



NEENAH PLAN COMMISSION

June 13, 2023

4:15 P.M.

Council Chambers, City Administration Building

1. Approval of Minutes: **April 25, 2023**
2. Administrative
 - a. Elect Vice Chair
3. Public Appearances (Ten minutes divided among those wishing to speak on topics pertinent to the Plan Commission)
4. Public Hearings:
 - a. ~~Zoning Code Amendment – Section 26-27(7)~~ **CANCELLED**
5. Action Items:
 - a. Site Plan #6-23 - 2474 Schultz Drive - Building Addition
6. Discussion Items
 - a. Residential Greenhouses
7. Announcements and future agenda items:
 - a. Next Meeting: June 27, 2023

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Community Development Department Administrative Assistant at 920-886-6125 or the City's ADA Coordinator at (920) 886-6106 or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, April 25, 2023
4:15 p.m.

Present:

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

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant	
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Minutes: MSC Genett/Andrews the Plan Commission to approve the April 11, 2023 meeting minutes. All aye. Motion passed.

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

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

Public Hearings: None

Action Items:

a. **CSM - 1495 Breezewood Lane – 2 Lots**

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

Member Kaiser asked about the positioning of the property lines on the CSM.

The depth is consistent with the surrounding neighborhood and would allow for further subdivision.

Member Andrews asked about Lot 2 and why it was not initially set up into subdivided lots.

Deputy Director Schmidt said it would give a future buyer flexibility in how Lot 2 could be further subdivided, 2, 3 or 4 lots..

Member Genett asked about the dead trees along Alpine Ln and who would take care of getting rid of them.

Plan Commission Minutes

April 25, 2023

Page 2

Deputy Director Schmidt said the trees are on private property and would most likely be removed if and when the lot is built on.

MSC Kaiser/Andrews, the Plan Commission to approve the 2 lot CSM for the property located at 1495 Breezewood Lane subject the CSM review letter. All voting aye. Motion passed.

Discussion Items: None

Announcements and Future Agenda Items: Next meeting is May 9, 2023

Update to the concept plan for the Homes at Freedom Meadows and Freedom Acres may be ready for review.

Adjournment: The Commission adjourned its meeting at 4:25. MSC Andrews/Kaiser. All Aye. Motion passed.

Respectfully Submitted,

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

Kayla Kubat
Administrative Assistant, Community Development



DATE: June 8, 2023
TO: Mayor Lang and Plan Commission
FROM: Michael Burrows, Community Development Intern
RE: Site Plan Approval - 2474 Schultz Drive

Request

Rollmeister, Inc., working in conjunction with Harris and Associates Inc., have submitted a request to expand the current Rollmeister building, located in the South Park Industrial Center (2474 Schultz Drive). The current building is about 27,000 square feet in area. The expansion will add an additional 11,000 square feet to the north of the structure. In addition to the proposed building expansion, the site plan also includes removing the northern existing driveway section and replacing it with a new one. The new driveway will be slightly longer and will be positioned further to the north, compared to the old driveway.

Location

The subject property is zoned I-1, Planned Business Center District and all adjacent properties are also zoned I-1, which is in consistent with the City of Neenah Comprehensive Plan.

Background

Rollmeister is a business involved in the paper industry. They provide services for the paper industry including but not limited to: precision roll grinding, suction roll maintenance, paper machine roll inspection and roll mechanical repairs.

Off-Street Parking/Traffic Circulation

The site plan proposes removing an existing driveway section on the north of the building and replacing it with a longer driveway further to the north. The current off-street parking meets all minimum parking standards for the existing building, the addition would require the inclusion of 8 new parking stalls.

Landscaping

The proposed addition will require new frontage landscaping, but not perimeter or buffer yard landscaping. The new driveway construction will require additional frontage landscaping, with one shade tree and three shrubs per every forty feet of frontage.

Building Elevation/Layout

The expansion of the building meets all height and layout requirements. The expansion is about 11,000 square feet in size and entirely consists of a building addition to the north of the existing building. With the expansion, the new building will be about 38,000 square feet in size. The total parcel size is 5.5 acres, which means the building only occupies

15% of the parcel and is below the 60% maximum set by the zoning code. All setback requirements have been met and there are no zoning related issues.

Recommendation

At this time the Community Development Department recommends the Plan Commission approve the site proposed addition to the Rollmeister, Inc. building located at 2474 Schultz Drive subject comments of the Site Plan Review Letter.



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

June 09, 2023

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

RE: Site Plan #6-23 - 2474 Schultz Dr - Building Addition Site Plan - Major Review () Status Approved

Dear CALVIN TOLLEFSON:

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

Fire Department - Adam Dorn - 886-6204
adorn@nmfire.org

Approved

Review Comments:

No comments provided - BRS 6/9/2023

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

Approved

Review Comments:

Planning - Brad Schmidt -
bschmidt@neenahwi.gov

Approved

Review Comments:

1. Submit a landscape plan showing a minimum of 1 shade tree (minimum 2.5" caliper) and 3 shrubs (minimum 24" spread) for every 40 linear feet of frontage (225 feet excluding proposed driveway opening). This equates to 6 additional shade trees and 18 additional shrubs between the area north of the existing driveway and south of the proposed detention pond.
2. Any existing or proposed refuse collection areas shall be screened with a minimum 6-foot tall sight-tight fence or wall.
3. 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.
4. A street excavation permit is required prior to work within the public right-of-way. Please contact the Department of Public Works at (920) 886-6240 or visit <https://www.ci.neenah.wi.us/departments/public-works/permits-forms-applications/>.
5. Prior to the installation of new signage, please visit <https://evolvepublic.ci.neenah.wi.us/>.

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

Approved

Review Comments:

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

Approved

Review Comments:



JENSEN RD

SCHULTZ DR

TOWERVIEW DR

COUNTY RD G

DIXIERO

ACCO AVE

REV. NO.	DESCRIPTION	DATE	BY
1			

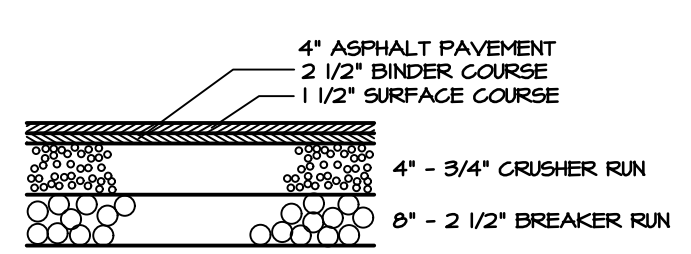
PROJECT: WALLER ENTERPRISES LLC/ROLLHEISTER BUILDING ADDITION
LOCATION: 2414 SCHULTZ DRIVE NEENAH, WISCONSIN
DESCRIPTION: SITE/EROSION CONTROL PLAN

DRAWN BY: RDT
CHECKED BY:
DATE: 06-08-23
SHEET: C2.0
PROJECT-NUMBER: 7196

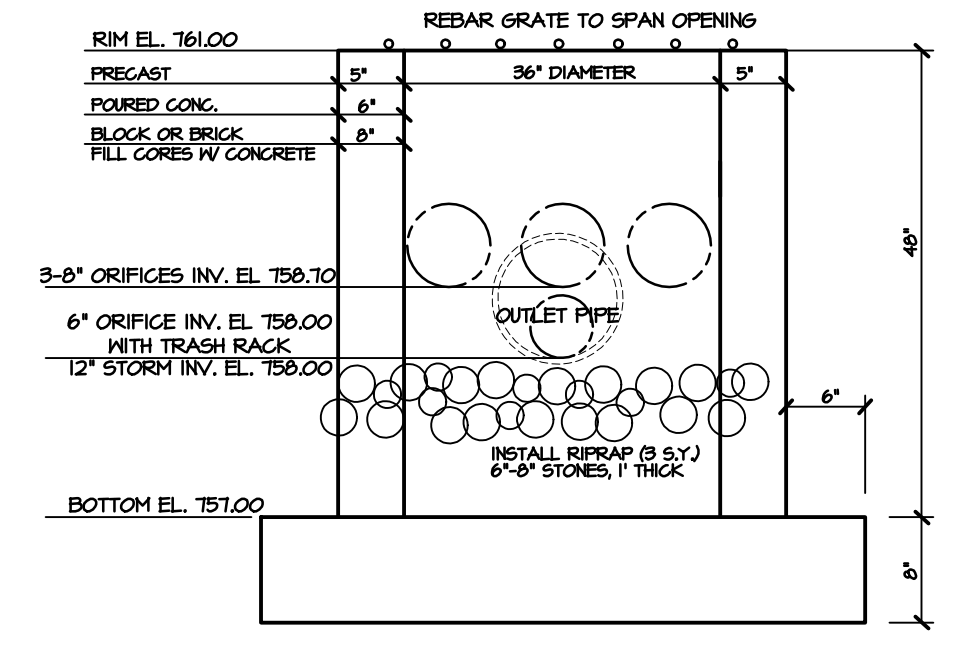
EROSION CONTROL NOTES

- All site contractors should obtain the Wisconsin Department of Natural Resources Technical Standards.
- All erosion and sediment control measures shall be constructed, inspected and maintained in accordance with the Erosion Control Plan, WDNR Technical Standards and the NPDES General Permit for the site. Inspection reports shall be maintained.
- All sediment control measures shall be adjusted to meet field conditions at the time of construction and installed prior to any grading or disturbance of existing surface material. BMPs shall be installed around all soil stockpiles. Stockpiles left in place greater than 7 days shall be properly stabilized.
- Weekly inspection and maintenance of all sediment control structures shall be provided to ensure intended purpose is accomplished. Sediment control measures are to be in working condition at the end of each working day.
- Within 24 hours of a rainfall of 0.5 inches or more, sediment control structures shall be inspected for integrity. Any damaged structures shall be corrected immediately.
- Sediment control measures shall not be removed until the areas served have established vegetative cover.
- Gravel mats shall be installed at all construction site exits to prevent tracking of soil. The gravel mat shall consist of 3"-6" clear stone placed 12" deep, for a minimum of 50'.
- Tracked soil shall be collected daily from paved roads located near the construction site.
- Dewatering shall conform to DNR Technical Standard 1061.
- Woven geotextile filter fabric shall be used to protect storm water catch basins per KDOT inlet protection type D. A minimum of 10 inches of fabric shall extend beyond the grating to provide a handhold when removing. Fabric shall be type FF. Inlets shall remain protected until the entire drainage area of the inlet is restored. Alternative protection shall be utilized around the catch basin if flooding may cause damage to adjacent buildings or properties. The catch basin shall be inspected after each rainfall event and cleaned as needed to maintain flow. If fabric is ripped it shall be replaced by the end of the work day. Fabric shall not be ripped or cut to prevent ponding.
- Overland flow shall be prevented from leaving the work site by installing straw bale or filter fabric fencing parallel to the contours located downhill from the work area.
- Sediment control for pipeline construction:
 - Excavated trench material shall be placed on the uphill side of the trench.
 - Immediately following pipe installation, the trench shall be backfilled, compacted and stabilized at the end of each working day.
- All disturbed ground outside of the everyday construction area at a minimum be temporarily seeded/mulched with oats or rye if the area is left inactive for more than 7 days.
- The existing grass street terrace shall be maintained as a buffer during construction. It shall be restored with temporary seed and mulch at a minimum 7 days after the completion of all lateral installations and other construction activity. If the terrace is not to be restored during final landscaping, a permanent seed mix shall be utilized.
- All erosion control practices damaged due to winter weather shall be repaired/replaced immediately.
- The NPDES Permit, Erosion Control Plan and Stormwater Management Plan shall be kept on site at all times.
- An Inspection Log shall be maintained and kept on-site.
- Minimize offsite airborne dust by watering disturbed areas when overly dry.
- All waste generated at the construction site will be properly disposed of and not be allowed to run into the storm sewer system.
- No excess concrete washout will be deposited in or near the ditch areas. Once hardened the concrete shall be disposed of as construction waste.
- Off-site deposits occurring as a result of a storm event shall be cleaned up by the end of the next work day. Off-site deposits occurring as a result of land disturbance shall be cleaned up by the end of the work day.

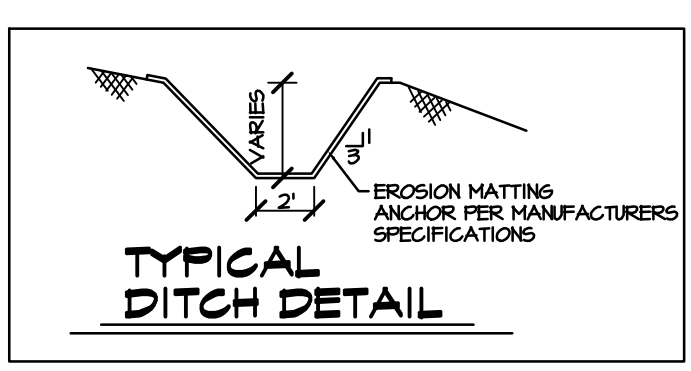
USE VDOT SEED MIXTURE NO. 40	
KENTUCKY BLUEGRASS	35%
RED FESCUE	20%
HARD FESCUE	20%
IMPROVED FINE PERENNIAL RYEGRASS	25%
RATE: 2 POUNDS PER 1000 SQUARE FEET OF AREA	



TRUCK PAVEMENT SECTION
N.T.S.



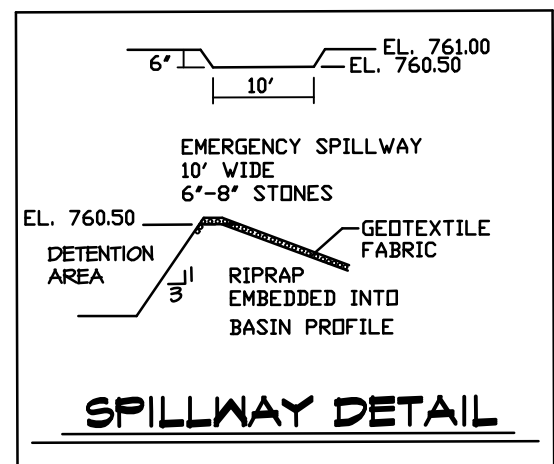
OUTLET STRUCTURE - 3' DIA. MANHOLE
NOT TO SCALE



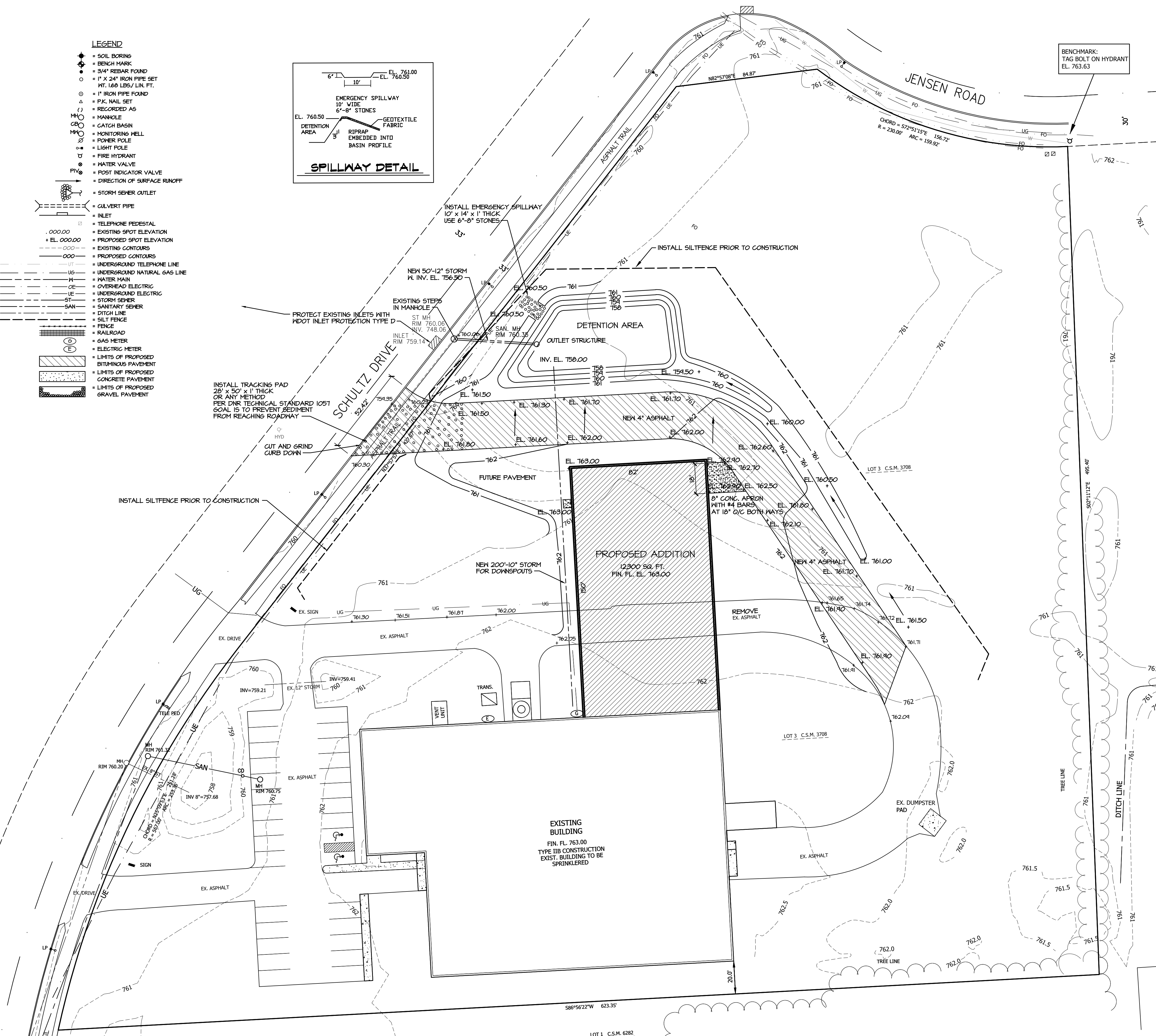
TYPICAL DITCH DETAIL



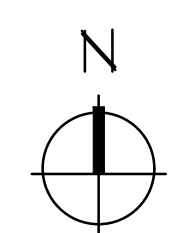
- LEGEND**
- SOIL BORING
 - BENCH MARK
 - 3/4" REBAR FOUND
 - 1" X 24" IRON PIPE SET
 - 1" IRON PIPE FOUND
 - P.K. NAIL SET
 - RECORDED AS
 - MANHOLE
 - CATCH BASIN
 - MONITORING WELL
 - POWER POLE
 - LIGHT POLE
 - FIRE HYDRANT
 - WATER VALVE
 - POST INDICATOR VALVE
 - DIRECTION OF SURFACE RUNOFF
 - 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



SPILLWAY DETAIL



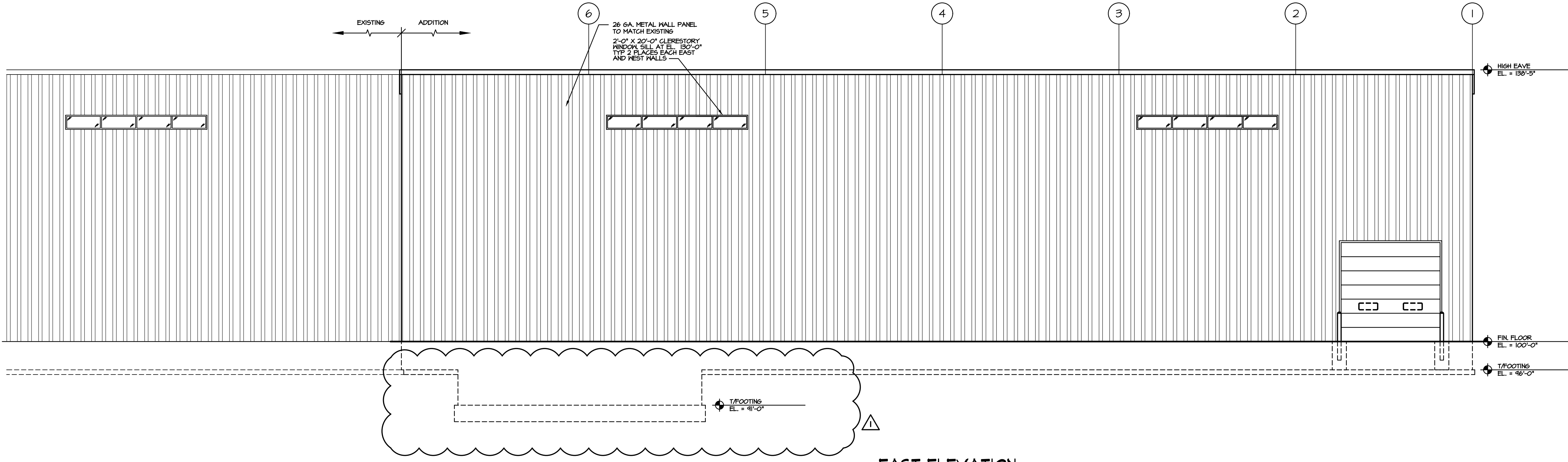
SITE PLAN
SCALE: 1" = 30'-0"



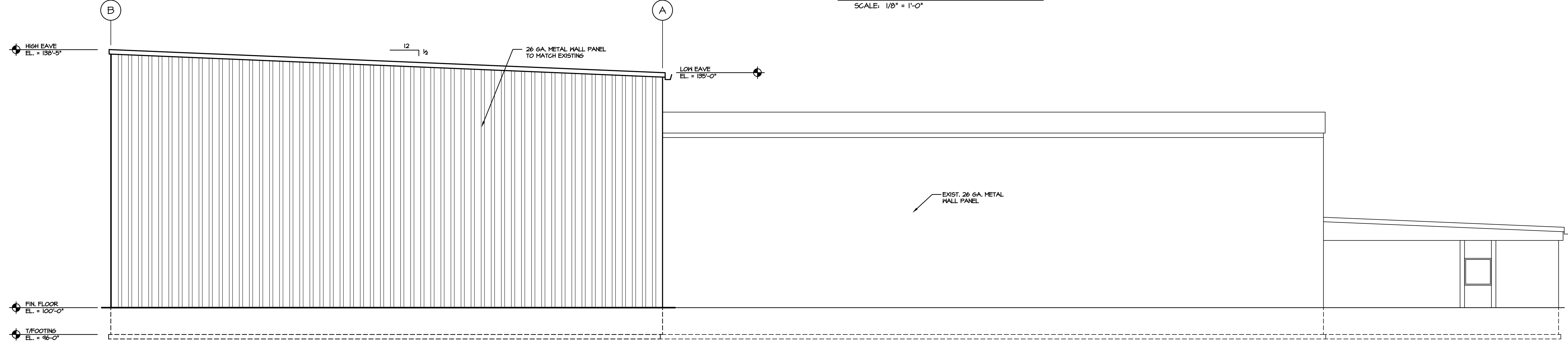
REV. NO.	DESCRIPTION	DATE	BY
1	LOWERED FOOTING	05-11-23	GJM

PROJECT: MALLER ENTERPRISES LLC/ROLLMEISTER BUILDING ADDITION
LOCATION: 2414 SCHULTZ DRIVE NEEVAH, WISCONSIN
DESCRIPTION: EXTERIOR ELEVATIONS

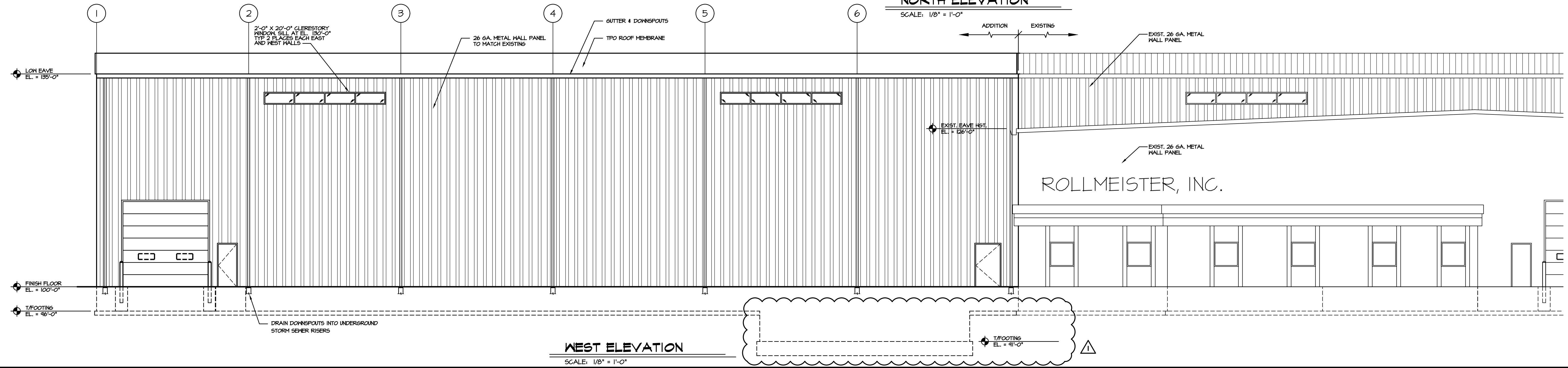
DRAWN BY: RDT
 CHECKED BY:
 DATE: 04-03-23
 SHEET: **A2.0**
 PROJECT-NUMBER: 7796



EAST ELEVATION
SCALE: 1/8" = 1'-0"



NORTH ELEVATION
SCALE: 1/8" = 1'-0"



WEST ELEVATION
SCALE: 1/8" = 1'-0"