



NEENAH PLAN COMMISSION

Tuesday, December 10, 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: 251 556 224 838

Passcode: NgXXpq

-
1. Approval of Minutes: **November 12, 2024**
 2. Public Appearances (Ten minutes divided among those wishing to speak on topics pertinent to the Plan Commission)
 3. Public Hearings:
 - a. Special Use Permit - 1021 Oak Street - Religious Institution
 - b. Special Use Permit - 1340 Gillingham Road - Class "A" Liquor License
 4. Action Items:
 - a. Special Use Permit - 1021 Oak Street - Religious Institution
 - b. Special Use Permit - 1340 Gillingham Road - Class "A" Liquor License
 - c. Annexation #237 - 1241 W. Winneconne Avenue
 5. Neenah Housing Study and Needs Assessment
 6. Announcements and future agenda items:
 - a. Next Meeting: January 7, 2025

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, November 12, 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	PRESENT	Betsy Ellenberger	ABSENT
Gerry Andrews	PRESENT	Alderman Dan Steiner	PRESENT		

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Chris Haese- Director of Community Development
Alderman Cari Lendrum	Alderman Lee Hillstrom	Alderman William Pollnow
Sara Maas- 615 Hansen St Neenah	Raymond Hoeper- 109 Wright Ave Neenah	Deb Langacker - 631 Winnebago Hts Neenah
Frank Cuthbert- 1533 Fallow Dr Neenah	Doug Mantei- 2308 Haysacher Ct Kaukauna	Amritpal Gill- 1117 S Commercial St Neenah
Flo Bruno- 1002 E Forest Ave, Neenah	Brian Gajewski- 2030 Brookview Ct Neenah	

Minutes: MSC Genett/Moore-Nokes, the Plan Commission, to approve the October 29, 2024 meeting minutes. All voting aye. Motion passed. Hancock-Cooke abstained.

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

Frank Cuthbert- He was looking at the lead services address list on the city website. He wanted to make mention that the list is sorting by the house number and not the street name which makes finding things difficult. Also, there are addresses on S Commercial St and E Doty St. He hopes this list is looked at prior to the S Commercial St reconstruction.

Deb Langacker- She is in favor of the city doing a housing study and understands the survey is just one tool in gathering information. However, she doesn't like how the survey is being distributed, it seems like an afterthought. She is worried it is not getting to the people whose voices need to be heard such as people who work in the school district, local hospitals, food service workers, hotel housekeepers, and nursing homes. Their voices need to be heard as well.

Sara Maas- She stated she is in favor of the proposed plan of the former Shattuck Middle School site.

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

Public Hearings:

a. Special Use Permit – 1115 S Commercial Street – Gasoline Station

Amritpal Gill – He owns 1115 S Commercial St and stated he wants to build a standalone gas station. There would be four pumps and electric charge stations. He stated there is no need for

a store or attendant since there is a liquor store next door, which he also owns. The lot requirement states there needs to be a 0.5 acre lot and he does not have a 0.5 acre lot on the 1115 S Commercial St property. He stated he has a consultation company that let him know there is more than enough lot with what he is trying to do with the gas station on this property. He also stated that no one likes to pump gas in Neenah due to the higher prices in comparison to Appleton. He would try and have the gas at this new station be lower than other gas stations in Neenah and be more comparable to prices in Appleton.

Doug Mantei – He spent 30 years in the Petroleum equipment business. Gill, the applicant for the gas station, talked to him about this plan for a standalone gas station. He understands there are codes for general convenience stores, which consist of a building, parking and fuel pumps. This is a completely different set-up. It is called a stand-alone gas station with no business, no attendant or parking.

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

Action Items:

a. Special Use Permit – 1115 S Commercial Street – Gasoline Station

REPORT

Deputy Director Schmidt went over the request by Gill Incorporated, who owns the property at 1115 S Commercial St. The property is located on the southwest corner of S Commercial St and Langley Blvd, it is zoned C1 general commercial district. The request is to establish a gasoline station, which requires a special use permit in the C1 district. The zoning code defines a gasoline station as any building or premises used for the dispensation, sale or offering of retail sale of any motor fuels, oil, or lubricant. This request would fit in with the definition of a gasoline station. The applicant has indicated the proposal for a fuel pump island and a 50 ft by 50 ft canopy. Also, as stated in the zoning code, there is a required minimum lot size of 0.5 acres for gasoline stations and this current site is 0.29 acres.

Deputy Director Schmidt went over the minimum lot size requirement for gasoline stations, which was updated in 2019. There are 11 gasoline stations in the city with an average lot size of just under one acre. Three of those gas stations are less than 0.5 acres, however, those were all established prior to 1965. There is an option, since this applicant owns 1115 and 1117 S Commercial St, to combine these two properties into one property to create a 0.72-acre property. However, this option also brings into effect the new liquor license rules, which states if you sell gasoline on the premise, the only alcohol that can be sold is beer.

Deputy Director Schmidt then went over the property itself and with its current size it would limit the ability for large vehicles and fuel trucks to maneuver on the site. Trucks or vehicles would enter off Langley Blvd but also need the ability to maneuver on the site, which would be difficult for fuel trucks. Also, fuel trucks backing up onto Langley Blvd is prohibited by code. In terms of the traffic generated by a gasoline station, it would be 50 times more than the current use as an auto repair facility. There would also not be an option for an additional driveway on S Commercial St due to the proximity of the closest intersection.

Member Steiner asked what is the significance of the 0.5 acres that is required and wanted to know if it is a safety issue with congestion at gas stations. Deputy Director Schmidt stated the

Plan Commission Minutes

November 12, 2024

Page 3

requirement is due to the amount of traffic that is generated on these types of sites and where they tend to be located.

Member Hancock-Cooke is wondering if the 0.5-acre requirement is assuming any proposed gas station is a full gas station with a store and an attendant and not a standalone gas station. Deputy Director Schmidt stated the definition of a gas station is both standalone and full service.

Member Hancock-Cooke stated there is no other standalone gas station currently in Neenah, they are all gas station plus convenience stores. When the code was updated in 2019, was there a thought of a future standalone gas station in Neenah or was that not thought about when making this update. Deputy Director Schmidt stated even as a standalone gas station, the site cannot function due to its size as the fuel trucks would not be able to enter and exit the site.

Member Hancock-Cooke asked if the applicant wanted to pursue an easement with the adjacent property to allow the maneuverability these fuel trucks would need. Deputy Director Schmidt stated they could possibly do that; however, the minimum lot size would be met by eliminating the lot line.

Member Hancock-Cooke stated that the minimum lot size is something, if the request is for a standalone gas station, the plan commission could override the 2019 ordinance. Deputy Director Schmidt stated yes.

Member Genett stated she is not in favor of a standalone gas station with no attendant. She wants to have an attendant at the gas station to help with problems that arise while people are pumping gas.

Vice Chairperson Moore-Nokes asked as the movement towards more charging stations is needed, would there still be the same lot size requirement. Deputy Director Schmidt stated at this time there hasn't been a request for a standalone EV charging station and that would probably require an amendment to the zoning code to provide a standard. Vice Chairperson Moore-Nokes stated the primary limit right now is that the fuel trucks cannot access the site appropriately. Deputy Director Schmidt stated the fuel trucks and general maneuverability on the site with any vehicle.

Member Steiner stated he has concerns with the site regarding fuel truck maneuverability and the potential congestion. He is also concerned with the liquor store somewhat serving as a convenience structure, which isn't in line with the recent passage of allowing only beer at gas stations.

Vice Chairperson Moore-Nokes asked if there are currently gas stations where you can pump gas without an attendant after hours. Member Hancock-Cooke stated that there are those types of gas stations in the city.

Director Haese stated there have been other requests for similar gas stations that either have not moved forward or were denied for a similar reason.

Member Andrews stated he doesn't like the precedent this could possibly create if this request were to move forward, especially in terms of the site not having sufficient room for the fuel trucks.

MSC Steiner/Hancock-Cooke, the Plan Commission, finds the proposed gasoline station does not meet the minimum standards for gasoline stations as required by the City's Zoning Code and recommends Common Council deny a Special Use Permit for a gasoline station located at 1115 S Commercial Street for the following evidence: The subject property does not meet the minimum lot size for gasoline stations per the Zoning Code. A minimum lot size of 0.5 acres is required. The subject property is 0.29 acres in size. All voting aye. Motion passed.

b. Subdivision Concept Plan – 720 Elm Street – Courtside Fields

Deputy Director Schmidt went over the request by the applicant, Shattuck Neenah, LLC who owns the property at 720 Elm St. This property is south of Laudan Blvd, along Elm St and Reed St. The property is currently zoned R1 Single-Family, and it is 8.62 acres in size. The request is to develop 16 single family lots. There would be eight lots along Elm St and eight lots along Reed St. The average size is about 66 ft by 135 ft, which is consistent with the surrounding neighborhood. There is one outlet, which is 5.63 acres in the middle of the site. This site is not buildable. There are no immediate plans by the owner or the developer for this land, however, there have been conversations and looking at the concept plan how to provide the most flexibility for the future of that outlet. The potential options could be a North-South street, which would be extension of Birch St or a potential East-West St at the south end of the site, which would be the extension of Burr Ave. These options are not included in the concept plan but there would be flexibility in the future.

Deputy Director Schmidt went over feedback given to the developer as they start to get into the preliminary planning stages of development. There is currently not sidewalk along Elm St, which would be required as part of any preliminary plat. Stormwater management is also important to not only meet city requirements but also state requirement. There is currently a water main on the southwest portion of the property and with that an easement will have to be included on a preliminary plat and ultimately final plat to ensure our water department has access to that water main for any maintenance. Also, as with every subdivision review it is required to have a development and fee agreement, which is negotiated internally and then goes to the Finance and Personnel Committee and finally to the Common Council. Deputy Director Schmidt lastly went over the next steps in this becoming a final plat.

Vice Chairperson Moore-Nokes clarified that this plan currently does not include the realignment of Laudan Blvd. Deputy Director Schmidt stated it does not include the realignment. Vice Chairperson Moore-Nokes stated the realignment could happen in the future. Deputy Director Schmidt stated yes and it was important for the city's perspective if Laudan was realigned to think about the planning of additional lots.

Vice Chairperson Moore-Nokes asked if the sidewalks on the south end will be considered public. Deputy Director Schmidt stated that will have to be part of the development and fee agreement and how to manage those sidewalks. That sidewalk is important since it provides a pedestrian connection between the two streets.

Member Genett asked what will happen with that middle section and how will it be maintained. Deputy Director Schmidt stated there have been conversations with the developer on that part since we don't want it to be unmaintained. If it is being used other than a grass area, it will likely require a site plan review at minimum. An alternative option being looked at would be how to develop additional single-family lots in this area and other opportunities.

Vice Chairperson Moore-Nokes asked if this plan limits the potential for more single-family lots. Deputy Director Schmidt stated it does not, there could be a 60-foot right-of-way down the center of the development and duplicate the lots. This would create an additional 16 lots. Vice Chairperson Moore-Nokes asked if that would be the preferred use of that space. Deputy Director Schmidt said the additional lots would be ideal from a planning perspective and it would be the most efficient use and development of the land.

Member Andrews was wanting clarification for the drainage of the middle section. Deputy Director Schmidt stated that would be part of the preliminary plat review, making sure whatever happens in the middle section does not impact the lots.

Member Hancock-Cooke asked if it would be possible for a cul du sac down the middle and not do all the connecting roads. Deputy Director Schmidt stated a cul du sac would not work due to the cul du sac bulb taking up so much width.

MSC Hancock-Cooke/Steiner, the Plan Commission, approves the proposed conceptual plat map. All voting aye. Motion passed.

c. CSM #10-24 – 1526 S Commercial St – 3 Lots

Deputy Director Schmidt went over the CSM submitted by BMG Properties, LLC to request to subdivide the property located at 1526 S Commercial St into three separate lots. This property is zoned C1, general commercial district and is about 2.5 acres in size. The three lots will each have one of the three buildings that are currently on the site. There is currently an access easement from Bell St from S Commercial St that provides access to the three lots and access to the McDonald's site.

Deputy Director Schmidt went over working with the property owner to try to get a maintenance agreement established, not only for access but for the utilities that are on the site. The sanitary sewer, storm water, and water main are all privately owned currently. The maintenance agreement is really to protect the property owners. Also with the maintenance agreement, there would be verbiage about shared ownership of the current storm water pond.

MSC Moore-Nokes/Genett, the Plan Commission, to approve the 3 lot CSM for the property located at 1526 S Commercial Street subject to the conditions of the CSM review letter. All voting aye. Motion passed.

d. Final Plat #2-24 – 4th Addition to the Homes at Freedom Meadows

CONSENT
AGENDA

Deputy Director Schmidt went over the Final Plat for the 4th Addition to the Homes at Freedom Meadows. This is the area on the northwest corner with 47 lots. There was a slight change to the road alignment from the preliminary plat to this final plat due to shifting the roads to accommodate for 600 sq ft of wetlands on the east end of the plat. There is also now an easement on the final plat that does provide for a road connection until Freeman Dr and Sovereign Way continue further north.

MSC Moore-Nokes/Steiner, the Plan Commission, recommends Common Council approve the Final Plat for the Fourth Addition to the Homes at Freedom Meadows subdivision. All voting aye. Motion passed.

e. Annexation #236 – 1700 Liberty Avenue – Town of Vinland

ORDINANCE
#2024-24

Deputy Director Schmidt went over the annexation request from the Town of Vinland. The proposed zoning for this land would be R1 single-family district and it is about 20.9 acres. The comprehensive plan shows this area as a residential neighborhood investment area, which the zoning of R1 is consistent with. This would represent the final phase of the Freedom Acres subdivision.

MSC Genett/Moore-Nokes, the Plan Commission, recommends Common Council approve the Annexation #236 (Ordinance #2024-24) and the property also receive an R-1, Single-Family Residence District zoning classification. All voting aye. Motion passed.

f. Preliminary Plat #3-24 – 2nd Addition to Freedom Acres

CONSENT
AGENDA

Deputy Director Schmidt went over the preliminary plat for the 2nd Addition of Freedom Acres submitted by the applicant Van Sistene Homes, LLC. This preliminary plat is proposed to create 26 single-family residential lots. The average lot size is consistent with the last two phases of Freedom Acres as well. There are two outlots within the plat, both being not buildable. The biggest outlot would be for a stormwater pond on the south end of the property. This will serve for storm water runoff from this development and the 4th Addition to the Homes at Freedom Meadows. Also, there is sidewalk proposed on Freeman Dr.

Member Andrews asked if the sidewalk proposed would be on both sides of the street. Deputy Director Schmidt stated yes, it would be on both sides of the street.

MSC Steiner/Moore-Nokes, the Plan Commission, recommend Common Council approve the Preliminary Plat for the Second Addition to Freedom Acres subdivision subject to the conditions on the preliminary plat review letter. All voting aye. Motion passed.

Neenah Housing Study and Needs Assessment

a. Community Survey

Deputy Director Schmidt gave an update on the housing study. He plans to meet with the consultant on Friday to get a more in-depth review of the data analysis and collection phase. The consultant has conducted interviews with stakeholders in the community, which include land developers, home builders, multi-family developers as well as the Northeast Wisconsin Realtors

Plan Commission Minutes

November 12, 2024

Page 7

Association, and Pillars which is a homeless shelter in Appleton. The consultant also started doing their Municipal Code Review, which is part of the housing study, to see if there are any changes that could be made to increase housing in the city. He also mentioned the housing study survey, which has been shared on social media as well as Neenah News.

Member Hancock-Cooke suggested we try to get a more diverse response from the community by distributing the survey to possibly the school district and other organizations.

Announcements and Future Agenda Items: Next meeting is scheduled for November 26, 2024.

Adjournment: The Commission adjourned its meeting at 4:55 p.m. MSC Genett/Steiner. All voting Aye. Motion passed.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kayla Kubat".

Kayla Kubat
Administrative Assistant, Department of Community Development



DATE: December 10, 2024
TO: Mayor Lang and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Special Use Permit – 1021 Oak Street – Church

Request

Alliance Church (applicant) and Neenah Joint School District (owner) are requesting a special use permit to establish a religious institution located at 1012 Oak Street.

Consideration

The subject property is currently used as an elementary school (Horrace Mann). The special use application proposes to utilize a portion of the building for church services (Alliance Church) while the school is not in session. The subject is 7.5 acres in size and is zoned R-1, Single-Family Residence District. The Zoning Code requires a minimum lot size of 25,000 square feet (0.57 acres) for religious institution uses.

The area surrounding the subject property is predominately single-family residences and the area is zoned R-1 District. The property has street frontage along Haylett Street to the north, Higgins Avenue to the west, Oak Street to the east, and Campbell Street to the south.

The R-1 zoning district lists religious institutions as special uses. Each zoning district includes a list of Permitted Uses or uses allowed by right and Special Uses or uses that possess special characteristics or uniqueness which require thorough review of their location and configuration relative to the surrounding neighborhood. Specifically, the City's Zoning Code requires that the Plan Commission consider the following findings when deciding on a Special Use:

1. The use shall be compatible with the adjacent land uses so that the existing uses will not be depreciated in value and there will be no deterrents to development of vacant land.
2. The use shall have an appearance that will not have an adverse effect upon adjacent properties.
3. The use shall be reasonably related to the overall needs of the City and to existing land use patterns.
4. The use will not cause traffic hazards or congestion.
5. The use shall have adequate utilities, access roads, drainage, and other necessary facilities.

Alliance Church is proposing to establish a new satellite church for its Neenah congregation. Alliance's main facility is located in Grand Chute and a satellite facility is located in Hortonville. Church services would be on Sundays only and the building would be occupied from 6:00 AM to 12:00 PM, with services at 9:00 AM and 10:30 AM. Within the building, the applicant is planning to use the gymnasium, cafeteria, and two classroom spaces. No new construction or modification to the building is needed. The applicant will work with an organization which will load-in equipment and supplies and load-out when services have ended.

The main gymnasium will include 294 chairs. Per the Zoning Code minimum off-street parking standards, a minimum of 1 off-street parking space is required for each 4 seats in the main auditorium. A minimum of 74 off-street parking spaces are required for this use. The site contains 68 off-street parking spaces. At a minimum, 6 new off-street parking spaces shall be added to the site or the capacity of the auditorium reduced 272 seats. While there is available on-street parking, the minimum off-street parking standards shall be met. While on-street parking is not prohibited (limited while school is in session) on the surrounding streets, effort shall be made by the applicant to prioritize on-street parking to the streets which front the subject property.

Recommendation

An appropriate action at this time is to find that the proposed use meets the findings of fact for a Special Use Permit (Sec. 26-48) and recommends Common Council approve a Special Use Permit for a religious use located at 1021 Oak Street subject to the conditions on the Special Use Permit review letter.



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

December 06, 2024

BILL DOUGLAS
ALLIANCE CHURCH
2693 W GRAND CHUTE BLVD
APPLETON, WI 54913

RE: Special Use Permit #7-24 - 1021 Oak Street -Church Special Use Review () Status Approved

Dear BILL DOUGLAS:

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

Sincerely,

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

Plan Review Comments

**Planning - Brad Schmidt -
bschmidt@neenahwi.gov**

Approved

Review Comments:

1. The use of the property as a religious institution is limited to Sundays.
2. The number of chairs in the main auditorium is limited to 272. An increase in the amount of chairs will require additional off-street parking at a rate of 1 off-street parking space per the addition of four chairs.
3. All hallways and entrances/exits must remain open within the building.
4. The On-street parking regulations in Chapter 16, Article III of the Municipal Code must be followed. The applicant should prioritize on-street parking to those areas which front the subject property.
5. Modifications to the proposed use, including but not limited to increasing the number of services to beyond Sundays, may require an amendment to the special use permit.

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

Approved

Review Comments:

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

Approved

Review Comments:

All hallways to remain 100% free from obstructions.

**Public Works - Gerry Kaiser -
gkaiser@neenahwi.gov**

Approved

Review Comments:

On-street parking is available on the streets surrounding Horace Mann Elementary School. Parking restrictions that are not posted as "School Days" restrictions must be observed along with parking clearances at intersections, crosswalks and driveways.

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

Approved

Review Comments:



PLANNING SERVICES APPLICATION

Department of Community Development
 211 Walnut St. P.O. Box 426
 Neenah, WI 54957-0426
 Phone (920) 886-6125 | Fax (920) 886-6129

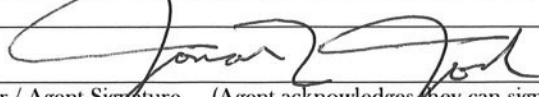


PROPERTY OWNER	APPLICANT
Name: Stephan Harrison-Neenah Schools-Horace Mann	Name: Alliance Church
Mailing Address: 1021 Oak St Neenah, WI 54956	Mailing Address: 2693 W. Grand Chute Blvd. Appleton, WI 54913
Email: stephan.harrison@neenah.k12.wi.us	Email: bdouglas@aac.church
Phone: 920-751-6800	Phone: 920-968-0700

PROPERTY	
Site Address: 1021 Oak St Neenah, WI 54956	Parcel Number (PIN): 80904360000
Current Use: School	Proposed Use: Church
Current Zoning: R1	Proposed Zoning: R1

SITE PLAN	ZONING
Description of Proposed Project / Request: See attached exhibits	
<input type="checkbox"/> Minor Site Plan ¹ <input type="checkbox"/> Parking Lot ³ <input type="checkbox"/> Major Site Plan ² <input type="checkbox"/> Change of Use ⁴ <input type="checkbox"/> Telecommunications Tower	<input type="checkbox"/> Rezoning <input type="checkbox"/> PDD Project Approval <input checked="" type="checkbox"/> Special Use Permit <input type="checkbox"/> TND Project Approval <input type="checkbox"/> Appeal or Variance <input type="checkbox"/> CH Project Approval <input type="checkbox"/> Future Land Use Map Amendment

CERTIFIED SURVEY MAP / PLAT REVIEW	ANNEXATION
Property Identification / Legal Description:	
Number of Lots / Outlots:	Temporary Zoning Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> City CSM <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Extraterritorial CSM <input type="checkbox"/> Final Plat	If yes, Describe Request:

Date: 11/25/24 Owner / Agent Signature:  AGENT

(Agent acknowledges they can sign on property owner's behalf)

- 1: Minor Site Plan: Building addition less than or equal to 5,000 SqFt or less than 50% of existing building, parking lot addition greater than 10 parking stalls, construction of accessory structure.
- 2: Major Site Plan: New construction, building addition greater than or equal to 5,000 SqFt or more than 50% of existing building.
- 3: Parking Lot: Parking lot construction / addition of 10 stalls or more.
- 4: Change of Use: No new construction or additions; Property use changing from one land use to another.

PLANNING SERVICES

Department of Community Development
 211 Walnut St. P.O. Box 426
 Neenah, WI 54957-0426
 Phone (920) 886-6125 | Fax (920) 886-6129



Applications can also be Emailed to:

BSchmidt@NeenahWI.gov

See the [Development Manual](#) for detailed processes of provided services.

[Neenah Plan Commission Schedule](#)

[City of Neenah Zoning Code](#)

FOR OFFICE USE ONLY
Date Received:
Case / Plan Number:
Fee:
Check Number:
Receipt Number:

Developments may incur more fees than listed. Please see the [Schedule of Fees](#) for a complete list.

SITE PLAN	ZONING	CSM / PLAT REV.	ANNEXATION
Site Plan (Minor) \$200 / Application	Rezoning \$500 / Application	City CSM \$150 / Map	Non-R1 Annexation \$400 / Review
Site Plan (Major) \$400 / Application	Special Use Permit \$500 / Application	Extraterritorial CSM \$150 / Review	
Site Plan (Parking Lot) \$100 / Application	Appeal or Variance \$350 / Application	Preliminary Plat Review \$150 + (\$35/lot) / Review	
Site Plan (Change of Use) \$150 / Application	Land Use Map Amtd. \$500 / Letter	Final Plat Review \$100 + (\$10/lot) / Map	
Site Plan (Telecom Tower) \$3,000 / Application	P.D.D. / T.N.D. Review \$500 / Approval		
	Master Plan Approval \$500 / Approval		
	Project Plan Approval \$400 / Approval		

FOR OFFICE USE ONLY			
Staff Review:	Approved	Denied	Date:
Neenah Plan Commission:	Approved	Denied	Date:
Board of Appeals:	Approved	Denied	Date:
Common Council:	Approved	Denied	Date:
Conditions for Approval (If Any):			
Informal Hearing:	Notice Mailed:		
Formal Hearing:	Notice Mailed:		
Notice Published:			



ALLIANCE CHURCH

Exhibit A

RE: Proposal to use space at Horace Mann Elementary School for a satellite location of Alliance Church.

Alliance Church has existed in the Fox Cities since 1932. The Alliance Church was formed by a small group of Christians worshiping at the Appleton YMCA. As the church grew it moved through several locations in the Fox Cities, and finally to its current site on Grand Chute Boulevard in Grand Chute.

The church mission is to Connect the World with God and One Another. The church strategy is to plant satellite locations in neighborhoods throughout the Fox Cities.

The first satellite location was established in Hortonville in early 2021. That campus has grown to a Sunday attendance of 500 adults and 100 children. The Hortonville location holds services at the historic Hortonville Opera House.

The next step of the strategy is to establish a satellite location in Neenah. Many congregants at the Appleton campus live in Neenah. They are excited about establishing a location in Neenah and sharing the gospel with their neighbors and the broader Neenah community.

The Horace Mann Elementary School provides the space needed for a Neenah location. A rental agreement has been discussed with the Neenah Joint School District to conduct Sunday morning services at the school. The specific spaces to be used are identified on the floorplan in Exhibit B. Some key elements of the rental include:

- Day one we are planning on an attendance of 200 adults and 50 kids per service needing 80-100 parking spaces and at a maxed-out service we could see 235 adults and 65 kids per services needing 94-118 parking spaces
- Adult worship would be held in the gymnasium (max. capacity of 894 - won't exceed 30%)
- Sunday school for children ages 6-weeks through 6th grade would be held in Rooms 154 (max. occupancy 65), Rooms 156 (max. occupancy 69), and the cafeteria (max. occupancy 360)
- Alliance Church would supply security teams and emergency medical teams
- Door #1 would be used as the main entrance on Sunday morning while Door #8 would be used as a secondary entrance - All other entrances of the facility would be considered emergency exit only
- Sunday morning rentals will be from 6:00 am until 12:00 noon with services at 9a and 10:30a

Alliance Church is working with an organization called Portable Church. This organization identifies equipment and supplies for a church to conduct Sunday services on a "load in/load out" basis. They are familiar with helping churches hold services in schools. This organization would provide training for church staff and volunteers to perform the "load in/load out" process in a way that does not disturb spaces that are used for school functions.

Alliance Church believes Horace Mann Elementary can be the base from which it can achieve its spiritual mission, and as demonstrated at the Hortonville campus, have a positive impact on the community.

*Connecting the world with **God** and **one another**.*

Exhibit B



ALLIANCE CHURCH NEENAH



Parking

*Estimated 235 adult attendance per service
94-118 Spaces Needed*

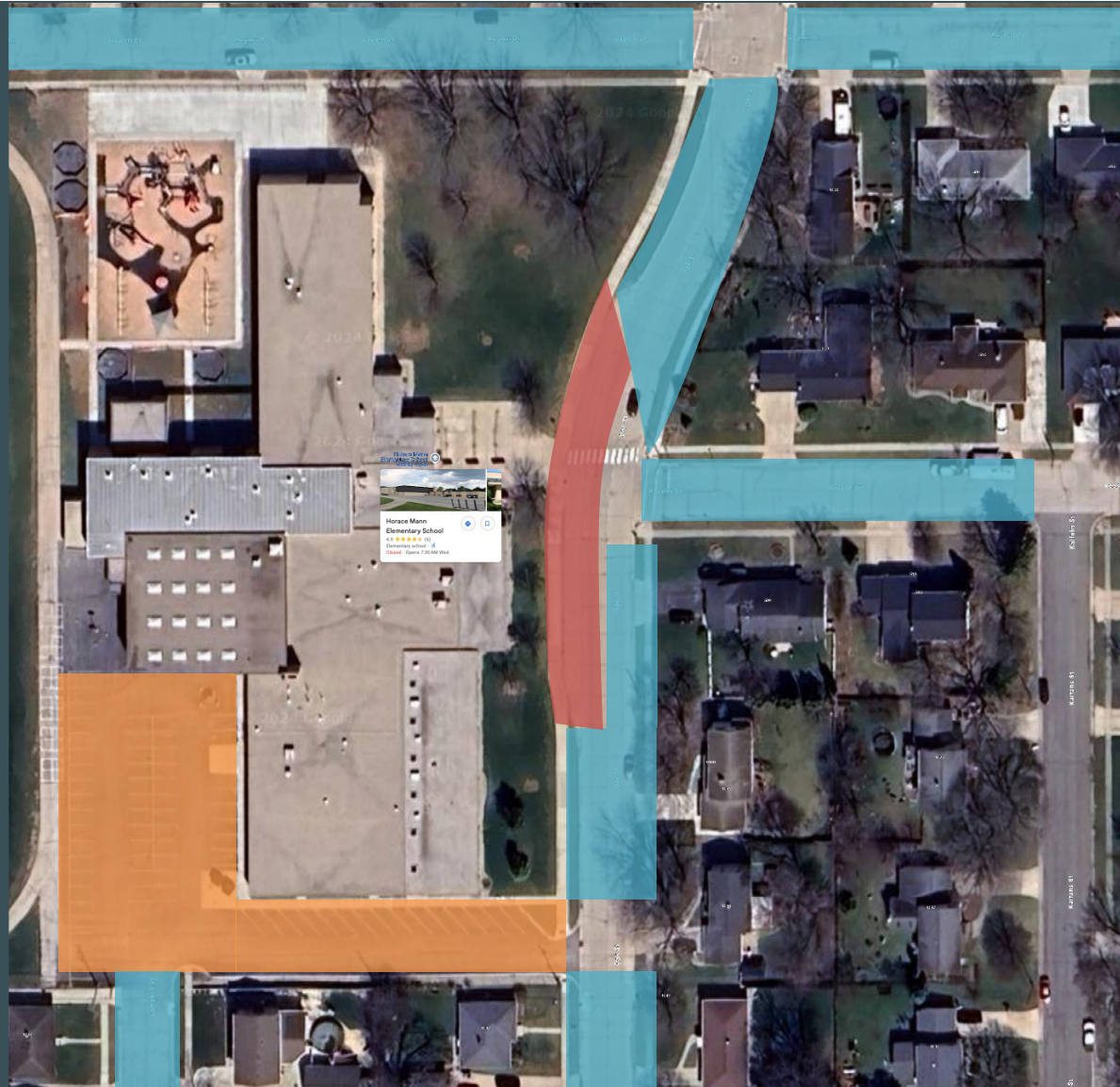
Parking Lot

68 Spaces

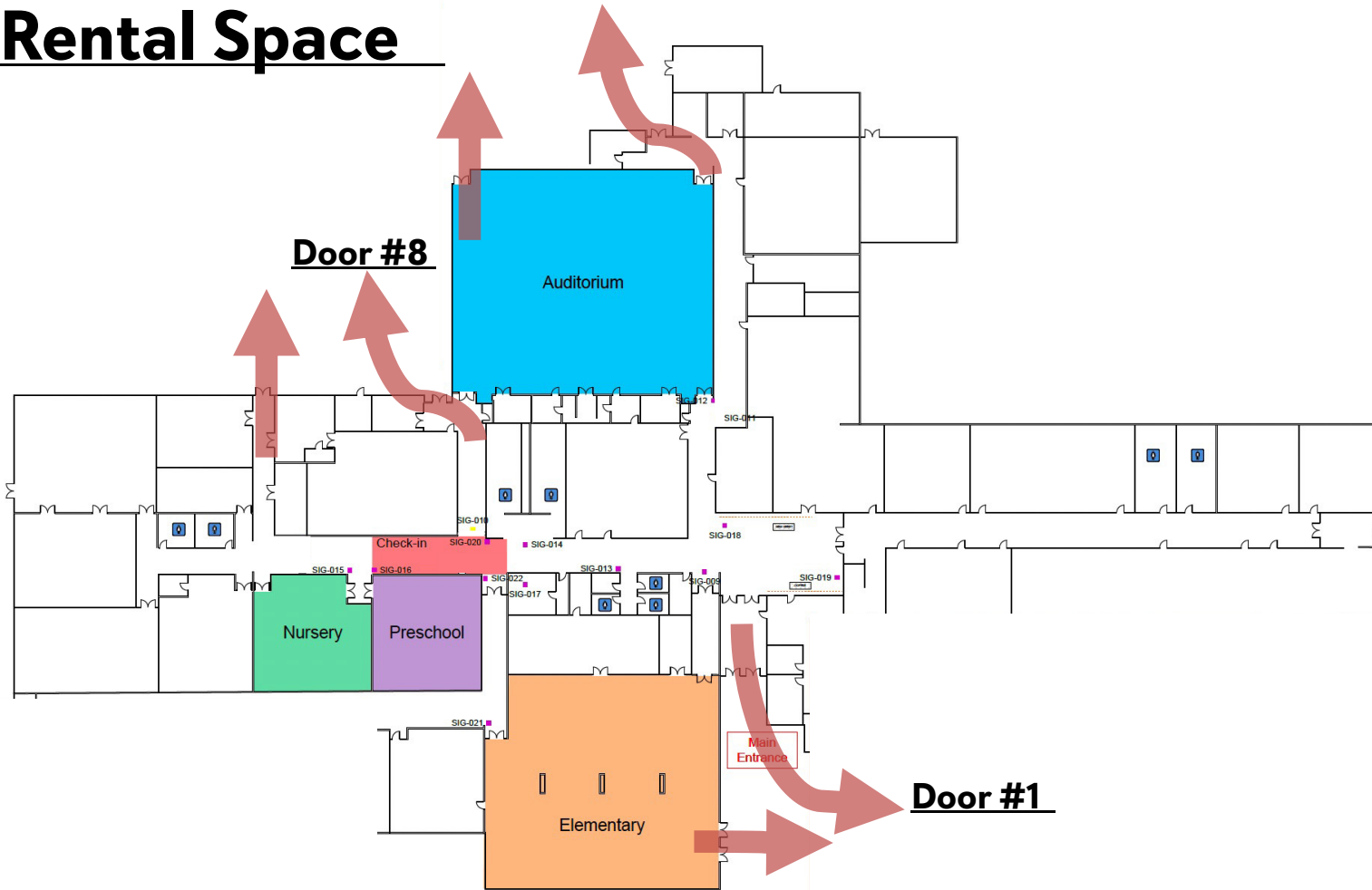
Street Parking

26-50 Spaces

Drop-Off Zone



Rental Space



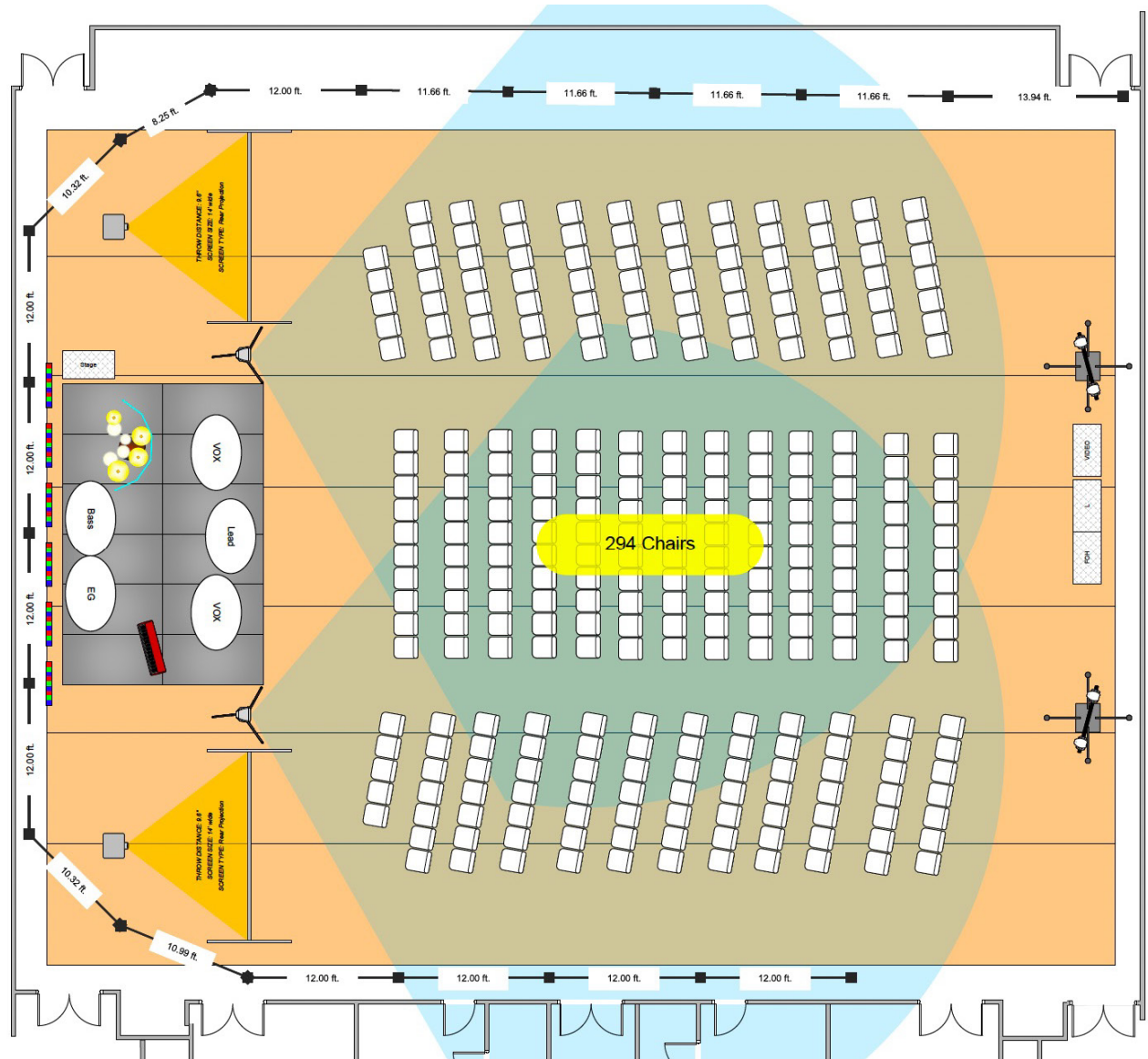
Door #8

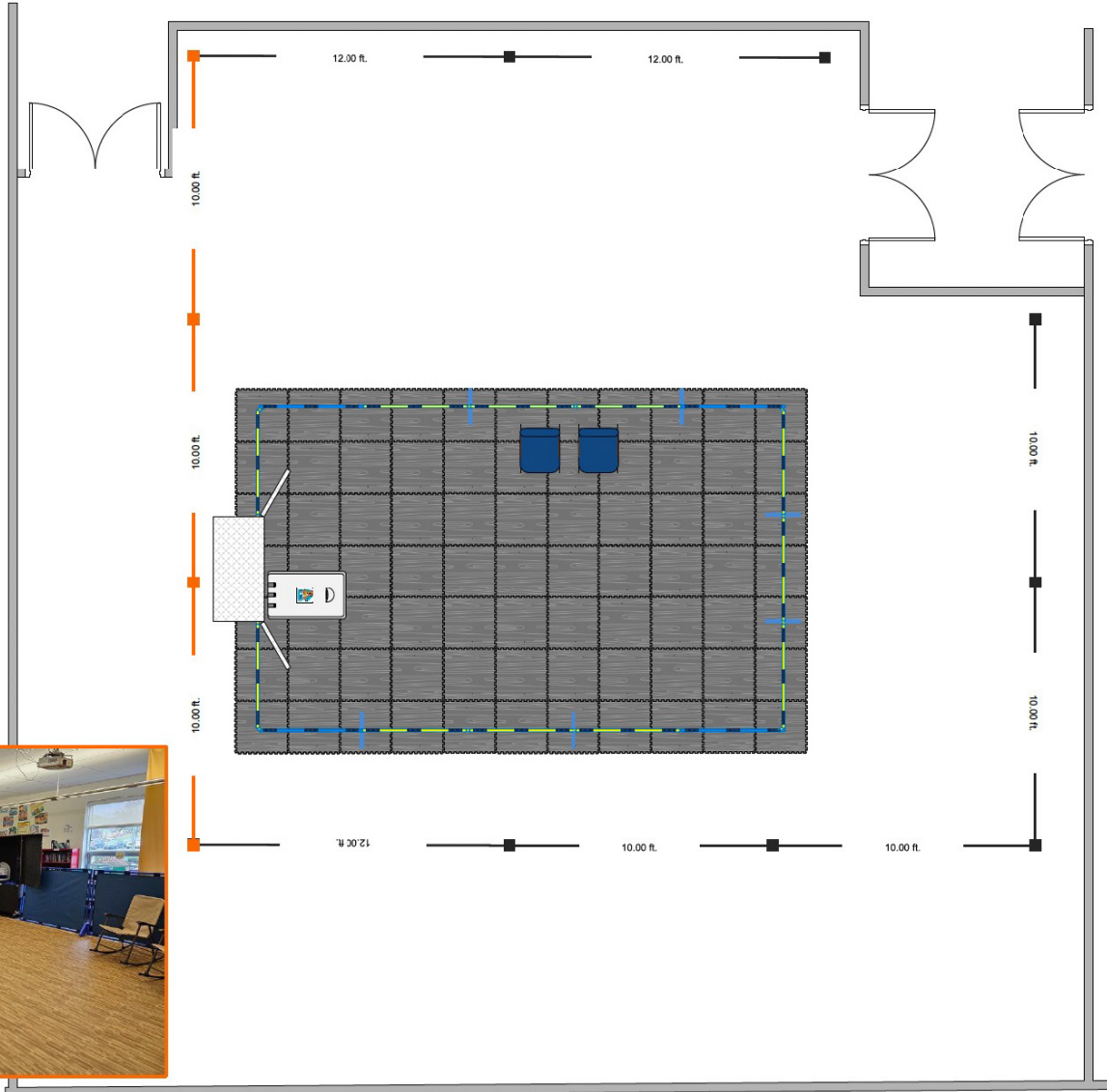
Door #1

Main
Egresses

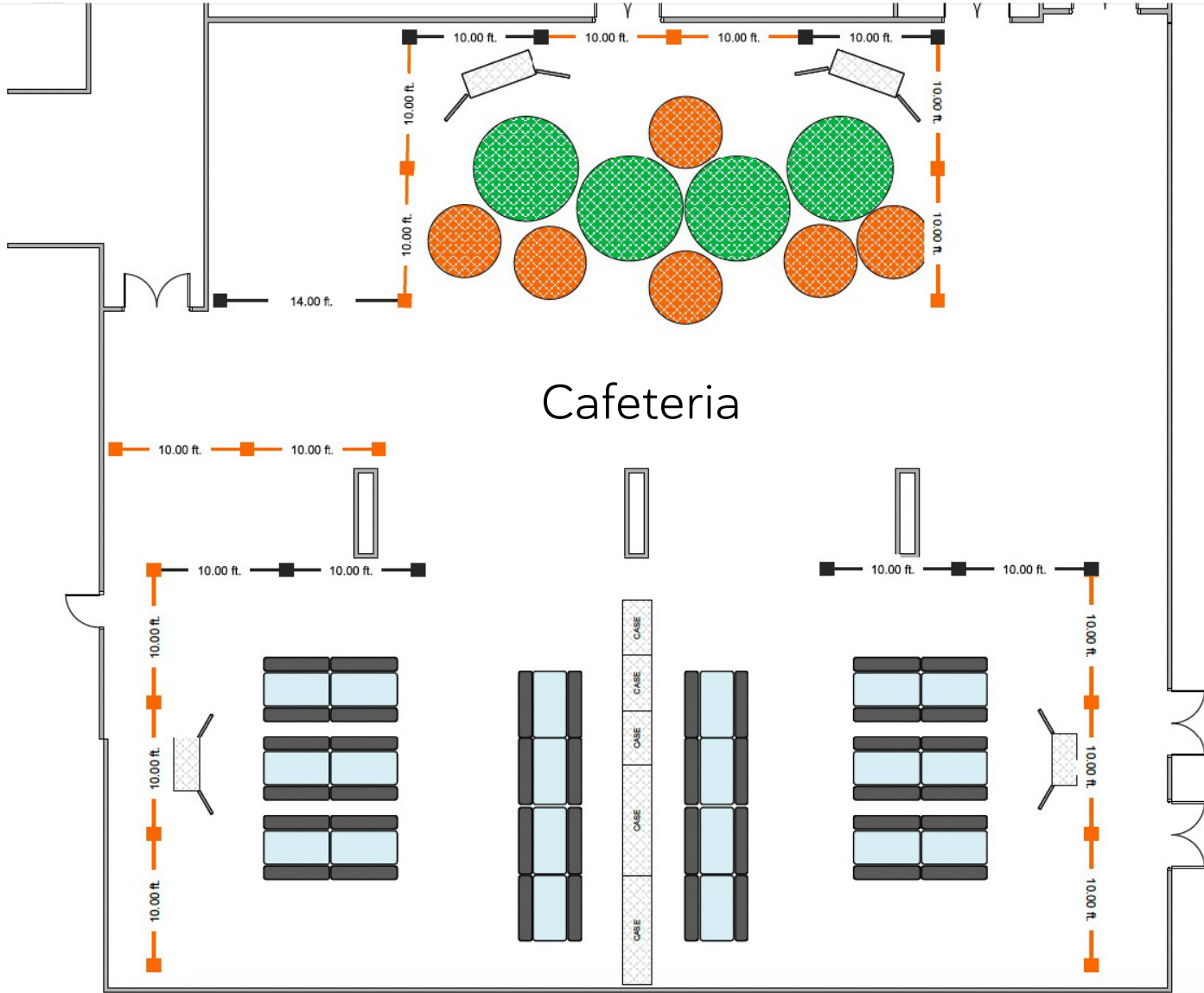


Gymnasium Adult Worship





Room 156 Nursery



3rd
4th
5th
6th



DATE: December 10, 2024
TO: Mayor Lang and Members of Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Special Use Permit – 1340 Gillingham Road – Class “A” License

Request

Van Zeeland Oil Co, Inc has submitted a request obtain a Class “A” license to sell fermented malt beverage at their convenience store located at 1340 Gillingham Road.

Consideration

Convenience stores which sell gasoline are required to obtain a Class “A” license and a special use permit to sell fermented malt beverages. Chapter 4 of the Municipal Code includes further limitations related to Class “A” licenses for properties which sell gasoline:

1. Alcohol may only be displayed and sold from a lockable area such as a cooler, cage, or similar facility. No open floor display or sale from which will be permitted.
2. Total floor area allocated to alcohol sales shall be limited to no more than 10% of the total sales floor area of the store or 750 square feet, whichever is less.
3. The area from which alcohol is displayed and sold must be locked and inaccessible to the public between the hours of 9:00 PM and 8:00 AM, pursuant to Wis. State. §125.32(3)(d).
4. There shall be no sale of single serve fermented malt beverages in bottles or cans of fewer than 60 ounces per container.
5. Fermented malt beverages may only be sold or given away in four-pack or greater collective quantities of 12 or more ounce bottles or cans.
6. Advertisement for alcohol products may not be displayed in any exterior location of the business (including upon, at or near gasoline or other fuel pump islands).
7. Sales of fermented malt beverages in kegs, of any size, are not permitted.
8. Given the “quick stop” and high-volume nature of retail customer businesses at convenience stores, tasting events (i.e. the sale or provision of taste samples of fermented malt beverages) are not permitted on any premises licensed hereunder.
9. A cashier selling alcoholic beverages must be at least 18 years of age, and at least on on-duty employee must possess a legal operator’s license while alcohol is being sold, being also within sight of all alcohol sales transactions.
10. Any license issued hereunder shall be immediately forfeited and surrendered should the convenience store cease to sell and dispense gasoline or other motor fuels.

Gillingham Road Mobil is located on a 0.69-acre parcel and includes a 3,072 square-foot convenience store and gasoline pump islands. The total sales floor area of the building is about 1,075 square feet. The proposal is to include an alcohol sales area of 19 square feet in existing coolers with doors accessible to the guests. This area represents a little over 1% of the total sales floor area of the building.

The proposed floor plan and sales area for the alcohol sales represents an area less than 10% of the total sales floor area and less than the maximum 750 square feet per the Municipal Code. Any future changes to the proposed alcohol sales floor area may require a modification to this special use permit and the Class "A" fermented malt beverages license. Failure to meet the requirements of the Class "A" license may constitute a forfeiture of the special use permit.

Recommendation

Plan Commission finds that the proposed floor plan meets the requirements listed under Section 4.95(f) of the Municipal Code for a Class "A" license and recommends Common Council approve a Special Use Permit for the issuance of a Class "A" license for property located at 1340 Gillingham Road subject to the conditions of the Special Use Approval Letter.



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

December 02, 2024

TODD VAN ZEELAND

4100 A PROSPECT AVE
APPLETON, WI 54914

**RE: Special Use Permit #6-24 - 1340 Gillingham Road - Class A Liquor License Special Use Review () Status
Approved**

Dear TODD VAN ZEELAND:

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

Sincerely,

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

Plan Review Comments

**Planning - Brad Schmidt -
bschmidt@neenahwi.gov**

Approved

Review Comments:

1. Alcohol may only be displayed and sold from a lockable area such as a cooler, cage, or similar facility. No open floor display or sale from which will be permitted.
2. Total floor area allocated to alcohol sales shall be limited to no more than 10% of the total sales floor area of the store or 750 square feet, whichever is less.
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7. Sales of fermented malt beverages in kegs, of any size, are not permitted.
8. Given the "quick stop" and high-volume nature of retail customer businesses at convenience stores, tasting events (i.e. the sale or provision of taste samples of fermented malt beverages) are not permitted on any premises licensed hereunder.
9. A cashier selling alcoholic beverages must be at least 18 years of age, and at least on on-duty employee must possess a legal operator's license while alcohol is being sold, being also within sight of all alcohol sales transactions.
10. Any license issued hereunder shall be immediately forfeited and surrendered should the convenience store cease to sell and dispense gasoline or other motor fuels.
11. Modifications to the alcohol sales area requires an amendment to the special use permit.
12. Failure to adhere to these requirements may constitute a forfeiture of the special use permit.

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

Approved

Review Comments:

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

Approved

Review Comments:

**Public Works - Gerry Kaiser -
gkaiser@neenahwi.gov**

Approved

Review Comments:

No comments.

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

Approved

Review Comments:



PLANNING SERVICES APPLICATION

Department of Community Development
 211 Walnut St. P.O. Box 426
 Neenah, WI 54957-0426
 Phone (920) 886-6125 | Fax (920) 886-6129



PROPERTY OWNER	APPLICANT
Name: Todd Van Zeeland	Name: Van Zeeland Oil Co Inc
Mailing Address: 4100A Prospect Ave Appleton, WI 54914	Mailing Address: 4100 A Prospect Ave Appleton, WI 54914
Email:	Email:
Phone: 920-738-3520	Phone: 920-738-3520

PROPERTY	
Site Address: 1340 Gillingham Rd Neenah WI 54956	Parcel Number (PIN): 02-0392-00-00
Current Use: Commercial	Proposed Use:
Current Zoning:	Proposed Zoning:

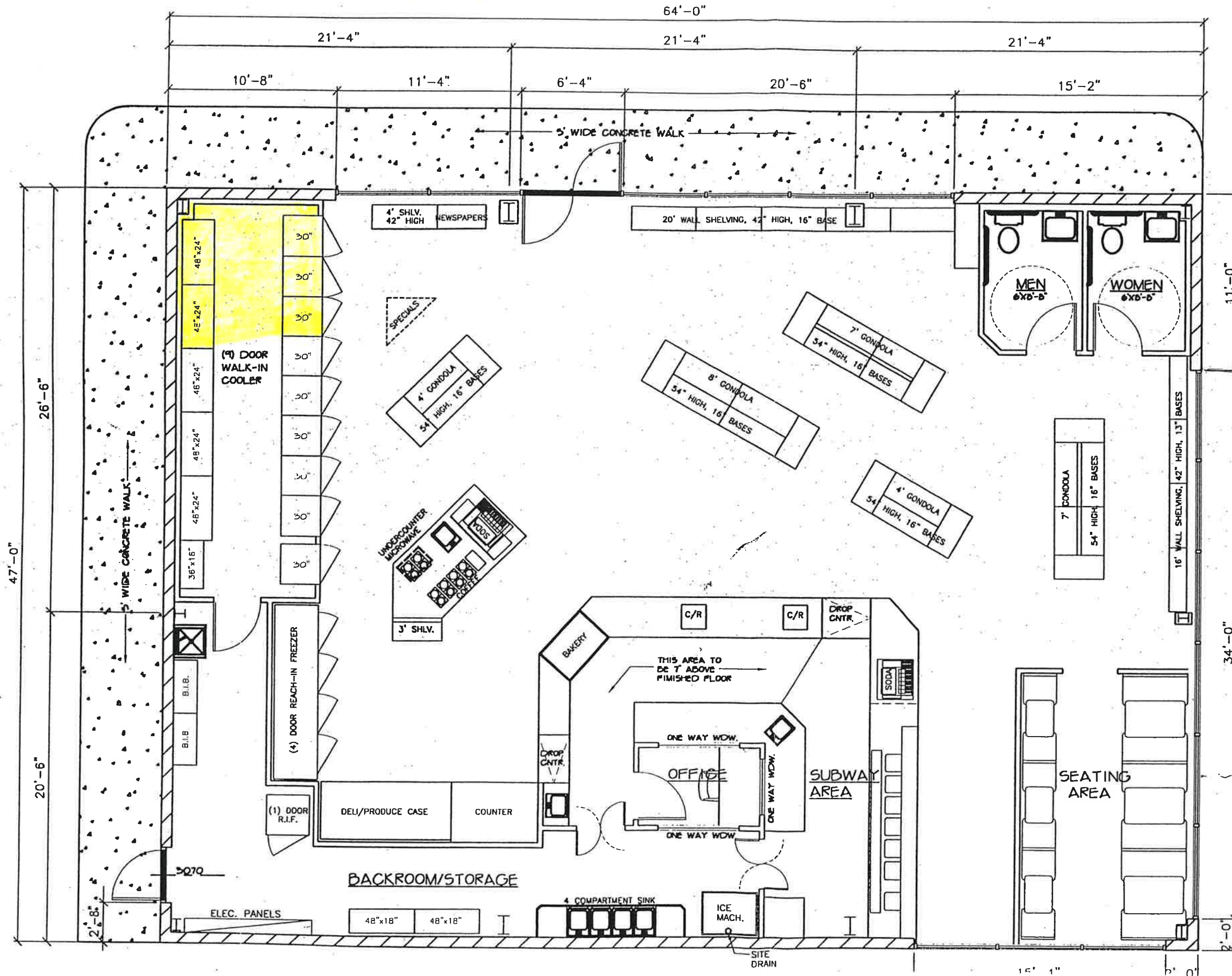
SITE PLAN	ZONING
Description of Proposed Project / Request: Will be switching out 3 soda coolers for use of alcohol coolers.	
<input type="checkbox"/> Minor Site Plan ¹ <input type="checkbox"/> Parking Lot ³ <input type="checkbox"/> Major Site Plan ² <input type="checkbox"/> Change of Use ⁴ <input type="checkbox"/> Telecommunications Tower	<input type="checkbox"/> Rezoning <input type="checkbox"/> PDD Project Approval <input checked="" type="checkbox"/> Special Use Permit <input type="checkbox"/> TND Project Approval <input type="checkbox"/> Appeal or Variance <input type="checkbox"/> CH Project Approval <input type="checkbox"/> Future Land Use Map Amendment

CERTIFIED SURVEY MAP / PLAT REVIEW	ANNEXATION
Property Identification / Legal Description:	
Number of Lots / Outlots:	Temporary Zoning Requested: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input type="checkbox"/> City CSM <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Extraterritorial CSM <input type="checkbox"/> Final Plat	If yes, Describe Request:

X 11/21/2024 Todd Van Zeeland
 Date Owner / Agent Signature (Agent acknowledges they can sign on property owner's behalf)

- 1: Minor Site Plan: Building addition less than or equal to 5,000 SqFt or less than 50% of existing building, parking lot addition greater than 10 parking stalls, construction of accessory structure.
- 2: Major Site Plan: New construction, building addition greater than or equal to 5,000 SqFt or more than 50% of existing building.
- 3: Parking Lot: Parking lot construction / addition of 10 stalls or more.
- 4: Change of Use: No new construction or additions; Property use changing from one land use to another.

BEER SALE AREA IN YELLOW





MEMORANDUM

DATE: December 10, 2024
TO: Mayor Lang, and Members of Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Annexation #237 (1241 W. Winneconne Avenue) – 1.26 Acres

Jeramy and Rachel Lukasavage have submitted a petition for direct annexation to the City of Neenah for property located at 1241 W. Winneconne Avenue in the Town of Neenah. The annexation area is approximately 1.26 acres and includes a portion of Winneconne Avenue right-of-way. The property includes a single-family residence. The petitioners want to annex the land to connect to City water and sanitary sewer. 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 Mixed Use. The objective of the district is to identify those undeveloped areas which have the potential to become different uses including commercial, high-density residential, or low-density residential. The use of these districts will really be determined by the surrounding, more dominant land uses. In this case, residential use is the predominant land use west of Tullar and east of County Road CB. 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 #237 (Ordinance #2024-26) and the property also receive an R-1, Single-Family Residence District zoning classification.

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

We, the undersigned, constituting 100% 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.

Part of the Southeast ¼ of the Southwest ¼ of Section 29, Town 20 North, Range 17 East, Town of Neenah, Winnebago County, State of Wisconsin, being bounded and described as follows:



Commencing at a point that is 436.61 feet east of the Northwest corner of Said Southeast ¼ of the Southwest ¼, of said point also being 737.00 feet West of the Northeast corner of said Southeast ¼ of the Southwest ¼, to the Point of Beginning; thence S1°12'50"E, 395.03 feet to the centerline of State Trunk Highway 114 (also known as W. Winneconne Avenue); thence S69°27'38"W, 123.46 feet along said centerline of State Trunk Highway 114; thence N6°32'26"W, 214.39 feet; thence N0°30'22"W, 225.00 feet to the North line of the Southeast ¼ of the Southwest ¼ of said Section; thence N89°50'30"E along said North line 133.91 feet to the Point of Beginning.

Containing 1.26 acres, more or less.

Parcel Number - 010028402

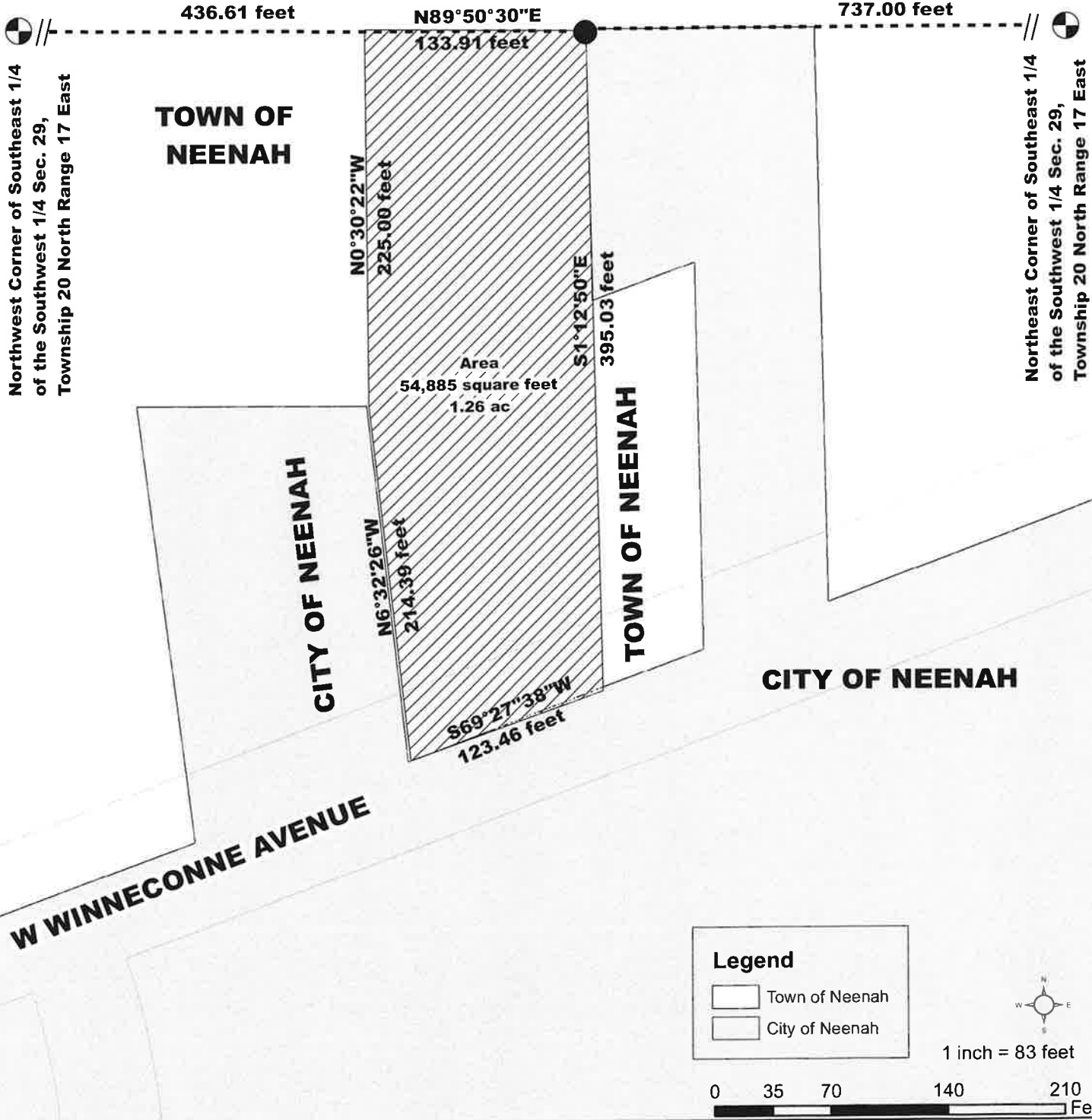
The current population of such territory is 4.

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	Petitioner	Petitioner Address
	11/24/24	<u>Jeremy E. Lukasavage</u>	1241 W. Winneconne Ave Neenah, WI 54956
	11/25/24	<u>Rachel L. Lukasavage</u>	1241 W. Winneconne Ave Neenah, WI 54956

MAP OF PROPOSED ANNEXATION

MAP OF THE SE 1/4 of the SW 1/4 OF SEC. 29, T. 20N, R. 17E, TOWN OF NEENAH, WINNEBAGO COUNTY



Legend

- Town of Neenah
- City of Neenah



1 inch = 83 feet

