



NEENAH PLAN COMMISSION - AMENDED

Tuesday, April 9, 2024

4:15 P.M.

Hauser Room, City Administration Building

1. Approval of Minutes: **March 26, 2024**
2. Public Appearances (Ten minutes divided among those wishing to speak on topics pertinent to the Plan Commission)
3. Public Hearings: None
4. Action Items:
 - a. Site Plan Review #3-24 - 2455 Schultz Drive - Edgewater Door Co.
 - b. Site Plan Review (Sidewalk Café) - 207 W. Wisconsin Avenue - Urban Market
5. Comprehensive Plan - Plan Commission Implementation Items
6. Announcements and future agenda items:
 - a. Next Meeting: April 23, 2024

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

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, March 26, 2024
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	ABSENT	Karen Genett	PRESENT	Betsy Ellenberger	PRESENT
Gerry Andrews	ABSENT	Sarah Moore-Nokes	ABSENT		

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Alderman Cari Lendrum
Alderman Lee Hillstrom	Frank Cuthbert, 1533 Fallow Dr, Neenah	Codi Skaar, 2300 W Everett St, Appleton
Brannin Gries, 500 N Commercial St, Neenah		

Minutes: MSC Ellenberger/Kaiser, the Plan Commission, to approve the March 12, 2024 meeting minutes.
All voting aye. Motion passed.

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: None

Action Items:

a. Annexation #232 – 880 Bayview Road (Town of Neenah)

Deputy Director Schmidt went over the request received from a property owner to annex their property located in the Town of Neenah. The property is 1.35 acres in size and includes a portion of the Bayview Road right-of-way and a portion of the private Bayview Lane Road as well. The intent of the property owner is to build a house on the property and connect to city water and sewer. Once the property is annexed, it would receive an R-1 Single Family residence designation. This is property located in the City of Neenah and Town of Neenah Boundary Agreement Area that's designated as the city growth area.

Member Genett asked if there is anything currently on the property. Deputy Director Schmidt stated there is nothing on the property right now.

Member Ellenberger asked for clarification that the Town of Neenah does not have any review authority over this annexation since it is located within the Boundary Agreement. Deputy Director stated that is correct, the boundary agreement states that these areas are ones expected to be annexed to the city.

Ordinance
#2024-03

MSC Genett/Ellenberger, the Plan Commission, to recommend Common Council approve Annexation #232 (Ordinance #2024-03) and the property also receive an R-1, Single-Family Residence District zoning classification. All voting aye. Motion passed.

b. Annexation #233 – 1730 Dixie Rd

Deputy Director Schmidt went over the annexation request for property located at 1730 Dixie Road, which is in the South Park industrial expansion area. This land will be bought by the Community Development Authority, by authorization from the Council. This land is currently being used as a workshop by the property owners. There is a proposed development on the site. The property will be zoned as a temporary I-1 Planned Business Center District. It is temporary due to any land being annexed has to be zoned as its most minimal zoning and in this case it would be R-1 or a temporary zoning. Once it is annexed, the property can go through the rezoning process. The final intent of the property would be a warehouse distribution center with I-1 zoning. This land is also within the Town Boundary Agreement and in the City growth area. There are utilities along Dixie Road. The city had purchased 65 acres around this property in 2003. The intent has been to develop the site and now there is agreement to purchase this property from the property owner.

MSC Steiner/Ellenberger, the Plan Commission to recommend Common Council approve Annexation #233 (Ordinance #2024-06) and the property also receive a Temporary I-1, Planned Business Center District zoning classification. All voting aye. Motion passed.

c. Project Plan Approval #1-24 – Bridgewood PDD – 1000 Cameron Way – Hotel Expansion

Deputy Director Schmidt went over the request for the Bridgewood Hotel expansion. Overall, there are three projects on the property, expansion of the hotel, restaurant, and parking lot. Since this project plan is in the Bridgewood Plan Development District, it needs to be consistent with the overall master plan.

The hotel expansion is on the north side of the existing building, it is about 7,800 square feet in size and three stories tall. It meets all minimum setbacks of the zoning code with the building setbacks and is about 300 feet from the residents to the north and 200 feet from the residents to the east. The building is consistent in design and materials with the existing property. The building will have about 39 hotel rooms, a meeting space, and a fitness center for guests.

Deputy Director Schmidt went over the addition to the bar and restaurant, which is adding an additional 364 square feet. This area does not expand into the parking lot, but into the current landscaped area.

The last expansion would be the parking lot, adding about 59 stalls. This expansion does cross a property boundary, so a CSM would be needed to adjust that property line. Per the code in that area, the property line must include at least a five-foot landscape strip on the far west end with additional landscaping, trees, and shrubs. Also, to break up the long rows of parking, every 12 stalls would need a landscape island. There were also comments made by the fire department about fire access around the building. There will need to be discussions regarding how to meet the fire code and provide adequate access to the building expansion.

Ordinance
#2024-06

Ordinance
#2024-05

Vice Chairperson Alderman Steiner asked if there is any concern about making the fire lane work. Deputy Director Schmidt stated there are different options and if a building has a sprinkler system, there are changes with the requirements.

Brannin Gries, the architect of the project, stated the standard would be 150 feet of fire hose length but on a sprinklered building it would be 450 feet of hose length. He stated they are still in talks with the fire department to make sure it meets the requirements.

Member Genett asked about taking up more landscaping with surface. Deputy Director Schmidt went over in the zoning code there are maximum building coverage areas. This building meets those requirements. With impervious area and stormwater management, the city is acquiring the pond on the north end and converting it to an actual stormwater pond.

Member Genett stated with the added parking spots, there is a possibility of more salt coming into the creek around the parking lot. Deputy Director Schmidt said there is a buffer between the water draining off the parking lot and the pond. Most of the water would infiltrate the ground prior. Director Kaiser said there is 100 feet of grass area before hitting the creek, so it should catch any particles.

MSC Ellenberger/Kaiser, the Plan Commission, to recommend Common Council approve Ordinance #2024-05, for Project Plan Approval #1-24 for the Bridgewood Planned Development District, allowing the construction of a hotel building expansion, restaurant building expansion and a parking lot expansion subject to the Project Plan Approval Letter. All voting aye. Motion passed.

Comprehensive Plan – Plan Commission Implementation Items

Deputy Director Schmidt discussed a document from the comprehensive plan that focuses on items the plan commission can review.

Vice Chairperson Alderman Steiner asked if there are any on-going or in progress items where the plan commission can help get the project further along. Deputy Director Schmidt stated many of the on-going or in-progress items are not really ending or as straightforward as it states on the document.

Deputy Director Schmidt went over the item related to creating a zoning district for neighborhood level commercial uses. Possibly looking at what other communities have done and then bringing it to plan commission to discuss what could work in Neenah.

Deputy Director Schmidt also discussed the city only has one single-family zoning code. This zoning code is adequate for newer development but not for the older parts of the city where there are smaller lots. This zoning makes it difficult for those property owners to add onto their property and this increases the number of variance requests received.

Vice Chairperson Alderman Steiner suggested to start investigating different zoning ideas for the city.

Announcements and Future Agenda Items: Next meeting is scheduled for April 9, 2024.

Adjournment: The Commission adjourned its meeting at 4:58 p.m. MSC Kaiser/Ellenberger. All voting Aye. Motion passed.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kayla Kubat". The script is cursive and fluid, with the first name "Kayla" and last name "Kubat" clearly legible.

Kayla Kubat

Administrative Assistant, Department of Community Development



M E M O R A N D U M

DATE: February 9, 2024
TO: Mayor Lang and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Site Plan Review – 2455 Schultz Drive – Edgewater Door

Request

Edgewater Door has submitted a site plan to construct a manufacturing facility located at 2455 Schultz Drive.

Background

Edgewater Door is a company that manufactures commercial fiberglass doors and frames and is currently located at 176 N. Western Avenue in the City. Edgewater Door and the City of Neenah negotiated a development agreement in which the City will sell the subject property to Edgewater Door and Edgewater Door will construct a 45,500 square foot manufacturing facility. The subject parcel is 9.8 acres in size and includes frontage along Schultz Drive in the City's Southpark Industrial Center. Land north, south, and east of the subject property includes manufacturing and industrial warehouse uses, while land to the west includes the CN railroad. The subject parcel and all land surrounding it, is zoned I-1, Planned Business Center District.

Consideration

The I-1 District development standards are listed below. The proposed dimension or size is listed in parentheses next to the standard.

Building Setbacks:

Front Yard – 30 feet **(104 feet)**

Side Yard – 10 feet **(65 feet – north and 207 feet - south)**

Rear Yard – 10 feet **(428 feet)**

Max Height – 100 feet **(31 feet)**

Green Space Minimum – 5% of the total site **(75%)**

Lot Coverage Maximum – 30% of the total site **(11%)**

Minimum Parking – At least 1 parking space per for each 1,000 square feet of gross floor area. The minimum in this case is 40 stalls **(40 regular stalls, 2 handicap stalls)**.

Landscaping:

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

Frontage – Minimum 10-foot wide strip extending along the lot adjacent to all road right-of-way shall be landscaped as described below:

- A minimum of one shade tree and three shrubs per 40 linear feet of frontage, excluding driveway openings.
- **507 feet of frontage – 13 shade trees and 39 shrubs required.**

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

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

Building Elevations:

The proposed building includes 40,500 square feet of manufacturing and warehouse space, and 5,000 square feet of office space along Schultz Drive. The exterior façade of the one-story office portion of the building includes architectural wall panels, and precast concrete panels. The remainder of the manufacturing portion of the building is primarily constructed with metal panels and includes several window openings. A loading dock is located on the south side of the building. The maximum height of the building is 31 feet 6 inches tall.

Stormwater Management:

The proposed development is required to meet City post-construction stormwater management standards since the development disturbs over 43,560 square feet of land. The stormwater management plan accounts for the required stormwater quantity standards. City Staff reviewed the stormwater plan and has determined it meets City requirements.

Recommendation

Appropriate action at this time is to approve the site plan for a new manufacturing facility at 2455 Schultz Drive subject to the Site Plan Review letter comments.



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

April 04, 2024

JOHN DAVEL
DAVEL ENGINEERING
1811 RACINE STREET
MENASHA, WI 54952

RE: Site Plan #3-24 - 2455 Schultz Drive - Edgewater Door Building Site Plan - Major Review () Status Conditional

Dear JOHN DAVEL:

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

Sincerely,

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

Plan Review Comments

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

Conditional

Review Comments:

Advisory Comments:

Please see the attached NMFR Site Plan Review Document.

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 details on the type of screening around the dumpster area south of the building. A minimum 6-foot tall sight-tight fence or landscaping plantings at least 6 feet tall shall be installed to provide screening from the south and east portions of the dumpster area.
2. Prior to installation of signage, please submit a Sign permit application via the following link:
<https://evolvepublic.neenahwi.gov/>
3. Please contact the Department of Public Works (920) 886-6240 prior to working with the public right-of-way.
4. The future building addition was not reviewed as part of this site plan review. Prior to any building additions, parking lot expansions or any similar project, please contact the Community Development Department (929) 886-6126.
5. Outdoor storage of material, equipment, or products for a period exceeding 24 hours is prohibited unless the outdoor storage area is completely screened with a sight tight fence. Personal items not associated with the business such as recreational vehicles, trailers, personal vehicles or other similar vehicles are strictly prohibited from being stored on the property.

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

Approved

Review Comments:

Public Works - Gerry Kaiser -
gkaiser@neenahwi.gov

Approved

Review Comments:

A street excavation permit is required for sewer lateral installation and driveway curb cuts.
Curb cuts and pavement restoration to be done to city requirements.

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

Approved

Review Comments:

Advisory Comments:

Contractor is responsible for obtaining safe bacteriological samples of large services at a certified lab per Neenah Water Utility specifications. Please see the attached Water Main and Large Service Testing document.

Please provide the results of any bacteriological testing to Tim Jens and Anthony L. Mach at: tjens@neenahwi.gov and amach@neenahwi.gov

Please see the attached Neenah Water Utility Specifications for details regarding all installations.

Any new distribution connections shall be supervised by Water Utility staff. Please give us at least two working days of notice before any connections are made.

Ensure that no interconnections between any well or non-potable source and the distribution system or water services exists or is created by construction activity. Any existing wells shall be properly abandoned or permitted through Neenah Water Utility.

Please contact the Neenah Water Utility Distribution Manager at (920) 886-6191 or the Director at (920) 886-6182 for notifications or if you have any questions.

Please let us know what size meter will be used for the building.

Traffic - James Merten - 920-886-6243
jmerten@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: 03-21-2024
Address: 2455 Shultz Dr, Neenah

Re: Site Plan Review

Plan Review Number:	Not Provided
Application No.:	Not Provided
Site ID No.:	Not Provided
Job:	22085

To: Edgewater Door
Davel Engineering
T.R. Karrels and Associates

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. All other fire and life safety requirements as outlined by local, state, and national ordinances and codes must be adhered to.
11. Appropriate testing of all of fire alarm systems as well as above and belowground water supply for fire protection must be completed and documented with NMFR.
12. Fire apparatus access roads must comply with Section 503 of the 2024 International Fire Code. This includes, but is not limited to, the following:
 - a. 503.1.1 Must extend to within 150 of all portions of the facility.
 - b. 503.2.1 Must be at least 20 feet wide and 13 feet 6 inches tall.
 - c. 503.2.3 Must be designed to support the weight of fire apparatus.
 - d. 503.2.4 Turning radius must be 55' outside and 35' inside.
 - e. 503.2.5 Fire Lanes in excess of 150 feet must include proper turn-a-round as defined in Appendix D of the 2024 IFC.
 - f. 503.5 The Fire Lane may not have any obstructions at any time.

This is in reference to the proposed driveway on the north side of the property. Since it is in excess of 150 feet, a turn-a-round needs to be installed.

13. John Kieckhafer, with Tom Karrels and Associates contacted me about regarding the location of the FDC and private hydrant as shown on page C1.5 of the submitted plans. Mr. Kieckhafer verified that the correct location of the FDC and private hydrant would be located on the north wall in the northeast corner of the maintenance area as shown on page A1.1 of the documents submitted.
14. Based on the way the building is laid out on the plans, it appears that there may be a chance that the building may be added on to in the future. It would be highly recommended to install additional fire hydrants around the perimeter of the building at this time, at locations to be agreed upon with NMFR and the property owner.

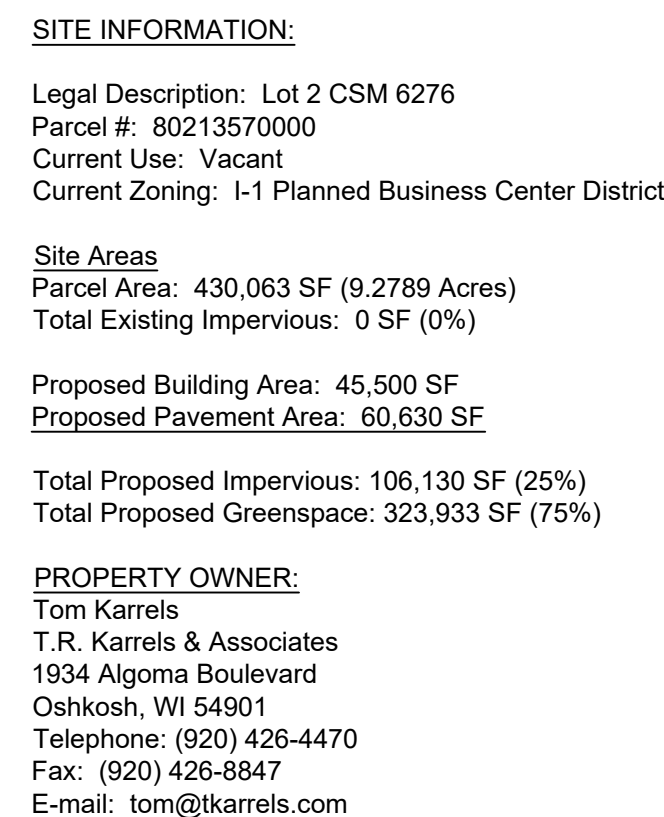
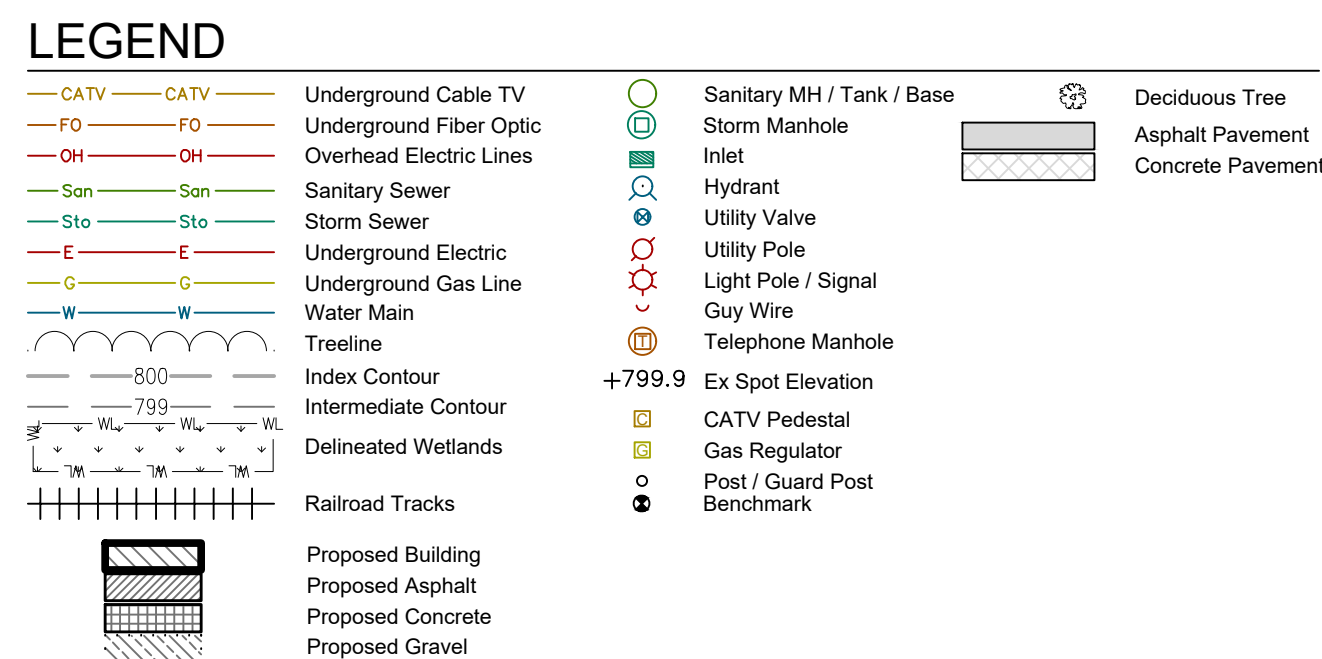
The owner of the building, structure and premise is responsible for maintaining the property in compliance with all applicable codes. In granting this approval Neenah-Menasha Fire Rescue reserves the right to require changes or additions if conditions arise making them necessary for code compliance. 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



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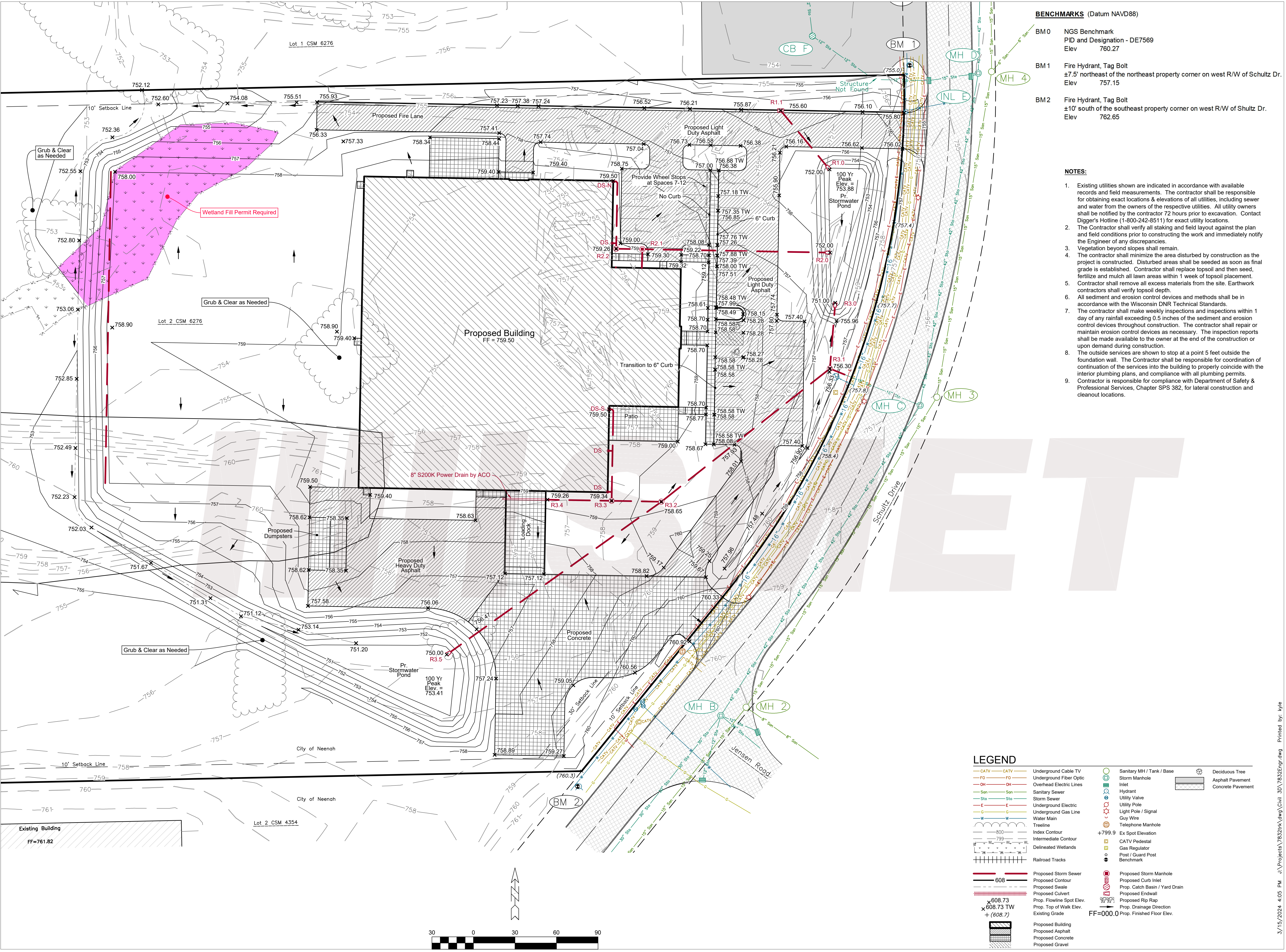
PROJECT INFO:
SITE PLAN
NEW BUILDING
for
DGEWATER DOOR
2455 Schultz Drive
Neenah, WI

DRAWN BY: KAB	SALES:
JOB NO.: 22085	SHEET:
ARCHT. NO.:	C1.2

DATE: 03/14/2024

SCALE: 1" = 60'-0"

<u>SHEET INDEX:</u>	
Sheet	Page
Topographic Survey	C.1.1
Site Plan	C.1.2
Drainage and Grading Plan	C.1.3
Erosion & Sediment Control Plan	C.1.4
Utility Plan	C.1.5
Construction Details	C.2.1
Erosion & Sediment Control Details	C.2.2



BENCHMARKS (Datum NAVD88)	
BM0	NGS Benchmark PID and Designation - DE7569 Elev 760.27
BM1	Fire Hydrant, Tag Bolt ±7.5' northeast of the northeast property corner on west R/W of Schultz Dr. Elev 757.15
BM2	Fire Hydrant, Tag Bolt ±10' south of the southeast property corner on west R/W of Shultz Dr. Elev 762.65

- NOTES:**
- Existing utilities shown are indicated in accordance with available records and field measurements. The contractor shall be responsible for obtaining exact locations & elevations of all utilities, including sewer and water from the owners of the respective utilities. All utility owners shall be notified by the contractor 72 hours prior to excavation. Contact Digger's Hotline (1-800-242-8511) for exact utility locations.
 - The Contractor shall verify all staking and field layout against the plan and field conditions prior to constructing the work and immediately notify the Engineer of any discrepancies.
 - Vegetation beyond slopes shall remain.
 - The contractor shall minimize the area disturbed by construction as the project is constructed. Disturbed areas shall be seeded as soon as final grade is established. Contractor shall replace topsoil and then seed, fertilize and mulch all lawn areas within 1 week of topsoil placement.
 - Contractor shall remove all excess materials from the site. Earthwork contractors shall verify topsoil depth.
 - All sediment and erosion control devices and methods shall be in accordance with the Wisconsin DNR Technical Standards.
 - The contractor shall make weekly inspections and inspections within 1 day of any rainfall exceeding 0.5 inches of the sediment and erosion control devices throughout construction. The contractor shall repair or maintain erosion control devices as necessary. The inspection reports shall be made available to the owner at the end of the construction or upon demand during construction.
 - The outside services are shown to stop at a point 5 feet outside the foundation wall. The Contractor shall be responsible for coordination of continuation of the services into the building to properly coincide with the interior plumbing plans, and compliance with all plumbing permits.
 - Contractor is responsible for compliance with Department of Safety & Professional Services, Chapter SPS 382, for lateral construction and cleanout locations.



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REVISIONS	



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
1184 Province Terrace, Menasha, WI 54952
Ph: 920-999-1000 Fax: 920-441-1004
www.davel.pro

PROJECT INFO:

DRAINAGE & GRADING PLAN

NEW BUILDING for EDGEWATER DOOR

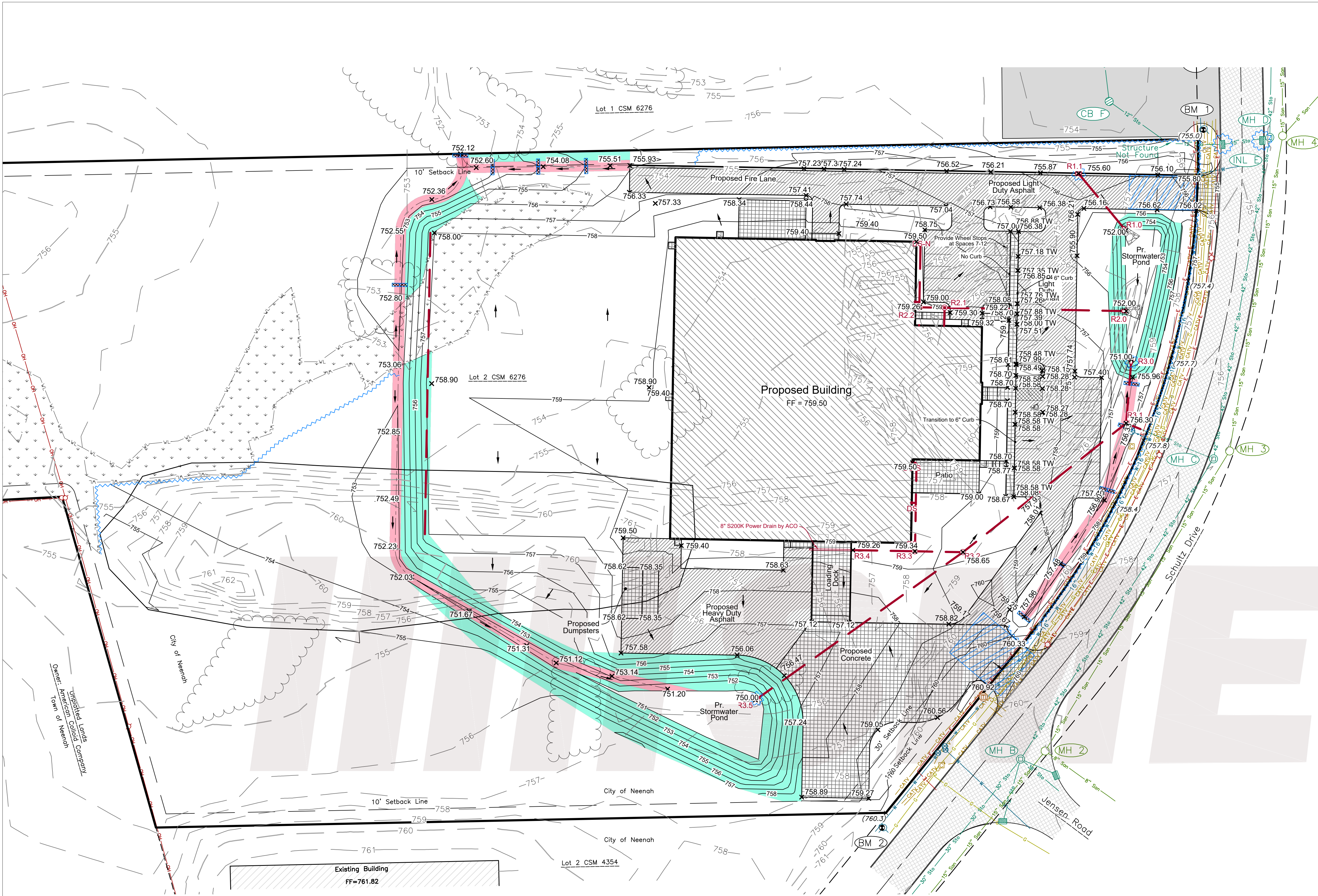
2455 Schultz Drive Neenah, WI

DRAWN BY: KAB	SALES:
JOB NO.: 22085	SHEET: C1.3
ARCHT. NO.:	

DATE: 03/14/2024

SCALE: 1" = 30'-0"

3/15/2024 4:05 PM J:\Projects\7832\KAB\DWG\Civil 3D\7832\Engr.dwg Printed by: lyle



LEGEND

	CATV	Underground Cable TV		Sanitary MH / Tank / Base		Deciduous Tree
	FO	Underground Fiber Optic		Storm Manhole Inlet		Asphalt Pavement
	OH	Overhead Electric Lines		Sanitary Sewer		Concrete Pavement
	San	Storm Sewer		Hydrant		
	E	Underground Electric		Utility Valve		
	G	Underground Gas Line		Utility Pole		
	W	Water Main		Light Pole / Signal		
	T	Treeline		Guy Wire		
	I	Index Contour		Telephone Manhole		
	W	Intermediate Contour		Ex Spot Elevation		
	W	Delineated Wetlands		CATV Pedestal		
	W	Railroad Tracks		Gas Regulator		
	W	Proposed Storm Sewer		Post / Guard Post		
	W	Proposed Contour		Benchmark		
	W	Proposed Swale		Proposed Storm Manhole		
	W	Proposed Culvert		Proposed Curb Inlet		
	W	Proposed Silt Fence		Prop. Catch Basin / Yard Drain		
	W	Prop. Drainage Direction		Proposed Endwall		
	W	Proposed Tracking Pad		Proposed Rip Rap		
	W	Proposed Building		Proposed Urban Type A Erosion Mat		
	W	Proposed Asphalt		Proposed Class I Type B Erosion Mat		
	W	Proposed Concrete		Proposed Inlet Protection		
	W	Proposed Gravel		Type of Inlet Protection		

Planned Sediment and Erosion Control Practices

All erosion control practices shall be in place prior to disturbing the site. All sediment and erosion control devices and methods shall be in accordance with DNR Technical Standards and the WisDOT Erosion Control product acceptability lists (PAL). It is the responsibility of the Contractor to minimize the area disturbed and the duration of the disturbance. Erosion control measures shall be maintained on a continuing basis until the site is permanently stabilized. Erosion controls must be in place at the end of each work day with all off-site sediments being cleaned daily or as necessary as no sediment flushing is allowed.

- Diverting Flow**
 - Temporary Diversion** - Intended to divert runoff around disturbed areas to a location where the water can be discharged without adversely impacting the receiving area or channel. Unlike a permanent diversion, the temporary diversion will be removed upon the completion of the project. Temporary diversions will be used upslope of any soil piles to reduce the amount of sediment transported. There are no temporary diversions proposed with this project. **All diversions shall be installed and maintained in accordance with DNR Technical Standard 1066.**
 - Overland Flow**
 - Silt Fence** - Intended to provide a temporary barrier to the transportation of sediment offsite. Silt fence also reduces the velocity of sheet flow; thereby reducing the erosion potential of flowing water. Silt fencing is not to be used in areas of channelized flow and sediment deposits shall be removed when a 6 inch depth is reached. The silt fence shall be repaired or replaced as necessary to maintain a barrier. **All Silt Fence shall be installed and maintained in accordance with DNR Technical Standard 1056.** It will be placed at the following locations:
 - along the site boundary where runoff will leave the site;
 - and at the toe of soil piles if the pile will remain in place for more than seven (7) days.
 - Sediment Bale Barrier** - Intended to intercept and detain small amounts of sediment from construction operations to prevent sediment from leaving the site. Sediment Bale Barriers are not to be used in areas of channelized flow. **All Sediment Bale Barriers shall be installed and maintained in accordance with DNR Technical Standard 1055.** Sediment Bale Barriers may be used in place of silt fence around soil stockpiles.
 - Mulching and Erosion Mat** - Intended to reduce the amount of erosion caused by raindrop impact, high overland and concentrated flow velocities and assist the establishment of both temporary and permanent vegetation. **All Erosion Mat shall be installed and maintained in accordance with DNR Technical Standard 1052 and 1053 and all Mulching with DNR Technical Standard 1058.** In addition to mulching, Erosion Mat is required per plan with installation per manufacturer specifications.
 - Seeding** - Intended to provide a reduction of overland flow velocities and stabilize disturbed areas. Seeding will be used on all disturbed areas within seven days of the completion of the activity that will disturb the area. **All seeding shall be in accordance with DNR Technical Standard 1059.** Seed mixture 40 (per WisDOT Specifications, Section 630) shall be applied at 5 pounds per 1000 square feet for permanent seeding prior to September 15th. If required, temporary seeding shall consist of Oats, Rye, Winter Wheat, and/or Annual Ryegrass applied at rates and during the season specified by the Technical Standard but no later than November 1st. Sod placement may occur at anytime sod is available and the sod and soil are not frozen.
 - Inlet Protection Barriers** - Intended to prevent the sedimentation of storm water conveyance structures. **All Inlet Protection Barriers shall be installed and maintained in accordance with DNR Technical Standard 1060.** As required, inlet protection barriers will be used at the upstream side of driveway culverts as indicated on the plans.
 - Stone Tracking Pad** - Intended to reduce the amount of sediment transported onto public roads. **The Tracking Pad shall be installed and maintained in accordance with DNR Technical Standard 1057.** A tracking pad will be constructed at the site entrances as indicated on the plan.
 - Dust Control** - Intended to reduce surface to air transport of dust during construction. **Dust control shall be implemented with use of methods provided in DNR Technical Standard 1068.** These methods include the use of polymers, seeding, and mulch.
 - Dewatering BMP** - Intended to reduce the amount of sediment conveyed due to dewatering practices. **Dewatering practices require compliance with DNR Technical Standard 1061.** The use of geotextile bags is required to prevent sedimentation. The bags shall meet the requirements of Technical Standard 1061.
- Dewatering BMP (if required) - Intended to reduce the amount of sediment conveyed as a result of dewatering practices. Dewatering practices require compliance with DNR Technical Standard 1061
- If dewatering is required, the contractor will need to direct the discharge to a stable outlet. The pump shall discharge into a dewatering bag or geotextile filter basin. Prior to dewatering, a qualified contractor shall perform the sediment testing and select the proper flocculants and determine the necessary treatment.
 - Upon completion of the dewatering operation, all materials must be disposed of properly. The bags or fabric must be removed from the site. Disposal of all materials shall be in accordance with all state and local requirements.

Sequence of Construction

- Obtain plan approval and other applicable permits.
- Flag work limits. **April 2024.**
- Install all erosion control measures. **April 2024.**
- Strip topsoil prior to building construction. Stabilize topsoil in accordance with the appropriate WDNR Technical Standard, temporary seeding is required on all disturbed soils if conditions allow. **April 2024.**
- Begin sanitary sewer service and water service construction. **April 2024.**
- Excavate for and build building foundation. **April 2024.**
- Construct building, driveways, and parking areas upon completion of the utility construction. Field inspect and add additional measures if necessary. **May 2024.**
- Stabilize lawn and ditch areas no later than one week after final grade is established. **No later than September 2024.**
- Watering may be necessary to establish healthy and well rooted vegetation. Temporary measures may only be removed once final site stabilization has occurred.

Note: The dates provided are approximate for proposed construction and subject to weather conditions and overall project schedule. Several work items as listed above may occur simultaneously with others.

Maintenance Plan

The contractor is responsible for inspection and maintenance of sediment and erosion control measures until the project is completed. The inspections shall be made every seven days or within 24-hours of a rainfall event of 0.50-inch or greater. Any practices that are damaged or not working properly shall be repaired by the end of the day. Accumulated sediment shall be removed when it has reached a height of one-half the height of the structure. In addition, the following measures shall be taken:

- All seeded areas will be re-seeded and mulched as necessary according to the specifications in the planned practices to maintain a vigorous, dense vegetated cover.
- Remove silt fence and temporary structures only after final stabilization and vegetative cover is established.
- Avoid the use of fertilizers and pesticides in or adjacent to channels or ditches.
- Construction and waste materials shall be properly disposed.

Weekly inspection reports shall be maintained by the contractor. These reports shall document inspections and maintenance performed. The date and time of the inspections, the inspector's name, and the status of construction and any maintenance performed. Refer to Appendix C of the Erosion and Sediment Control Plan (report) or visit <http://dnr.wi.gov/runoff/stormwater/constforms.htm> for a template. Upon request, the inspection reports shall be made available to the owner, the engineer, the Town of Lawrence, or the Wisconsin Department of Natural Resources.

Responsible Parties

Best Management Practices (BMPs) Construction and Maintenance:
The Owner's Contractor, yet to be determined.
Inspection and Compliance Enforcement
City of Neenah

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PHONE: (800) 332-8892
FAX: (920) 832-2204
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REVISIONS



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
1164 Province Terrace, Menasha, WI 54952
Ph: 920-999-8800 Fax: 920-441-1004
www.davel.com

PROJECT INFO:
EROSION & SEDIMENT CONTROL PLAN

NEW BUILDING for EDGEWATER DOOR

2455 Schultz Drive Neenah, WI

DRAWN BY:
KAB

SALES:

JOB NO.:
22085

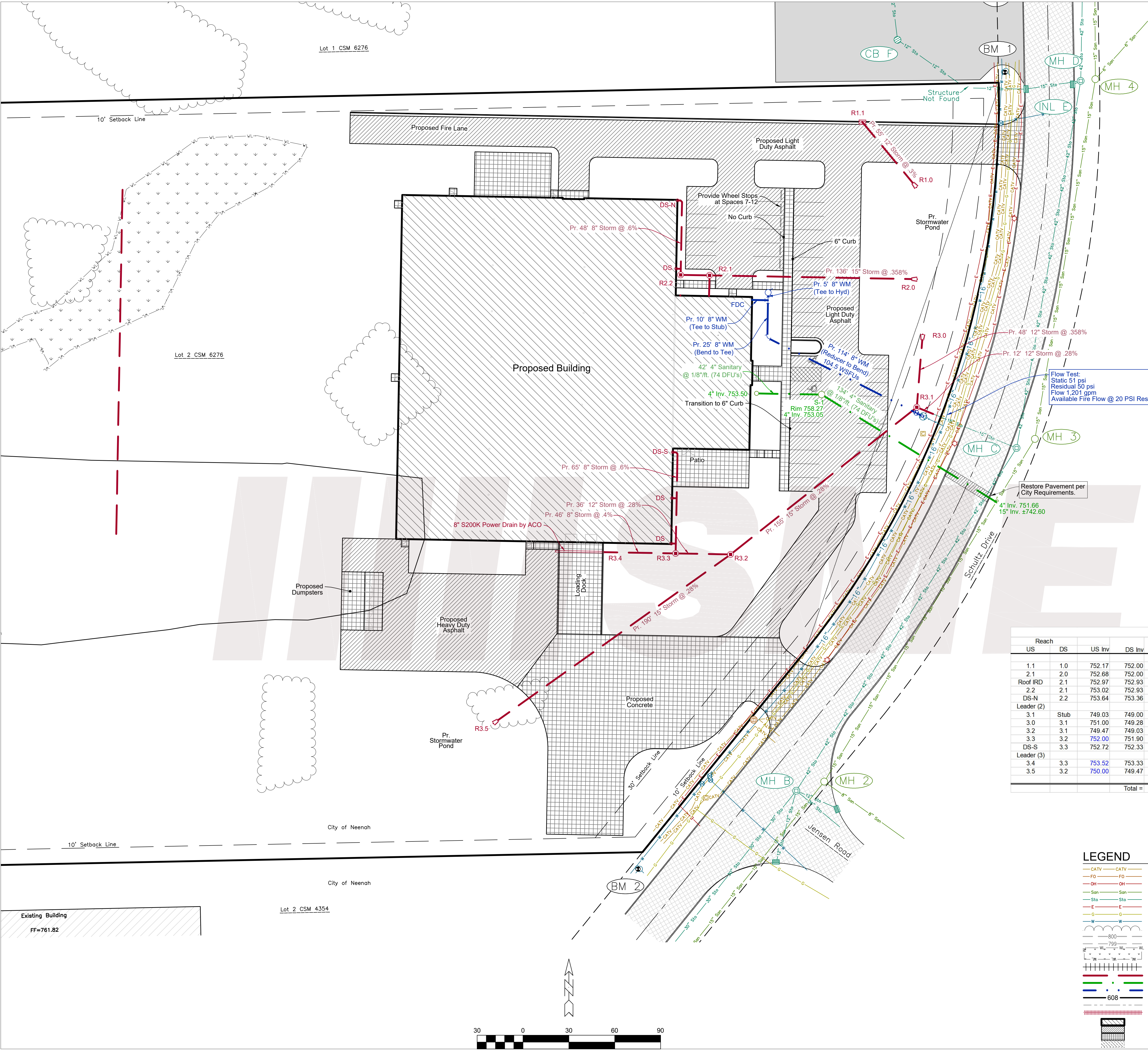
SHEET:

ARCHT. NO.:

C1.4

DATE: 03/14/2024

SCALE: 1" = 30'-0"



Sewer and Water shall be constructed in accordance with the State of Wisconsin Standard Specifications for Sewer and Water Construction, and all Special Provisions of the City of Neenah.

Contractor shall locate all buried facilities prior to excavating. This plan may not correctly or completely show all buried utilities.

The Contractor shall verify all staking and field layout against the plan and field conditions prior to constructing the work and immediately notify the Engineer of any discrepancies.

The Contractor shall comply with all conditions of the Erosion Control Plan and the Storm Water discharge Permit. All Erosion Control shall be done in accordance with the Plan and Wisconsin DNR Technical Standards.

The outside services are shown to stop at a point 5 feet outside the foundation wall. The Contractor shall be responsible for coordination of continuation of the services into the building to properly coincide with the interior plumbing plans, and compliance with all plumbing permits.

The Contractor is responsible for compliance with Department of Safety & Professional Services, Chapter SPS 382, for lateral construction and cleanout locations.

The contractor shall coordinate with provider for electric, gas, and telecommunication service connection and relocations.

Pipe lengths are measured to center of structure. Endwalls are included in pipe length.

Water Pipe shall be PVC C909, with minimum of 18 gauge, insulated (blue), single-conductor copper tracer wire, or equivalent, per SPS 382.40 (8)(k). The water service shall be buried for 6.5 feet of cover from final grade.

Sanitary Sewer Pipe shall be PVC Schedule 40, with minimum of 18 gauge, insulated (blue), single-conductor copper tracer wire, or equivalent, per SPS 382.30 (11)(h). Sewer less than 4.0 feet of cover shall be insulated with 1.5 inch thick, 4 foot wide polystyrene insulation board.

Storm Sewer Pipe shall be PVC SDR(35), Reinforced Concrete Class III, or HDPE, AASHTO M 294, Type S with water tight joints, with minimum of 18 gauge, insulated (brown), single-conductor copper tracer wire, or equivalent, per SPS 382.36 (7)(d)10.a.

Contractor is responsible for compliance with Department of Safety & Professional Services, Chapter SPS 382, for lateral construction and cleanout locations.

The Contractor shall contact Anthony Mach, Manager (920) 886-6182 at least 4 days prior to any work involving the public water main.

STORMSEWER STRUCTURE SUMMARY						
Structure	Type	Size	Cover	Rim	Invert	Depth
R-1.0	Endwall	---	---	---	752.00	---
R-1.1	Inlet	3x2' ID	R-3067-C	755.60	752.17	3.44
R-2.0	Endwall	---	---	---	752.00	---
R-2.1	MH (48)	48" ID	R-2510-2	759.09	752.68	6.41
IRD	Pipe End	12	---	759.50	752.97	6.53
R-2.2	MH (48)	48" ID	R-2510-2	759.26	753.02	6.24
DS-N	Pipe End	8	---	759.50	753.64	5.86
R-3.0	Endwall	---	---	---	751.00	---
R-3.1	MH (48)	48" ID	R-2510-2	756.30	749.03	7.27
R-3.2	MH (48)	48" ID	R-2510-2	758.65	749.47	9.18
R-3.3	MH (48)	48" ID	R-2510-2	759.34	752.00	7.34
DS-S	Pipe End	8	---	759.50	752.72	6.78
R-3.4	S200K Power Drain, 8" by ACO	---	---	755.50	753.52	1.98
R-3.5	Endwall	---	---	---	750.00	---

STORM SEWER PIPE SUMMARY												
Reach							Size	Node	Total Area	Grass	Roof	Pavement
US	DS	US Inv	DS Inv	Length	Slope		(in)	Drop	(SF)	(SF)	(SF)	(SF)
1.1	1.0	752.17	752.00	55	0.0030		12	0.00	17088	4588	0	12500
2.1	2.0	752.68	752.00	136	0.0050		15	0.00				
Roof IRD	2.1	752.97	752.93	9	0.0050		12	0.00	23000	0	23000	0
2.2	2.1	753.02	752.93	19	0.0050		12	0.00	23000	0	0	0
DS-N	2.2	753.64	753.36	48	0.0060		8	0.00	11250	0	11250	0
Leader (2)					0.0100		6	0.00				
3.1	Stub	749.03	749.00	12	0.0028		15	0.00				
3.0	3.1	751.00	749.28	48	0.0358		12	0.00	37325	22020	0	15305
3.2	3.1	749.47	749.03	155	0.0028		15	0.00				
3.3	3.2	752.00	751.90	36	0.0028		12	0.00				
DS-S	3.3	752.72	752.33	65	0.0060		8	0.00	11250	0	11250	0
Leader (3)					0.0050		6	0.00				
3.4	3.3	753.52	753.33	46	0.0040		8	1.00	2150	0	0	2150
3.5	3.2	750.00	749.47	190	0.0028		15	0.00	195413	142643	22909	27711
Total =				819					320,476	169,251	68,409	57,666

LEGEND

CATV

CATV

Underground Cable TV

FO

FO

Underground Fiber Optic

OH

OH

Overhead Electric Lines

San

San

Sanitary Sewer

Sto

Sto

Storm Sewer

E

E

Underground Electric

G

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Underground Gas Line

W

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Water Main

Tr

Tr

Treeline

800

800

Index Contour

799

799

Intermediate Contour

Wetlands

Wetlands

Delineated Wetlands

608

608

Railroad Tracks

Proposed Storm Sewer

Proposed Storm Sewer

Proposed Sanitary Sewer

Proposed Water Main

Proposed Water Main

Proposed Contour

Proposed Swale

Proposed Swale

Proposed Culvert

Proposed Building

Proposed Building

Proposed Asphalt

Proposed Concrete

Proposed Concrete

Proposed Gravel

Sanitary MH / Tank / Base

Storm Manhole

Inlet

Hydrant

Utility Valve

Utility Pole / Signal

Guy Wire

Telephone Manhole

Ex Spot Elevation

CATV Pedestal

Gas Regulator

Post / Guard Post

Benchmark

Proposed Sanitary Manhole

Proposed Storm Manhole

Proposed Curb Inlet

Prop. Catch Basin / Yard Drain

Proposed Endwall

Proposed Hydrant

Proposed Valve

Proposed Curb Stop

Proposed Cleanout

Proposed Reducer

Proposed Water MH

Proposed Tee

Proposed Cross

Proposed 90° Bend

Proposed 45° Bend

Proposed 22.5° Bend

Deciduous Tree

Asphalt Pavement

Concrete Pavement

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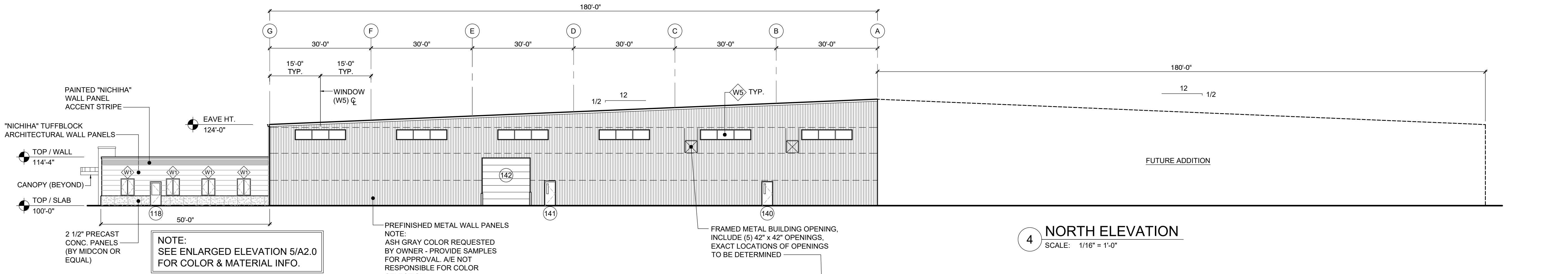
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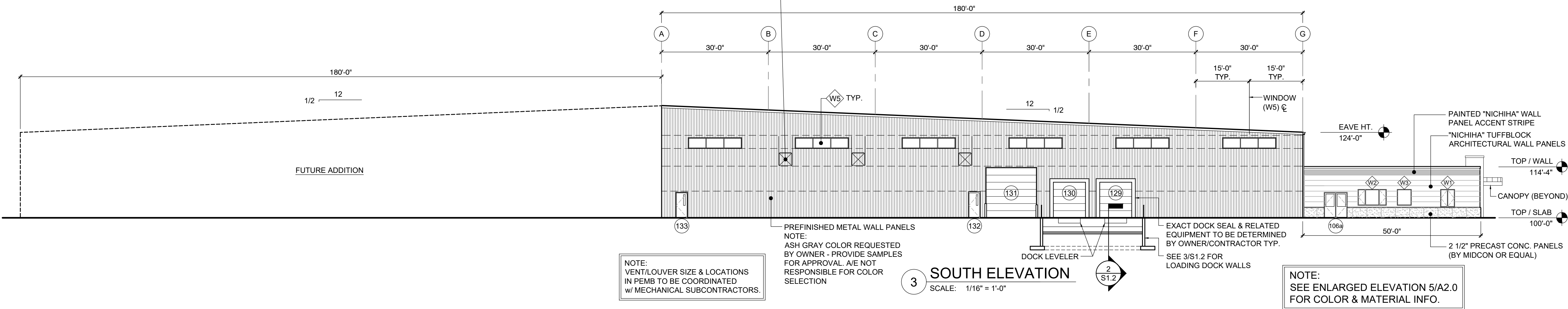
DEPT: 928

DEPT: 929

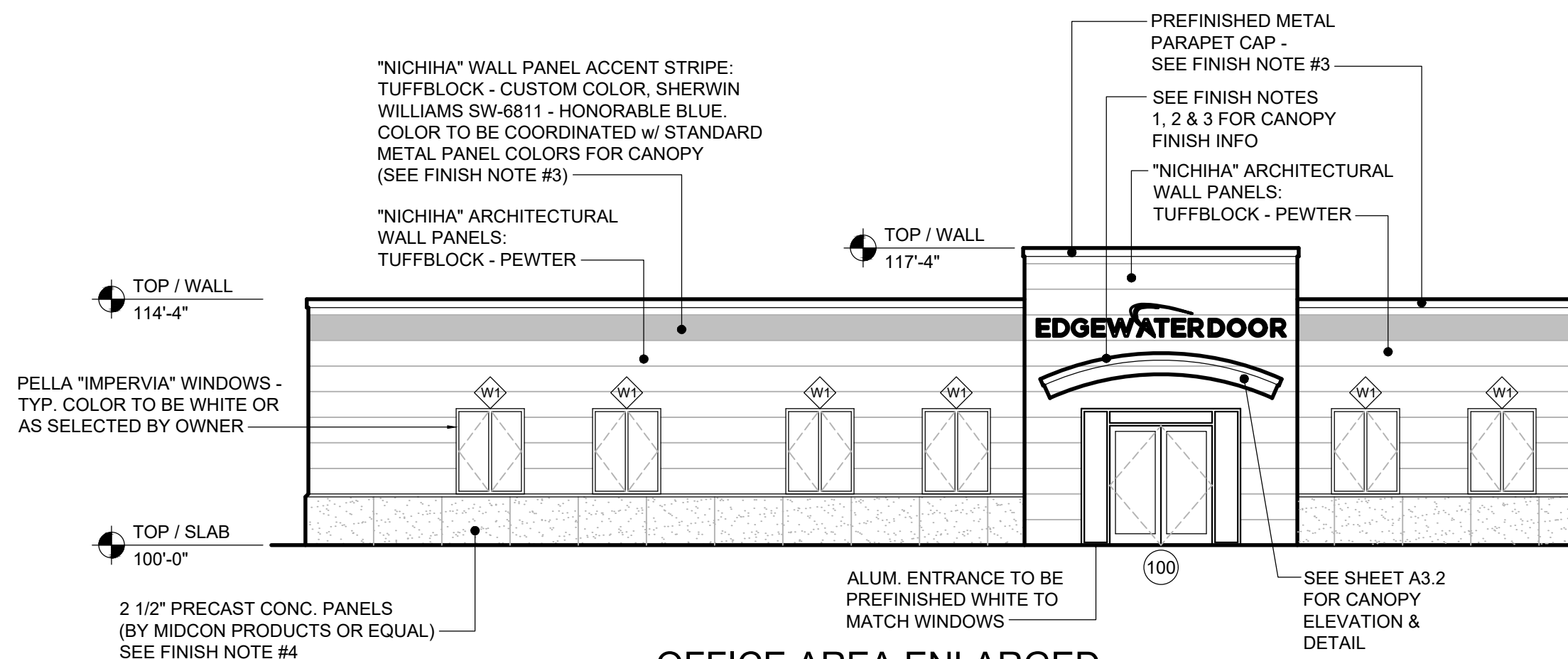
DE



4 NORTH ELEVATION
SCALE: 1/16" = 1'-0"



3 SOUTH ELEVATION
SCALE: 1/16" = 1'-0"



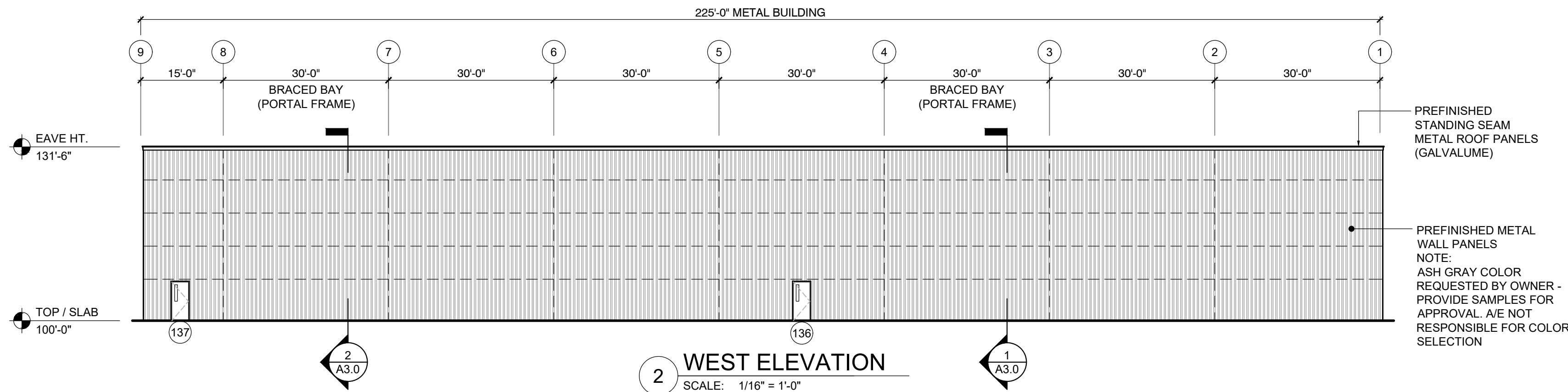
5 OFFICE AREA ENLARGED
PARTIAL EAST ELEVATION
SCALE: 1/8" = 1'-0"

EXTERIOR FINISH NOTES:

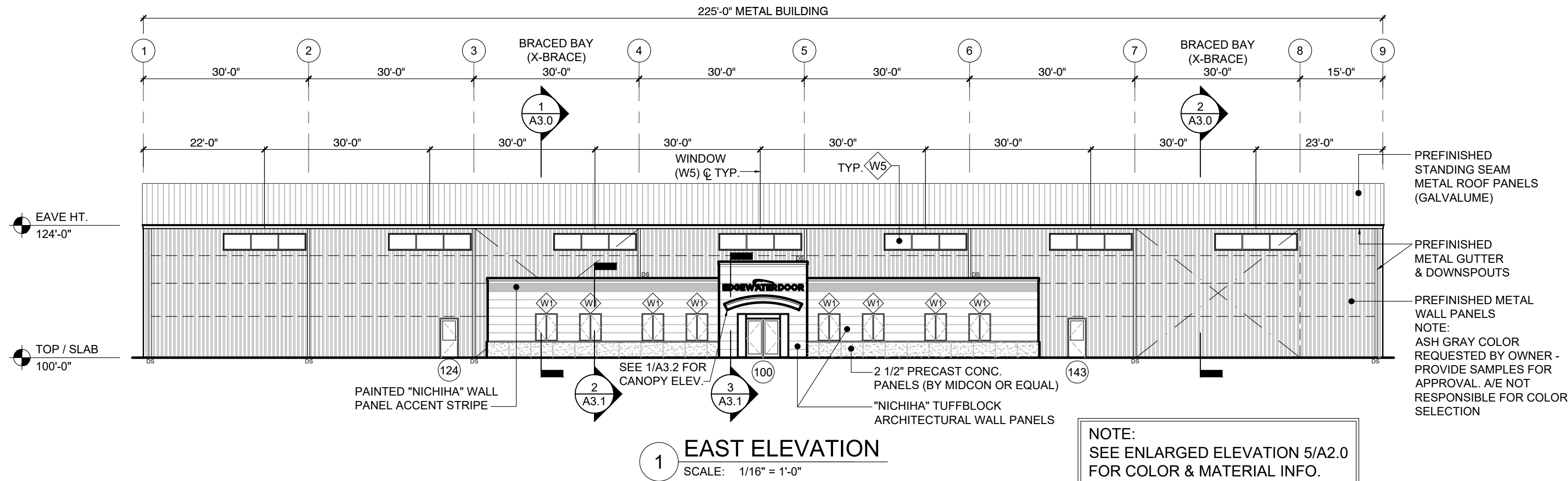
- CANOPY ROOF: PAC-CLAD SNAP-ON STANDING SEAM METAL ROOF PANELS OR EQUAL. CURVED TO RADIUS OF ENTRANCE CANOPY. COLOR TO BE "BLUE" AS SELECTED BY OWNER FROM MANUFACTURER'S STANDARD COLORS.
- CANOPY SOFFIT: PAC-CLAD 7" FLUSH PANEL OR EQUAL, TO FOLLOW CURVED RADIUS OF ENTRANCE CANOPY. COLOR TO BE WHITE/GRAY AS SELECTED BY OWNER FROM MANUFACTURER'S STANDARD COLORS.
- PREFINISHED METAL CANOPY FASCIA, TRIM & ALL METAL FLASHINGS, ETC. TO BE PAC-CLAD OR EQUAL. COLOR AS SELECTED BY OWNER FROM MANUFACTURER'S STANDARD COLORS.
- PRECAST CONCRETE PANELS TO BE AS MANUFACTURED BY MID-CON PRODUCTS, HORTONVILLE, WI OR EQUAL. COLOR TO BE MATCHED TO SELECTED "NICHIIHA" WALL PANEL COLOR FROM SAMPLE PROVIDED BY CONTRACTOR/SUPPLIER.

GENERAL NOTES:

- PRODUCT SAMPLES TO BE PROVIDED TO OWNER/CONTRACTOR FOR COLOR APPROVAL. A/E NOT RESPONSIBLE FOR COLOR SELECTION.
- "NICHIIHA" WALL PANELS, ARCHITECTURAL METALS, PRECAST CONC. PANELS, ETC. TO BE INSTALLED PER MANUFACTURER'S INSTRUCTIONS.



2 WEST ELEVATION
SCALE: 1/16" = 1'-0"



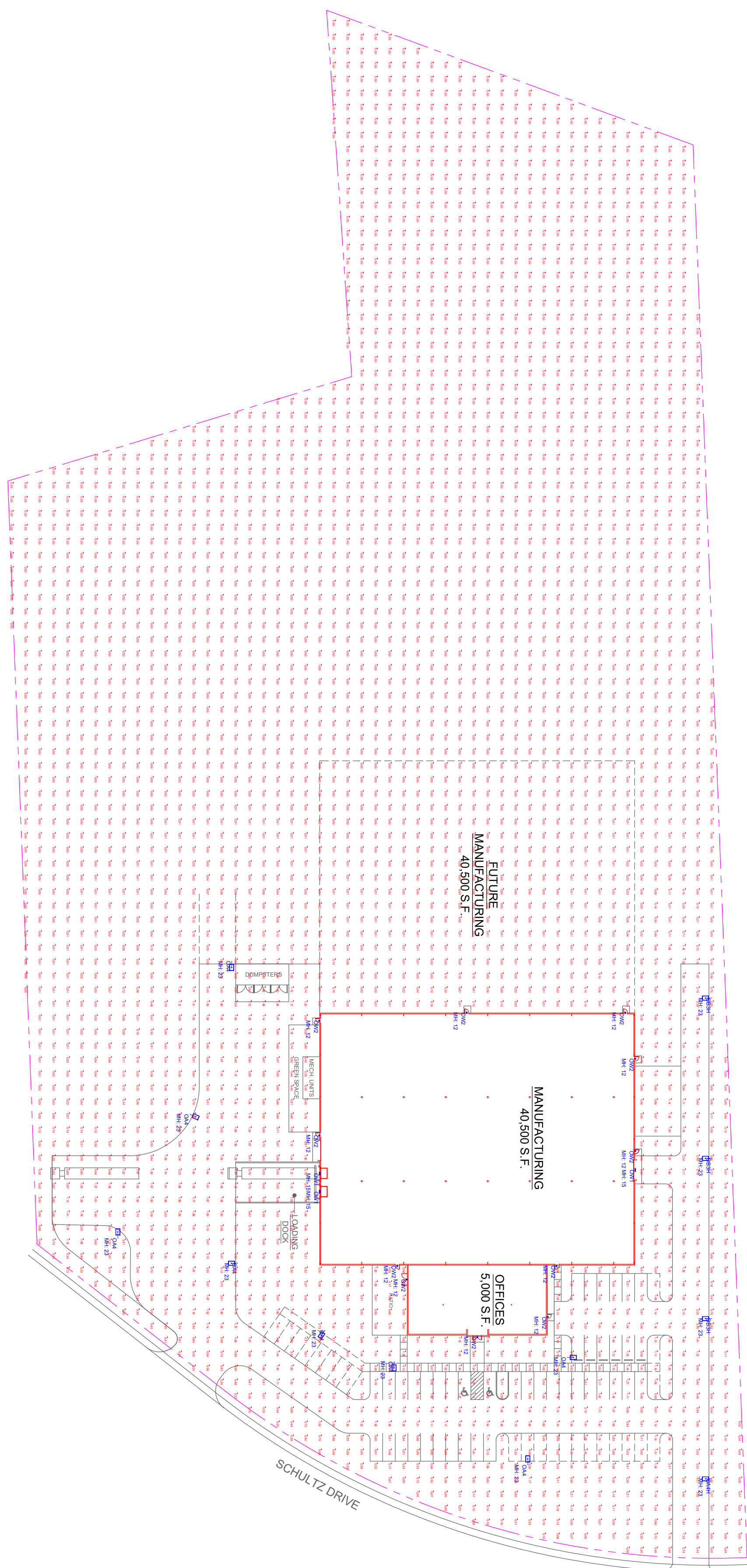
1 EAST ELEVATION
SCALE: 1/16" = 1'-0"

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REVISIONS									

TR. Karrels & Associates, SC
1934 Algoma Blvd. | Oshkosh, WI 54901 | P 920.426.4470
TR KARRELS & ASSOC.
1934 ALGOMA BLVD.
OSHKOSH, WI 54901
(920) 426 - 4470
TRKARRELS.COM

PROJECT INFO:
NEW BUILDING for **EDGEWATER DOOR**
2455 Schultz Drive
Neeenah, WI
DRAWN BY: KAB
SALES:
SMET JOB NO.: 22085
SHEET: **A2.0**
ARCHT. NO.:
DATE: 3/15/2024
SCALE:



Unit/Item Schedule		Arrangement	LT	MT	Description	Lum. Min	Total Min	Lum. Lumen
Qty	Label							
8	SHADE	0.000	UTERCHINA		850 LED P, 6W 48V T8 1/2 EAT BASE	39.64	317.12	4256
1	SHADE	0.000	UTERCHINA		850 LED P, 6W 48V T8 1/2 EAT BASE	39.64	317.12	4256
3	SHADE	0.000	UTERCHINA		850 LED P, 6W 48V T8 1/2 EAT BASE	39.64	317.12	4256
1	SHADE	0.000	UTERCHINA		850 LED P, 6W 48V T8 1/2 EAT BASE	39.64	317.12	4256
1	SHADE	0.000	UTERCHINA		850 LED P, 6W 48V T8 1/2 EAT BASE	39.64	317.12	4256

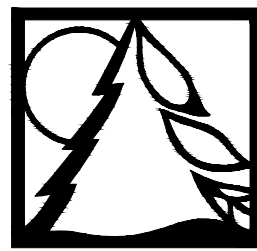
Circulation Summary						
Label	Cell Type	Units	Avg	Max	Min	Asymptm
SITE	Barrenness	Fe	0.38	6.17	0.00	N/A
PARKING AREA	Barrenness	Fe	1.57	5.2	0.5	3.16
						10.69

EDGEWATER DOOR
NEENAH, WISCONSIN
LIGHTING LAYOUT

DRAWN BY : AD
DATE : MAR 20, 2024
SCALE : 1"= 40'-0 "

REVISIONS	#	DATE	COMMENTS





Schmalz
Custom Landscaping
and Garden Center

LANDSCAPE ARCHITECTURE
DEVELOPMENT
CONSTRUCTION

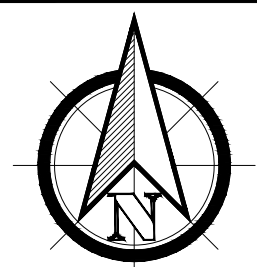
AWARD WINNING DESIGN
AND INSTALLATION

W2484 CTY RD. KK
APPLETON, WI 54915-9464
PHONE 920-733-8223
FAX 920-733-3262
WWW.SCHMALZLANDSCAPING.COM

All ideas, designs, arrangements and plans
indicated by this drawing are owned by, and are
the property of Schmalz Custom Landscaping.
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for any purpose without the written permission of
Schmalz Custom Landscaping, Inc.
Written dimensions on this plan shall have precedence
over scaled dimensions.

DO NOT SCALE
© 2021, Schmalz Custom Landscaping, Inc.

Edgewater Door
Schultz Dr.
Neenah, WI 54956



DATE: 03/2024
REVISED:
PHONE NO.:
EMAIL:
SCALE: 1" = 30'-0"
DRAWN BY:
JESJ

SHEET TITLE

Landscape Plan

SHEET NO.

L-2

JOB # FILE NO.

NOTES

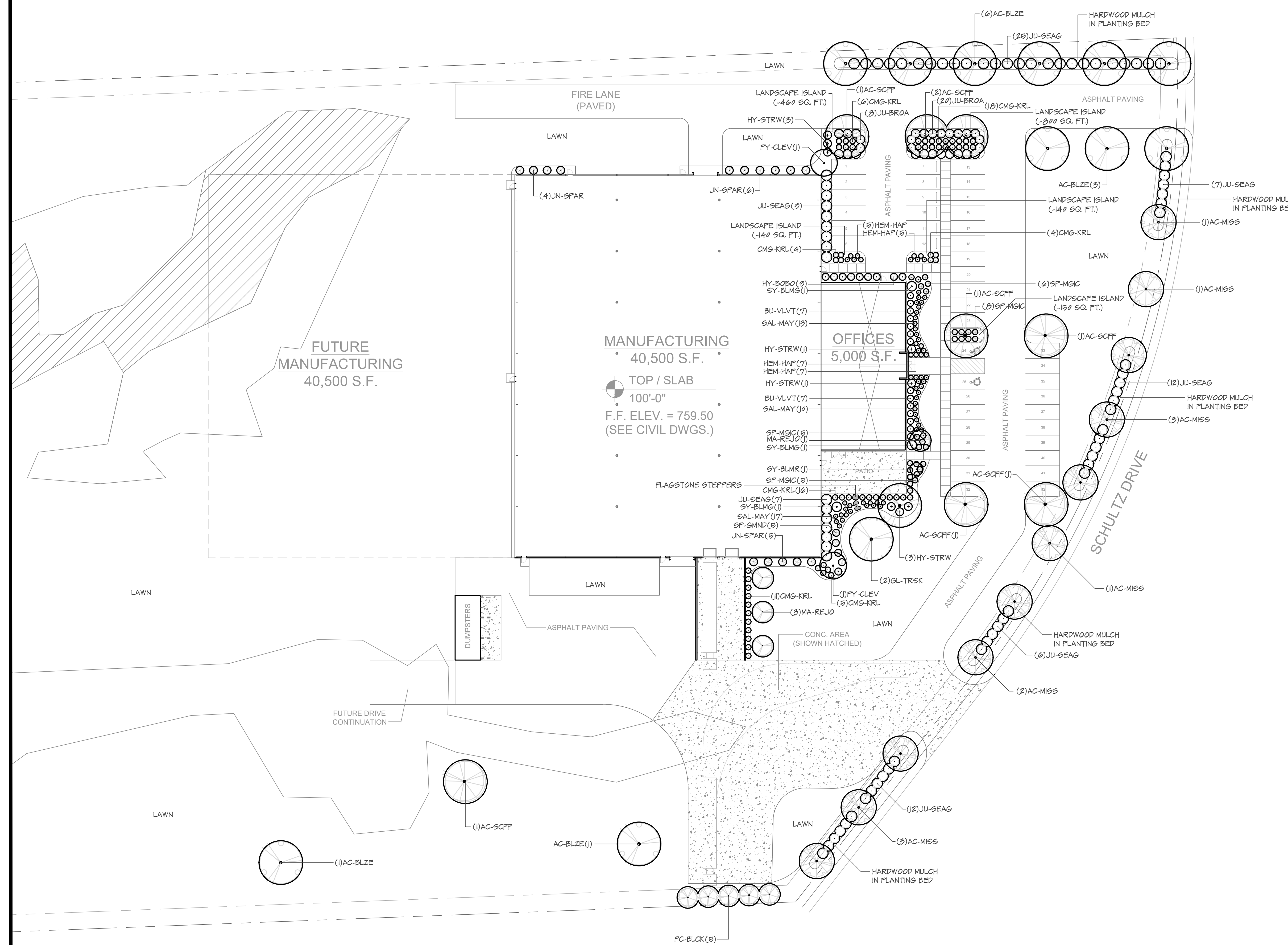
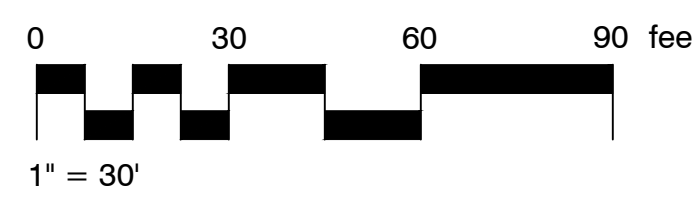
- CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF REMEDIATION/CONSTRUCTION.
- CONTRACTOR RESPONSIBLE FOR EROSION CONTROL IN ALL SEEDED AREAS. ALL DISTURBED AREAS ARE TO BE PROTECTED WITHIN 24 HOURS. DO NOT DISTURB MORE AREA THAN CAN BE COMPLETED AND PROTECTED WITHIN 24 HOURS.
- SEED/FERTILIZE/CRIMP MULCH TO LIMITS OF GRADING AND DISTURBANCE DURING CONSTRUCTION.
- ALL PLANT MATERIALS LISTED SHALL MEET THE STANDARDS OF THE AMERICAN NURSERY & LANDSCAPE ASSOCIATION FOR THE SIZES GIVEN.
- ALL PLANT MATERIALS SHALL BE OF MATCHING FORMS AND SIZES WITHIN EACH SPECIES AND SIZE DESIGNATION ON THE DRAWING.
- PLANTS AND OTHER MATERIALS ARE QUANTIFIED AND SUMMARIZED FOR THE CONVENIENCE OF THE DEPARTMENT AND LOCAL AGENCY. CONFIRM AND INSTALL SUFFICIENT QUANTITIES TO COMPLETE THE WORK AS DRAWN. NO ADDITIONAL PAYMENTS WILL BE MADE FOR MATERIALS REQUIRED TO COMPLETE THE WORK AS DRAWN.
- NO PERENNIAL OR ORNAMENTAL GRASS SHALL BE PLANTED WITHIN 12" OF ANY ADJACENT EDGE. NO SHRUB SHALL BE PLANTED WITHIN 24" OF ANY ADJACENT EDGE.
- ALL PLANT MATERIAL SHALL BE PRODUCED BY A NURSERY, BE HEALTHY AND FREE FROM INSECTS, DISEASE, OR INJURY. SPECIMENS SHALL EXHIBIT NORMAL HABIT OF GROWTH TYPICAL FOR THE SPECIES. PLANT SIZE SHALL BE EQUAL TO OR EXCEEDING THE SIZE LISTED IN THE PLANT LIST.
- ALL SINGLE-STEM TREES SHALL BE STAKED WITH A MINIMUM OF TWO STAKES FOR STABILIZATION.
- ALL TREES IN TURF AREA SHALL HAVE A 6" DIAMETER CIRCLE OF 4" DEPTH SHREDDED HARDWOOD BARK MULCH WITH SPADE-CUT EDGE.
- TREES AND SHRUBS SHALL BE PLACED AS DRAWN. NO SUBSTITUTES SHALL BE MADE WITHOUT PRIOR APPROVAL FROM THE LANDSCAPE ARCHITECT.
- PLANTING BEDS AROUND BUILDING AND PARKING AREAS TO BE COVERED WITH 3" MIN. 1/2" MISHISSIPPI RIVER STONE OVER WEED BARRIER, UNLESS OTHERWISE NOTED.
- STREET FRONTAGE AND PROPERTY LINE SCREEN PLANTING BEDS TO BE COVERED WITH 4" MIN. SHREDDED HARDWOOD BARK MULCH, UNLESS OTHERWISE NOTED.
- ALL BOUNDARIES BETWEEN LAWN/SOD AREAS AND PLANTING BEDS TO BE ENCLOSED WITH BLACK VINYL EDGING.
- PLANT DRAWINGS REPRESENTED AT 60% GROWTH.

PLANT SCHEDULE

CODE	COMMON / BOTANICAL NAME	CONT	CAL	QTY
TREES				
AC-BLZE	Autumn Blaze Maple / Acer freemanii 'Autumn Blaze'	B x B	28" Cal	11
SY-BLMR	Blooming Purple Lilac (Treeform) / Syringa x 'Penda'	B x B	18" Cal	1
PY-CLEV	Cleveland Select Pear / Pyrus calleryana 'Cleveland Select'	B x B	28" Cal	2
AC-SCFF	Fall Fiesta Sugar Maple / Acer saccharum 'Fall Fiesta'	B x B	28" Cal	8
MA-REJO	Rejoice Crabapple / Malus x 'Rejoice'	B x B	18" Cal	4
GL-TRSK	Skyline Honey Locust / Gleditsia triacanthos 'Skyline'	B x B	28" Cal	2
AC-MISS	State Street Maple / Acer nysekei 'Morton' TM	B x B	28" Cal	11
EVERGREEN TREES				
PC-BLCK	Black Hills Spruce / Picea glauca 'Densata'	B x B	6'-6"	5
SHRUBS				
SY-BLMG	Blooming Purple Lilac / Syringa x 'Blossoming'	5 gal		3
HY-BOBO	Babo Hydrangea / Hydrangea paniculata 'Tivoli'	5 gal		3
SP-GMND	Goldmound Spruce / Spruce japonica 'Goldmound'	3 gal		5
BU-VLVT	Green Velvet Boxwood / Buxus x 'Green Velvet'	3 gal		14
SP-MGIC	Magic Carpet Spruce / Spruce japonica 'Magic Carpet'	3 gal		24
HY-STRW	Strawberry Sundae Hydrangea / Hydrangea paniculata 'Renee'	3 gal		8
EVERGREEN SHRUBS				
JU-BROA	Broadmoor Juniper / Juniperus sibirica 'Broadmoor'	3 gal		28
JU-SEAG	Sea Green Juniper / Juniperus chinensis 'Sea Green'	3 gal		78
EVERGREEN UPRIGHT				
JN-SPAR	Spartan Juniper / Juniperus chinensis 'Spartan'	B x B	6'-6"	15
GRASSES				
CMG-KRL	Karl Foerster Grass / Calamagrostis x acutiflora 'Karl Foerster'	#1		64
PERENNIALS				
HEM-HAF	Happy Returns Daylily / Hemerocallis x 'Happy Returns'	#1		24
SAL-MAY	May Night Salvia / Salvia nemorosa 'May Night'	#1		48

SITE ZONED I-1

- OFF STREET PARKING:
42 SPACES
x 180 SQ. FT. / SPACE =
7,560 SQ. FT. TOTAL
- INTERIOR ISLANDS AND PENINSULAS:
ISLANDS/PENINSULAS: 5
460 SQ. FT.
800 SQ. FT.
140 SQ. FT.
140 SQ. FT.
180 SQ. FT.
1,600 SQ. FT. TOTAL





M E M O R A N D U M

DATE: April 9, 2024
TO: Mayor Lang, Plan Commission
FROM: Brad Schmidt, Deputy Director of Community Development
RE: Site Plan for Sidewalk Café/Outdoor Premises, Urban Market, 207 W. Wisconsin Avenue

Background

The Department of Community Development has received a request from Spencer Anvelink (Urban Market Neenah, LLC) for Site Plan Approval to allow for a Sidewalk Cafe to serve Urban Market patrons along Wisconsin Avenue. The subject site is located on the northwest corner of W. Wisconsin Avenue and Church Street.

Consideration

The owners propose a sidewalk café to place four tables, each approximately 4' by 6' in size, adjacent to the 207 W. Wisconsin Avenue building. The attached site plan identifies the planned locations for the seating areas. The sidewalk width in the proposed seating location is 16 feet and will allow over 6 feet of sidewalk width for safe pedestrian passage, exceeding the minimums set by ordinance. The furniture will not block any pedestrian access. The proposed sidewalk café meets all locational requirements as set forth in the ordinance and must adhere to all other requirements of the City's Sidewalk Cafe Ordinance (i.e., maintenance, advertising, signage, insurance).

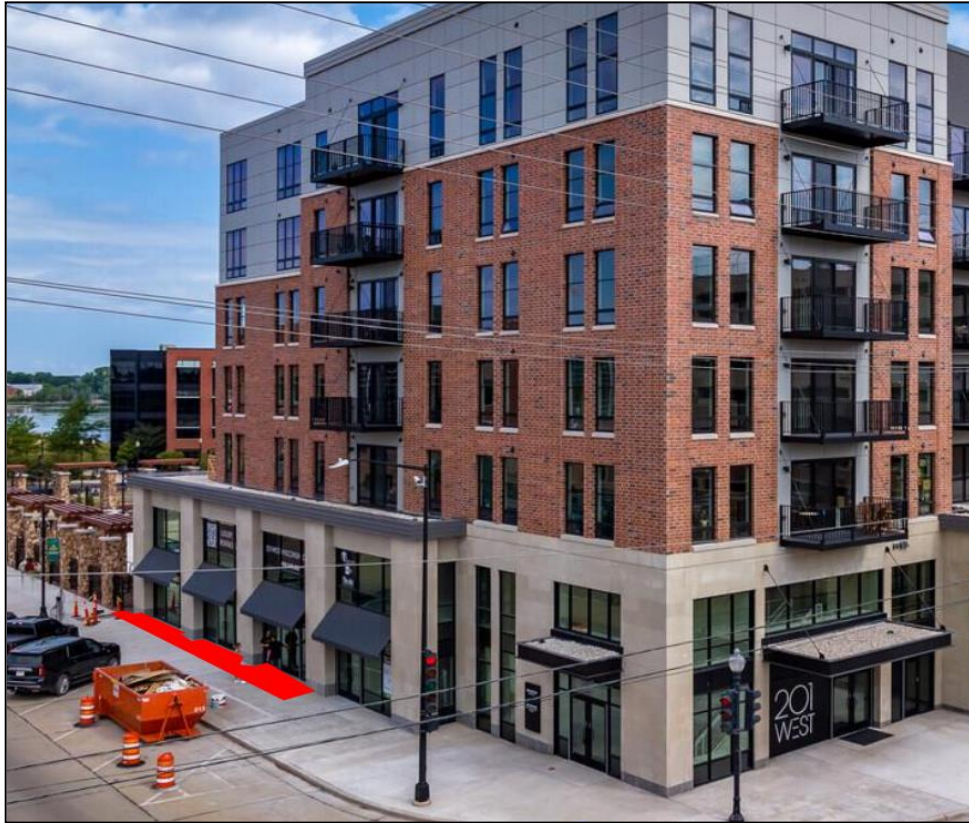
In addition, the applicant is proposing to place two tables in the alley between Urban Market and The Plaza. This is not a public right-of-way or a public alley, so the area is treated as an outdoor premises per the Outdoor Service/beer garden ordinance. The location and placement of tables meets the locational requirements of the ordinance.

The role of the Plan Commission is to review the requirements of the Outdoor Service/beer garden ordinance (Sec. 4-106). In addition, the applicant is requesting the outdoor extension of their liquor license to serve alcohol within these areas. This request is also reviewed by the Public Services and Safety Commission and Common Council.

Recommendation

Appropriate action at this time is to approve the Site Plan for the Sidewalk Urban Market Neenah, LLC, 207 W. Wisconsin Avenue subject to the conditions of the site plan review letter.

April 8, 2024 – Page 2



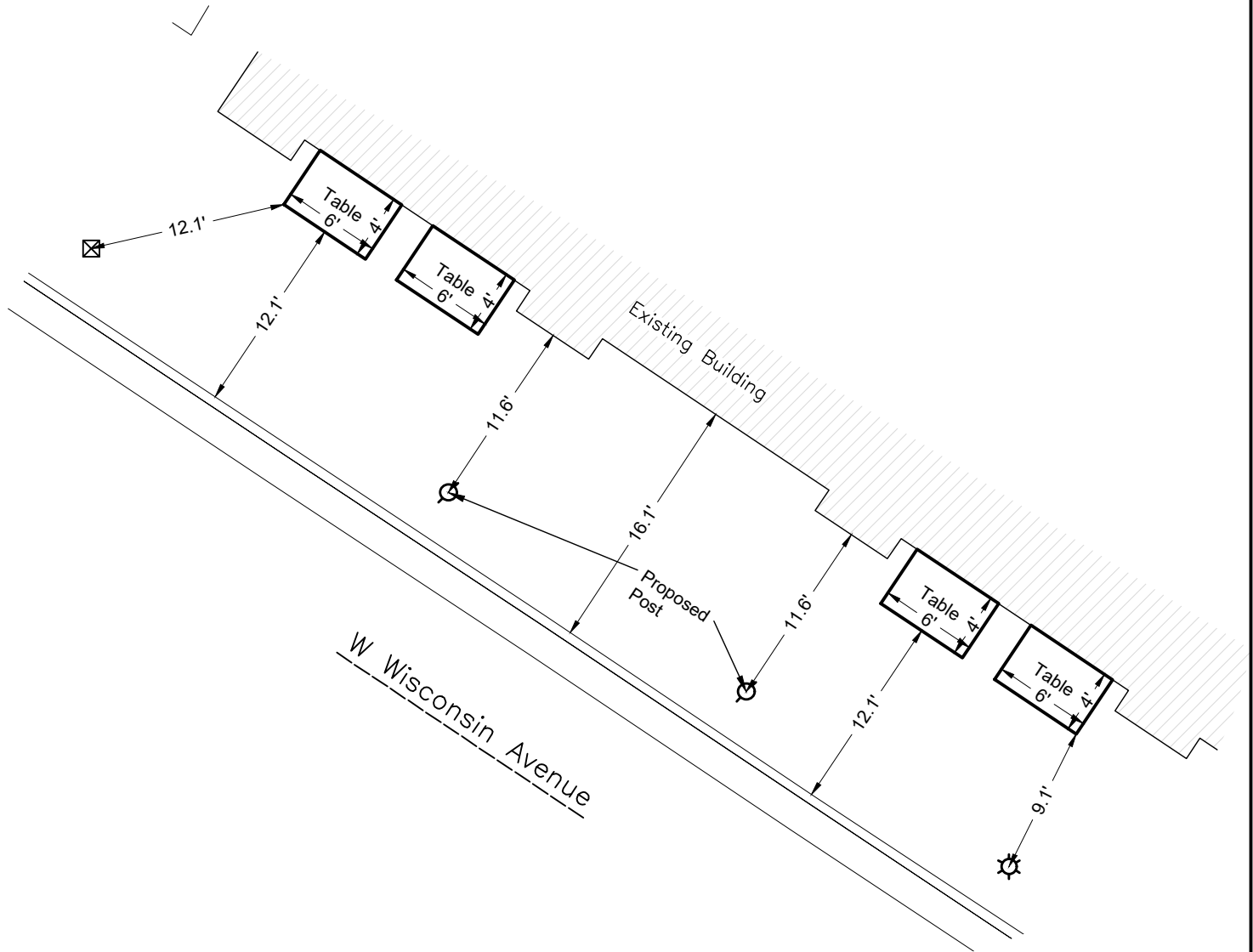


Exhibit

207 W. Wisconsin Avenue

City of Neenah, Winnebago County, WI

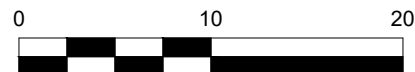
For: Urban Market Neenah



**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





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

April 08, 2024

RICH VAN SISTINE
VAN SISTINE HOMES, LLC
1430 FREEDOM CT
NEENAH, WI 54956

**RE: Site Plan (Sidewalk Cafe) - 207 W Wisconsin Avenue - Urban Market Site Plan - Minor Review () Status
Approved**

Dear RICH VAN SISTINE:

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

Planning - Brad Schmidt -
bschmidt@neenahwi.gov

Approved

Review Comments:

Sidewalk Cafe

1. Service in the sidewalk cafés shall be limited to persons seated at tables or at a bar. Appropriate signage must be affixed to each table notifying customers that alcoholic beverages may only be in possession while seated within the approved sidewalk café.
2. Each sidewalk café serving alcohol beverages shall be responsible for policing the area of the sidewalk café to be sure that customers are of the legal drinking age and that alcohol beverages are not removed from the premises, or left unattended.
3. In order to reduce or eliminate unsightly items, sidewalk café furniture must be kept in a state of good repair and condition and free from the following conditions: rust, chipped or peeling paint or finishes, delaminating or peeling materials, missing hardware, rotting materials, poor craftsmanship or construction that would cause the item to be structurally unsound and thereby pose a health or safety hazard, or any other condition that the Department of Community Development deems to be contrary to the purposes of promoting visually appealing and structurally sound sidewalk furniture.
4. Liability insurance naming the City as an unrestricted additional insured on the sidewalk café owner's insurance policy for the licensed sidewalk café site will be required, including insurance to cover liquor liability, to the extent specified by and on forms approved by the City Attorney's Office.
5. Advertising on sidewalk café furniture is prohibited, except for the placement of the permittee's business name in an unobtrusive or incidental manner, not to exceed two inches in height by eight inches in width (three inches in height by eight inches in width on umbrellas), with a limit of one per piece of sidewalk café furniture; incidental logos that are affixed by the manufacturer and do not advertise the permittee's business.
6. Umbrellas, flags, heaters and such tall equipment/furniture shall not interfere with pedestrians below a height of seven feet on a sidewalk.

Outdoor Premises (beer garden)

1. Openings in the outdoor area shall not require installation of gates, but in any opening where persons may pass from the outdoor area to an unlicensed area shall contain signs indicating that open intoxicants are prohibited beyond the licensed premises. In addition, signs shall be posted towards the area outside of the licensed outdoor area indicating that persons under age 21 are not permitted without legal guardian at least 21 years of age.
2. Service in the outdoor premises shall be limited to persons seated at tables or at a bar.
3. The outdoor premises shall only be used for serving food and alcohol and no part of said area shall be used for recreational activities, including, but not limited to, volleyball, horseshoes, darts, and softball.
4. Lighting of the area must be shielded and not be of intensity or brilliance to create glare which is distracting to adjoining property owners or can become a hazard or danger to vehicular traffic.
5. Sound from any source that is emitted from the outdoor area and measured at any border of the real property on which the licensed premises is located shall not exceed 75 dB(A) from 7:00 a.m. to 9:00 p.m. and 65 dB(A) from 9:00 p.m. until closing.

INSURANCE AGREEMENT - SIDEWALK CAFÉ

This Agreement is between Urban Market Neenah LLC, Spencer Anvelink "Operator" and the City of Neenah "City" dated 9/28/2023.

WHEREAS, Operator has applied for an extension of premises to operate a Sidewalk Café pursuant to §4.106, Neenah Code (the "Ordinance") at the property located at 207 W Wisconsin Ave Neenah WI 54956 (the "Café"); and,

WHEREAS, the Ordinance requires the Operator to provide certain insurance coverage naming the City as additional insured; and,

WHEREAS, the terms and requirements of the insurance coverage as outlined in this agreement are intended to comply with the provisions of the Ordinance;

NOW THEREFORE, in consideration of the permit granted to the Operator to operate the Café by City under the Ordinance, the parties agree as follows:

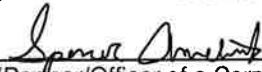
- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the Operator hereby agrees to effectuate the naming of the City as an unrestricted additional insured on the Operator's insurance policies covering the premises where the Café is located, with the exception of workers' compensation. If the Operator is self-insured, evidence of its status as a self-insured entity shall be provided to the City. If requested by the City, the Operator must describe its financial condition and the self-insured funding mechanism.
- II. The policy naming City as an additional insured shall:
 - Be an insurance policy from an A.M. Best rated "secured" State of Wisconsin licensed insurer.
 - Contain a 30-day notice of cancellation.
 - State that the organization's coverage shall be primary coverage for the City, its Board, employees and volunteers.
 - The City shall be listed as an additional insured by using endorsement CG 2026 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance and is subject to prior approval of the City Attorney for the City.
- III. The Operator agrees to indemnify the City for any applicable deductibles under the policies.
- IV. Required Insurance:
 - Commercial General Liability Insurance:
\$1,000,000 per occurrence/\$2,000,000 aggregate, including Liquor Liability endorsement.

Lighting: Lighting of the area must be shielded and not be of intensity or brilliance to create glare which is distracting to adjoining property owners or can become a hazard or danger to vehicular traffic.

Closing Hours: All service in the outdoor premises (beverage and food) shall stop no later than bar closing as set by §125.32(3) and 125.68(4): Mon-Fri 2 a.m. and Sat-Sun 2:30 a.m.

READ CAREFULLY BEFORE SIGNING: Under penalty provided for by law, the undersigned states that each of the above questions has been truthfully answered to the best of his/her/their knowledge. Applicant acknowledges receiving a copy of Ordinance No. 2011-08 and agrees to comply with its terms and conditions should this application be approved. (Individual applicants, each member of a partnership, officers of a corporation and members of an LLC must sign)


(Partner/Individual/Officer of a Corporation, Member of an LLC)


(Partner/Officer of a Corporation/Member of an LLC)

(Additional Partner/Officer of a Corporation/Member of an LLC)



SUBSCRIBED AND SWORN TO BEFORE ME THIS 29th
DAY OF September, 2023.
Charlotte K. Nagel
Clerk/Notary Public
My Commission Expires: 10-18-2027

TO BE COMPLETED BY CLERK

Date Received: _____

Clerk Signature: _____

Date \$125 Site Plan Fee Paid: _____ Account No. 010-0000-534-11-00

Receipt No: _____

Date to Plan Commission: _____

☐ Granted ☐ Denied

Date to Public Services & Safety Committee: _____

☐ Granted ☐ Denied

Date to Council: _____

☐ Granted ☐ Denied

Resolution No: _____

Date Adopted: _____

License No. Issued: _____ Date: _____

**Note: License will not be issued until final inspections are complete. New June 2012:
Sidewalk Café/Outdoor Extension of Class B Premise are done by Resolution.**

- V. Operator acknowledges that failure to obtain such insurance on behalf of the City constitutes a material breach of contract and will cause the Sidewalk Cafe permit granted to the Operator under the Ordinance to be void. The Operator is to provide the City with a certificate of insurance, evidencing the above requirements has been met, prior to the commencement of the construction and/or operation of the Café contemplated by the Operator's permit obtained under the Ordinance. The failure of the City to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the City.
- VI. The Operator shall notify the City Clerk for the City within 10 days of any change in the Operator's insurance required under this Agreement and provide the City with an updated Certificate of Insurance within 30 days of any change to the policy obtained under this Agreement.
- VII. The City is a member/owner of the Cities & Villages Mutual Insurance Company (CVMIC). The contractor further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the City but also CVMIC, as the City's insurer.

OPERATOR

CITY OF NEENAH

Spencer Anvelink

CITY OF NEENAH
Application for Outdoor Extension of Retail "Class B", Class "B"
and/or "Class C" License

☐ Individual ☐ Partnership ☐ Corporation ☒ Limited Liability Company

Name: Urban Market Neenah LLC
(Individuals/Partners/Registered Name of Corporation/LLC)

If Partnership, Corporation or LLC, list names and addresses of all members:

Richard Van Sistine, 1430 Freedom CT Neenah WI 54956

Spencer Anvelink 312 11th ST Neenah WI 54956

Address of premise for which this outdoor extension is being applied for: 207 W Wisconsin Ave Neenah WI 54956

Trade Name: _____

Business Phone: 920-915-2722

Is the Outdoor Area sought to be included within the description of your "Class B", Class "B" and/or "Class C" premise:

- Within a C-1 General Commercial, C-2 Central Business, PDD Planned Development and I-1 Planned Business Center zoning district? ☒ Yes ☐ No
(If no, the premise does not qualify for an outdoor extension)
- Located within 150 feet of a property zoned R-1 or R-2 for residential use? ☐ Yes ☒ No
If no, skip to the next question.
If yes, does the property provide a 20-foot buffer between Outdoor Premises and the adjoining lot containing the residential use? ☐ Yes ☐ No
If yes, is there a privacy fence six feet in height separating the commercial property from the residential property? ☐ Yes ☐ No
(If either of the above questions are no, then the premise does not qualify for an outdoor extension)
- If the property does not adjoin property for residential purposes and is located other than in the front yard, is it completely surrounded by an attractive wall, fence, or barrier at least four feet in height?
☒ Yes ☐ No ☐ N/A (If no, the premise does not qualify for an outdoor extension)
- If the outdoor premise is located in the front yard, is it completely surrounded by an attractive wall or fence with a minimum height of three (3) feet and approved by the City of Neenah Community Development Department.
☒ Yes ☐ No ☐ N/A (If no, the premise does not qualify for an outdoor extension)

- Does any opening where persons may pass from the outdoor area to an unlicensed area contain signs indicating that open intoxicants are prohibited beyond the licensed premises?
☒ Yes ☐ No
(If no, the premise does not qualify for an outdoor extension)
Are signs posted towards the area outside of the licensed outdoor area indicating that persons under age 21 are not permitted without legal guardian at least 21 years of age?
☒ Yes ☐ No *(If no, the premise does not qualify for an outdoor extension)*
- Is the extension obstructing the public right-of-way? (i.e. sidewalk) ☒ Yes ☐ No
(If yes, an application for a sidewalk café must be filed concurrently with this application. (Approval of this application and the sidewalk café application are contingent upon one another)
- Does this application include a site plan for the outdoor area sought to be included within the description of the licensed premise? ☒ Yes ☐ No
Has the \$125 Site Plan Review Fee been paid? ☒ Yes ☐ No
(If no, the premise does not qualify for an outdoor extension)

Approval by the Common Council under Section 11.12(18) of the Code of Ordinances of the City of Neenah shall result in the outdoor area becoming a part of the description of the Premises, with said outdoor area also being subject to all State and City laws, rules, regulations, and lawful orders governing "Class B", Class "B" and/or "Class C" Premises.

What type of activity is planned for the outdoor area? Eating and drinking

Outdoor Area Uses: The outdoor premises shall only be used for serving food & alcohol and for smoking purposes. No part of said area shall be used for recreational activities, including, but not limited to, volleyball, horseshoes, darts, and softball. Service in the outdoor premises shall be limited to persons seated at tables. Number of Tables: 10-12

Temporary Wind Break: Between December 1 and March 31, windbreaks consisting of a minimum 3/16 inch thick clear acrylic material meeting all local and state codes and referenced standards may be installed on the perimeter of the outdoor premises. The Temporary Wind Break shall comply with the requirements of Wis. Stat. §101.123 so that the outdoor premise does not become an enclosed place as defined in Wis. Stat. §101.123(1)(ak) when the Temporary Wind Break is installed. No obstructions of any kind may be posted on the clear acrylic material.

Music Prohibited: Amplified sound from any source is prohibited within 150' of residential property.

Sound: Sound from any source that is emitted from the outdoor area and measured at any border of the real property on which the licensed premises is located shall not exceed 75 db from 7 a.m. to 9 p.m. and 65 db from 9 p.m. until closing. Three or more noise complaints filed against the owner of an Outdoor Premise during a license period (July 1 to June 30), and verified by the Neenah Police Department, shall constitute sufficient grounds to revoke the Outdoor Premises Permit granted under this section, subject to a hearing requirement under section 4-96 of the Municipal Code.

Table 10-2: Implementation – Plan Commission

Related Recommendation	Recommendation	Required Action	Secondary Partner	Priority/Timeline	Status	2024 Update Notes
LU 1.4.1 / IO 1.8.6 / H 3.1.3	Identify areas within and surrounding the City for residential redevelopment and development, including areas for mixed uses of residential, commercial and open spaces that provide convenient access and functionality for pedestrians and vehicles. Consider sites adjacent to existing infrastructure.	Identify areas for residential, mixed use, commercial and opens spaces.	Community Development Authority, Community Development, Public Works, Parks and Recreation	1	On-Going	<i>Completed marketing maps of sites for development or redevelopment for areas in the Downtown, along S. Commercial Street, on Doty Island, and various other areas in the City</i>
ED 1.1.2	Identify strategic locations for future mixed use business and industrial development.	Identify locations for mixed use business and industrial development.	Community Development	1	On-Going	<i>Continue to market the City's Industrial Park expansion area for industrial and manufacturing businesses. Through conversations with developers, the City also markets available sites or sites which have the ability to be rededveloped into mixed use properties.</i>
LU 1.5.1 / ED 1.1.2 / ED 1.1.3	Identify locations for new commercial and industrial development and redevelopment.	Identify areas for commercial and industrial development	Community Development Authority, Community Development, Public Works, Parks and Recreation	1	On-Going	
LU 1.4.2 / H 1.4.1 / LU 1.5.5	Increase the amount of residential living space in or near the downtown.	Identify locations for housing in or near the downtown.	Community Development	1 / Ongoing	On-Going	<i>Two residential developments (Solairs on Main and 201 West) in Downtown Neenah. Have identified several other sites which are marketed for residential/mixed use projects.</i>
H 1.4.4	Promote the conversion of underutilized properties for residential and / or mixed uses, if feasible.	Identify properties that may be appropriate.	Community Development, Community Development Authority	1 / Ongoing	On-Going	<i>City has purchased underutilized commercial and residential properties in order to either package land for development or assist in the removal of blight. The City has purchased and demolished at least 3 properties along S. Commercial Street for this purpose, and several within downtown Neenah.</i>
LU 1.4.5 / H 3.2.1	Create neighborhood plans for undeveloped lands.	Select unimproved areas that would benefit from the development of neighborhood plans.	Community Development, Public Works, Parks and Recreation	2	On-Going	<i>The City purchased 130+ acres of undeveloped land in the Town of Vinland and approved a neighborhood concept plan.</i>
IO 1.1.1 / LU 1.2.3	Identify key areas in the City that could be enhanced through creative placemaking techniques, or other methods such as neighborhood improvement districts or neighborhood associations.	Identify key areas in the City for "placemaking" or for the formation of neighborhood associations and neighborhood improvements.	Community Development	2	On-Going	<i>The Downtown Plan and S. Commercial Street Plan both identified placemaking recommendations.</i>
IO 1.8.1	The City should explore the level of interest in using design review more fully in its development approval process.	Research the design review process and its relevance in including it in the approval process.	Community Development	2	Not Completed	
LU 1.4.3 / H 1.4.3	Create a zoning district for neighborhood level commercial uses.	Develop a new zoning district.	Community Development	2	Not Completed	

Table 10-2: Implementation – Plan Commission

Related Recommendation	Recommendation	Required Action	Secondary Partner	Priority/Timeline	Status	2024 Update Notes
LU 1.4.3 / H 1.4.8	Develop zoning districts appropriate for different lot sizes and smaller houses.	Revise zoning code.	Community Development	2	Not Completed	
LU 1.4.3 / H 3.1.1	Protect existing neighborhoods from incompatible uses (i.e. industrial and manufacturing).	Revise zoning code, if necessary	Community Development	2	On-Going	<i>The Community Development Department and Plan Commission review site plans to ensure adequate buffering measures are placed to protect residential properties.</i>
LU 1.5.10 / ED 2.4.3 / LU 1.4.3	Develop standards that buffer commercial and residential uses and allow both to prosper.	Revise zoning code.	Community Development	2	On-Going	
LU 1.4.3 / H 3.1.1	Establish progressive resource protection standards that new neighborhood developments should follow, to insure that natural features function to both enhance the value of adjoining property and continue their environmental purpose.	Revise zoning code.	Community Development	2	Not Completed	
ED 2.2.6 / LU 1.5.5	Protect the historic character of the downtown area by adopting historical preservation design standards to enhance and preserve the historical significance of the Central Business District.	Revise zoning code.	Community Development, Landmarks Commission, Neenah Historical Society	2	Not Completed	
H 1.4.6	Allow flexibility in the building code to develop varied types and sizes of housing.	Review / revise building code.	Community Development	2	Not Completed	
H 1.4.2	Consider new emerging trends in housing such as tiny houses, granny flats, and cohousing.	Investigate emerging trends in housing. Revise zoning code as necessary.	Community Development, Sustainable Neenah Committee	2	On-Going	
T 2.1.4	Encourage businesses to provide bicycle parking for employees who bike to work.	Update the ordinance to provide an incentive for businesses who provide bicycle parking.	Community Development, Future Neenah, Downtown Businesses, Public Works	2	On-Going	
NR 1.2.7	Add a requirement that developers work with the City to provide diversity in the selection of trees.	Revise the zoning code.	Community Development, Park and Recreation, City Council	2	Not Completed	
NR 2.1.3 / H 3.1.2	Develop and adopt policies that require “low impact design” (LID), particularly to assist with stormwater management.	Revise the zoning code.	Public Works, Community Development, Park and Recreation, City Council, Sustainable Neenah Committee	2	Not Completed	

Table 10-2: Implementation – Plan Commission

Related Recommendation	Recommendation	Required Action	Secondary Partner	Priority/ Timeline	Status	2024 Update Notes
IO 1.8.4 / LU 1.1.3	The City should review its Site Plan Review approval process to ensure that its consistent with established goals in the Comprehensive Plan	Review the Site Plan Review Process for consistency with the Comprehensive Plan.	Community Development	3	On-Going	<i>Began by implementing a site plan review process through Evolve software which allows for applicant to submit and pay electronically, allows for internal review by other departments, and allows applicants to see the review process and comments.</i>
IO 1.8.3 / LU 1.2.2	The City should develop an urban design manual that would provide guidance on building architecture, site design, landscaping and signage.	Develop a manual that will provide guidance on architecture, site design, landscaping, signage.	Community Development, Public Works	3	Not Completed	
IO 1.8.2	Identify districts/areas within the City that would benefit from consistent design standards.	Identify districts / areas that could benefit from more consistent design standards. Work with property owners / businesses to develop design standards.	Community Development	3	On-Going	
H 2.2.6	Consider establishing a historical regulated district in various locations within the City.	Work with the Landmarks Commission, and others to identify areas within the City.	Landmarks Commission, Neenah Historical Society, Community Development, Property Owners	3	Not Completed	
H 2.2.7	Create a property maintenance ordinance.	Investigate & develop a property maintenance ordinance.	Inspections Division, Community Development, Citizen Advisory Committee	3	On-Going	