



NEENAH PLAN COMMISSION

Tuesday, September 24, 2024

4:00 P.M.

Hauser Room, City Administration Building

Virtual Meeting Option: This meeting is available virtually. To access the virtual meeting (Requires Microsoft Teams), please click on the link below:

[Join the meeting now](#)

Meeting ID: 236 092 728 257

Passcode: ni9QWy

-
1. Approval of Minutes: **July 30, 2024**
 2. Public Appearances (Ten minutes divided among those wishing to speak on topics pertinent to the Plan Commission)
 3. Public Hearings:
 - a. Zoning Code Amendment - Sec. 26-661(3) and Sec 26-661(8) - Tourist Housing
 4. Action Items:
 - a. Zoning Code Amendment - Sec. 26-661(3) and Sec 26-661(8) - Tourist Housing (***Ordinance No. 2024-20***)
 - b. Annexation #235 - Breezewood Lane - T. of Neenah (***Ordinance No. 2024-19***)
 - c. CSM #7-24 - Baytree Lane - 3 Lots
 - d. Preliminary Plat #2-24 - 4th Addition to Homes at Freedom Meadows - 47 Lots
 5. Housing Study and Needs Assessment - Consultant Introduction
 6. Announcements and future agenda items:
 - a. Next Meeting: October 8, 2024

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

MINUTES OF THE NEENAH PLAN COMMISSION

Tuesday, July 30, 2024

4:00 p.m.

Present:

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

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Chris Haese, Director of Community Development
Alderman Lee Hillstrom	Brandon Otto, Hudson Knox Construction, 1631 Brookfield Ave Suite F6 Green Bay	Steve Borsechnik, Gries Architectural Group, 500 N Commercial St Neenah
Alderman Brian Borchart	Scott Harrig, Mach IV- VIRTUAL	

Minutes: MSC Hancock-Cooke/Kaiser, the Plan Commission, to approve the June 25, 2024 meeting minutes. All voting aye. Motion passed. Vice Chairperson Moore-Nokes and Member Ellenberger abstained.

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

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

Public Hearings:

a. Chapter 24 – Sign Code – Repeal and Replace

No one in attendance spoke, Chairperson Mayor Lang closed public hearings.

Action Items:

a. Chapter 24 – Sign Code – Repeal and Replace (*Ordinance No. 2024-16*)

Deputy Director Schmidt went over the recent history of the sign code regarding the repeal and revision at the end of 2023 due to a federal lawsuit. After a second lawsuit at the circuit court level, there was a ruling that there were several unconstitutional sections of the sign code that needed to be addressed. The changes being made are specific to the sections identified in the court case.

The first modification is regarding the prohibition against advertising on vehicles. The current code states if there is an inoperable or unlicensed vehicles used for signage, that is prohibited in the city. The ruling stated we should focus more on the inoperable vehicle versus the signage on the vehicle. The modification would be to remove the prohibition against advertising on vehicles.

Deputy Director Schmidt went over the next modification regarding the prohibition against off premises signs. Currently, the code states off premises signs include billboards and exempts

ORDINANCE
NO. 2024-16

athletic field signs and sandwich board signs. The ruling was concerned with the sandwich board signs these types of signs are similar to what a residential property may install. Since the sign code allowed these off-premises signs in certain areas of the city and prohibited them in residential areas, the concern was that a person's freedom of speech may be limited. The modification was to redefine what was an off-premises sign and have the focus be on more permanent type signs and also removing sandwich board signs from the sign code and addressing them as part of the street furniture ordinance in the code.

The next modification dealt with temporary or portable yard signs in residential districts. The ruling stated the limitation of one sign was not constitutional and the time restrictions of no more than 30 days in a 90-day period was not constitutional. The modification was to remove the number of signs restrictions and the time limit restriction on portable yard signs. With this, there are still locational requirements, such as not being in the vision triangle.

The last modification was regarding the permitting process. The ruling stated the need for more clarity, who approves a sign, what is the process for applying for a sign permit, and what signs require a permit. The modification was to be clearer in the permitting process. This section that was invalidated led to putting the 90-day moratorium on the issuance of sign permits in the city in place.

Director Kaiser asked about the commercial vehicle and that those are not considered off premise signs. Deputy Director Schmidt stated they are located on private property. He stated it had more to do with an inoperable vehicle and not operable vehicles with decals or logos on them.

Member Andrews asked about the large signs placed on a trailer that drive around the city. Deputy Director Schmidt stated those are not prohibited. He went on that the current code does not discuss some modern sign types since it was written in 1977.

MSC Ellenberger/Moore-Nokes, the Plan Commission, to recommend Common Council approve Ordinance No. 2024-16, repealing and recreating Chapter 24 of the Code of Ordinances relating to sign regulations. All voting aye. Motion passed.

b. Repeal Ordinance No. 2024-08 – Moratorium on Select Signs (*Resolution 2024-14*)

MSC Ellenberger/Moore-Nokes, the Plan Commission, to recommend Common Council approve Resolution No. 2024-14, rescinding Ordinance No. 2024-08, A Moratorium on Select Signs. All voting aye. Motion passed.

c. Site Plan #9-24 – 1215 Doctors Drive – Change of Use

Deputy Director Schmidt went over the request to change the use of this building from a previous dental office into 16-unit multifamily apartment. There would be no modification to the exterior of the building, with the excepting of an access stairwell on the north side. This building is in a C1 district, so this change would be a permitted use. The parking requirement is met with the proposal having 32 parking stalls.

Member Andrews asked what the square feet of the apartments are proposed to be. Deputy Director Schmidt stated the whole building is about 4500 sq ft. After looking at the floor plan provided, each unit is about 500-600 sq ft.

Member Hancock-Cooke asked about the timeframe. Deputy Director Schmidt stated the plan was submitted for state plan review several months ago so the project should begin soon.

MSC Ellenberger/Kaiser, the Plan Commission, to approve the site plan for a change of use to establish a 16- unit multi-family residence located at 1215 Doctors Drive subject to the conditions of the site plan review letter.

d. Site Plan #10-24 – 2060 Marathon Avenue – Boys and Girls Club

Deputy Director Schmidt went over the plan for the new Boys and Girls Club. The property is zoned C1, so this project is a permitted use in this district. It will have a similar layout to Boys and Girls Club in Menasha. The building itself is about 35,000 sq ft. and there is a future addition on the plan, however, that is not being approved currently. The entrance to the building is on Marathon Avenue and Byrd Avenue. The recreational facilities are in the rear west side of the property and include a playground, basketball court and other open space. There is a one-way access off Marathon Avenue and most of the traffic will be off Byrd Avenue. There is a drop off area and parking on the south end of the site and additional parking on the west end as well. With the parking, there is more than enough, and most will be temporary parking for pickups and drop offs. The building itself exceeds all requirements as well as landscaping standards.

Member Hancock-Cooke brought up parking and asked if there is a way to make the parking less visible from the front of the building. Deputy Director Schmidt stated it is difficult in this instance since there are the pickups and drop offs. Member Hancock-Cooke asked if the parking is coming directly from the road. Deputy Director Schmidt stated vehicles will pull into the site for parking. The south end parking would be more temporary, and the long-term parking is on the west side.

Deputy Director Schmidt stated this development is also adding sidewalks along Marathon Avenue and Byrd Avenue.

Deputy Director Schmidt went over interior design layout. One suggested change is the location of the bronze Eagle statue since it is located in the vision triangle.

Member Hancock-Cooke asked about the timeframe of the project. Steve Borsechnik from the Gries Architectural Group stated construction will start in the fall.

MSC Hancock-Cooke/Kaiser, the Plan Commission, to approve the site plan to construct a Boys and Girls Club located at 2060 Marathon Avenue subject to the site plan approval letter.

e. Site Plan (Sidewalk Café) – 123 E. Wisconsin Avenue – Double Tree Hotel

Deputy Director Schmidt went over the proposed sidewalk café and that it meets all dimensional and locational standards. They are also looking at extending their liquor license, which will go through Public Services and Safety as well.

MSC Ellenberger/Andrews, the Plan Commission, to approve the Site Plan for the Double Tree Hotel, at 123 E. Wisconsin Avenue subject to the conditions of the site plan review letter.

f. Annexation 234 – 1800 Liberty Avenue – Town of Vinland (*Ordinance No. 2024-17*)

Deputy Director Schmidt went over the annexation, which would be the last phase at the Homes at Freedom Meadows. It is about 15 acres of land. This would be an R1 zoning district, which is single-family. There will be 47 lots and two streets.

MSC Ellenberger/Andrews, the Plan Commission, to recommend Common Council approve Annexation #234 (Ordinance #2024-17) and the property also receive an R-1, Single-Family Residence District zoning classification.

Announcements and Future Agenda Items: Next meeting is scheduled for August 13, 2024.

Adjournment: The Commission adjourned its meeting at 4:35 p.m. MSC Ellenberger/Andrews. 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: September 24, 2024
TO: Mayor Lang and Members of Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Zoning Code Amendment – Section 26-661(3) and Section 26-661(8) – Tourist Housing

In 2017, the City created an ordinance to establish tourist housing (short-term rentals) regulations. Under the current ordinance, tourist housing properties must be the primary residence of the applicant and property management companies are prohibited. These restrictions have worked well in protecting residential neighborhoods.

Requests for tourist housing in non-residential areas such as Downtown Neenah, have increased over the last couple of years. Most of these properties are not the primary residence of the applicant. For that reason, these requests have been denied. The proposed modification to the tourist housing ordinance provides an exception for tourist housing in commercial districts which removes the requirement that the tourist housing property is the applicant's primary residence and allows property management companies to manage these properties.

Tourist housing in commercial areas is inherently different than those in residential areas. Commercial areas, like Downtown Neenah, allow similar uses like hotels. The impact of tourist housing in commercial areas also has less of an impact on neighboring properties since these properties are primarily commercial uses. A tourist house must be a dwelling unit and cannot locate in a primarily commercial building without obtaining the proper zoning and building permit approval to convert the property to a residential dwelling unit. In most cases, commercial properties with second floor residential dwelling units, would qualify for a tourist housing application.

Recommendation

Appropriate action at this time is for Plan Commission to recommend Common Council approve Ordinance No. 2024-20, amending Section 26-661(3) and Section 26-661(8) of the Code of Ordinances relating to Tourist Housing.



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By Plan Commission
Re: Amending Section 26-661(3) and 26-661(8)
of the Code of Ordinances relating to Tourist
Housing.

ORDINANCE NO. 2024-20

Introduced: _____

Committee/Commission Action: _____

AN ORDINANCE

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

Section 1. Chapter 26, Article 15 of the Code of Ordinances of the City of Neenah, consisting of Sections 26-661(3) to 26-661(8), relating to Tourist Housing is amended to eliminate the stricken language and add the highlighted language to read as follows:

Sec. 26-661. Standards.

All tourist housing properties shall conform to the following standards:

(3) The owner(s) of the property is the only individual(s) allowed to rent out the tourist housing property ~~except those tourist housing properties located in commercial buildings.~~
Third-party property management companies are strictly forbidden;

(8) ~~For single-family and two-family residences, the~~ The tourist housing property shall be the primary residence of the applicant. ~~In commercial properties where a dwelling unit is included as part of a commercial property, the dwelling unit is not required to be the tourist housing applicant's primary residence;~~

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.

Approved:

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

Jane B. Lang, Mayor

Attest:

Charlotte Nagel, City Clerk

THIS INSTRUMENT WAS DRAFTED BY:
City Attorney David C. Rashid
211 Walnut Street
Neenah, WI 54956
State Bar No. 1056542



MEMORANDUM

DATE: September 24, 2024
TO: Mayor Lang, and Members of Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Annexation #235 (Breezewood Lane) – 0.27 Acres

Gerald and Barbara Porsche have submitted a petition for direct annexation to the City of Neenah for property located along the southside of Breezewood Lane in the Town of Neenah. The annexation area is approximately 0.27 acres. The land is currently vacant. The petitioners want to annex the land and reconfigure it with land adjacent land they own along Baytree Lane. Upon annexation, the property will be zoned R-1, Single-Family Residence District.

The City's Comprehensive Plan Future Land Use Map (2017) currently identifies the annexation area as Residential Neighborhood Investment Area. The objectives of the District are to protect and strengthen existing neighborhoods within the City and encourage the orderly replacement of non-conforming uses in established neighborhoods. The proposed use is consistent with the City's Comprehensive Plan.

The subject land is located within the Town of Neenah and is subject to the City of Neenah/Town of Neenah Boundary Agreement (2003). The land is identified as City Growth Area, which allows the City to annex the property.

The annexation petition was also sent to the Town of Neenah's Clerk, Neenah Joint School District, and the Wisconsin Department of Administration per State Statutes. The Plan Commission's role in reviewing annexation requests is to determine whether the proposed annexation is consistent with established City Plans. In addition to Plan Commission review, the City's Finance and Personnel Committee reviews the financial impacts an annexation might have on City services. The Wisconsin Department of Administration also reviews the annexation for consistency with State Statutes.

Recommendation

Appropriate action at this time is for Plan Commission to recommend Council approve Annexation #235 (Ordinance #2024-19) and the property also receive an R-1, Single-Family Residence District zoning classification.



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission
Re: Annexing – 0.27 acres of land located along
Breezewood Lane in the Town of Neenah to
the City of Neenah.

ORDINANCE NO. 2024-19

Introduced: _____

Committee/Commission Action: _____

AN ORDINANCE

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

Section 1. Pursuant to Section 66.0217(2), Wis. Stats., the following described territory contiguous to the City of Neenah and presently in the Town of Neenah, be and the same hereby is, annexed to the City of Neenah, and the corporate limits of said City are hereby extended so as to include the following described property and shown on the attached Exhibit A:

Land being part of Certified Survey Map No. 269 and being located in Section 5, Township 19 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin, containing 12,164 Square Feet (0.2792 Acres) of land described as follows:

Commencing at the Northwest 1/4 Corner of Section 5, T19N, R17E; thence N89°52'53"E along the North line of the Northwest 1/4 of Section 5, 693.44 feet; thence S01°24'03"E, 40.01 feet to the South right-of-way of Breezewood Lane and the Northwest corner of Lot 1 of Certified Survey Map 5441 also the Point of Beginning of the lands being Annexed to the City of Neenah; thence S01°24'03"E, 359.85 feet to the Southwest corner of Lot 3 of said Certified Survey Map 5441; thence S89°59'54"W along the north line of Lot 33, Shaggy Bark Estates, 33.56 feet to the east line of Lot 11, Assessor's Plat No. 2 - Town of Neenah; thence N01°29'00"W along said east line and the east line of Lot 10 of said Plat No. 2, 359.79 feet to the South right-of-way Breezewood Lane; thence N89°52'53"E along said South right-of-way, 34.07 feet to the Point of Beginning of the lands being Annexed to the City of Neenah.

Section 2. Said annexation is proposed to be zoned R-1, Single-Family Residence District upon annexation.

Section 3. The petition for annexation is conducted under unanimous approval (Wisconsin State Statute Sec. 66.0217(2)). The Wisconsin Department of Administration issued this annexation petition Municipal Boundary Review number 14655. The annexation area is 0.27 acres in size and is wholly located in the Town of Neenah, Winnebago County. The parcel number of the land being annexed is 0100054 and the population of all people living on the transferred land is 0.

Section 4. That the limits of the Third Aldermanic District in the City of Neenah are hereby extended in such manner as to include said territory.

Section 5. 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 5. 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.

Approved:

Adopted: _____

Jane B. Lang, Mayor

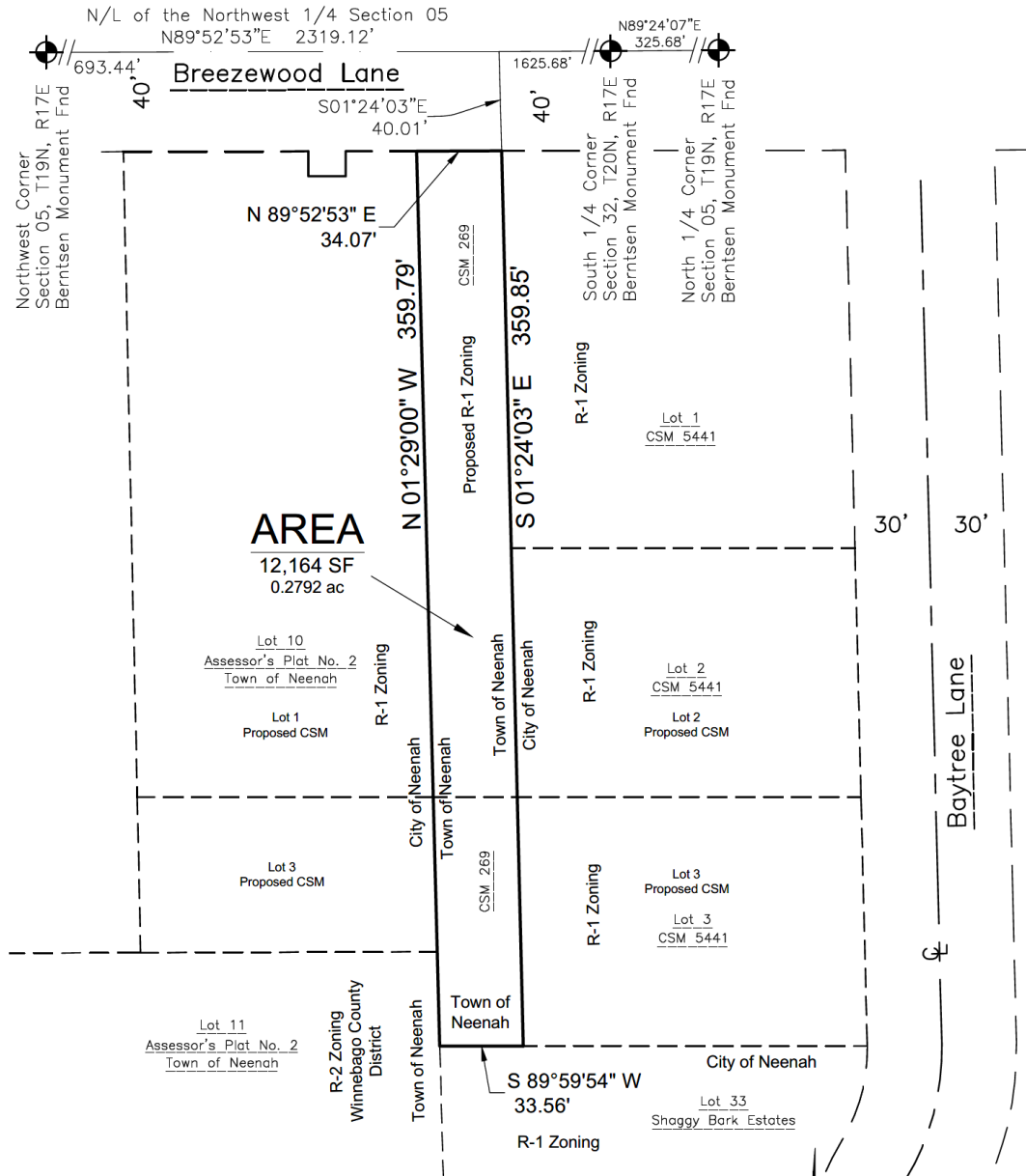
Published: _____

Attest:

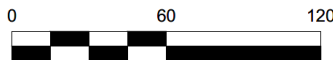
Charlotte Nagel, City Clerk

Annexation Exhibit

Land being part of Certified Survey Map No. 269 and being located in Section 5, Township 19 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin.



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1164 Province Terrace, Menasha, WI 54952
 Ph: 920-991-1866 Fax: 920-441-0804
 www.davel.pro



File: 8441Annex.dwg
 Date: 09/10/2024
 Drafted By: scott
 Sheet: 2 of 2

**PETITION FOR DIRECT ANNEXATION
PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES**

We, the undersigned, constituting 100% of all owners of the real property in the following territory of the Town of Neenah, Winnebago County, Wisconsin, petition the Honorable Mayor and Common Council of the City of Neenah to annex the territory described below and shown on the attached scaled map (Exhibit A) to the City of Neenah, Winnebago County, Wisconsin.

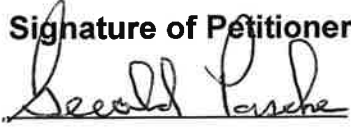
Land being part of Certified Survey Map No. 269 and being located in Section 5, Township 19 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin, containing 12,164 Square Feet (0.2792 Acres) of land described as follows:

Commencing at the Northwest 1/4 Corner of Section 5, T19N, R17E; thence N89°52'53"E along the North line of the Northwest 1/4 of Section 5, 693.44 feet; thence S01°24'03"E, 40.01 feet to the South right-of-way of Breezewood Lane and the Northwest corner of Lot 1 of Certified Survey Map 5441 also the Point of Beginning of the lands being Annexed to the City of Neenah; thence S01°24'03"E, 359.85 feet to the Southwest corner of Lot 3 of said Certified Survey Map 5441; thence S89°59'54"W along the north line of Lot 33, Shaggy Bark Estates, 33.56 feet to the east line of Lot 11, Assessor's Plat No. 2 - Town of Neenah; thence N01°29'00"W along said east line and the east line of Lot 10 of said Plat No. 2, 359.79 feet to the South right-of-way Breezewood Lane; thence N89°52'53"E along said South right-of-way, 34.07 feet to the Point of Beginning of the lands being Annexed to the City of Neenah.

Parcel Number – 010-0054

The current population of such territory is 0.

We the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexations, incorporations, or consolidations proceedings, if any.

Signature of Petitioner	Date of Signing	Owners	Petitioner Address
<u></u>	<u>7-11-24</u>	<u>Gerald Porsche</u>	<u>1407 Baytree Lane</u>
<u></u>	<u>7-11-24</u>	<u>Barbara Porsche</u>	<u>1407 Baytree Lane</u>



Department of Community Development and Assessment
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6126 • e-mail: bschmidt@ci.neenah.wi.us
BRAD R. SCHMIDT, AICP
DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT

M E M O R A N D U M

DATE: September 24, 2024
TO: Mayor Lang and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: 3 Lot CSM – Breezewood Lane/Baytree Lane

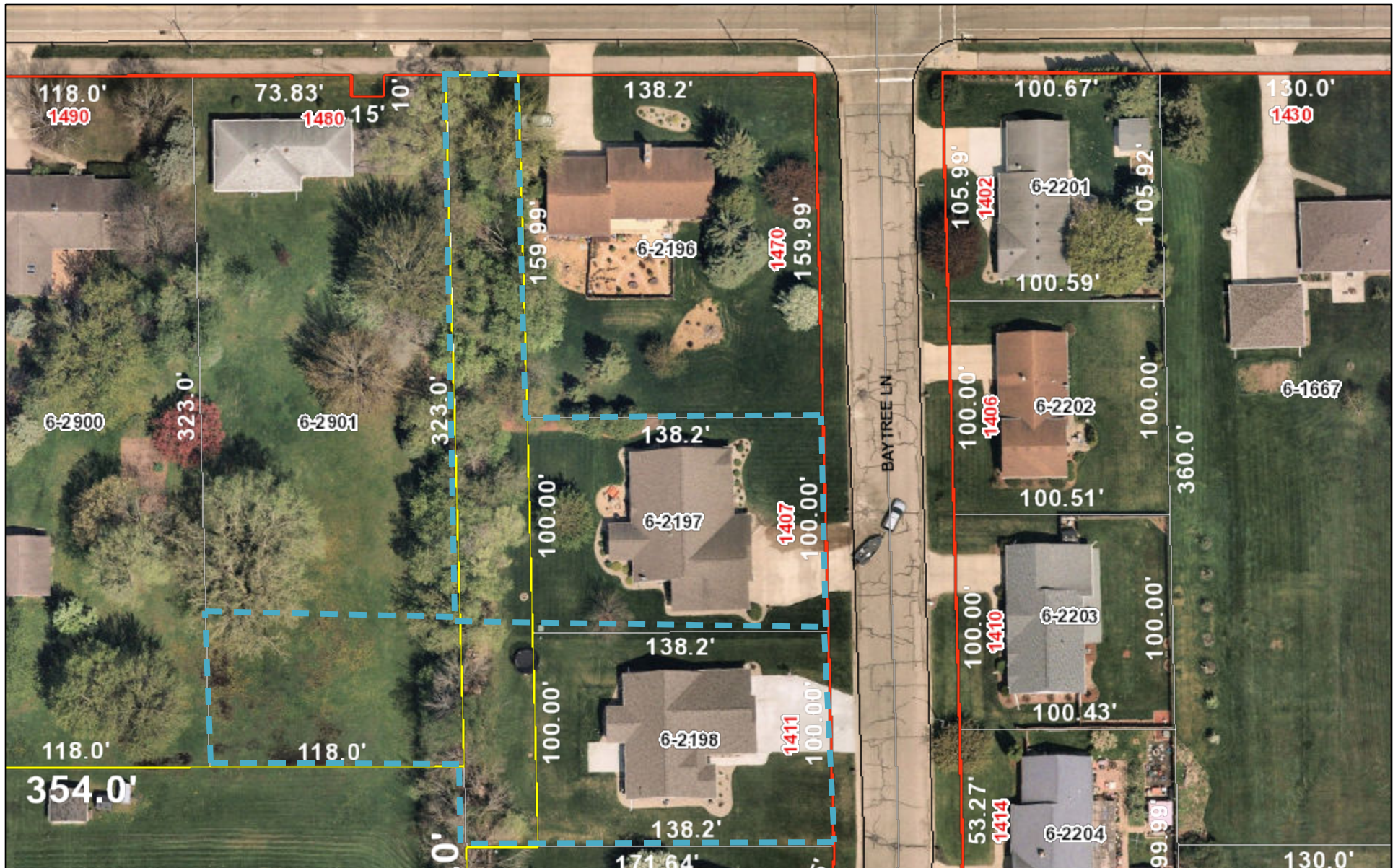
A certified survey map has been submitted which proposes to reconfigure two lots on Baytree Lane and two on Breezewood Lane. A small strip of land between the three lots (two on Baytree Lane and one on Breezewood Lane) is located in the Town of Neenah, but the owner's have petitioned the City to annex the land. The strip of undeveloped land is owned by Gerald and Barbara Porsch who reside at 1407 Baytree Lane. The CSM proposes to add a portion of that land to their property and the property south of them at 1411 Baytree Lane. In addition, the southern portion of 1480 Breezewood Lane is proposed to be added to 1411 Baytree Lane.

All property within the CSM is zoned R-1, Single-Family Residence District. The CSM cannot be signed until the small strip of land along Breezewood Lane is annexed to the City.

Recommendations

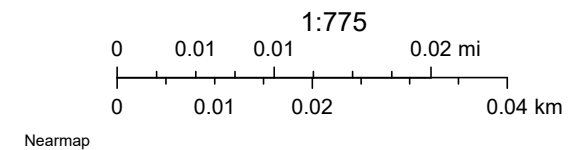
An appropriate action at this time is for the Plan Commission to approve the 3 lot CSM for the property located at along Breezewood Lane and Baytree Lane conditioned on the approval of Annexation #235.

Intranet GIS Web Map



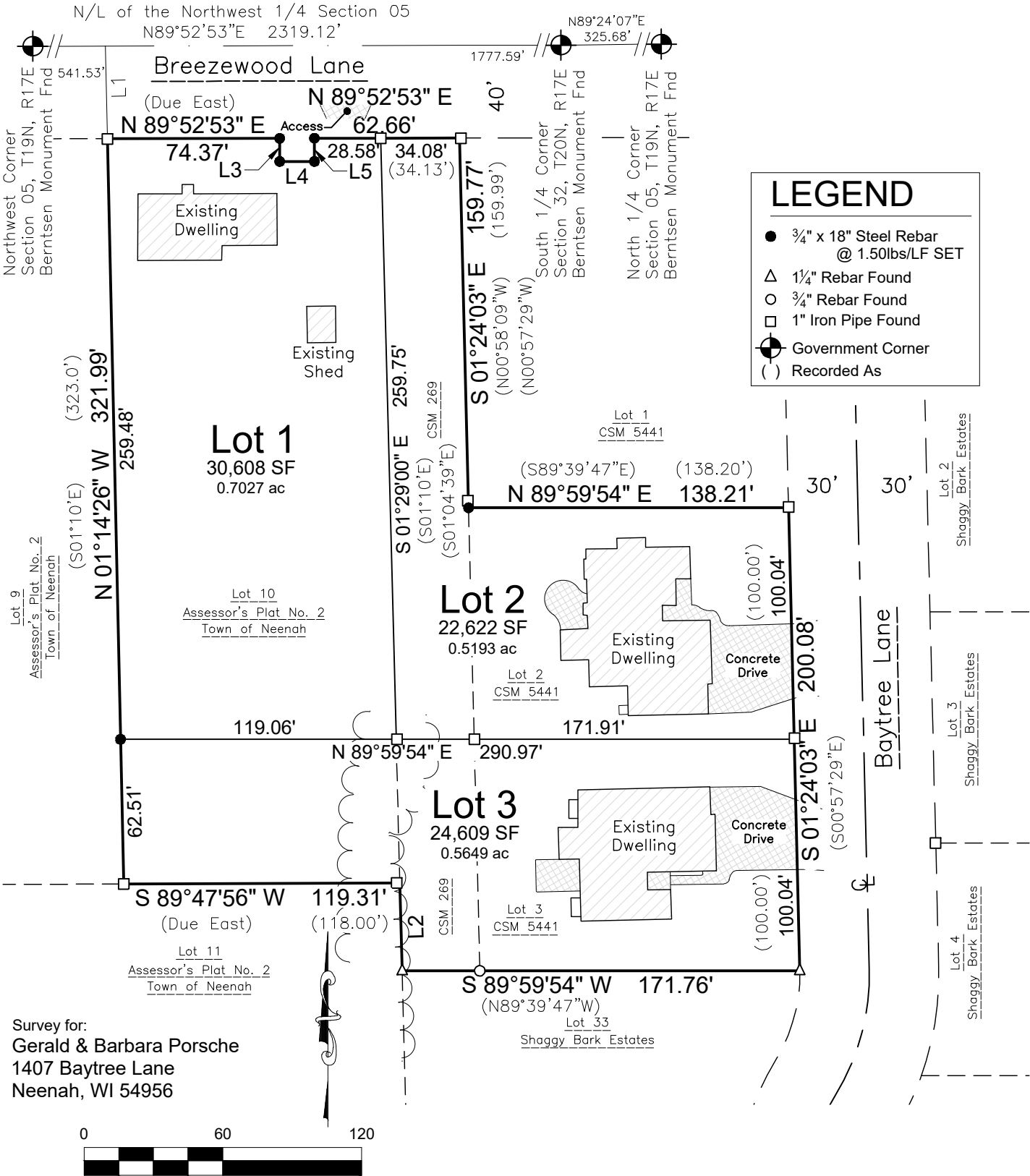
9/17/2024, 10:13:44 AM

- Parcels, Winnebago County
- Right-Of-Way
- Municipal Boundary
- Pavement Edge
- Railroad
- Street Centerline



Certified Survey Map No. _____

All of Lot 2 and 3 of Certified Survey Map 5441, Part of Lot 10 of Assessor's Plat No. 2 - Town of Neenah and Part of Certified Survey Map 269, All being Part of the Northwest 1/4 of the Northwest 1/4 of Section 5, Being Part of Northwest 1/4 of Section 5, Township 19 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin.



Bearings are referenced to the North line of the Northwest 1/4, Section 5, T19N, R17E, assumed to bear N89°52'53"W, base on the Winnebago County Coordinate System.



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro

Scott R. Andersen
Professional Land Surveyor
No. S-3169

Date

File: 8441CSM.dwg
Date: 09/10/2024
Drafted By: scott
Sheet: 1 of 9

Certified Survey Map No. _____

All of Lot 2 and 3 of Certified Survey Map 5441, Part of Lot 10 of Assessor's Plat No. 2 - Town of Neenah and Part of Certified Survey Map 269, All being Part of the Northwest 1/4 of the Northwest 1/4 of Section 5, Being Part of Northwest 1/4 of Section 5, Township 19 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin.

Surveyor's Certificate

I, Scott R. Andersen, Professional Land Surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Neenah and Winnebago County, and under the direction of Gerald & Barbara Porsche and Matthew & Erin Porsche and Patricia Kernen, the property owners of said land, I have surveyed, divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is All of Lot 2 and 3 of Certified Survey Map 5441 (Doc. 1299632), Part of Lot 10 of Assessor's Plat No. 2 - Town of Neenah (Doc. 368679) and Part of Certified Survey Map 269 (Doc. 509722), All being Part of the Northwest 1/4 of the Northwest 1/4 of Section 5, Being Part of Northwest 1/4 of Section 5, Township 19 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin, containing 77,839 Square Feet (1.7869 Acres) of land described as follows:

Commencing at the Northwest 1/4 corner of said Section 05, Township 19 North, Range 17 East; thence, N89°52'53"E along the North line of the Northwest 1/4 of said Section 05, 541.53 feet; thence, S01°14'26"E, 40.01 feet to the south right of way line of Breezewood Lane and to the Point Of Beginning; thence N89°52'53"E, along said right of way, 74.37 feet; thence S00°07'07"E, along said right of way, 10.00 feet; thence N89°52'53"E, along said right of way, 15.00 feet; thence N00°07'07"W, along said right of way, 10.00 feet; thence N89°52'53"E, along said right of way, 62.66 feet to the west line of Lot 1, Certified Survey Map No. 5441; thence S01°24'03"E, along said west line, 159.77 feet to the North line of Lot 2, Certified Survey Map No. 5441; thence N89°59'54"E, along said North line, 138.21 feet to the West right of way of Baytree Lane; thence S01°24'03"E, along said right of way, 200.08 feet to the South line of Lot 3, Certified Survey Map No. 5441 and the North line of Lot 33, Shaggy Bark Estates; thence S89°59'54"W along said South line of Lot 3 and said North line of Lot 33, 171.76 feet to the East line of Lot 11, Assessor's Plat No. 2 - Town of Neenah; thence N01°29'00"W, along said East line, 37.95 feet to the South line of Lot 10, Assessor's Plat No. 2 - Town of Neenah; thence S89°47'56"W, along said South line, 119.31 feet to the West line of said Lot 10; thence N01°14'26"W, along said West line, 321.99 feet to the Point Of Beginning. Described parcels are subject to all easements, and restrictions of record.

Scott R. Andersen, Wisconsin Professional Land Surveyor No. S-3169

LINE TABLE			
Line	Bearing		Length
L1	S 01°14'26" E		40.01'
L2	N 01°29'00" W	(S01°04'39"E)	37.95'
L3	S 00°07'07" E		10.00'
L4	N 89°52'53" E		15.00'
L5	N 00°07'07" W		10.00'



M E M O R A N D U M

DATE: September 24, 2024
TO: Mayor Lang and Members of Plan Commission
FROM: Brad Schmidt, Deputy Director
RE: Preliminary Plat Review – Fourth Addition to the Homes at Freedom Meadows

Request/Background

Van Sistine Homes, LLC submitted a preliminary plat for the Fourth Addition to the Homes at Freedom Meadows. A preliminary plat is the first step in reviewing a subdivision of land into 5 or more lots/parcels. In addition, the preliminary plat identifies the layout of streets, utilities, and land to be dedicated to the public.

Consideration

The proposed plat, 15.72 acres in size, includes 47 single-family residential lots and two outlots. The land was annexed to the City of Neenah and is zoned R-1, Single-Family Residence District. The average lot size is approximately 11,834 square feet which exceeds the minimum lot size for single-family residential lots. The average width of the residential lots is 72 feet wide, exceeding the 60-foot minimum.

Two streets are proposed to be dedicated through the new plat. Freeman Drive and Sovereign Way extend north from Liberty Avenue. Both streets are proposed to be extended north beyond the plat as development occurs in the future. Staff is recommending that Lots 141 and 118 be identified as outlots and a temporary street be included in the plat until the two streets extend north in the future. The length of the two dead-end streets will pose an issue for garbage, snow plowing, and public safety services without the connection. When the streets extend north in the future, the temporary street can be eliminated and the lots developed.

The developer is responsible for installing all public utilities (water, sanitary sewer, and storm sewer) as well as constructing all roads within the plat. As with all subdivisions in the City, a development agreement, outlining the fees and responsibilities between the City and the developer, will be completed before the final plat is approved. That agreement will be reviewed by the Finance Committee and the Board of Public Works and ultimately approved by Common Council.

The Public Works Department has reviewed the engineering plans for this plat and have requested several minor changes.

Storm water will be managed through rear yard drainage swales, storm sewers and ultimately storm water from this plat will be diverted to a storm water retention pond located south of the proposed plat in what will be the 2nd Addition to Freedom Acres. This pond is designed to manage storm water for the proposed plat and future phases of the development.

The proposed plat is consistent with the Freedom Acres/Homes at Freedom Meadows concept plan approved by Plan Commission. This phase represents the fifth out of six phases for the Homes at Freedom Meadows.

Recommendation

Appropriate action at this time is to recommend Common Council approve the Preliminary Plat for the Fourth Addition to the Homes at Freedom Meadows subdivision subject to the conditions on the preliminary plat review letter.



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

September 19, 2024

SCOTT ANDERSON
DAVEL ENGINEERING
1811 RACINE ROAD
MENASHA, WI 54952

RE: Preliminary Plat #2-24 - 4th Addition to the Homes at Freedom Meadows Preliminary Plat Review () Status Conditional

Dear SCOTT ANDERSON:

We have completed our review of the plan identified above. The plan was approved per attached comments, if any that must be addressed. This letter is not to be construed as a zoning compliance, grading, or building permit, certificate of occupancy, or a substitute for any permit or certificate required by any state or federal government entity.

Sincerely,

Brad Schmidt
Deputy Director of Community Development and Assessment
bschmidt@neenahwi.gov
920-886-6126

Plan Review Comments

Planning - Brad Schmidt -
bschmidt@neenahwi.gov

Approved

Review Comments:

1. Sidewalk is required on both sides of Freeman Drive and Sovereign Way.
2. A street connection between Freeman Drive and Sovereign Way is required. This can be done as a temporary street (e.g. identify lots 118 and 141 as outlots), but must be a minimum of 30 feet wide. Remove easements on Lots 119 and 143 for temporary turnarounds.
3. Include a small outlot (similar to outlots 8 and 9) at the end (west terminus) of Liberty Avenue.
4. The approval of the preliminary plat is dependent on obtaining necessary wetland permits from the Wisconsin DNR.
5. Prior to approval of the final plat, the developer shall complete the purchase of the property from the City and finalize a development agreement.

Community Development - Chris Haese -
chaese@neenahwi.gov

Approved

Review Comments:

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

Conditional

Review Comments:

Consider dedicating the north 30 feet (north 5 feet would be part of out lot) of lots 141 and 118 for a connection street.

Public Works - Gerry Kaiser -
gkaiser@neenahwi.gov

Approved

Review Comments:

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

Approved

Review Comments:

Advisory Comments:

There should be a 5-foot outlot at the end of Liberty Avenue, like there are for the other two strips.

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

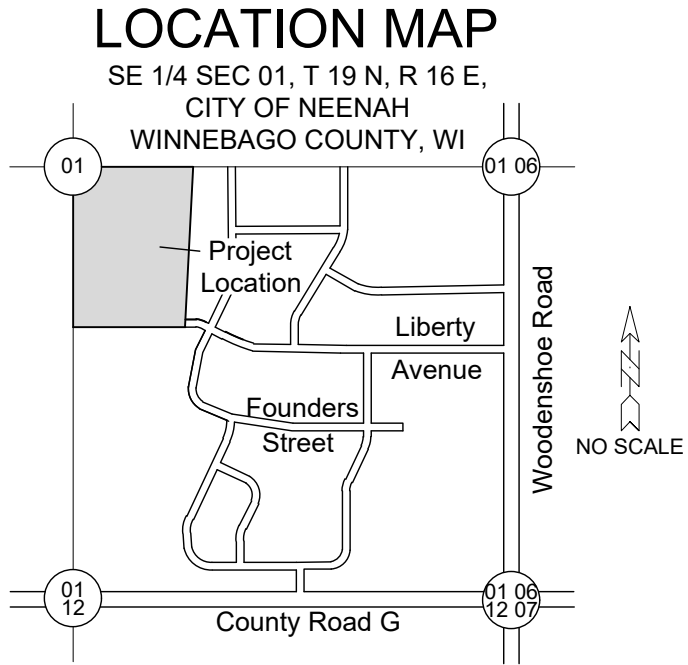
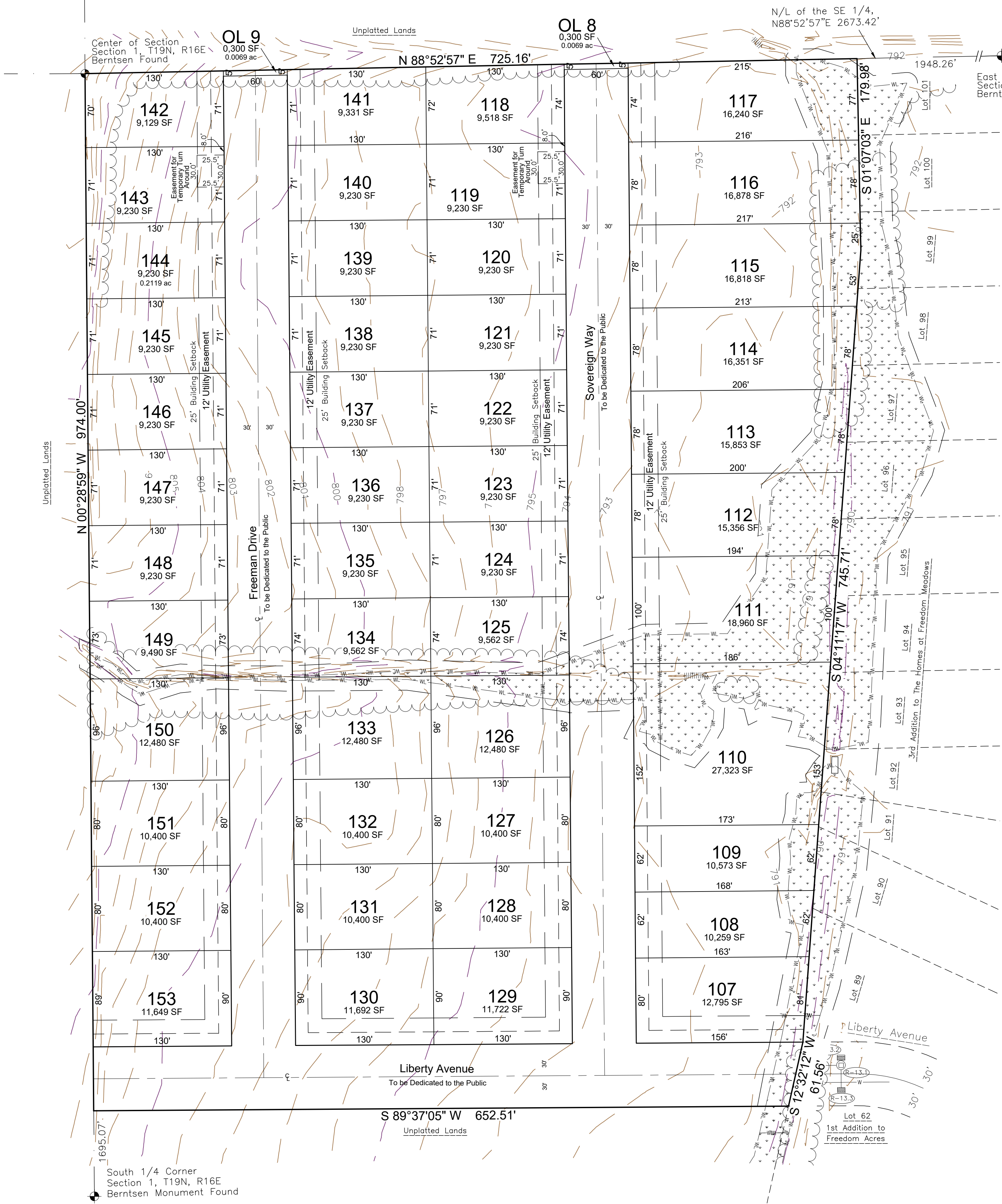
Approved

Review Comments:

Preliminary Plat of

4th Addition to The Homes at Freedom Meadows

Part of the Northwest 1/4 of the Southeast 1/4 of Section 1, Township 19 North, Range 16 East, City of Neenah, Winnebago County, Wisconsin



STORM STRUCTURES						
Structure	#	Rim	Inv	Size	Material	Direction
INL	R-13.2	790.90	787.02	12"	S	S
MH	R-13.1	791.12	786.99	12"	N	N
			783.39	12"	E	E
			786.99	12"	S	S
			783.39	12"	W	W
INL	R-13.3	790.70	787.12	12"	S	S

LEGEND			
	Storm Sewer (Pipe Size)		Storm Manhole Inlet
	Water Main (Pipe Size)		Hydrant
	Treeline		Utility Valve
	Index Contour - Existing		Benchmark
	Intermediate Contour - Existing		
	Delineated Wetlands		

SUPPLEMENTARY DATA

Total Area = 684,781 SF (15.7204 acres)
R/W Area = 149,739 SF (3.4375 acres)
Net Area = 535,042 SF (12.2829 acres)
Number of Lots = 47 and 2 Outlots
Average Lot Size = 11,834 SF
Typical Lot Dimension = 72' x 130'
Lineal Feet of Street = 1,337 LF
Existing Zoning = R-1
Proposed Zoning = R-1
Approving Authorities: City of Neenah
Objecting Authorities:
Department of Administration
Winnebago County Zoning

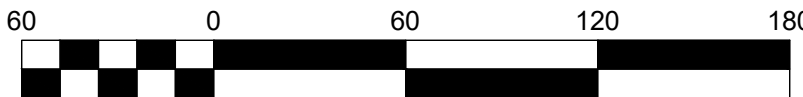
NOTES

- Utility and Drainage Easements will be Shown on the Final Plat.
- Lands to be annexed to the City of Neenah

SURVEYOR'S CERTIFICATE

I, Scott R. Andersen, hereby certify that this Preliminary Plat is a correct representation of all existing land divisions and features, and that I have complied with the preliminary plat requirements for the City of Neenah.

Scott R. Andersen, P.L.S. No. S-3169 Date



Bearings are referenced to the North line of the Southeast 1/4, Section 01, T19N, R16E, assumed to bear S88°52'57"W, base on the Winnebago County Coordinate System

4th Addition to Homes at Freedom Meadows
City of Neenah, Winnebago County, WI
For: Van Sistine Homes, LLC

Date: 07/15/2024
Filename: 8117Plat.dwg
Author: SRA
Last Saved by: kristy
Page 1 of 1

PRELIMINARY PLAT

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1886 Fax: 920-441-0804
www.davel.pro