



NEENAH PLAN COMMISSION

Tuesday, February 10, 2026

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: 288 351 592 088 4

Passcode: f4cf9PY2

-
1. Approval of Minutes: **December 30, 2025**
 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. **Project Plan Approval #1-26** - Medical Facility Building Addition - 1540 Lyon Drive (Ord. No. 2026-01)
 - b. **Excess Public Property** - Enterprise Drive (east of 590 Enterprise Drive)
 5. Discussion Items:
 - a. Zoning and Sign Code Re-Write RFP
 6. Announcements and future agenda items:
 - a. Next Meeting: February 24, 2026

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

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, December 30, 2025
4:00 p.m.

Present:

Mayor Jane Lang, Chairperson	PRESENT	Gerry Kaiser, Director of Public Works	ABSENT	Alderman Dan Steiner Vice Chairperson	PRESENT
Kate Hancock-Cooke	PRESENT	Karen Genett	PRESENT	Frank Cuthbert	PRESENT
Gerry Andrews	PRESENT	Lindsay Clark	PRESENT		

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Michael Burrows, Intern of Community Development
Alderman William Pollnow	Alderman Florence Bruno	

Minutes: MSC, Hancock-Cooke/Genett, the Plan Commission, to approve the November 25, 2025 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 #239 – Dogwood Trail – Town of Neenah (Ord. No. 2025-16)

Deputy Director Schmidt went over the annexation request. This annexation is on the east side of Dogwood Trail. The size of this annexation is about 1.9 acres. The intent is to subdivide this into two separate lots with an R1 zoning. This land is also located in the city growth area which is part of the Boundary Agreement.

Member Cuthbert asked about an area on the annexation inquired if there was enough space for driveway access. Deputy Director Schmidt stated yes and this will also be discussed when approving the CSM.

Member Genett asked where this area will be getting water and sewer. Deputy Director Schmidt stated the water will be from the City and the sewer will be the Town Sanitary District. Both of which are located within Dogwood Trail right-of-way adjacent to the site.

MSC, Hancock-Cooke/Cuthbert, the Plan Commission, to recommend Common Council approve Annexation #239 (Ord. No. 2025-16) and the property receive an R-1, Single-Family Residence District zoning classification. All voting aye. Motion passed.

b. CMS #12-25 – Dogwood Trail – 2 Lot CSM

Deputy Director Schmidt went over the proposed CSM, which is to subdivide the annexed land into two separate lots. Both lots would be under an acre but exceed the minimum lot size of

Ordinance No.
2025-16

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7,200 square feet. There is a condition regarding a certain amount of street frontage due to the subdivision ordinance, they will have to construct a shared driveway or private street that would meet the standards of the ordinance. There are public sewer and water along Dogwood Trail that can be connected via laterals to both properties. There is also a gas pipeline which runs through this subdivision so the houses would need to be setback to the east to stay out of that easement. A drainage plan would also need to be submitted to ensure that water is managed and not pushing out to neighboring properties.

Member Hancock-Cooke asked if the internal water management will still be effected in this area. Deputy Director Schmidt explained that this area was built without stormwater infrastructure, there was only natural drainage that would be directed towards a stormwater pond. This development does not need a stormwater plan since it is under the one-acre threshold.

Member Cuthbert clarified that the water is already connected to the city system. Deputy Director Schmidt stated there is a public water main along Dogwood Trail and if a house or houses are built, they would have to connect to that water main.

Alderman Steiner asked about the lot size and the driveways and that this meets the requirements since it is a private road. Deputy Director Schmidt stated there were many iterations to this development and this is the best option due to the parameters on the site.

Member Andrews asked if any of area includes wetland. Deputy Director Schmidt stated there was a wetland study done when the plat was developed. Although it would also not be required due to the size of the CSM. A small portion of wetland is located on the northeast corner of proposed lot 1.

Member Hancock-Cooke asked about the land to the south being unplatted land and if this CSM could ever be landlocked if the unplatted land was ever developed. Deputy Director Schmidt stated if that was ever the case, there would be a road or connection off County Road JJ.

MSC, Cuthbert/Hancock-Cooke, the Plan Commission, to approve the 2 lot CSM for the property located along Dogwood Trail, subject to the conditions on the CSM Review Letter. All voting aye. Motion passed.

Discussion Items:

a. 2025 Year-in-Review

Deputy Director Schmidt went over all the applications and requests reviewed by the commission over the year and the projects that will be possibly upcoming in the new year.

Announcements and Future Agenda Items: Next meeting is scheduled for January 13, 2026

Adjournment: The Commission adjourned its meeting at 4:25 p.m. MSC Genett/Cuthbert. All voting Aye. Motion passed.

Respectfully Submitted,

Plan Commission Minutes

December 30, 2025

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A handwritten signature in black ink that reads "Kayla Kubat". The signature is written in a cursive, slightly slanted style.

Kayla Kubat

Administrative Assistant, Department of Community Development



DATE: February 5, 2026
TO: Mayor Lang and Members of Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Project Plan Approval – Surgery Center of the Fox Valley – 1540 Lyon Drive

Request

Surgery Center of the Fox Valley, applicant, has submitted a request to construct a building addition at property located at 1540 Lyon Drive. The property is zoned Mahler Farm Planned Development District (PDD). Building additions in a PDD require project plan approval.

Location

The subject property is located on the west side of Lyon Drive, south of Bell Street. The building is 8,800 square feet and includes two tenant spaces. The south tenant space is used as a medical facility. The existing building was constructed in 2004.

The Mahler Farm PDD was created in 1993 and subsequently amended in 1999. The Master Plan of the PDD shows this parcel as professional office. The use of the property as a medical facility is consistent with the overall intent of the Master Plan.

Proposal

The applicant is proposing utilize the north tenant space as a medical facility and construct an addition to the building on the west (rear) side of the building. The approximately 4,500 square-foot addition will include mechanical rooms.

Off-Street Parking/Traffic Circulation

The applicant is not changing access points (driveways) to the site off of Lyon Drive. Medical facilities are required to maintain off-street parking at a rate of 1 parking space per 1,000 square feet of gross floor area. Upon the completion of the addition to the building, a total of 13 off-street parking stalls is required. The site currently contains at least 35 parking stalls, exceeding the minimum parking requirement.

Architectural Standards

The proposed building addition will have an exterior wall height of about 9 feet, which is less than the existing building wall height of about 11 feet. The exterior façade will match the buildings' vinyl siding. Directly south of the proposed building addition, a roof-top mechanical unit will be installed (at-grade).

Recommendation

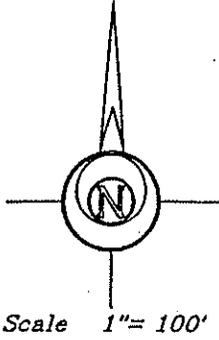
An appropriate action at this time is for the Plan Commission to recommend Council approve Ordinance number 2026-01 for the project plan for Surgery Center of the Fox Valley, located at 1540 Lyon Drive, subject to the conditions of the project plan approval letter.



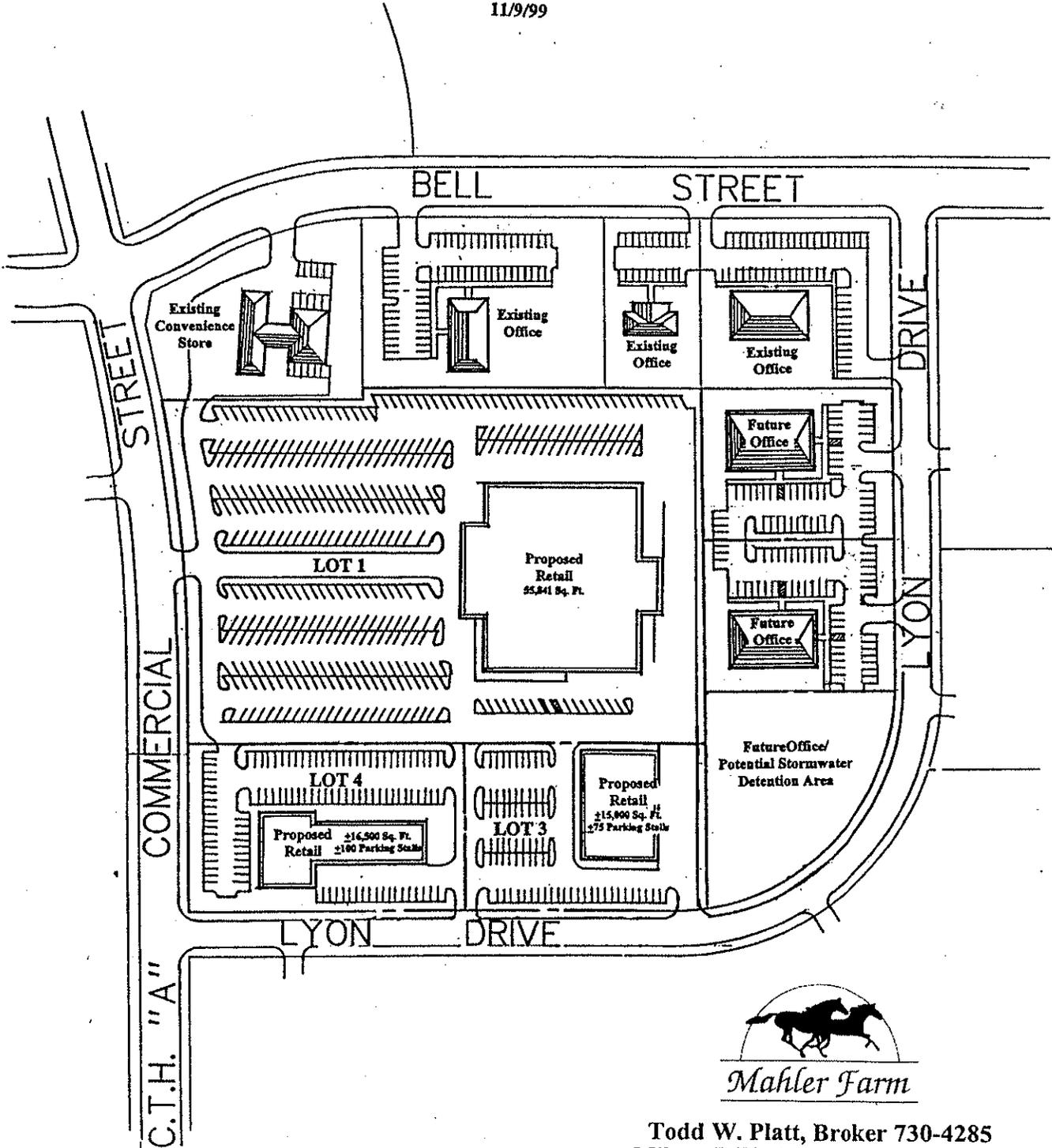
LYON DR

EXHIBIT B

Mahler Farm Concept Plan



11/9/99



Mahler Farm

Todd W. Platt, Broker 730-4285
Milton J. Fischer, Broker 213-2145

While indicative of future development and land use, this plan is an artist's rendering and is subject to change.



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

February 05, 2026

AMAN MANSOORM
ALLEVIATE PROPERTIES, LLC
1540 LYON DRIVE
NEENAH, WI 54956

RE: PPA #1-26 - 1540 Lyon Drive - Building Addition Project Plan Review () Status Approved

Dear AMAN MANSOORM:

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. Required parking spaces shall be adequately marked
2. An approved city building permit is required prior to the start of any construction work.
3. The removal of any landscape plantings may require new plantings in their place. Please contact the Department of Community Development if you plan to remove any landscape plantings.
4. Modifications to the submitted site plan may require additional review. Please contact the Department of Community Development if the submitted site plan is changed.

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

Approved

Review Comments:

Street excavation permit required when digging in road to connect new water service.

**Fire Department - Jerry Mavroff - 886-6204
GMavroff@nmfire.org**

Approved

Review Comments:

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

Approved

Review Comments:

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

Approved

Review Comments:

Advisory Comments:

Service can be installed with a tee or by hot tap.

Blocking shall be solid concrete blocks or poured concrete. Wood shall not be used for blocking.

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 loops or possible flow-through conditions are created by the interconnection of private mains or services on the property or within a building. These require separate approval and require check valves to ensure protection of the distribution system.

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.



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission
Re: Project Plan approval #1-26 for Mahler Farm
Planned Development District to allow for a
building addition at 1540 Lyon Drive.

ORDINANCE NO. 2026-01
Introduced: _____
Committee/Commission Action:

AN ORDINANCE

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

Section 1. That pursuant to Section 26-353 of the Neenah Municipal Code, the Common Council of the City of Neenah approves the following Mahler Farm Planned Development Project Plan.

Project Plan Approval #1-26, which is detailed in the attached Exhibit "A", which is incorporated herein by reference.

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

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

Adopted: _____

Published: _____

Approved:

Jane B. Lang, Mayor

Attest:

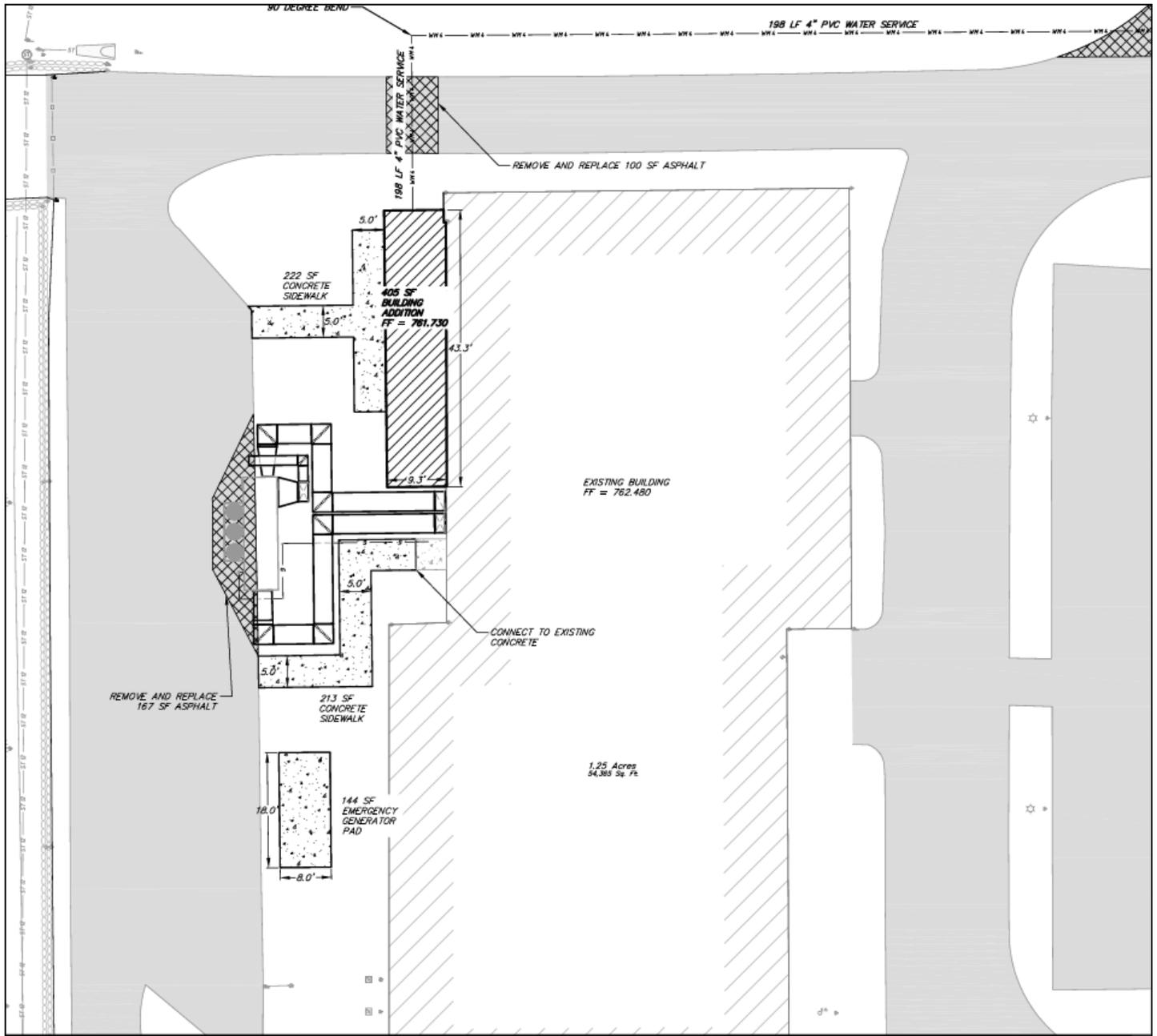
Char Nagel, City Clerk

EXHIBIT A

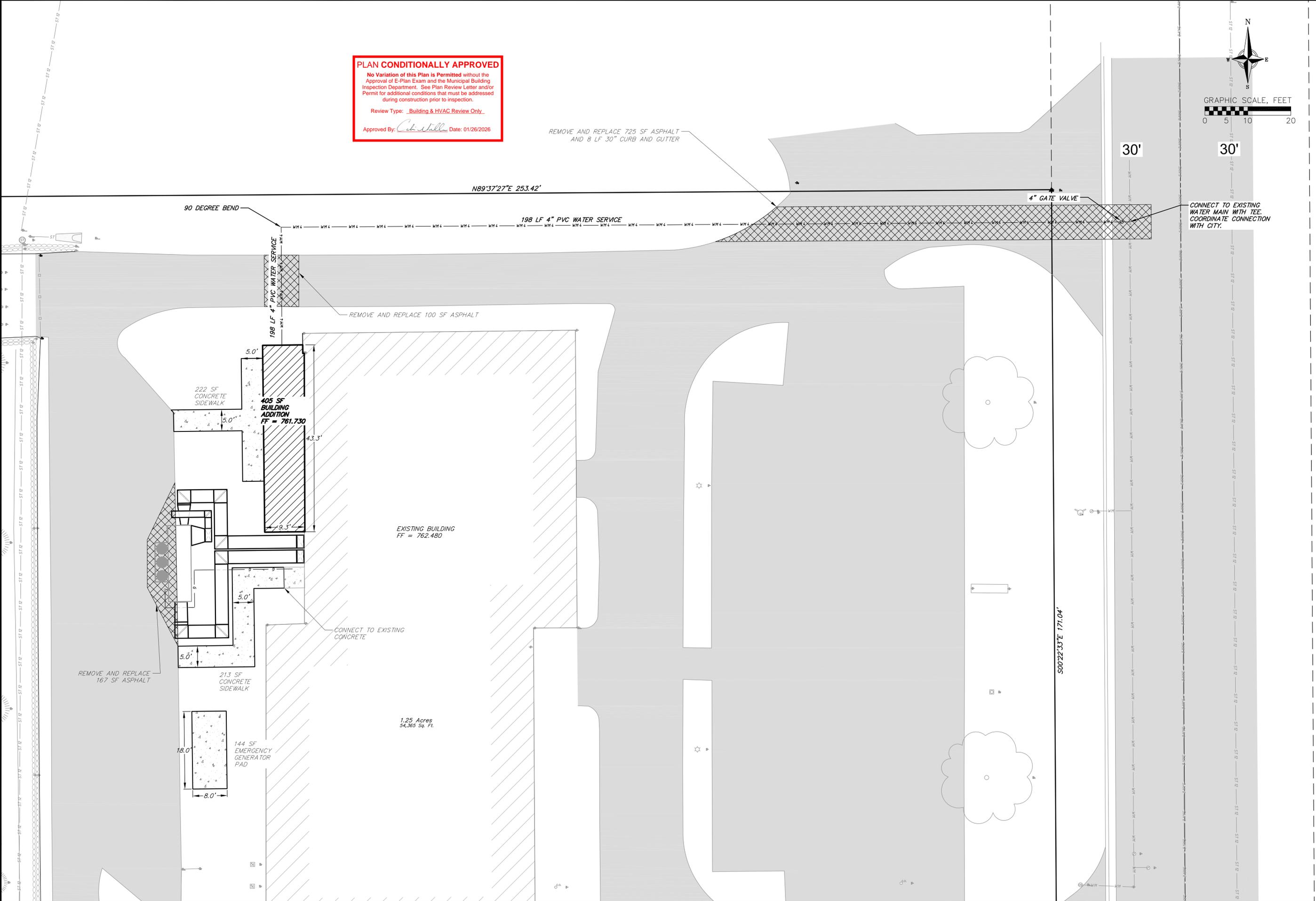
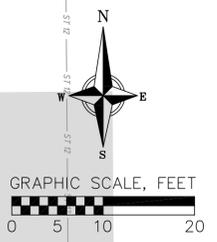
PROJECT PLAN APPROVAL #1-26
MAHLER FARM PLANNED DEVELOPMENT DISTRICT

Surgery Center of the Fox Valley

Project Plan Approval #1-26 is approved to allow the addition to a building located at 1540 Lyon Drive for medical facility use.



PLAN CONDITIONALLY APPROVED
 No Variation of this Plan is Permitted without the Approval of E-Plan Exam and the Municipal Building Inspection Department. See Plan Review Letter and/or Permit for additional conditions that must be addressed during construction prior to inspection.
 Review Type: Building & HVAC Review Only
 Approved By: *Chris Hill* Date: 01/26/2026



SITE LAYOUT AND UTILITY PLAN
 ALLEIVATE SURGERY CENTER
 1540 LYON DRIVE
 NEENAH, WISCONSIN

NO.	REVISIONS		REMARKS
	DATE	NO.	

DATE: 11/06/2025
 DRAFTER: TTW
 CHECKED: TTW
 PROJECT NO.: 250887
 SHEET: C2.0





M E M O R A N D U M

DATE: February 10, 2026
TO: Mayor Lang, Common Council and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Excess Public Land – Enterprise Drive

The City has received a request from Horseshoe Beverage Company (590 Enterprise Drive) to purchase a portion of city-owned land located adjacent to the company's property. The purchase of the land from the city would support the company's business expansion plans and would provide adequate vehicular circulation around their existing building.

The City purchased land in the early 1980's to support the creation of an industrial park (Southpark Industrial Center). The City platted (subdivided) the land, creating industrial lots, public roads, and a railroad lead line to serve future industrial businesses within the industrial park. The subject parcel was created to serve as a portion of the railroad lead line. Railroad tracks were installed shortly after the creation of the industrial park.

The subject property is approximately 35 feet wide by 1,050 feet long. The railroad lead line extends from the north portion of the property (along Enterprise Drive), south approximately 450 feet. The railroad tracks serve Tidi Products. The remaining 600 feet of land is undeveloped. Through conversations with Canadian National, the existing railroad tracks are unlikely to be extended. Additionally, Canadian National agreed to remove a railroad easement on the portion of land that is undeveloped.

Horseshoe Beverage Company has proposed purchasing the southern half of the city-owned property (35 feet by 600 feet). The property is zoned I-1, Planned Business Center District, consistent with the surrounding zoning. Upon the sale of the property Horseshoe Beverage Company will consolidate the land into their main parcel located at 590 Enterprise Drive. In addition to Plan Commission review, the City's Finance and Personnel Committee will review the offer to purchase.

The subject property has no future benefit to the city, as the original use was intended for the industrial park railroad lead line. With no ability to further extend the lead line to other properties in the industrial park, the land has no viable use and shall be designated as excess public property. The benefit of selling the land is to support a local company's expansion plans and to place the land back on the tax role.

Recommendation

An appropriate action at this time is for the Plan Commission to declare the city-owned land as excess public property and recommend Council approve the sale of the property located along Enterprise Drive to Horseshoe Beverage Company.

SCHULTZ DR

S87°50"W (34.75')

N03°0137"W (153.04')

S87°13'50"W (0.43')

S03°02'38"E (643.12')

N03°02'38"W (490.08')

N87°13'50"E (35.00')



Request for Proposals

City of Neenah, WI

Issued: January 9th, 2026

Zoning Code and Sign Code Rewrite

Contact: Brad Schmidt, AICP
Deputy Director of Community Development
920.886.6126 | BSchmidt@NeenahWI.Gov
www.NeenahWI.gov

INTRODUCTION

The City of Neenah is seeking proposals from qualified firms to develop modern land use and sign regulations pertaining to the physical development of the City. Development within the City is currently regulated primarily through two chapters of the City of Neenah Municipal Code: Chapter 26 (Zoning), and Chapter 24 (Signs). The existing codes were adopted in the 1970s and have not undergone a comprehensive update since that time. Sporadic changes to the codes have been made over the years in response to various legislative changes, court rulings, and community needs.

The City of Neenah is looking to create a new Zoning Code and Sign Code that adequately addresses the variety of land uses, neighborhoods, and corridors that currently exist as well as those planned for the future.

COMMUNITY BACKGROUND

Located along the northern shores of Lake Winnebago in northeastern Wisconsin, the City of Neenah has a population of 27,238 (2020 US Census). Despite Neenah's place in the Oshkosh-Neenah MSA, which has a population of 171,730 (2020 US Census), it is culturally viewed as part of the greater Fox Cities, constituting parts of the Appleton-Oshkosh-Neenah CSA which has a population of 414,877 (2020 US Census), making it the third largest CSA in Wisconsin.

Historically, Neenah grew with the paper industry due to the significance of the Fox River, and is the birthplace of Kimberly-Clark Corporation. Neenah's economy has diversified and several major employers including Plexus Corporation, ThedaCare Regional Medical Center, Jewelers Mutual Insurance, Alta Resources Company, Menasha Corporation, Bergstrom Automotive, the Neenah Foundry, and Neenah Enterprises, Inc. call Neenah home. Interstate 41, running north-south through the City, is the major highway connecting Neenah to the Fox Cities (north) and Oshkosh (south). Historic Downtown Neenah is a vibrant, pedestrian-friendly, full-service downtown along the southern shores of the Fox River and Little Lake Butte Des Morts, with a daytime population exceeding 10,000 people within 1-mile. Most of the business corridors are adjacent to low-density residential neighborhoods including S. Commercial Street, S. Green Bay Road, and W. Winneconne Avenue.

The City of Neenah has recently updated its Comprehensive Plan, and two area plans; the Downtown Plan and the South Commercial Street Corridor Plan. Additionally, the City has just completed a Housing Study and Needs Assessment. Links to these documents are provided later in the RFP.

SCOPE OF SERVICES

The City of Neenah Zoning Code and Sign Code are outdated, lack adequate community safeguards, and are not consistent with current best practices. The goal of this project is to fully rewrite the Zoning Code and Sign Code and make them more intuitive, include visuals, improve regulations, streamline review and approval processes, and maintain flexibility.

The rewrite process should - at a minimum - address the following issues:

1. Streamline Regulations and Review Procedures

- a. Review current zoning approval processes and suggest processes that can be reviewed administratively rather than Plan Commission and Council review.
- b. Combine Sign Code regulations within the Zoning Code as opposed to maintaining a separate chapter in the Municipal Code.
- c. Review permitted and special use permits for each zoning district and suggest new, modern uses and consider eliminating special use permits and replace with specific use standards.

2. Reinforce Legal Standing and Respond to Legislative Changes

- a. Ensure compliance with *Reed v Town of Gilbert (576 US 155 – 2015)* and any other relevant court rulings or State Statutes.
- b. Ensure references to State Statutes are consistent and up to date.
- c. Identify locations within the Municipal Code which reference sections of the Zoning Code. City Staff will make the necessary changes in the Municipal Code after the Zoning and Sign Code are adopted.

3. Improve Accessibility and Ease of Understanding

- a. Use graphics, tables, concise language, and comprehensive definitions.
- b. Article organization should be intuitive and free flowing.
- c. Code should be compatible with common forms such as on computers and mobile devices.

4. Revise Code to Reflect and Include Current Land Use Patterns

- a. Consider the creation of additional zoning districts to reflect the current land uses within specific areas of the city.
- b. Avoid creating a significant number of legal nonconformities.
- c. Encourage mixed use districts and methods to improve flexibility in the code.
- d. Create a zoning map with updated zoning districts in a format that can be edited in ArcGIS Pro.

5. Incorporate Feedback and Suggestions from Community Engagement

- a. Create a project webpage to provide information and solicit comments.
- b. Public participation opportunities such as visual preference surveys or community survey. At a minimum, one community-wide survey or visual preference survey is required. In addition, at least three stakeholder focus groups/meetings (can be done virtually) are required.
- c. Outreach to residents and non-residential stakeholders with an open house event(s) to discuss proposed regulations.

- d. A minimum of two open house events, one to introduce the project to the community and seek feedback at the beginning of the project and one to introduce the final Zoning Code and Sign Code revisions, is required.
- e. Address issues identified by stakeholders who frequently interact with the code such as planning staff, building inspectors, code enforcement officer, business owners, developers, sign companies, and other property owners.

6. Expand Regulatory Reach of the Code

- a. Develop design standards for downtown Neenah and a design review process.
- b. Consider minimum design standards or guidelines for commercial, industrial and multi-family buildings.
- c. Incorporate recommended actions identified in the City's recent Housing Study and Needs Assessment.
- d. Ensure consistency in the Zoning Code with the City's Comprehensive Plan and other relevant plans including the City's Downtown Master Plan and South Commercial Street Corridor Study.
- e. Provide best practice recommendations identified by experience in other communities and national trends.
- f. New and comprehensive landscaping requirements that simplifies enforcement and permits flexibility without sacrificing community aesthetics.
- g. Identify locations within the City which would benefit from an overlay district (e.g. waterfront district).

SCHEDULE

Milestone	Date
RFP disseminated to potentially interested firms	January 9, 2026
*Consultant Question Period	January 9 th - February 6 th
Proposal due	February 13, 2026
Evaluation of proposals and interviews	February 16 - March 13, 2026
Selection of Consultant	March 14, 2026
Recommendation by the City Finance Committee to Common Council	March 25, 2026
Common Council approves Consultant	April 1, 2026
Execution of contract for services	April 2, 2026
Notice to proceed	April 6, 2026
Milestone dates provided by consultants as part of proposal (include preliminary findings and plan refinements)	Consultant's Schedule
Final report to the City	September 1, 2027

*Consultants may ask questions before regarding the project. All questions shall be submitted no later than February 6th. Answers to those questions will be shared with all consultants interested in the project.

RESPONSIBILITIES OF THE CITY

The City of Neenah will assist the Consultant in the following area as part of the project:

1. The City will provide access to relevant informational documents such as:
 - a. Present and historic records of building and sign permits.
 - b. Present and historic planning and zoning applications.
 - c. List and map of individual parcels by land use.
2. The City will provide access to existing City plans and research including:
 - a. City of Neenah [Sign Ordinance](#)
 - b. City of Neenah [Zoning Code](#)
 - c. City of Neenah [Subdivision Ordinance](#)
 - d. City of Neenah [Comprehensive Plan](#) (Updated March 2024)
 - e. City of Neenah [Housing Study and Needs Assessment](#)
3. Upon request, the City's GIS Coordinator can provide GIS support and data for the project.

4. Staff will assist in project management and administration. Staff will attend all meetings with the consultant as a liaison between the Public and the Consultant, upon Consultant's request. To keep costs related to travel at a minimum, virtual meetings are accepted and encouraged as part of this proposal (Except the Open House, Plan Commission, and Council final presentations).
5. Staff will coordinate and schedule all meetings involving the Consultant. City staff will mail agendas, meeting minutes and meeting information packets.
6. Staff will create a steering committee of community members to assist in the development of a new zoning and sign code. The steering committee will aid in reviewing proposed regulations and ultimately the draft of the updated codes.
7. Please suggest other ways the City can assist to keep costs within budget.

SUBMISSION

The City of Neenah respectfully requests a proposal from your firm for the provision of the services identified above. The brief proposal shall include the following:

1. A statement of the Consultant's understanding demonstrates knowledge of the project requirements.
2. A description of similar project experience involving key staff to be involved in the project. The Consultant agrees to provide municipal references upon request.
3. Description of how the Consultant will include the public and/or stakeholders in the project. The City will rely on the Consultant's experience in what public participation methods work best to engage the public in similar projects.
4. A description of the Consultant's technical approach to the project, including an outline of the sequence of tasks, major benchmarks, and milestone dates. The schedule shall include anticipated meetings with stakeholders, meetings with steering committee, and approval meetings with the City's Plan Commission and Common Council. The consultant shall present the proposed zoning and sign code updates in draft and final form to both the Plan Commission and Common Council. It is expected that the project will be completed by mid-2027.
5. A summary, with resumes attached, of key staff on the project team who will be directly involved in the project. Staff resumes should focus on individuals who will have primary responsibility for performance of the work with less emphasis on firm principals. Please indicate who will be the project manager
6. Proposed use of City staff as well as any equipment, materials or additional data that will be expected from the City at the onset of the project.
7. Agreement to accomplish the project within the time frame contained in this RFP.
8. Include a detailed budget with the estimated cost of the services to be provided under this proposal. **The project budget is \$130,000.** Include any additional costs beyond the scope of services that you would recommend to successfully complete the project.

- a. Optional: Include budget alternatives for recommended public engagement strategies beyond what is required in this RFP.
 - b. Optional (but encouraged): Include a budget alternative for including the [subdivision code](#) as part of the rewrite project.
 - c. Per-meeting cost (or hourly rate) for additional meetings beyond the open house event required under scope of services.
9. Proposed services to be sub-contracted; if any, anticipated subcontractors, and anticipated costs for these services.
 10. Any additional terms or conditions, which are deemed necessary for entering into a contract with the City, should be attached or incorporated as part of the proposal.

All proposals become the property of the City of Neenah and will not be returned. The City reserves the right to reject any or all proposals, to waive technicalities, or to negotiate further with a responder who appears to most nearly meet the City's desires.

EVALUATION

Selection will be based upon the proposals submitted which meet all requirements and will be ranked primarily based on the following criteria:

1. Consultant's understanding and technical approach to the project.
2. Consultant's ability to meet project schedule.
3. Pertinent experience and qualifications of the project team.
4. Relative value of the services to be provided (Cost will not be the primary determining factor but will be a consideration).
5. Consultant's approach to gathering feedback from the public and other local stakeholders.
6. Interviews – City may request an interview(virtual) with a firm(s).

PROJECT BUDGET

\$130,000 approved as part of the City's 2026 Operation Budget.

DELIVERABLES

The final report should be delivered to the City of Neenah Community Development Department as a PDF file and a Microsoft Word file which can be edited without altering the formatting. An electronic copy of the final report presentation materials shall be provided as well. An updated zoning map shall also be submitted in a format accessible in ArcGIS Pro.

DEADLINE AND DELIVERY

Proposals are due no later than Friday, February 13, 2026, at 4:00 PM (CST).

Preference for submissions of the proposals is in digital format by email to the following email address:

BSchmidt@NeeahWI.gov

CONTACT

All inquiries shall be directed to the Deputy Director of Community Development.

Brad Schmidt, AICP
BSchmidt@NeeahWI.gov
(920) 886-6126