

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
December 12, 2023 @ 6:30 PM
Hauser Room, 211 Walnut Street

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

AGENDA

1. Approval of Minutes of the Meeting of November 28, 2023 (Attachment)
2. Public Appearances
3. Licenses
 - a. Review and make recommendation on Original "Class B" Combination Alcohol Beverage Retail License Application and Plan of Operation for Cozumel Mexican Restaurant Bar & Grill, LLC d/b/a Cozumel Mexican Restaurant at 240 1st Street, Alejandro Torres, agent. (Attachment)
4. Preliminary Resolution 2023-33: Sanitary Sewer Lateral and Water Service Construction on Belmont Ave., Belmont Ct., Cedar St., E. Doty Ave., North St., Quarry Ln., Stevens St., S. Park Ave. (Attachment)
5. Public Works Jetter Repairs-Cost Assignment (Attachment)
6. Options for Fleet #40 Combo Sewer Truck (Attachment)
7. Public Works General Construction and Department Activity Report (Attachment)
8. Announcements/Future Agenda Items
9. Adjournment

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 **City Clerk Office at (920)886-6101** 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.

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, November 28, 2023, 6:30 PM

Present: Alderpersons Borchardt, Hillstrom, Lendrum, and Weber

Excused: Alderperson Stevenson

Also Present: Mayor Lang, Public Works Director Kaiser, Community Development Director Haese, Police Chief Olson, Public Works Superintendent Radtke, and Public Works Office Manager Mroczkowski

Public Appearances:

NONE

Approval of Minutes of the Meeting of October 10, 2023

Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the Meeting of October 10, 2023. All voting aye.

Inspection Vehicle Purchase

Director Haese stated that Community Development had budgeted \$22,000 in the 2023 Capital Improvements Budget to replace one of the department's four vehicles. He stated that the 2017 Ford Focus that currently serves as an inspection vehicle is the second oldest vehicle within the department's fleet and needs significant transmission repairs. Director Haese stated that Mechanic Rick Spoo has evaluated the vehicle and determined the repairs would have to be completed by third party and that the cost for the repairs is likely to be in the range of \$9,000.

Director Haese stated that staff is recommending Council approve the acquisition of a 2024 Chevrolet Trax 1RS from Bergstrom Chevrolet, Neenah, in an amount not to exceed \$24,105.

Report **Following Discussion: Motion/Second/Carried by Weber/Hillstrom to recommend Council approve the purchase of a 2024 Chevrolet Trax 1RS from Bergstrom Chevrolet, Neenah, in an amount not to exceed \$24,105.** All voting aye.

Police Department Third Quarter Statistics

Police Chief Olson reviewed the 2023 3rd Quarter Statistics. He stated that the police department took 6,534 calls for service. He stated that 1,104 of those were traffic stops.

Chief Olson reviewed the Unified Crime Report (UCR). He noted that 67% of the crime reported was Crimes Against Property, 19% was Crimes Against Person, and 14% was Crimes Against Society. Chief Olson noted that Crimes Against Person is down 10% from the 2nd quarter of 2023.

Chief Olson reviewed Traffic Warnings. He noted that there were 1,000 traffic warnings in the 3rd quarter of 2023, compared with 590 in 2021 and 872 in 2022. He stated that the highest number of warnings were issued in July for speeding.

Chief Olson reviewed Traffic Citations. Chief Olson stated that 399 citations were issued in the 3rd quarter of 2023.

Chief Olson reviewed the Traffic Safety Officer's statistics. He noted that the statistics for Officer Edwards were 346 traffic stops, 41 citations, 391 warnings, 2 warrants, 3 felony, 1 misdemeanor, and 7 ordinance violations.

Chief Olson reviewed OWI Arrest. He noted that there were 6 in the 3rd quarter of 2023, compared to 7 in 2022 and 20 in 2021 of the same quarter. Chief Olson noted that he attributes the lower number of OWI's with the bars closing much earlier than in years past.

Chief Olson reviewed Parking Citations. Chief Olson noted that parking citations are still down from previous years but are on the increase now that the new parking software has been in place for a few months and the officers are getting more acclimated to it.

Chief Olson reviewed Accidents. He noted that accidents in the 3rd quarter of 2023 were 129. He noted that the majority of accidents are in non-intersection parts of the street.

Chief Olson reviewed Overdoses. He noted that there were 10 in the 3rd quarter of 2023, 16 in 2022 and 11 in 2021 of the same quarter.

Chief Olson reviewed Dangerous Animals. He noted that there were no potentially dangerous, dangerous, or prohibited animals. He noted that there was one injury to a CSA from a cat call.

Chief Olson reviewed Open Records Requests. He noted that in the 3rd quarter of 2023 there were 484 requests, 745 responses and 5,655 minutes on media.

Chief Olson reviewed Code Enforcement. He noted that in the 3rd quarter of 2023, 480 inspections were done, 173 new cases were opened, 80 cases were closed, 28 services fees were issued, and 5 citations were issued.

Disabled Refuse/Recycling Curbside Collection Procedure

Director Kaiser stated that as was noted at a prior Committee meeting, we have been contacted on several occasions by elderly or disabled residents who find it very difficult to move the refuse/recycling carts in place for collection requesting to have city crews

move the carts to the curb for collection. He stated that our current work practices do not allow for that.

Director Kaiser stated that the attached procedure and application form were developed from the cities of Appleton and Oshkosh, who provide such a service. He stated that they outline the information that we would need and the conditions under which a property could be served in this manner. Director stated that this would not be advertised but would be offered if a request is made.

Director Kaiser stated that if the committee agrees with the proposal, staff will work to modify the work practice to accommodate these requests.

The Committee discussed concerns with slip and falls, snow removal, size of carts, exception to the cart placement ordinance, extra time for the driver, and monitoring for violations.

Aldersperson Borchardt stated that he feels there is enough passive deterrence in the proposal and application that may keep residents from applying for this service.

Aldersperson Lendrum stated that she feels that the committee is supportive of the proposal.

Info Only
Following Discussion: Motion/Second/Carried by Weber/Borchardt to accept the proposed modified work practice to accommodate disabled refuse/recycling curbside collection. All voting aye.

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete and the pond is functioning. Stone work on the water feature is complete. Pumps were installed 11/15. The meter socket for the electric service is scheduled to arrive in December. A number of punchlist items remain to be completed – retaining wall staining, overseeding along Harrison Street and trail grading. Trees that have not survived will be replaced in spring 2024.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Utility work, curb/gutter installation and landscaping are complete. A binder course of asphalt has been paved. The top-coat of asphalt will be paved in spring 2024.
- 3) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): Work is complete. A final pay request is being prepared.
- 4) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contractor has completed work.
- 5) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. Patch work is scheduled for the week of 11/27.

- 6) Contract 5-23 (New Subdivision Street Construction – Arthur Plat, Cardinal Plat, Integrity Acres, Liberty Heights): Work is complete. A final pay request is being prepared.
- 7) Contract 6-23 (Columbian Av Utility and Street Construction): Work is complete. A final pay request is being prepared.
 - a) Beaulieu Road sanitary sewer – Work is complete.
- 8) Contract 7-23 (High, River Utility and Street Construction): Utility work is complete. Road grading and structure adjustments were completed the week of 11/20. Paving the binder course of asphalt is scheduled for the week of 11/27.
- 9) Contract 8-23 (Tullar Garage Office Area Roof Replacement): Work is complete. A final pay request is being prepared.
- 10) Contract 9-23 (Epoxy Pavement Marking): Work is complete. A final pay request is being prepared.
- 11) Contract 10-23 (Marketplace Lot City Hall Lot Library Bumpouts Temporary 2-inch Streets): Work is complete. A final pay request is being prepared.
- 12) Contract 11-23 (Hunt, Fairwood, Brookwood Street Construction): Work is complete. A final pay request is being prepared.
- 13) Jetter Truck: The engine on our current jetter truck failed in late October. Not knowing the delivery time of the replacement truck that was ordered in late June, we opted to have the engine replaced at an estimated cost of \$35,000. That work has now been completed at a final cost of \$40,409.43. After discussing the matter with Finance Director Rasmussen, this cost will be taken from the capital equipment fund, which has a current balance just over \$780,000. While our jetter truck was down, we called in City of Menasha crews on three occasions to address sewer backups. We greatly appreciate their willingness to work with us in that capacity.

Aldersperson Borchardt asked how often does the jetter get used. Public Works Superintendent Radtke stated that in the summer is used approximately every day.

Committee discussed the uses of the jetter equipment. Director Kaiser stated that he would like to discuss the use of the old jetter with the committee after the new jetter has been delivered.
- 14) City Hall Elevator: Work on the elevator upgrade started the week of 11/6 and is scheduled to last 4-5 weeks.
- 15) Neenah Creek Bridge: The bridge is complete. Approach grading and paving will be done in spring.

Aldersperson Hillstrom asked if the trail will remain closed for the winter. Director Kaiser stated that the trail will be open. He stated that the contractor needed to remove equipment before it could be reopened.
- 16) Leaf Collection: An additional round of leaf collection will be completed the week of 11/27. If weather allows, a sixth round will be done.

Public Works Office Manager Mroczkowski stated that the 2024 Public Works Services Guide will be mailed out on Thursday, November 30th. It is part of the Neenah Notes Newsletter.

Announcements/Future Agenda Items

None

Adjournment: Motion/Second/Carried Hillstrom/Borchardt to adjourn at 7:37 PM.
All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager

Tab through, use mouse, spacebar or Enter to check applicable boxes.

Save

Print

Clear

FOR CLERKS ONLY

Municipality

License Period

Form AT-106

Original Alcohol Beverage License Application

License(s) Requested

- Class "A" Beer \$ _____
- Class "B" Beer \$ _____
- "Class C" Wine \$ _____
- Reserve "Class B" Liquor \$ _____
- "Class A" Liquor \$ _____
- "Class B" Liquor \$ _____
- "Class A" Liquor (Cider Only) \$ _____
- "Class B" (Wine Only) Winery \$ _____

License Fees	\$
Publication Fee	\$
Background Check	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship)

Cozumel Mexican Restaurant Bar & Grill, LLC

2. Trade Name or DBA

3. Premises Address

290 1st St Neenah, WI 54954

4. County

Winnebago

5. Municipality

6. Aldermanic District

7. Mailing Address (if different from premises address)

8. FEIN

9. Wisconsin Seller's Permit Number

10. Premises Phone

11. Premises Email

12. Entity Type (check one)

- Sole Proprietor
- Partnership
- Limited Liability Company
- Corporation
- Nonprofit Organization

13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary.

Entire dining room / bar area / patio

Part B: Questions

- 1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate Yes No
- 2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? Yes No
If yes, please explain using the space below. Attach additional sheets if necessary.

Part C: For Corporate/LLC Applicants Only

1. State of Registration WISCONSIN	2. Date of Registration October 2014
--	--

3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors Yes No

Name of Parent Company	FEIN of Parent Company
------------------------	------------------------

4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? Yes No
If yes, please explain using the space below. Attach additional sheets if necessary.

5. Agent's Last Name Torres	Agent's First Name Alejandro	Phone [REDACTED]
---------------------------------------	--	---------------------

Part D: Individual Information

A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone

Part E: Attestation

Who must sign this application?
 sole proprietor one general partner of a partnership one corporate officer one managing member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 10/02/23
--	-------------------------

Name (Last, First, M.I.)
Torres, Alejandro

Title owner	Email [REDACTED]	Phone [REDACTED]
-----------------------	---------------------	---------------------

Part F: For Clerk Use Only

Date application was filed with clerk	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village City of Neenah County of Winnebago

The undersigned duly authorized officer/member/manager of Cozumel Mexican Restaurant Bar & Grill, LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Cozumel Mexican Restaurant Bar & Grill, LLC
(Trade Name)

located at 240 First St, Neenah, WI 54950

appoints Alyandro Torres
(Name of Appointed Agent)

521 Haylett St, Neenah, WI 54950
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? [Redacted]

Place of residence last year 521 Haylett St, Neenah, WI 54950

For: Cozumel Mexican Restaurant Bar & Grill, LLC
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Alyandro Torres, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 10/02/23
(Signature of Agent) (Date)

Agent's age [Redacted]

521 Haylett St, Neenah, WI 54950
(Home Address of Agent)

Date of birth [Redacted]

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Serving Alcohol

is proud to present this certificate to

Alejandro Torres Martinez

for successful completion of the online course

Wisconsin Alcohol Seller/Server Course

PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

- * CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- * OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR TO MANAGEMENT
- * RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATION
- * DETERMINE THE PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECORD THEM IF THERE IS ANY QUESTION ABOUT THEIR AGE
- * ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

This is a Wisconsin Department of Revenue approved Responsible Beverage Server Training Course in compliance with Sec. 125.17 (6), 134.66 (2m), and 125.04 (5) (a) 5. Wis. Stats.



Verify online at
servingalcohol.com

Verification Code
vkFmrcSwtt

Date Issued
May 4th, 2023

VALID FOR 2 YEARS

This is not a Wisconsin operators/bartenders license.

This certificate will be requested to obtain a Wisconsin operators/bartenders license from the Wisconsin city clerk's office in the municipality where you are working.

Find your city clerk's office here: <https://elections.wi.gov/clerks/directory>

Wisconsin Alcohol Seller/Server Course

Name: Alejandro Torres Martinez

Certification Date: May 4th, 2023

Certificate Code: vkFmrcSwtt

Verify Online: servingalcohol.com

125.17(6), 134.66 (2m), 125.04(5)(a)5 Wis. Stats.

SERVING ALCOHOL INC

VALID FOR 2 YEARS

Learn more about this wallet card at <http://servingalcohol.com/wallet-card>



Plan of Operation for Alcohol Beverage License Application

OFFICE OF THE CITY CLERK
211 Walnut Street • Neenah, WI 54956
(920) 886-6100

Your application will be returned for failure to fill out this form completely, correctly, and submit the required Detailed Floor Plan as outlined.

Business Name: Cozumel Mexican Restaurant Bar & Grill, LLC																													
Address of Premises: 240 1st St, Neenah, WI 54956		Business Telephone Number:																											
Business Mailing Address – if different from address of premises :																													
Business Internet/E-mail Address: [REDACTED]		Business Fax Number:																											
Owner's Name: Alejandro Torres		Owner's Phone Number: [REDACTED]																											
Owner's Address include city, state, zip code: 521 Haylett St, Neenah, WI 54956																													
Will the agent, a partner of the individual licensee be conducting the day-to-day operations of the business: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, list name and address of person who will:																													
<small><i>Class B Applicants: If the agent, a partner or the individual licensee will not be conducting the day-to-day operations of the business, the person listed above must obtain a Class B Manager's license.</i></small>																													
Does anyone else have money invested or any other interest in this business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, explain:																													
What types of business do you or will you conduct at this location? (Check all that apply): (Other licenses/permits may be required to operate your business.) <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> Full Service Restaurant</td> <td><input type="checkbox"/> Café/Coffee Shop</td> <td><input type="checkbox"/> Bed & Breakfast</td> </tr> <tr> <td><input type="checkbox"/> Grocery Store</td> <td><input type="checkbox"/> Convenience Market</td> <td><input type="checkbox"/> Hotel</td> </tr> <tr> <td><input type="checkbox"/> Liquor Store</td> <td><input type="checkbox"/> Indoor Golf Facility</td> <td><input type="checkbox"/> Private Sports Club</td> </tr> <tr> <td><input type="checkbox"/> Theater</td> <td><input type="checkbox"/> Wine Tasting Room</td> <td><input type="checkbox"/> Veterans Club</td> </tr> <tr> <td><input type="checkbox"/> Brew Pub</td> <td><input type="checkbox"/> Tavern</td> <td><input type="checkbox"/> Fraternal Club</td> </tr> <tr> <td><input type="checkbox"/> Volleyball Court (Permanent Extension of Premises required)</td> <td><input type="checkbox"/> Catering (sales only allowed on the premises issued and alcohol beverage licensed)</td> <td><input type="checkbox"/> Video Game Center-6 or more games</td> </tr> <tr> <td><input type="checkbox"/> Bar & Grill</td> <td><input type="checkbox"/> Night club</td> <td><input type="checkbox"/> Bowling Center</td> </tr> <tr> <td><input type="checkbox"/> Comedy Club</td> <td><input type="checkbox"/> Recreational Paint Studio</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Billiard Center</td> <td></td> <td></td> </tr> </table>			<input checked="" type="checkbox"/> Full Service Restaurant	<input type="checkbox"/> Café/Coffee Shop	<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Grocery Store	<input type="checkbox"/> Convenience Market	<input type="checkbox"/> Hotel	<input type="checkbox"/> Liquor Store	<input type="checkbox"/> Indoor Golf Facility	<input type="checkbox"/> Private Sports Club	<input type="checkbox"/> Theater	<input type="checkbox"/> Wine Tasting Room	<input type="checkbox"/> Veterans Club	<input type="checkbox"/> Brew Pub	<input type="checkbox"/> Tavern	<input type="checkbox"/> Fraternal Club	<input type="checkbox"/> Volleyball Court (Permanent Extension of Premises required)	<input type="checkbox"/> Catering (sales only allowed on the premises issued and alcohol beverage licensed)	<input type="checkbox"/> Video Game Center-6 or more games	<input type="checkbox"/> Bar & Grill	<input type="checkbox"/> Night club	<input type="checkbox"/> Bowling Center	<input type="checkbox"/> Comedy Club	<input type="checkbox"/> Recreational Paint Studio		<input type="checkbox"/> Billiard Center		
<input checked="" type="checkbox"/> Full Service Restaurant	<input type="checkbox"/> Café/Coffee Shop	<input type="checkbox"/> Bed & Breakfast																											
<input type="checkbox"/> Grocery Store	<input type="checkbox"/> Convenience Market	<input type="checkbox"/> Hotel																											
<input type="checkbox"/> Liquor Store	<input type="checkbox"/> Indoor Golf Facility	<input type="checkbox"/> Private Sports Club																											
<input type="checkbox"/> Theater	<input type="checkbox"/> Wine Tasting Room	<input type="checkbox"/> Veterans Club																											
<input type="checkbox"/> Brew Pub	<input type="checkbox"/> Tavern	<input type="checkbox"/> Fraternal Club																											
<input type="checkbox"/> Volleyball Court (Permanent Extension of Premises required)	<input type="checkbox"/> Catering (sales only allowed on the premises issued and alcohol beverage licensed)	<input type="checkbox"/> Video Game Center-6 or more games																											
<input type="checkbox"/> Bar & Grill	<input type="checkbox"/> Night club	<input type="checkbox"/> Bowling Center																											
<input type="checkbox"/> Comedy Club	<input type="checkbox"/> Recreational Paint Studio																												
<input type="checkbox"/> Billiard Center																													
Briefly detail the type of business you plan to operate, if granted a license:																													
What other types of licenses or permits will you or do you hold at this location? :																													
<input type="checkbox"/> Tavern Entertainment	<input type="checkbox"/> Cigarette	<input type="checkbox"/> Amusement Devices																											
<input type="checkbox"/> Dance Hall	<input type="checkbox"/> Food (though Health Dept.)	<input type="checkbox"/> Other(s)																											

If applying for a Class B or C license, what type of food service will you have? (check all that apply):

- | | | |
|-------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> Prepackaged Foods | <input type="checkbox"/> Snacks |
| <input type="checkbox"/> Appetizers | <input type="checkbox"/> Catered Events | <input type="checkbox"/> Full Meals |

What percentage of your total sales will be from the sales of alcohol beverages? _____ %

Is there at least 300 feet between the building and any church, school or hospital? Yes No

How many alcohol serving premises are within a 4 block radius of your business?

Do you have any future plans for other businesses, licenses or permits at this location? Yes No
If yes, explain:

Is this premise under construction? Yes No If yes, list estimated completion date:

Is this a franchise? Yes No

What was the previous name & nature of the business operating at this location, if applicable?

Optic Clinic

Is this premises currently or ever been licensed? Yes No If yes, list type of license:

Is the current licensee operating? Yes No If no, list date closed:

If alcohol sales are a new use in this building, please contact the Neenah Police Department at (920) 886-6000 to meet with Chief of Police to review regulations/ordinances.

What is the zoning classification for this premise?

HOURS OF OPERATION FOR ALCOHOL BEVERAGE SALES/SERVICE ONLY

Day of the Week	Proposed Hours of Operation:	
	Open	Close
Sunday	11 am	9 PM
Monday	11 am	10 PM
Tuesday	11 am	10 PM
Wednesday	11 am	10 PM
Thursday	11 am	10 PM
Friday	11 am	10 PM
Saturday	11 am	10 PM

PROHIBITED HOURS OF OPERATION:

Class A: 9:00 PM to 8:00 AM; Class B/C: Monday thru Friday 2:00 AM - 6:00 AM;

Class B/C: Saturday thru Sunday 2:30 AM - 6:00 AM

Legal Capacity/Occupancy of Premises:

Inside _____ Outside _____

(does not include Class A)

Call (920) 886-6130 if you have questions.

Number of Parking Spaces on the premises, not including street parking: _____

LITTER/GARBAGE:

What are your plans to keep the grounds clean (check all that apply):

Sweep Pressure Wash Pick Up Litter Hired Maintenance Garbage Cans Outside

Other:

Who is responsible to keep the grounds clean? Licensee Building Owner Employees

Hired Maintenance Other:

NOISE: How will issues be addressed? (check all the apply): Security Manager approaches
customer(s) Call police Signs posted Other:

DETAILED FLOOR PLAN

Please read all instructions before preparing the floor plan.

- A detailed floor plan must be submitted with this application.
- Even if the premises has been previously licensed and a floor plan submitted, a new floor plan must be submitted with this application.
- The floor plan must be filed on 8 1/2 x 11 inch sized paper. Plans do not need to be architectural drawings and need not be to scale. Handwritten plans are acceptable.
- A separate sheet of paper should be filed for each floor where alcohol will be stored, displayed, sold, given away and/or consumed.

The floor plan must include all of the following items:

1. Dimensions and total square feet of the premises (length x width = square feet)
2. Label all entrances and exits
3. Label and provide dimensions (length & width) of all alcohol storage areas (coolers, stock room, basement, etc.)
4. Label and provide dimensions (length x width) of all alcohol display areas (behind the bar, shelves, etc)
5. Class B & C Applicants only: Label and provide dimensions (length x width) of all outdoor areas used for the sale or service of alcohol beverages (for example, patios, beer gardens, sidewalk cafes)
6. Class B & C Applicants only: Label all seating areas, bars, and food preparation areas (kitchen)
7. Label and provide dimensions (length x width) for the first floor showing the relation of all parking areas on the premises to the building, not including street parking.
8. On each page mark the following: North ↑, Date, Business name & address

ALL NEW & TRANSFER APPLICANTS:

Submit Proof of Ownership, Lease or Offer to Purchase the Building with this application.

A Lease or Offer to Purchase must:

1. Be in the same legal entity names as those applying for the license
2. Reflect the same address as the premises address on this application
3. Reflect current dates and
4. Be signed by the lessor/seller and lessee/buyer

Lease or Offer to Purchase may be contingent upon the license being granted.

Do you own or lease the building? Check one: Own Lease

Who owns the fixtures (i.e. Coolers, etc.)? Alejandro Tomas (self)

Subscribed and sworn to before me
this 5 day of October, 2023

Notary Public, State of Wisconsin
My Commission expires: 04/12/2026
Notary Seal must be affixed Amelia Goffard

[Signature]
Signature of Individual/Partner/Officer

Signature of Partner/Officer

Warning: Penalty provided for submitting false statements and affidavits with this application.

Your application will be returned for failure to fill out this form completely and correctly, and submit a detailed floor plan as indicated.



#13



MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, November 7 2023
4:15 p.m.

Present:

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

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Chris Haese, Director of Community Development
Scott Becher, 1061 Green Acres Ln	David Miller, 240 1 st Street	Larry Zwiars, 1372 Alpine Ln
Tom and Jan Hoare, 1490 Breezewood Ln	Jason and Lori Geffers, 8275 County Rd T Larson	Alderman Cari Lendrum
Holly Engelman, Public Relations Specialist	Dean Kaufert, 1360 Alpine Ln	Alderman Todd Stevenson

Minutes: MSC Kaiser/Andrews, the Plan Commission, to approve the October 10, 2023 meeting minutes. All voting aye. Motion passed. Vice Chairperson Alderman Steiner abstained.

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

Scott Becher, 1061 Green Acres Ln- He brought up an article from the Sheboygan Press regarding affordable housing. He pointed out Appleton is #4 on the list, Sheboygan is #3, and Racine is #9. He provided a copy of the article for distribution.

No others in attendance spoke. Chairperson Mayor Lang closed public appearances.

Public Hearings:

- a. Rezoning – 1385 Alpine Lane – R1 to R2 District

Dean Kaufert, 1360 Alpine Ln- He first stated the neighborhood was not properly notified of this hearing as some residents on his street received the letter regarding this rezoning the day before this hearing or the same day. He then commented there are all single-family homes in the neighborhood. On the entire street, there are no duplexes. He stated he does not have any problems with duplexes as he owns three or four in a duplex area. He states there is enough housing available, and this neighborhood is meant for single-family housing.

Larry Zwiars- 1372 Alpine Ln- He states this neighborhood should stay single-family homes.

Tom Hoare- 1490 Breezewood Ln- He states he built his house in an area where it has always been single-family, and he feels it should stay single-family.

Jason Geffers, 8275 County Rd T- He is the purchaser of the lots. His intention with the duplexes is to provide housing for friends and family, in particular aging parents and his newly married children. He states he has been a builder for 25 years; he intends to provide nice spec homes and duplexes on the lots to attract an upscale buyer.

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

Action Items:

a. **Rezoning – 1385 Alpine Lane – R1 to R2 District**

ORDINANCE
No. 2023-18

Deputy Director Schmidt went over the request from the applicant, Jason Geffers, for the rezoning. This property was recently annexed into the city, as well as the property directly to the west earlier this year. At the time when the property owner annexed this property, his intent was to split off and either sell or develop the piece or the subject property. In the end, that property owner chose to sell it to the applicant. There have been conversations with Applicant Jason Geffers about his plans for the property. This rezoning is also in conjunction with a certified survey map to split this lot into four lots. The surrounding area is primarily zoned single-family to the north and to the south. However, there is a row of R2 district zoning along Breezewood Lane, so this rezoning would not be what is referred to as spot zoning. It is consistent with the zoning patterns in this neighborhood. With a rezoning, once it's rezoned to R2, it still allows for both single-family attached and detached units. When a property is rezoned, it is not necessarily for a specific development, it is open to those other uses as well.

Vice Chairperson Alderman Steiner asked what the approximate size and square footage is of each unit. Applicant Jason Geffers stated it is very preliminary, but an estimate would be around 1,300 square feet. He also stated he is looking to make these units ADA friendly due to his parents living in the unit and possibly other aging residents. This would be zero-entry and no steps in the homes.

Member Ellenberger asked about the notices sent out and how they didn't reach residents until the day before. Director Haese explained how this is an extra notice in addition to the state law requirement of the to notify residents before the Council meeting. The city chooses to do an additional public hearing for the Plan Commission meeting. The notices were sent out last week Wednesday, however, the mail service has not been reliable. Deputy Director Schmidt went over the rezoning request process. There is a pre-application meeting with the applicant to understand the request, ask questions, and get feedback. Once the application is received, we are required to add it to the next regularly scheduled Plan Commission meeting. Per state law, we need to send out notices to neighbors within 200 feet, which were sent out Wednesday, informing the residents of the informal public hearing. Also, there are notices put in the newspaper per state law. For this hearing, the newspaper notices were this weekend and Monday. The Plan Commission agenda is also published on Fridays on the city's website and a notice was sent to the third district alderman, in case they receive any questions.

Member Ellenberger asked for clarification on the map which lots will be single-family, and which are duplexes. She also stated she liked seeing the rendering of the duplex as well as the zero-entry for the aging population.

Vice Chairperson Alderman Steiner stated for a zone to change, it needs to fit in with the comprehensive plan. He asked Deputy Director Schmidt to go over how this rezoning would fit into the plan. Deputy Director Schmidt went over how this is a transitional area between a high-density residential area to the west. The area to the east and north is considered a residential neighborhood investment area, which is primarily single-family but does not prohibit two-family. In looking at these factors, this rezoning would be consistent with the comprehensive plan.

Member Andrews stated where he lives there are a lot of duplexes on the north end of his street, and they are always in high demand. He feels when there is a mix of single-family and duplexes in an area, it makes the area more interesting and attractive. He does not think duplexes should be segregated and there seems to be a great need for this kind of housing.

Member Genett stated there are many duplexes on Breezewood already, it is consistent with neighborhood.

Vice Chairperson Alderman Steiner stated this would not be a huge outlier in the area. Housing continues to be an issue everywhere, not only in the city but across the country.

Chairperson Mayor Land did state the formal hearing will be next Tuesday evening at the Common Council meeting.

MSC Andrews/Genett, the Plan Commission, recommend Common Council approve Ordinance No. 2023-18 rezoning portion of property located at 1385 Alpine Lane to R-2, Two-Family Residence District. All voting aye. Motion passed.

b. CSM – 1385 Alpine Lane – 4 Lots

Deputy Director Schmidt went over the applicant's request to subdivide this lot into four separate lots. Lot three and lot four are proposed to be rezoned to R2 and the two northern lots would remain R1, proposed for single-family development. In reviewing CSMs, we look at that they meet minimum lot size. In this case, the minimum lot size for both the zoning categories is 7,200 square feet, which they exceed. The minimum lot width is 60 feet, which is also exceeded. There are water and sanitary laterals to lot four and lot one. Laterals will need to be installed to lot two and lot three.

Member Andrews stated if the R2 rezoning does not pass the formal hearing, the four lots would stay R1. Deputy Director Schmidt stated yes.

MSC Steiner/Moore-Nokes, the Plan Commission, approve the 4 lot CSM for the property located at 1385 Alpine Lane. All voting aye. Motion passed.

c. Site Plan Review/Beer Garden – 240 1st Street – New Restaurant

Deputy Director Schmidt went over the request received for a site plan for a new restaurant located at 240 1st Street. This is a former optician's office located in the northwest corner of 1st and Water Street. The plan for this is to demolish the building and build a new building on the foundations that are currently there. The new building is roughly 5,700 square feet in size, one

story, which will include a restaurant and an outdoor patio/beer garden. Deputy Director Schmidt showed renderings of the building. The entrance is on the west side of the building. The parking lot to the west of the building will remain and there will be additional parking along the and the north side of the building. He also showed the floorplan, where the dining space is in the middle, and the outdoor patio is located on the east and south side of the building. The plan also includes some landscaping. The final landscaping plan has not been reviewed, but there are landscaping requirements along Water Street and 1st Street. The developer is also installing a catch basin in the parking lot. There is a request for a liquor license, which will be at a Public Services and Safety meeting, not only to improve approve the liquor license, but the expansion to the patio area as well.

Dave Miller, the Developer, stated the renderings are being finalized in hopes to be open by Cinco de Mayo due to it being a Mexican restaurant but that may be an aggressive timeline.

Deputy Director Schmidt went over the site plan and how the proposed building is a little smaller than the existing building. Also stated this is in a zoned C2 district, which is a central business district. Restaurants are a permitted use. In reviewing these site plans, we are trying to ensure setbacks are met.

MSC Andrews/Ellenberger, the Plan Commission, approve the site plan for a new restaurant building located at 240 1st Street subject to the Site Plan Review letter comments and recommend Council approve the outdoor beer garden. All voting aye. Motion passed.

Comprehensive Plan 2040 – 5 Year Review:

a. Chapter 5: Housing

Deputy Director Schmidt went over updating the data with either the new American Community Survey or 2020 Census data. There have been conversations about doing a housing market analysis to better understand what is happening in our area, both regionally and in the city. Owner occupied rates fell slightly from 66% to 64%, which is a common trend across the county. Vacancy rates dropped, which reflects the current housing market.

Vice Chairperson Alderman Steiner asked what data a housing market analysis would provide that we do not currently have. Deputy Director Schmidt stated it would show some trends as well as rents, mortgage costs and housing costs in more detail. It would also analyze our housing stock in greater detail than the Census and make projections from the data.

Member Ellenberger asked if this included the upgrade in the VNA. Deputy Director Schmidt it was not included in the data collected at that time, but we can now include it.

Deputy Director Schmidt went over how the housing chapter does go over low- and moderate-income housing options. We are also monitoring affordable housing legislation and trying to understand how this impacts the city. There are currently challenges with single-family homes due to not having a lot of developers and land available and there being more interest in multi-family. Having a variety of housing and having housing available will help the demand.

Plan Commission Minutes

November 7, 2023

Page 5

Member Hancock-Cooke asked what will happen when the city cannot grow anymore. Deputy Director Schmidt went over how growth is important but also protecting existing neighborhoods. There are surrounding communities that are landlocked without the ability to look at growth. Endless growth is not the plan but to ensure the city can grow is important.

Member Andrews stated there was a goal of having 100 lots available and if this is still the goal. Deputy Director Schmidt went over the new subdivisions that are being developed. He also went over appropriate developing sites.

Member Moore-Nokes looked at the Outagamie county housing study and asked how this is related to the city. Deputy Director Schmidt went over how it is better to look at a regional perspective and not only City.

Member Andrews asked if this plan discusses auxiliary structures. Deputy Director Schmidt stated there are challenges with building codes and looking long-term of what is going to happen once the structure is no longer needed by the owner.

Member Hancock-Cooke asked about tiny houses. Deputy Director Schmidt stated the challenge would also be the building code and the need for foundation, water, and sewer. He explained the building code is a state document.

Director Haese stated in a tiny home, there is still a bathroom and kitchen and the cost per square foot to construct may be similar to a full-size home. There is also an issue with vehicles and parking

Deputy Director Schmidt stated in other communities, there are some age-restricted housing, which can help the aging population downsize more affordably.

Announcements and Future Agenda Items: Next meeting is scheduled for November 28, 2023.

Adjournment: The Commission adjourned its meeting at 5:13 p.m. MSC Genett/Ellenberger. All voting Aye. Motion passed.

Respectfully Submitted,



Kayla Kubat
Administrative Assistant, Department of Community Development



M E M O R A N D U M

DATE: November 7, 2023
TO: Mayor Lang and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Site Plan Review – 240 1st Street – Restaurant Development

Request

611 Properties, LLC, has submitted a site plan application to construct a new restaurant with an outdoor premise area located at 240 1st Street.

Background

The subject property is 0.67 acres in size and includes a 5,700 square foot building most recently used as an optician's office. The property is located in the C-2, Central Business District which permits a variety of commercial and office uses including restaurants. The surrounding land uses include medical/dental offices and the ThedaCare Regional Hospital.

Consideration

The current building is proposed to be demolished due to the inability to reuse it as a restaurant. The new building will be slightly smaller (4,409 square feet) but located in the same southeast portion of the property.

Building Setbacks:

Front Yard – 0 feet (**6 feet – 1st Street, 22.5 feet East North Water Street**)
Side Yard – 0 feet (**36.3 feet**)

Max Height – 100 feet (**16 feet**)

Landscaping:

New developments are required to meet the following landscape requirement:

Frontage – Landscape 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 six shrubs per 40 linear feet of frontage, excluding driveway openings.
- **320 feet of frontage – 8 shade trees and 48 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.
- **Provide detail on the screening of the refuse collection area.**

Off-Street Parking

Restaurant uses require one parking space for each 75 square feet of publicly used floor area. The publicly used area is approximately 2,600 square feet. A minimum of 35 off-street parking spaces are required. The site plan includes 38 off-street parking spaces. The property includes an existing off-street parking lot. This site plan proposes to expand parking on the west and north sides of the building.

Outdoor Patio

An outdoor patio is proposed on the southeast side of the building and is about 900 square feet in size. The applicant is proposing to serve alcohol in the patio which requires a liquor license. The patio shall be surrounded by an attractive fence no taller than 3 feet in height.

Building

The applicant is proposing to construct a one-story, 5,700 square foot building on the southeast corner of the property. If any mechanical equipment is proposed on the roof of the new building, it shall be screened with a parapet, or a structure approved by the Community Development Department.

Recommendation

Appropriate action at this time is to approve the site plan for a new restaurant building located at 240 1st Street subject to the Site Plan Review letter comments.



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

November 03, 2023

DAVID MILLER

PO BOX 7312
APPLETON, WI 54912-7071

RE: Site Plan #13-23 - 240 1st St - Restaurant Site Plan - Major Review () Status Approved

Dear DAVID MILLER:

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:

Advisory Comments:

Please see the attached NMFR Site Plan Review Letter.

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 a landscape plan showing the location, type of planting, and size of planting for the required frontage yard landscaping (area between the front property line and 10 feet into the site). A minimum of 8 shade trees and 48 shrubs are required. Existing trees/shrubs can count towards this requirement.
2. Submit detail of the type of fence/wall for the dumpster enclosure area. The fence/wall shall be sight tight and be a minimum of 6 feet tall.
3. The patio shall be surrounded by a maximum 3-foot tall fence or wall. Please submit details on the type of fence/wall you intend to construct.
4. Provide more detail on the building design including building materials you propose to use. Roof-top mechanicals shall be screened.
5. Prior to building construction, please apply for all applicable building permits. Commercial state review can be submitted via this link: <https://app.smartsheet.com/b/form/993115cfe4ee4bc382b7ede10f1e6869>
7. Sign permits can be applied for via this link: <https://evolvepublic.neenahwi.gov/>

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:



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 Email: adorn@nmfire.org

Date: 11-02-2023
Address: 240 1st Street, Neenah

Re: Site Plan Review

Plan Review Number:	Not Provided
Application No.:	Not Provided
Site ID No.:	Not Provided
Project No.:	7496Engr.dwg

To: Davel Engineering and Environmental
Nicole Evers – Ever After Designs

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. A Knox Box is required (if not already equipped) 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. Also obtain a Knox key switch for any parking garage entrances or locked gates, if applicable. These may be ordered online at 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. 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. 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.

7. 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.
8. 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, under forms and regulations.
9. 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.
10. A copy of this letter and enclosures shall be given to the sprinkler and electrical contractor. Copies shall also be available on-site and open for inspection.
11. Based on the information provided on Sheet C1.0, the total square footage of the building is less than the requirements for installing a sprinkler system.
12. If the building's occupancy is 100 or more individuals, the building will be required a compliant fire suppression system throughout the building.
13. A code compliant fire suppression system will be required in the kitchen, regardless of occupancy limits.
14. A code compliant exhaust system will be required in the kitchen, regardless of occupancy limits.
15. All other fire and life safety requirements as outlined by local, state, and national ordinances and codes must be adhered to.

The owner of the building, structure and premise is responsible for maintaining the property in compliance with all applicable codes. In granting this approval 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

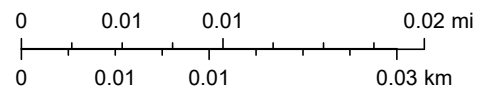
Site Map



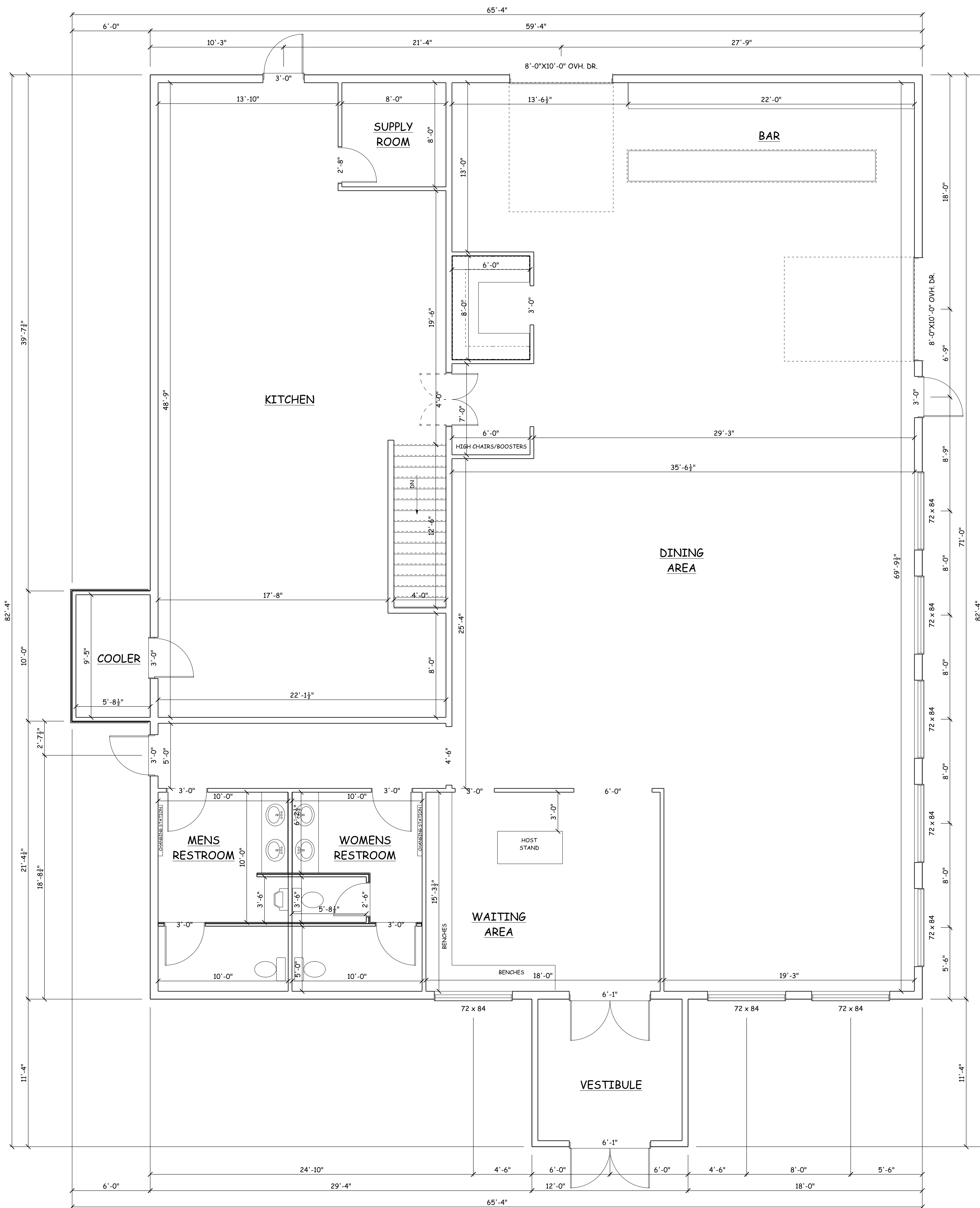
11/2/2023, 1:02:36 PM

1:604

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

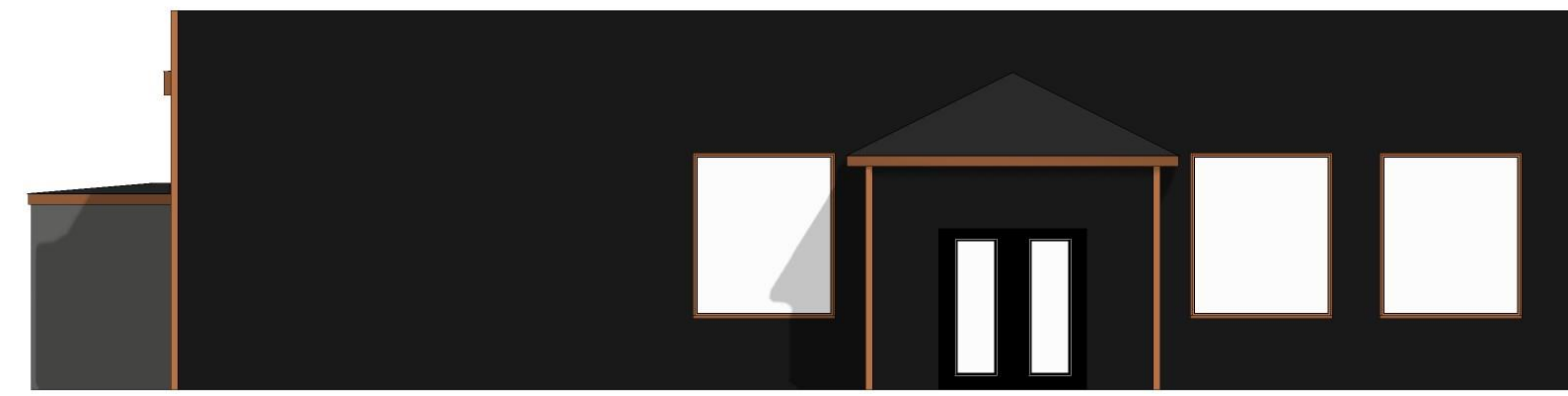


Winnebago County GIS, Nearmap

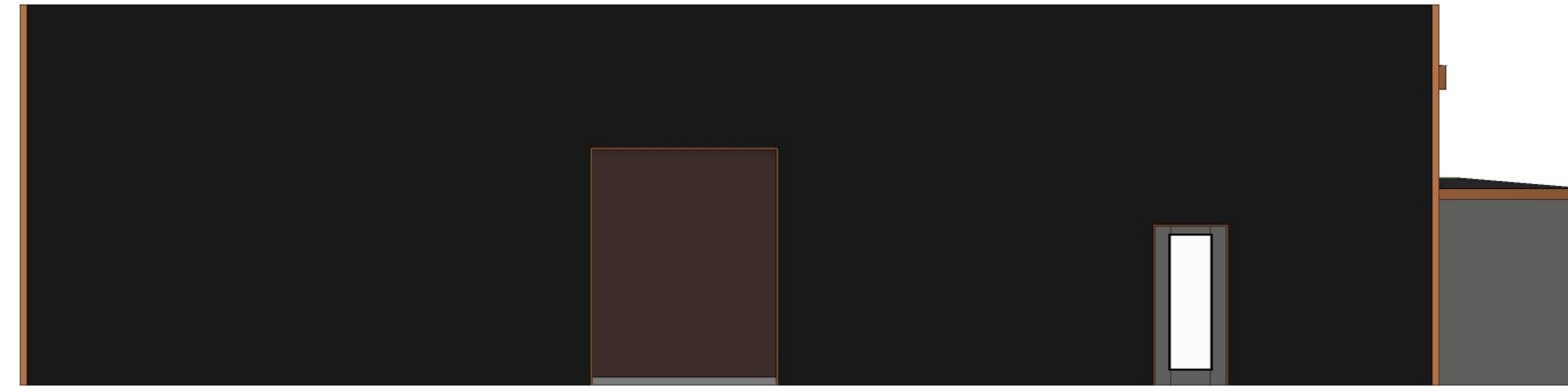


NEW MAIN FLOOR
SCALE: 1/4" = 1'-0"

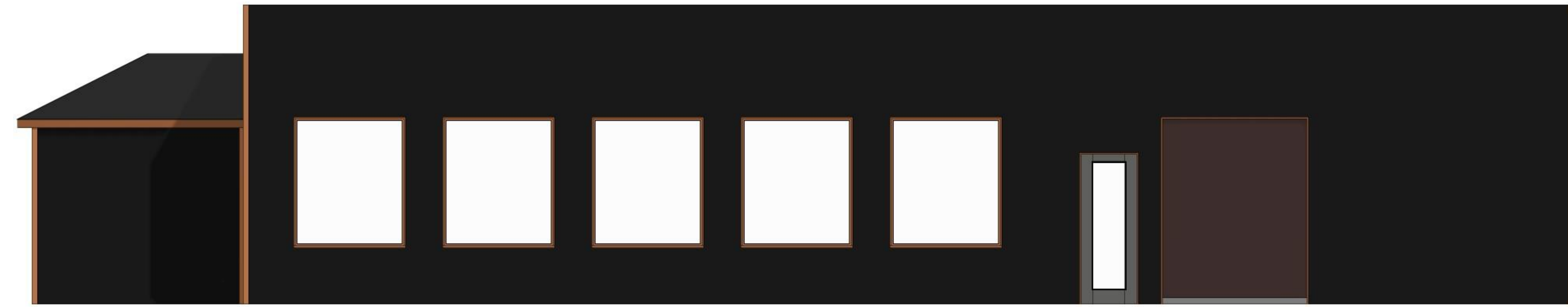
MAIN FLOOR PLAN
APPROXIMATE 3'-0" CLG. HT.
4,409 SQ. FT.



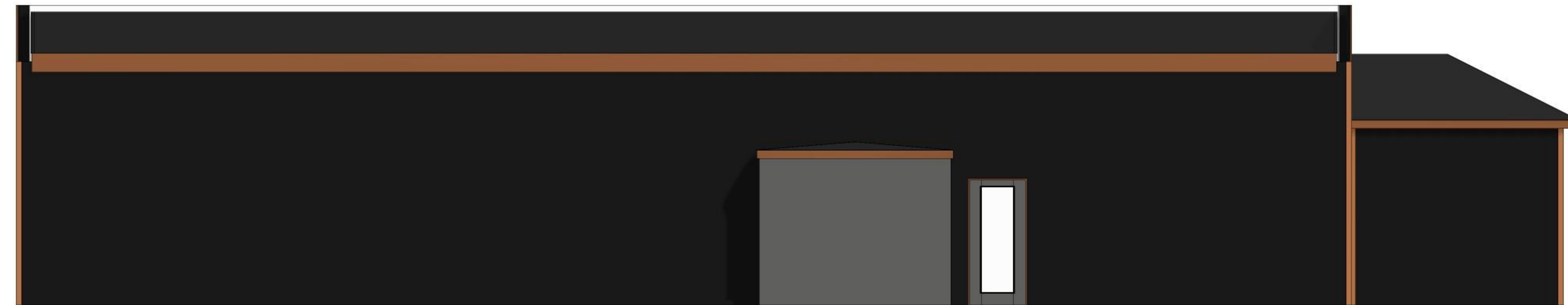
FRONT ELEVATION
SCALE: 1/4" = 1'-0"



REAR ELEVATION
SCALE: 1/4" = 1'-0"



RIGHT ELEVATION
SCALE: 1/4" = 1'-0"



LEFT ELEVATION
SCALE: 1/4" = 1'-0"



PRELIMINARY

DESIGN CONCEPT ONLY

PRELIM BID
NOT FOR CONSTRUCTION
REVIEW PLAN BEFORE PRICING

BID PLAN
NOT FOR CONSTRUCTION
ONLY FOR PRICING

FINAL PLAN
VERIFY PLAN DATE WITH ALL
CONTRACTORS PRIOR TO
CONSTRUCTION

© 2023 EVER AFTER DESIGN LLC

ALTHOUGH EVERY EFFORT
HAS BEEN MADE IN PREPARING
THESE PLANS AND CHECKING
THEM FOR ACCURACY,
THE CONTRACTOR MUST
CHECK ALL DETAILS AND
DIMENSIONS AND BE
RESPONSIBLE FOR THE SAME.
ANY DISCREPANCIES MUST
BE BROUGHT TO THE ATTENTION
OF THE DESIGNER.

GENERAL NOTES:



EVER AFTER
DESIGN LLC
NICOLE EVERS
450 HIGH ST. STE. 5A
WRIGHTSTOWN, WI 54180
(920) 419-7326
EVERAFTERDESIGNREALTY@GMAIL.COM

PROPOSED NEW PROJECT:
**1ST S STREET
RESTAURANT**

REVISION DATES:	
▲	10/10/23
▲	
▲	
▲	
▲	
▲	

Neenah Restaurant

SHEET NUMBER
A1



RESOLUTION NO. 2023-33

PRELIMINARY RESOLUTION OF INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS BY POLICE POWER UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES AND SECTION 13-1 OF THE NEENAH MUNICIPAL CODE.

RESOLVED, by the Common Council of the City of Neenah, Wisconsin.

- 1. The Common Council hereby declares its intention to exercise its power under Section 66.0703 Wisconsin Statutes, and Section 13-1 of the Neenah Municipal Code to levy special assessments under the police power upon all properties abutting the following improvements in the City of Neenah, Wisconsin:

Installation of sanitary sewer laterals and water services for properties served on the following streets:

- | | |
|--|---|
| 1. Belmont Ave. (Stevens St. to Cedar St.) | 2. Belmont Ct. (Belmont Ave. to Terminus) |
| 3. Cedar St. (E. Doty Ave. to Winnebago Heights) | 4. E. Doty Ave. (Commercial St. to Pine St.) |
| 5. North St. (Green Bay Rd. to Western Ave.) | 6. Quarry Ln. (Higgins Ave. to Reed St.) |
| 7. Stevens St. (Winnebago Heights to Laudan Blvd.) | 7. S. Park Ave. Utility Easement |

- 2. The Common Council determines that the above improvements constitute an exercise of the police power and the amount assessed each parcel abutting on the above-named street shall be on a reasonable basis as approved by the Common Council which is in effect at the time of installation in accordance with special assessment procedures set forth in provisions of Section 13-1, Neenah Municipal Code.
- 3. The assessments against any parcels of land shall be paid as provided in the City of Neenah Municipal Code, Section 13-2 and 13-3.
- 4. The Public Services and Safety Committee shall with respect to the items mentioned at paragraph 1 above prepare a report consisting of:
 - a. Preliminary or final plans and specifications of the improvements.
 - b. An estimate of the entire cost of the proposed work or improvements.
 - c. A schedule of the proposed assessments as to each parcel of property affected.
 - d. A statement that the properties against which the assessments are proposed are benefited and that the improvements constitute an exercise of the police power.

Upon completion of such report, the Public Services and Safety Committee is directed to file such reports in the City Clerk's office for public inspection.

- 5. Upon receiving a report of the Public Services and Safety Committee, the Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes.

Recommended by:
Public Services and Safety Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane Lang, Mayor

Passed: _____

Charlotte Nagel, City Clerk



Department of Public Works
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: December 6, 2023
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Jetter Repairs – Cost Assignment

At the November 28, 2023, meeting, I informed the Committee of repairs that were needed to the truck used for sanitary sewer jetting. The engine on our current jetter truck failed in late October. Not knowing the delivery time of the replacement truck that was ordered in late June, we opted to have the engine replaced at an estimated cost of \$35,000. That work was completed by Packer City at a final cost of \$40,409.43. After discussing the matter with Finance Director Rasmussen, it was suggested that this cost be taken from the capital equipment fund, which has a current balance just over \$780,000. Given the cost of the repair, this expenditure should be formally approved by the Council.

Staff recommends that the jetter truck repairs, in the amount of \$40,409.43, be funded through the capital equipment fund.

M E M O R A N D U M

DATE: December 8, 2023
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Public Works Superintendent Radtke
RE: Options for Fleet #40 Combo Sewer Truck

With the anticipation of taking delivery of our new Vactor Sewer truck in early January, the staff is looking for some guidance on the use and/or disposal of fleet #40, our current sewer truck.

This year the truck had around \$55,000 in major repairs - \$15,000 for the radiator and exhaust gas recirculation cooler and about \$40,000 for the engine replacement. We estimate that we will need to receive about \$135,000 in a sale to come close to even with our costs. I was offered a reluctant \$80,000 on trade with another company. MacQueen Equipment, the dealer for our new Vactor sewer jetter, did not even submit a quote saying we would do better at auction.

We have a number of options for the current sewer truck:

1. List the truck on GovDeals with a high reserve price to try to get something back.
2. List the truck with a lower reserve on GovDeals and see what is offered.
3. Keep the truck under the following conditions:
 - The truck would be used every Thursday for “trouble spots” on sanitary sewers, not just parked.
 - The truck would be stored at the Cecil St. garage. It is a central location and available to all departments that may use it.
 - The truck would be available for other departments to use for hydro-excavating.
 - Some training would be needed.
 - Diggers Hotline locates are not needed for hydro-excavating and it is much safer than digging.
 - Depending on the amount of use by each department, they may be asked to help with maintenance costs and fuel.
 - The truck would act as a backup if we had issues with the new sewer truck.
 - The truck could be loaned/rented to other municipalities if they run into a similar situation as we did. Menasha covered us when our truck was down for engine repairs.
 - After one year, evaluate the use and costs and report to the Committee to determine whether to keep the truck and continue use or send it to auction.
 - If a major repair comes up, as determined by fleet mechanics, we will re-evaluate with the Committee.



M E M O R A N D U M

DATE: December 6, 2023
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete and the pond is functioning. Stone work on the water feature is complete. Pumps were installed 11/15. The meter socket for the electric service is scheduled to arrive this month. A number of punchlist items remain to be completed – retaining wall staining, overseeding along Harrison Street and trail grading. Trees that have not survived will be replaced in spring 2024.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Utility work, curb/gutter installation and landscaping are complete. A binder course of asphalt has been paved. The top-coat of asphalt will be paved in spring 2024.
- 3) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): Work is complete. A final pay request is being prepared.
- 4) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contractor has completed work. A final pay request is being prepared.
- 5) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. Patch work was completed the week of 12/4.
- 6) Contract 5-23 (New Subdivision Street Construction – Arthur Plat, Cardinal Plat, Integrity Acres, Liberty Heights): Work is complete. A final pay request is being prepared.
- 7) Contract 6-23 (Columbian Av Utility and Street Construction): Work is complete. A final pay request is being prepared.
 - a) Beaulieu Road sanitary sewer – Work is complete.
- 8) Contract 7-23 (High, River Utility and Street Construction): Utility work, curb/gutter repairs and landscaping are complete. A binder course of asphalt has been paved. The top-coat of asphalt will be paved in spring 2024.
- 9) Contract 9-23 (Epoxy Pavement Marking): Work is complete. A final pay request is being prepared.
- 10) Contract 10-23 (Marketplace Lot City Hall Lot Library Bumpouts Temporary 2-inch Streets): Work is complete. A final pay request is being prepared.
- 11) Contract 11-23 (Hunt, Fairwood, Brookwood Street Construction): Work is complete. A final pay request is being prepared.
- 12) City Hall Elevator: Work on the elevator upgrade started the week of 11/6. About two weeks of work remain.
- 13) S. Commercial Street Design: A Phase 2 Hazardous Materials investigation has been completed. It has identified several areas that will need to be monitored during storm sewer installation.