



NEENAH PLAN COMMISSION

April 26, 2022

4:15 P.M.

Hauser Room, City Administration Building

1. Approval of Minutes: **March 8, 2022**
2. Public Appearances (Ten minutes divided among those wishing to speak on topics pertinent to the Plan Commission)
3. Election of Plan Commission Officer: Vice Chair
4. Public Hearings:
 - a. **Bridgewood Planned Development District - Master Plan Amendment**
5. Action Items:
 - a. **Bridgewood Planned Development District - Master Plan Amendment**
 - b. **Site Plan #2-22 - 104 Clybourn St - Change of Use**
6. Announcements and future agenda items:
 - a. **Next Meeting: May 10, 2022**

Neenah City Hall is accessible to the physically disadvantaged.
If special accommodations are needed please contact the
Department of Community Development Office
at 886-6125 at least 24 hours in advance of the meeting.

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, March 8, 2022
4:15 p.m.

Present:

Mayor Dean Kaufert, Chairman	ABSENT	Gerry Kaiser, Director of Public Works	PRESENT	Brian Epley	ABSENT
Kate Hancock-Cooke	PRESENT	Karen Genett	PRESENT	Betsy Ellenberger	PRESENT
Gerry Andrews	ABSENT	Ald. Jane Lang, Vice Chairperson	PRESENT		

Also present:

Brad Schmidt, Deputy Director of Community Development	Rachael Eiting, Administrative Assistant, Department of Community Development	Tom Blohm, Neenah resident, 531 Elm St, Neenah

Minutes: MSC Kaiser/Ellenberger the Plan Commission to approve the February 8, 2022 meeting minutes. All aye. Motion passed.

Public Appearances:

Vice Chairperson Lang opened the public appearance section. None.

Public Hearings:

a. **Official Street Map Amendment #1-22 – Paintbrush Road**

Vice Chairperson Lang opened the public hearing. Seeing no one, Vice Chairperson Lang closed the public hearing.

b. **Rezoning #1-22 – 560 County Road G – Temp I1 to I1 District**

Vice Chairperson Lang opened the public hearing. Seeing no one, Vice Chairperson Lang closed the public hearing.

Action Items:

a. **Official Street Map Amendment #1-22 – Paintbrush Road (Ord. No 2022-07)**

Paintbrush Road within the Eagle Crest Estates Subdivision (between the west boundary line of the subdivision and Kingswood Drive) was platted with a 66-foot right-of-way. Typically, local streets in the City are platted with a 60-foot right-of-way. It's unclear why this section of street was platted with a 66-foot right-of-way and may have been an oversight during the review process. Paintbrush Road extended west to Lone Oak Drive (part of the Cardinal Plat Subdivision) was recently platted with a 60-foot right-of-way. The street was recently constructed with curb and gutter, a 30-foot roadway, and a 5-foot sidewalk along the south side of the street.

Reducing the right-of-way to 60 feet will have no impact on the recently constructed street and sidewalk, nor would any utility (water, sanitary sewer, storm sewer) be located outside of the right-of-way. If approved, each property owner abutting Paintbrush Road would receive an additional 3 feet of real estate which would now go back on the tax rolls.

Member Genett asked if the added land would lead to reassessment and additional taxes for residents.

Deputy Director Schmidt answered yes, the land value would be added to their property value and taxes amended to reflect the change.

Member Ellenberger added, presumably, the residents are already maintaining the strip of land so it should not cause any added hardship.

Deputy Director Schmidt agreed.

Member Genett inquired about resident notification and if staff heard any objections.

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ORD #2022-07

Deputy Director Schmidt shared the width of Paintbrush Road was brought to the attention of staff when a resident asked about applying for a setback variance. All property owners have been notified and we have heard no objections to the amendment.

Vice Chairperson Lang asked if any of the properties along Paintbrush Road are actually addressed to Paintbrush road.

Deputy Director Schmidt answered no.

MSC Kaiser/Ellenberger the plan commission recommends Council approve Ordinance No. 2022-07, amending the Official Street Map to narrow Paintbrush Road Right-of-Way from 66 feet to 60 ft between the west line of the SW 1/4 of the NE 1/4 of Section 6, Township 19, Range 17 East, City of Neenah, Winnebago County, Wisconsin and Kingswood Drive in the City of Neenah. All Aye. Motion Passed.

b. **Rezoning #1-22 – 560 County Road G – Temp I1 to I1 District (Ord. No 2022-06)**

The subject property located along the south side of County Road G just east of Towerview Drive was recently annexed into the City from the Town of Neenah. The property is approximately 13.5 acres in size. The property is currently undeveloped and used for agricultural purposes. The applicant has plans to develop the property with commercial green houses and possibly other light industrial uses, wish would be 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, west, south and partially north of the property is located in the Town of Neenah. The land directly south, east and west of the property contains undeveloped agricultural land. Land north includes two single-family residences and a City-owned parcel which is part of the Southpark Industrial Center.

As with all rezoning request, 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 the expanse 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.

Neenah Resident, Tom Blohm, 531 Elm St, Neenah, asked why the property needs to be rezoned.

Deputy Director Schmidt explained the owner cannot undertake any plans with a temporary zoning. The property was annexed with a temporary I-1 per state law and in accordance with the city's ordinances the property owner is now applying for a permanent zoning of I-1.

Member Hancock-Cook asked if this business intends to support a garden center.

Deputy Director Schmidt answered not that he is aware of at this time.

MSC Genett/Ellenberger the plan commission recommends Common Council approve Ordinance No. 2022-06 placing a permanent zoning designation of I-1, Planned Business Center District for the property located at 560 County Road G. All Aye. Motion Passed.

Discussion Items:

A question was raised regarding the progress of 201 W Wisconsin and the apartment building being constructed there.

Deputy Director Schmidt responded the building is progressing as can be expected. An announcement was made recently regarding a tenant in the first floor retail space.

An update was requested regarding the formation of a planning committee for Arrowhead Park.

Deputy Directory Schmidt responded he has no updates at this time.

ORD #2022-06

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Announcements and Future Agenda Items:

Next meeting: March 29, 2022.

Adjournment: The Commission adjourned its meeting at 04:30 PM MSC Ellenberger/Kaiser. All Aye. Motion passed.

Respectfully Submitted,

A handwritten signature in black ink that reads "Rachael Eiting". The signature is written in a cursive style with a large initial "R" and "E".

Rachael Eiting
Administrative Assistant, Community Development



M E M O R A N D U M

DATE: April 26, 2022
TO: Mayor Lang and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Bridgewood Planned Development District – Master Plan Amendment

Bridgewood Golf Course, LLC (Owners) and Thomas Vandeyacht (Developer) have submitted a proposal to amend the Bridgewood Planned Development District (PDD) Master Plan. The Bridgewood PDD was created and approved in 2002. The original master plan identified the proposed uses of the PDD site including single-family condominiums, hotel/restaurant, office, multi-family residential, and a nine hole golf course. Since that several amendments to the master plan have been approved. This proposal seeks to amend the master plan to change the use of the nine hole golf course to a multi-family residential development.

A planned development district functions as a separate, unique zoning district. The district is regulated by its master plan and all development that occurs within the PDD must be consistent with the master plan. Similar to a rezoning, amendments to a PDD must be noticed to the public to provide opportunities for feedback from neighboring properties. In this case, all property owners 200 feet from the proposed amendment area have been notified including the owners of the residential condominium development off of Cameron Way. In addition, a neighborhood meeting was held with these property owners to discuss the proposed development plans. If this amendment is approved, the review of the proposed development will occur at a later date.

The applicants are proposing to change the use of the approximately 46 acre former nine hole golf course to a multi-family use. The proposed multi-family use would include approximately 266 units including one 60-unit apartment complex located along Harrison Street and 206 units located in 26, 8-unit buildings. Access to the development would come from Jewelers Park Drive and Harrison Street. Existing public utilities are sufficient in size and capacity to service this development. The proposed development will not impact existing roadways including Cameron Way or Cameron Circle as this development will have their own separate entrance/exit and an internal private roadway.

The proposed use is consistent with the surrounding uses which include attached single-family condominiums to the west of the development and multi-family residential to the east. This development is also proposing a trail connection between the trail along Jewelers Park Drive and Harrison Street which is intended to be a public trail.

Recommendation

Appropriate action at this time is to recommend Council approve Ordinance 2022-11 amending the Bridgewood PDD Master Plan to change the use of former nine hole golf course to multi-family residential use.

**2022 AMENDMENT
TO
2002 MASTER DEVELOPMENT PLAN
FOR BRIDGEWOOD GOLF COURSE, LLC
ON THE FORMER BRIDGEWOOD GOLF COURSE
LOCATED
SOUTH OF CECIL STREET, WEST OF HARRISON STREET,
EAST OF JEWELERS PARK**

into high-end condominium style apartments. There will be 27 buildings 26 of which will be 8-unit buildings located throughout the property. Each unit in the 8-unit buildings will have attached garages and private driveways. There will also be one building located along Harrison Street with approximately 60 apartment units in three to five floors acting as an architectural buffer between the industry along Harrison Street and the heart of the property to be so developed. The development project will be accessed off of Jewelers Park Drive via a new bridge and off Harrison Street. The apartment buildings will be serviced by a private roadway called Bridgewood Boulevard that will be flanked by curb and gutter. All approvals for this development are the responsibility of the Developer.

AMENDMENT OF
PORTION OF GOLF
COURSE TO PDD
MULTIPLE FAMILY:

The approximate 46 acre parcel designated as the "Multiple-Family Residential Development Parcel" on the attached Exhibit B is designated for upscale multiple family use. The Developer intends to develop, and market the property for multiple family development. Any improvements to this area will require architectural control by the Developer. Additionally, any multiple family development in this area will require conformance with the City standards for a PDD multiple family residential district. The property may be subdivided depending upon market conditions.

OTHER:

The Developer and the City intend to finalize and execute a document entitled "Tax Increment District No. 12 Development Agreement" formalizing their respective understandings and undertakings for the redevelopment of the approximately 46 acre parcel being designated as PDD Multiple Family as a result of this Amendment document. Such Tax Increment District No. 12 Development Agreement sets forth in substantial detail the scope of Developer's contemplated project and its timing for completion.

**2022 AMENDMENT
TO
2002 MASTER DEVELOPMENT PLAN
FOR BRIDGEWOOD GOLF COURSE, LLC
ON THE FORMER BRIDGEWOOD GOLF COURSE
LOCATED
SOUTH OF CECIL STREET, WEST OF HARRISON STREET,
EAST OF JEWELERS PARK**

BRIDGEWOOD GOLF COURSE LLC
BY: BRIDGEWOOD HOLDINGS OF NEENAH, LLC,
ITS SOLE MEMBER

By: _____
Richard J. Batley, Member

CITY OF NEENAH

By: _____
Jane Lang, Mayor

Attest:

By: _____
Charlotte Nagel, City Clerk

Exhibit A – PDD Legal Description

PART OF THE NORTHEAST ¼, PART OF THE NORTHWEST ¼, PART OF THE SOUTHEAST ¼ AND PART OF THE SOUTHWEST ¼ OF THE NORTHWEST ¼ OF SECTION 33, TOWN 20 NORTH, RANGE 17 EAST, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST ¼ CORNER OF SAID SECTION 33; THENCE NORTH 89 DEGREES 44 MINUTES 30 SECONDS EAST ALONG THE SOUTH LINE OF SAID NORTHWEST ¼, A DISTANCE OF 407.70 FEET TO THE POINT OF BEGINNING; THENCE NORTH 21 DEGREES 16 MINUTES 31 SECONDS WEST, 229.30 FEET; THENCE NORTH 00 DEGREES 37 MINUTES 17 SECONDS EAST, 270.05 FEET; THENCE NORTH 82 DEGREES 48 MINUTES 14 SECONDS WEST, 211.40 FEET; THENCE NORTH 00 DEGREES 11 MINUTES 44 SECONDS EAST, ALONG THE EAST RIGHT OF WAY LINE OF JEWELERS PARK DRIVE, 17.79 FEET; THENCE NORTH 07 DEGREES 21 MINUTES 07 SECONDS WEST, ALONG SAID EAST RIGHT OF WAY LINE OF JEWELERS PARK DRIVE, 201.75 FEET; THENCE NORTH 00 DEGREES 05 MINUTES 41 SECONDS WEST ALONG SAID EAST RIGHT OF WAY LINE OF JEWELERS PARK DRIVE, 674.01 FEET; THENCE SOUTH 89 DEGREES 50 MINUTES 00 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE OF JEWELERS PARK DRIVE, 72.84 FEET; THENCE NORTH 00 DEGREES 10 MINUTES 00 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE OF JEWELERS PARK DRIVE, 655.20 FEET; THENCE NORTH 63 DEGREES 20 MINUTES 59 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE OF JEWELERS PARK DRIVE, 90.31 FEET; THENCE NORTH 00 DEGREES 10 MINUTES 00 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE OF JEWELERS PARK DRIVE, 207.76 FEET; THENCE NORTH 75 DEGREES 20 MINUTES 00 SECONDS EAST ALONG THE SOUTH LINE OF BALDWIN SUBDIVISION, 496.40 FEET; THENCE NORTH 82 DEGREES 15 MINUTES 25 SECONDS EAST ALONG SAID SOUTH LINE OF BALDWIN SUBDIVISION, 601.84 FEET; THENCE SOUTH 83 DEGREES 44 MINUTES 51 SECONDS EAST ALONG SAID SOUTH LINE OF BALDWIN SUBDIVISION, 189.30 FEET; THENCE SOUTH 32 DEGREES 10 MINUTES 17 SECONDS EAST ALONG THE SOUTHWEST LINE OF BALDWIN SOUTH PLAT, 808.39 FEET; THENCE SOUTH 68 DEGREES 10 MINUTES 50 SECONDS EAST ALONG SAID SOUTHWEST LINE OF BALDWIN SOUTH PLAT, 415.93 FEET; THENCE SOUTH 21 DEGREES 27 MINUTES 23 SECONDS WEST ALONG THE WEST RIGHT OF WAY LINE OF HARRISON STREET, 1769.51 FEET; THENCE SOUTH 89 DEGREES 44 MINUTES 30 SECONDS WEST ALONG THE NORTH LINE OF CERTIFIED SURVEY MAP #2043, A DISTANCE OF 1273.26 FEET TO THE POINT OF BEGINNING, CONTAINING 4,279,685 SQUARE FEET (98.248 ACRES).

BRIDGEWOOD GOLF COURSE PROPERTY, AS DESCRIBED IN NORTHWEST ¼ SECTION 33, TOWNSHIP 20 NORTH, RANGE 17 EAST FURTHER DESCRIBED IN VOLUME 805 PAGE 560 LYG WEST OF SOO LINE RAIL ROAD CONTAINING 98.32 ± ACRES.

Exhibit B – Master Plan Amendment







211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission
Re: Amending Sec. 26-349 of the Neenah
Municipal Code pertaining to the Bridgewood
Planned Development District Master Plan

ORDINANCE NO. 2022-11
Introduced: _____
Committee/Commission Action:

AN ORDINANCE

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

Section 1. Pursuant to Section 26-349 of the Code of Ordinance of the City of Neenah, the Common Council of the City of Neenah hereby amends the Bridgewood Planned Development District Master Plan, as detailed in the attached Exhibit "A", on file in the Office of the City Clerk, which is incorporated herein by reference.

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

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

Adopted: _____

Approved:

Jane Lang, Mayor

Published: _____

Attest:

Charlotte Nagel, City Clerk

Plan Commission – April 26, 2022
Common Council – May 4, 2022

**Bridgewood Planned Development District
Master Plan Amendment**

The Master Plan, originally approved on February 20, 2002, is hereby amended per the attached Exhibit A. The amendment includes the change of use of the former golf course (CSM 5031 Lot 2 and Lot 4 – Excluding CSM 5303) to multi-family residential use with new access points along Jewelers Park Drive and Harrison Street.

Exhibit A







M E M O R A N D U M

DATE: April 26, 2022
TO: Mayor Lang and Plan Commission
FROM: Brad Schmidt, Deputy Director
RE: Site Plan Review – 104 Clybourn St – Change of Use

Request

A site plan has been submitted for a change of use of a property located at 104 Clybourn Street to establish a cabinet manufacturing business.

Consideration

The subject property is located on the southwest corner of Clybourn Street and N. Commercial Street. The building is currently vacant, but was most recently used for private storage. Due to the fact that the proposal is to change the use of the building, a site plan review is required.

The property is approximately 0.23 acres in size includes a building which is about 7,500 square feet and is connected to a building to the north on a separate property. The remaining portion of the property includes green space. Land to the west includes a single-family residence and a parking lot for a church. Land to the east includes a multi-tenant professional office.

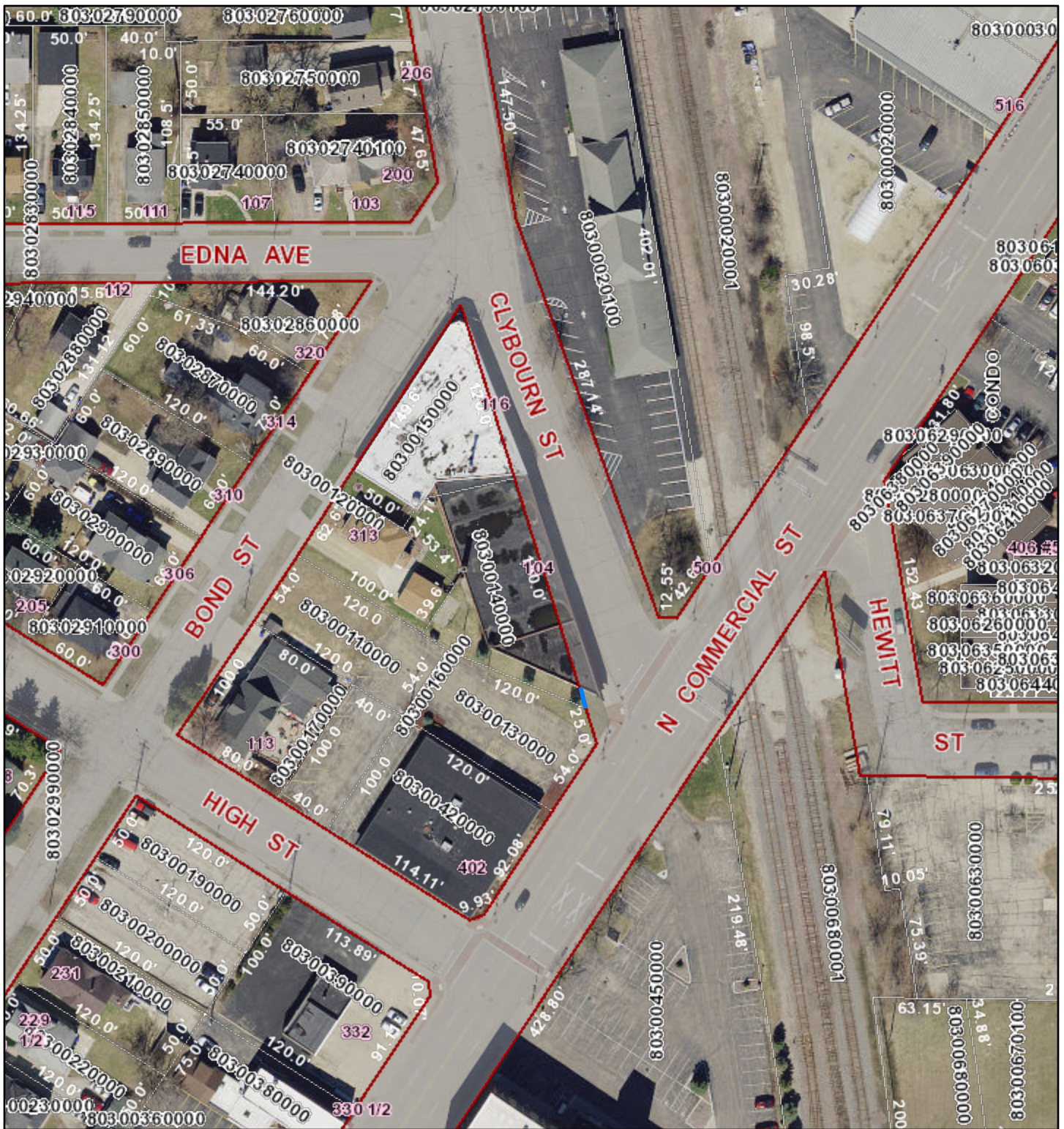
The subject property is zoned I-2, General Industrial District and proposed use is permitted in this district. With the exception of minor exterior building façade improvements, there is no proposed site work. The applicant is proposing to create a showroom area on the south side of the building, a shipping/receiving area north of that, and a shop area in the middle of the building. The applicant is also proposing the inclusion of employee parking inside the building since the property includes no off-street parking.

The proposed building interior modifications will require state plan review. The applicant cannot occupy or conduct work inside the building until state plan review has been approved and City building permits have been issued.

Recommendation

Appropriate action at this time is to approve the site plan for a change of use to establish cabinet manufacturing business located at 104 Clybourn Street subject to the conditions of the site plan review letter.

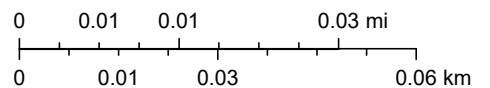
Site Map



4/21/2022, 3:27:42 PM

1:1,143

- Adjacent Counties
- Lakes, Ponds and Rivers
- Navigable - Permanent (checked)
- Navigable - Intermittent (checked)
- Navigable - Stream (checked)
- Navigable - Permanent (unchecked)
- Navigable - Intermittent (unchecked)
- Navigable - Stream (unchecked)
- Tax Parcel Boundary
- Road ROW



Winnebago County GIS, Imagery Date: April 2020



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

April 21, 2022

TROY HARTL

100 RAUGHT ST
KAUKAUNA, WI 54130-1248

RE: Site Plan #2-22 - 104 Clybourn St - Change of Use Site Plan - Minor Review () Status Conditional

Dear TROY HARTL:

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@ci.neenah.wi.us
920-886-6126

Plan Review Comments

**Planning - Brad Schmidt -
bschmidt@ci.neenah.wi.us**

Approved

Review Comments:

1. Your site plan indicates off-street parking stalls located inside the building. If those spaces are removed in the future, you are responsible for providing off-street parking for your employees and customers. Parking on Clybourn Street or Bond Street is not a suitable replacement for your required parking and parking may be removed from those streets in the future.
2. No installation or placement of mechanical equipment including venting systems, dust collection systems, HVAC systems, dumpsters, etc. can be placed outside of the building without Community Development approval.
3. Landscaping on the south side of the building must remain. Removal of any landscaping will require the replacement of similar plant species and must be approved by the Community Development department.
4. The storage or placement of any material, products, inventory, etc. is strictly prohibited from being stored outside of the building.

**Inspections - Building Commercial - Kyle Pederson - 920-886-6131
kpederson@ci.neenah.wi.us**

Conditional

Review Comments:

Owner must obtain state approved plans and local permits for work and change of use prior to any work starting on site.

**Public Works - Gerry Kaiser -
gkaiser@ci.neenah.wi.us**

Approved

Review Comments:



CITY OF NEENAH SITE PLAN REVIEW APPLICATION

Department of Community Development
211 Walnut St. P.O. Box 426
Neenah WI 54957-0426
Phone 920-886-6125 Fax 920-886-6129
Website: www.ci.neenah.wi.us

Office Use Only	
Date:	_____
Case or Plan No:	_____
Fee	_____
Check No.	_____
Receipts No:	_____

Owner: Troy Hartz
 Parcel Address: 104 Clybourn St
 Mailing Address: 100 Raught St
Kaukauna

Site Plan Approval Landscape Plan Approval Other: update Building

Project Description:

add white steel wall on back wall, add 3 walls inside building to divide areas, put in all new Electrical, put in new garage doors and windows, paint rest of Building inside and out, update all furnaces

Architect/Designer

Name: _____
 Address: _____

 Phone: _____

General Contractor

Name: Elegant Homes
 Address: 100 Raught St

 Phone: 920-851-5608

Owner/Agent: _____

 Signature

Phone: _____

Plan Commission:

Approval Denial

Date: _____

Department of Community Development:

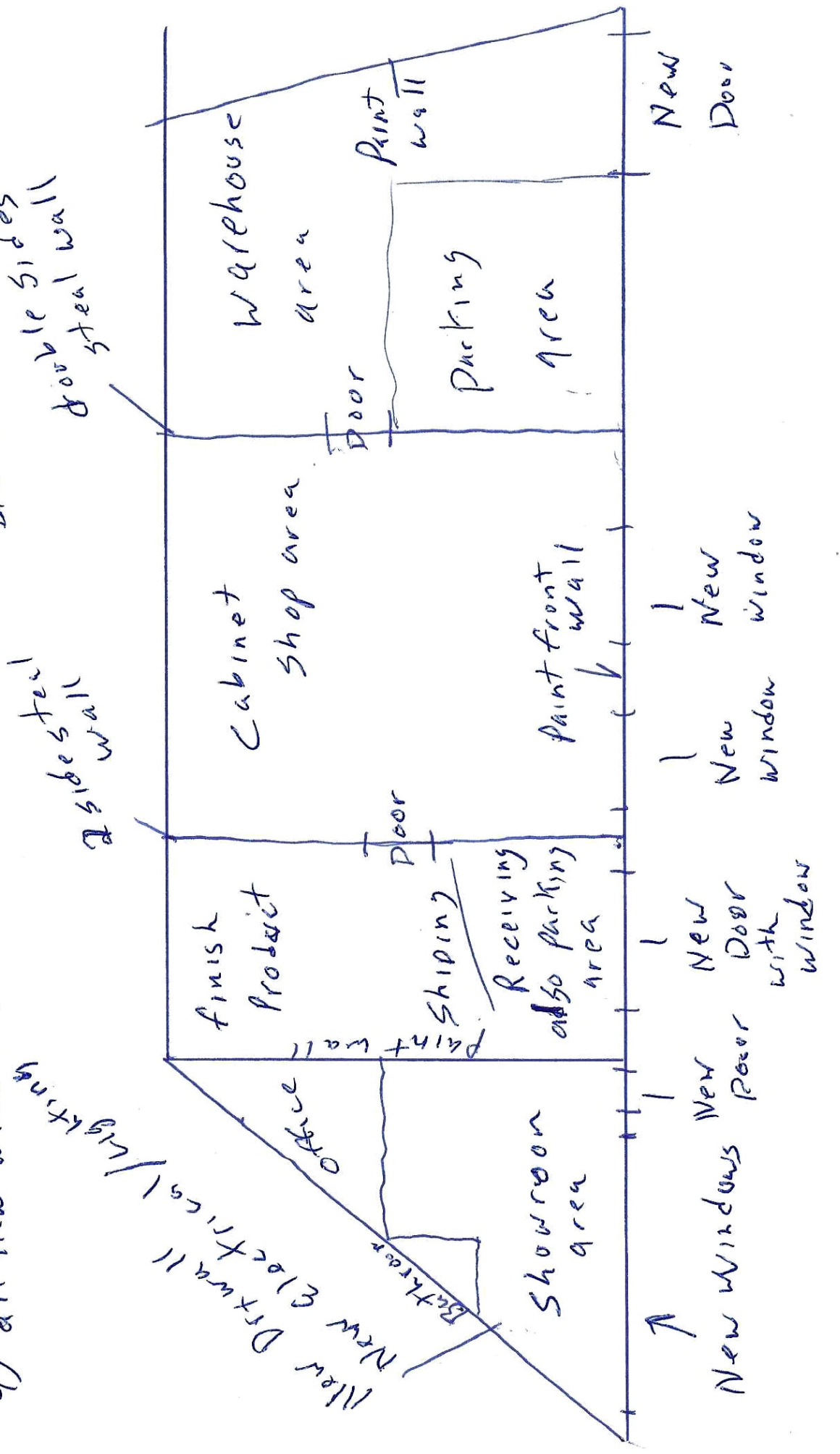
Approval Denial

Date: _____

Conditions of Approval:

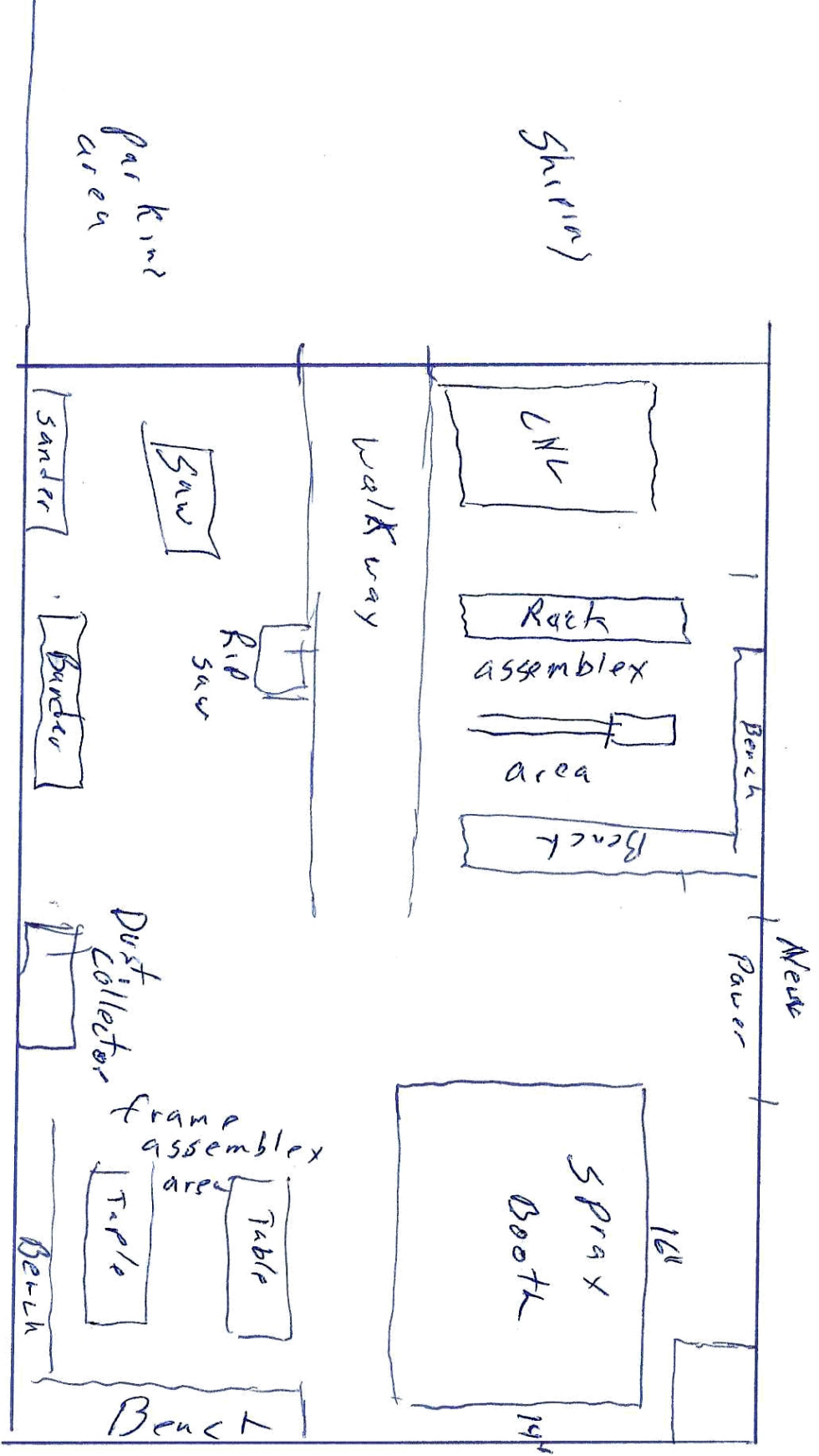
- 1) Update all Electrical
- 2) add steel to ceiling
- 3) Paint all existing walls inside and outside
To clean up building

4) all New window in black and New garage Door in Black



104 Cleggwood St

Spot area 40'



Parking area

Shipping

Walkway

CNC

Rack assembly area

Bench

Saw

Rip saw

Sander

Bander

Dust collector

Frame assembly area

Table

Table

Spray Booth

Bench

Bench

64'

Near Power

Bench