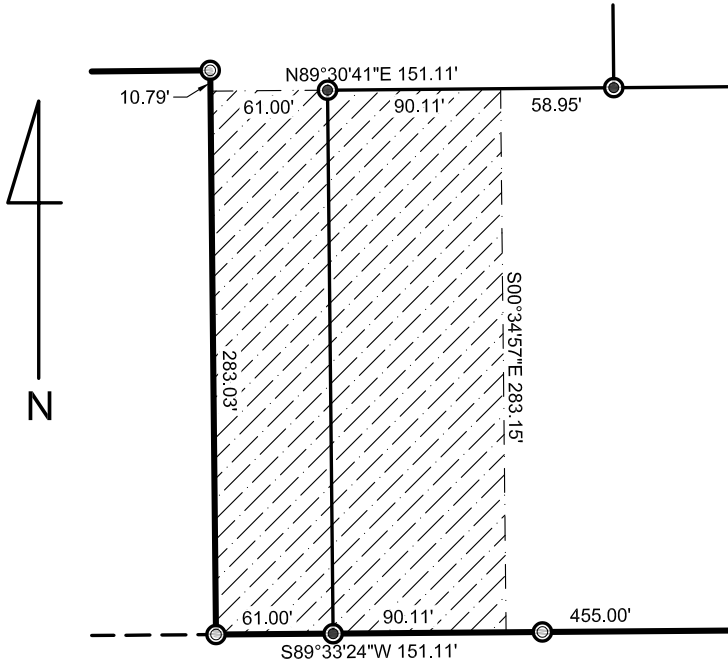
I, ANDREW S. CLEVELAND, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED ALL OF LOTS 1 & 2 OF CERTIFIED SURVEY MAP #8085, DOCUMENT #1913807, WINNEBAGO COUNTY RECORDS, LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4, SECTION 33, T20N-R17E, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

SAID PARCEL CONTAINS 905,835 SQ. FT. \ 20.80 ACRES OF LAND, MORE OR LESS. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT SUCH PLAT IS A CORRECT REPRESENTATION OF ALL THE EXTERIOR BOUNDARIES OF THE LAND SURVEY AND THE DIVISION THEREOF. THAT I HAVE MADE SUCH A SURVEY AND PLAT BY THE DIRECTION OF THE OWNERS LISTED HEREON. THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236, SECTION 236.34 OF THE WISCONSIN STATUTES AND THE CITY OF NEENAH IN SURVEYING AND MAPPING THE SAME.

ANDREW S. CLEVELAND S-2787  
APRIL 5, 2024

### STORMWATER DRAINAGE DETAIL FROM PG. 1



NOT TO SCALE

### CITY RESOLUTION:

RESOLVED THAT THIS CERTIFIED SURVEY MAP, ATTACHED HERETO, AND FILED WITH THE CITY OF NEENAH, IS HEREBY APPROVED.

APPROVED BY:  
PLANNING COMMISSION-CITY OF NEENAH

PLANNING COMMISSION REPRESENTATIVE

I HEREBY CERTIFY THAT THE FORGOING RESOLUTION WAS ADOPTED BY THE PLANNING COMMISSION OF THE CITY OF NEENAH, WISCONSIN, ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

CLERK



CLIENT: ACS, INC.

DRAFTED BY: JSH

TAX PARCEL NO.: 80205800000 & 80205801000

SCALE:

SHEET: 2 OF 3

PROJECT NO. 1939-01-22

DRAWING NO. 1834





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

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**DATE:** April 23, 2024  
**TO:** Mayor Lang and Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director  
**RE:** Rezoning Temp I-1 to I-1, Planned Business Center – 1730 Dixie Road (**Ord. No 2024-05**)

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### **Request**

The City of Neenah is requesting to place a permanent I-1, Planned Business Center zoning designation on property located at 1730 Dixie Road.

### **Background**

The subject property, located on along the east side of Dixie Road, was recently annexed into the City from the Town of Neenah. The property is approximately 1.13 acres in size. The property is currently used as a warehouse/workshop. The recently purchased the property and has plans to combine it with the larger City-owned parcel to the east. That parcel is part of a larger development which will include a warehouse/distribution center. The property and its future use is permissible in the I-1, Planned Business Center District.

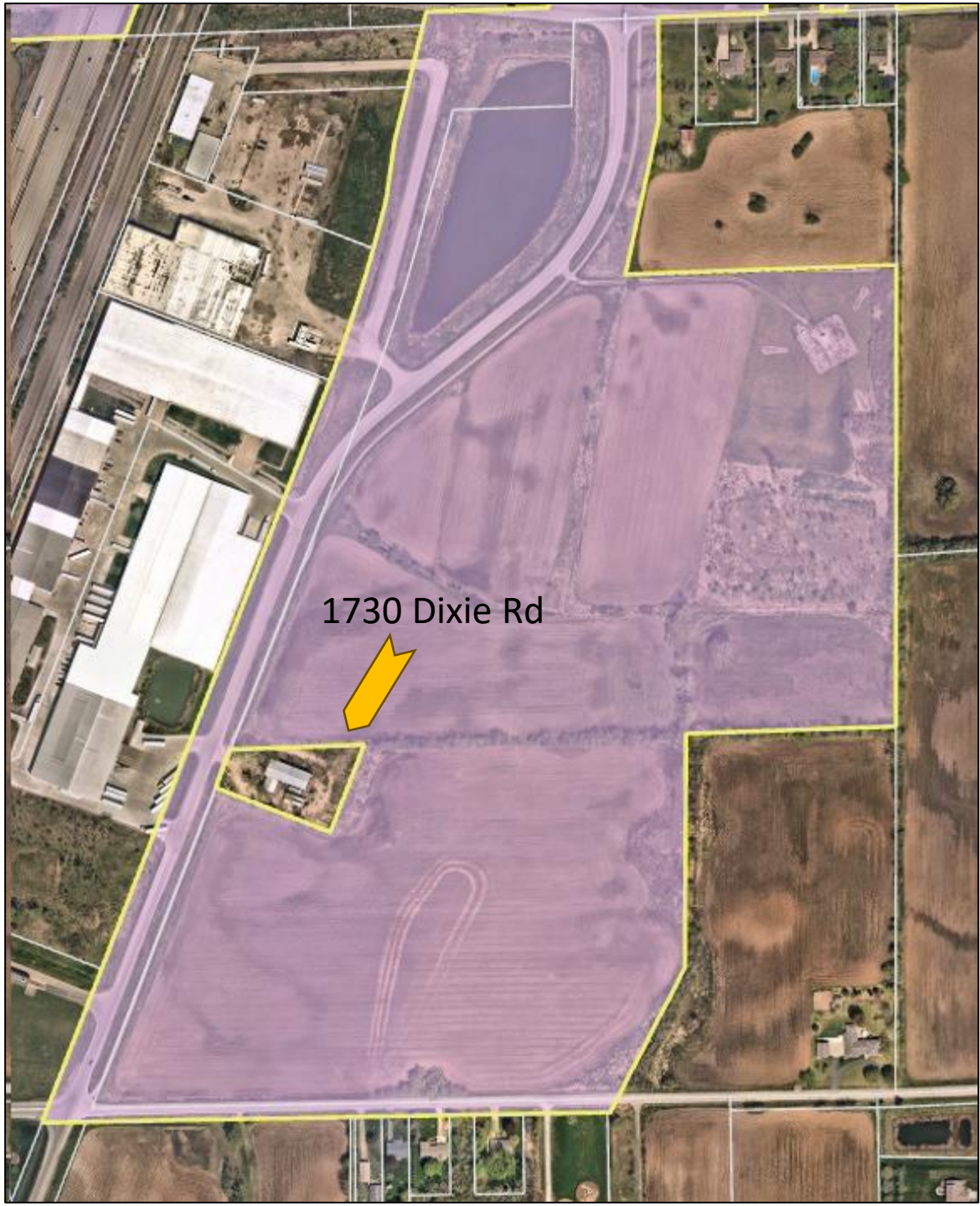
When property is annexed into the City from a surrounding town, the property is given an R-1, Single-Family Residence classification. If the property is to be used for purposes other than residential, a temporary zoning district is placed on the property. A zoning amendment or rezoning is then reviewed after the property is annexed into the City, following all public notice requirements.

Land east, north, and south of the property is in the City. The land directly west of the property is in the Town of Neenah and includes warehouse and logistics business. All land surrounding the subject property, within the City, is zoned I-1, Planned Business Center District.

As with all rezoning requests, the proposed zoning classification must be consistent with the City's Comprehensive Plan 2040 Future land use designation. In this case, the future land use map identifies this area as the Neenah Industrial Corridor. This designation is intended to promote for the expansion of business and industry in the City. The I-1, Planned Business Center District is consistent with the City's Comprehensive Plan's Future Land Use designation.

### **Recommendation**

**An appropriate action at this time is for the Plan Commission to recommend Common Council approve Ordinance No. 2024-05 placing a permanent zoning designation of I-1, Planned Business Center District for the property located at 1730 Dixie Road.**



1730 Dixie Rd





AN ORDINANCE: By the Neenah Plan Commission  
Re: Rezoning land located at 1730 Dixie Road from the temporary I-1, Planned Business Center District to the I-1 Planned Business Center District.

ORDINANCE NO. 2024-05  
Introduced: \_\_\_\_\_  
Committee/Commission Action: \_\_\_\_\_

# AN ORDINANCE

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

**Section 1.** Section 26-123 of the Neenah Municipal Code pertaining to zoning districts, and the map therein described, is hereby amended by rezoning approximately 1.13 Acres of land located at 1730 Dixie Road from the temporary I-1, Planned Business Center District to the I-1, Planned Business Center District. The property is more particularly described as follows:

LOT 1 OF CERTIFIED SURVEY MAP NO. 3662, FURTHER LOCATED IN PART OF THE SOUTH 1/2 OF THE NORTHEAST 1/4 OF SECTION 8, TOWNSHIP 19 NORTH, RANGE 17 EAST, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

Parcel ID: 802-2301-00-00

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

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

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Jane B. Lang, Mayor

Attest:

\_\_\_\_\_  
Charlotte Nagel, City Clerk



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

**DATE:** April 23, 2024  
**TO:** Mayor Lang and Members of the Plan Commission  
**FROM:** Brad Schmidt, AICP – Deputy Director  
**RE:** Comprehensive Plan – Plan Commission Implementation Items

The City’s Comprehensive Plan was approved by Common Council on March 20, 2024. The City’s Plan Commission is responsible for managing the Comprehensive Plan and ensuring its implementation and consistency with other City land use regulations like the Zoning Code, Subdivision Ordinance and Sign Code.

At the April 9<sup>th</sup> Plan Commission meeting, a list of implementation items specific to the Plan Commission were identified. Direction was given to focus on the list of implementation items which directly or indirectly require amendments to the Zoning Code. In addition, direction was given to prioritize this list of implementation items to further provide Community Development staff with items which can begin being reviewed based on the Plan Commission’s level of importance.

Below is a list of those items and notes related to the importance of each item to help provide Plan Commission staff’s opinion of importance.

<b>Goal</b>	<b>Recommendation</b>	<b>Priority</b>
<b>IO 1.8.1</b>	The City should explore the level of interest in using design review more fully in its development approval process.	<b>High priority.</b> The city has no design standards for new development.
<b>LU 1.4.3 / H 1.4.3</b>	Create a zoning district for neighborhood commercial uses.	<b>Medium priority.</b> The city lacks small-scale, neighborhood commercial uses in many of its neighborhoods.
<b>LU 1.4.3 / H 1.4.8</b>	Develop zoning districts appropriate for different lot sizes and smaller houses.	<b>High priority.</b> The Zoning Code includes one zoning district for single-family zoning. A zoning district which provides for smaller lot sizes and modified setbacks would eliminate non-conforming lots in the older parts of the city.
<b>LU 1.4.3 / H 3.1.1</b>	Protect existing neighborhoods from incompatible uses.	<b>Medium priority.</b> This may require a review of existing and future land uses to determine if existing neighborhoods are impacted by current or future incompatible uses.
<b>LU 1.5.10 / ED 2.4.3 / LU 1.4.3</b>	Develop standards that buffer commercial and residential uses and allow both to prosper.	<b>Low priority.</b> The Zoning Code has buffer yard standards which require commercial properties to provide landscaping or fencing along a shared property line with a residential use.
<b>LU 1.4.3 / H 3.1.1</b>	Establish progressive resource protection standards that new neighborhood developments should	<b>Low priority.</b> The City’s floodplain and wetland ordinance provide some protection to natural features. More could be done to further

	follow, to insure that natural features function to both enhance the value of adjoining property and continue their environmental purpose.	protect existing natural features from new development.
<b>ED 2.2.6 / LU 1.5.5</b>	Protect the historic character of the downtown by adopting historical preservation design standards to enhance and preserve the historical significance of the Central Business District.	<b>High priority.</b> Similar to other design standards identified in this list, ensuring a consistent and harmonious design of new buildings in the downtown district which match the character of the district is important.
<b>H 1.4.6</b>	Allow flexibility in the building code to develop varied types and sizes of housing.	<b>Medium priority.</b> This is more of a building code issue. However, it's worth looking for modifications that may allow different types of housing sizes to be built.
<b>H 1.4.2</b>	Consider new emerging trends in housing such as tiny homes, granny flats, and cohousing.	<b>High priority.</b> Housing affordability continues to be a concern. The City has received request to establish accessory dwelling units (ADU) but doesn't currently have a mechanism in the code to allow them.
<b>T 2.1.4</b>	Encourage businesses to provide bicycle parking for employees who bike to work.	<b>Low priority.</b> Businesses, at their own discretion, have installed bike parking. Some communities allow bike parking or provide an off-street parking off-set with the placement of bike parking as an incentive.
<b>NR 1.2.7</b>	Add a requirement that developers work with the City to provide diversity in the selection of trees.	<b>Medium priority.</b> The City historically has not required diversity in tree selection. Due to the prevalence of different tree diseases, it would be important to explore this topic.
<b>NR 2.1.3 / H 3.1.2</b>	Develop and adopt policies that require "low impact design" (LID), particularly to assist with stormwater management.	<b>Low priority.</b> The City's floodplain and wetland standards provide regulations to protect these features. A LID policy can further create regulations which reduce impervious area, preserve natural drainage corridors, and preserve open space.
<b>IO 1.8.4 / LU 1.1.3</b>	The City should review its Site Plan Review approval process to ensure that its consistent with the established goals of the Comprehensive Plan.	<b>Low priority.</b> The site plan review process is well established but could be modified with changes to other recommendations in this list (e.g. design standards).
<b>IO 1.8.3 / LU 1.2.2</b>	The City should develop an urban design manual that would provide guidance on architecture, site design, landscaping, signage.	<b>Medium priority.</b> This item can be included in the other design standard recommendations in this list. A design manual, although not a regulatory document, can assist developers and property owners by providing graphics to help direct them to the desired design, landscaping or signage expected in the City.
<b>IO 1.8.2</b>	Identify districts/areas that could benefit from more consistent design standard.	<b>High priority.</b> Again, this is related to the other design standard recommendations in this list. Plan Commission can work with staff to identify areas like the downtown, S. Commercial Street corridor, parts of Doty Island that may benefit from design standards.

Again, the purpose of this exercise is to begin discussing implementation priorities of the Comprehensive Plan. The feedback from Plan Commission will help in determining the next steps. Several of the implementation items listed above are related to housing and may be further explored as part of an upcoming Housing Study and Needs Assessment that is anticipated to be completed by the end of 2024. The study may provide greater detail on what/how to modify the zoning code to increase housing options in the City.

If you have any questions about my list before Tuesday's meeting, please don't hesitate to contact me.