



NEENAH PLAN COMMISSION

Tuesday, July 30, 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:

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Meeting ID: 230 616 470 60

Passcode: Bnfogu

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1. Approval of Minutes: **June 25, 2024**
  2. Public Appearances (Ten minutes divided among those wishing to speak on topics pertinent to the Plan Commission)
  3. Public Hearings:
    - a. Chapter 24 - Sign Code - Repeal and Replace
  4. Action Items:
    - a. Chapter 24 - Sign Code - Repeal and Replace (*Ordinance No. 2024-16*)
    - b. Repeal Ordinance No. 2024-08 - Moratorium on Select Signs (*Resolution 2024-14*)
    - c. Site Plan #9-24 - 1215 Doctors Drive - Change of Use
    - d. Site Plan #10-24 - 2060 Marathon Avenue - Boys and Girls Club
    - e. Site Plan (Sidewalk Café) - 123 E. Wisconsin Avenue - Double Tree Hotel
    - f. Annexation #234 - 1800 Liberty Avenue - T. of Vinland (*Ordinance No. 2024-17*)
  5. Announcements and future agenda items:
    - a. Next Meeting: August 13, 2024

*In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Community Development Department Administrative Assistant at 920-886-6125 or the City's ADA Coordinator at (920) 886-6106 or e-mail [attorney@NeenahWI.gov](mailto: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, June 25, 2024**  
**4:00 p.m.**

**Present:**

Mayor Jane Lang, Chairperson	PRESENT	Sarah Moore-Nokes, Vice Chairperson	ABSENT	James Merten, Director of Public Works designee	PRESENT
Kate Hancock-Cooke	PRESENT	Karen Genett	PRESENT	Betsy Ellenberger	ABSENT
Gerry Andrews	ABSENT	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
Michael Burrows, Intern of Community Development	Frank Cuthbert, 1533 Fallow Dr Neenah WI	Alderman Lee Hillstrom

**Minutes:** MSC Steiner/Hancock-Cooke, the Plan Commission, to approve the May 7, 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:**

- a. Tax Increment District #13 – Creation

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

**Action Items:**

- a. Project Plan Approval (Amendment) – Bridgewood Luxury Apartments

Deputy Director Schmidt went over the request to slightly modify the project plan for the Bridgewood Luxury Apartments. The new proposal is to reorient the office recreation building, add additional parking and add an outdoor swimming pool. The pool is located along the north shared property line with the Bridgewood condominiums. It will be surrounded by a wrought iron fence for safety and then additionally a six-foot white vinyl fence will be located along the shared property line, creating a buffering for the neighbors.

Member Hancock Cooke asked if the residents around this property know about this plan. Deputy Director Schmidt stated the surrounding residents know about the development. For an amendment like this, however, there are no notification procedures, but the developer did indicate he was going to talk to the neighbor to let them know of this amended plan.

Member Genett asked about the distance from the pool to the existing property. Deputy Director Schmidt stated the pool decking is located about 25 feet from the property line and the pool itself is an additional 10-15 feet.

ORDINANCE  
#2024-11

Member Genett asked if we know if there will there be rules of use. Deputy Director Schmidt stated there probably will be since it is intended for residents of the development and their guests.

Member Hancock-Cooke asked about lighting surrounding the pool for safety. Deput Director Schmidt stated the developer would need to meet any standards for lighting and landscaping.

**MSC Hancock-Cooke/Genett, the Plan Commission, to recommend Common Council approve Ordinance #2024-11, for the amendment to Project Plan Approval #1-22 for the Bridgewood Planned Development District, allowing the modification to the office building layout and the addition of an outdoor swimming pool subject to the Project Plan Approval Letter. All voting aye. Motion passed.**

**b. Tax Increment District #13 – Review of Proposed Boundaries and Project Plan**

Deputy Director Schmidt went over the creation of the 7<sup>th</sup> active TID and the 13<sup>th</sup> overall. This area is located south of County Highway G and was part of TIF district 6, which was closed last year. This district is created as an industrial development. The district itself is 70 acres and is currently undeveloped. The southern half of the district is the RGL Logistics development, which is currently under construction.

Deputy Director Schmidt went over maps that are included in the project plan. One map shows all the parcels within the district and the boundaries. Another map shows the current land use of the existing parcels, and the last map shows future land uses and proposed projects within the district. Some of the proposed projects were the signalization at County highway G and Dixie Road. There is also roadway work proposed on Dixie Road to urbanize.

Deputy Director Schmidt also added this TIF district is proposed to close early. Per statutes it can remain open for 20 years, however, the anticipated closure would four years earlier.

Member Steiner asked for more information and what is the criteria regarding closing this district four years early. Deputy Director Schmidt showed a spreadsheet that looked at project costs and the incremental value of the projected assessment of the property.

Member Hancock-Cooke asked about the half mile buffer mentioned. Deputy Director Schmidt stated within a TIF district, we need to identify the area within a half mile so we can have projects within a half mile.

Member Hancock-Cooke asked about wetlands. Deputy Director Schmidt stated there have been identified wetlands and the developer will take care of the wetlands, they will assume those costs and get reimbursed until a certain amount of time.

**MSC Steiner/Genett, the Plan Commission, to approve the boundaries of the Tax Increment District #13 and recommend Common Council approve Resolution 2024-10 creating Tax Increment District #13. All voting aye. Motion passed.**

RESOLUTION  
2024-10

### Housing Study and Needs Assessment

Deputy Director gave an update on the housing study and needs assessment that came out of the discussion of the comprehensive plan. After receiving 10 proposals from consulting firms around the United States, Stantec was ultimately chosen. One reason this firm was chosen was their vast data collection and data analysis phase of their project. Stantec will also develop strategies specific to the Neenah market.

Member Hancock-Cooke asked who implements the action items from the strategies. Deputy Director Schmidt stated it would be most likely be Plan Commission or Council depending on the strategies being implemented.

Member Steiner asked when we could anticipate having a final product. Deputy Director Schmidt stated by end of this year or early next year according to their proposed calendar.

### Design Standards

Intern Burrows gave a presentation of wider options for design standards, what design standards Neenah already has as well as look at what other communities have implemented. He went over the existing design standards, such as lot sizes, setbacks, and driveway standards. The City of Oshkosh regulates general standards and design standards that are based on uses. The city is addressing major concerns specific to each use rather than creating widespread standards. The City of Janesville has outlined standards for physical developments within their zoning code with the intent for developments to match up with surrounding buildings.

Intern Burrows then went over other design elements not seen in surrounding municipalities. Street standards regulate what new street construction or street reconstruction will look like by making requirements such as with street trees, pavement markings, and bike lanes. Another consideration would be bird friendly design standards which reduce the fatality buildings have on birds by adding lines to glass and reducing trapping forms. Lastly, sustainable design standards which is trying to get homes to be more passive in their energy consumption by increasing insulation and secure air enclosures.

Concluding the presentation showed examples of existing buildings and how the building could have been enhanced to create a more cohesive feel with the surrounding buildings and how city staff negotiates to keep best design practices in mind.

### Sidewalk Furniture

Deputy Director Schmidt let the Commission know of the review of the sidewalk furniture ordinance, which regulates such things as planter boxes and benches. The hope is to streamline the process to make it easier for businesses and property owners.

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

**Adjournment:** The Commission adjourned its meeting at 4:54 p.m. MSC Genett/Hancock-Cooke. All voting Aye. Motion passed.

Respectfully Submitted,

Plan Commission Minutes

June 25, 2024

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

Kayla Kubat

Administrative Assistant, Department of Community Development



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## M E M O R A N D U M

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**DATE:** July 30, 2024  
**TO:** Mayor Lang and Members of Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director  
**RE:** Zoning Code Amendment – Chapter 24 – Sign Code (Ord. No. 2024-16)

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The City's Sign Code (Chapter 24) was adopted in 1977. In late 2023, the Common Council approved a revised Sign Code addressing concerns of a lawsuit against the City. The revised Sign Code addressed those concerns, and the case was dismissed.

A subsequent lawsuit was brought against the City in 2023, which identified several concerns with the recently updated Sign Code. The court in that case ruled that several sections in the Sign Code violate the First Amendment Freedom of Speech Clause. The specific sections are listed below:

1. Section 24-107(9) – Prohibition against advertising vehicle signs.
2. Section 24-10(2) – Prohibition against off-premises signs.
3. Sections 24-182(5) and 24-183(5) – Limiting the number of portable yard signs in residential districts to one sign.
4. Sections 24-182(5) and 24-183(5) – Limiting the time of portable yard signs in residential districts to no more than 30 days in a 90-day period.
5. Sections 24-27 and 24-131 relating to the permitting process for signs.

Following the court's decision on these items, the Common Council approved a 90-day moratorium on the erection, replacement, repair, relocation, or modifications of select signs in the City. The court's ruling on the City's Sign Code basically prohibited the City from issuing sign permits. The purpose of the moratorium is to provide adequate time for staff to revise the Sign Code to ensure signs which may not otherwise meet the dimensional, locational, or construction requirements of the Sign Code are not placed within the City. The moratorium is proposed to be rescinded with the adoption of the revised Sign Code.

A redline copy of the revised Sign Code is attached to this memo. The redline version identifies the changes that are being proposed. Further details of the specific changes are outlined below:

**Section 24-107(9)** – The Sign Code in its current form includes a prohibition against the placement of a sign on a *vehicle, trailer, or other piece of movable equipment which contains any sign or messaging devise, which is unlicensed and/or inoperable*. The court's concern is that too much emphasis is placed on the inoperability of the vehicle. The Sign Code allows operable vehicles to have signage under certain conditions. The revised Sign Code removes advertising vehicle signs. Staff will consider reviewing the Zoning Code to provide provisions against the placement of inoperable or unlicensed vehicles on commercial and industrial properties.

**Section 24-102(2)** – This section lists prohibited signs and more specifically, off-premises signs. The Sign Code identifies exceptions to off-premises signs which include athletic field signs and sandwich board signs. The court’s concern is that this prohibition of off-premises signs unfairly restricts a homeowner from placing a sign similar to a sandwich board sign on a residential property but allowing them in areas like the downtown. To remedy this concern, the proposed Sign Code expands on the definition of off-premises signs by describing the permanent nature of off-premises signs and its commercial message. In addition, sandwich board signs were removed from the Sign Code and will be included in a future revision to the Street Furniture section of the Municipal Code.

**Sections 24-182(5) and 24-183(5)** – Portable Yards signs in residential districts (R-1, R-2, M-1, and M-2) have historically been limited in the number that can be placed (one), and the-time frame they can remain (30 days in a 90-day period). The court ruled that the limits on the number of signs and time they can be placed are unconstitutional. The recent federal court case regarding the City’s Sign Code did not come to this same conclusion. To remedy the concerns, the proposed Sign Code removes the limit on the number of portable yard signs that can be placed on a residential property and removes the time limit they can remain on a residential property. The Sign Code, however, does limit the size of portable yard signs to no more than 10 square feet, and maximum height of 6 feet, and prohibits them from being placed within the vision clearance area and triangle if they are over 3 feet in height.

**Sections 24-27 and 24-131** – These sections describe when sign permits are required, and which signs don’t require a permit. The court described the current Sign Code as confusing and leaves too much discretion to the Community Development Department on issuing a sign permit. The proposed Sign Code revises *Article II. Administration* detailing the process for applying for a sign permit, identifying when a sign permit will be granted, listing which signs require a sign permit, and including a section which signs do not require a sign permit.

The primary purpose of these changes in the sign code were to satisfy the ruling of the court. However, the City’s Sign Code, even with these proposed revisions, is an outdated sign code. New types of signs like electronic message center signs are not clearly addressed in the sign code. Many modern sign codes include graphics and illustrations to make it easier to read and interpret. Although the Community Development had planned to hire a consultant to re-write and modernize the sign code in 2024, it’s likely that will be pushed to 2025.

#### **Recommendation**

**Appropriate action at this time is for Plan Commission to recommend Common Council approve Ordinance No. 2024-16, repealing and recreating Chapter 24 of the Code of Ordinances relating to sign regulations and recommend Common Council approve Resolution No. 2024-14, rescinding Ordinance No. 2024-08, A Moratorium on Select Signs**



**RESOLUTION NO. 2024-14**

**A RESOLUTION TO RESCIND ORDINANCE NO. 2024-08: A MORATORIUM ON SELECT SIGNS DEFINED BY SECTION 24-3 OF THE CODE OF ORDINANCES**

WHEREAS, portions of Chapter 24 of the Code of Ordinances of the City of Neenah, consisting of Sections 24-107(2), 24-107(9), 24-182(5), 24-183(5), and the Chapter's permitting requirements have been invalidated by court rulings; and,

WHEREAS, the Common Council adopted Ordinance No. 2024-08: A Moratorium on select signs defined by Section 24-3 of the Code of Ordinances to ensure signs erected in the City of Neenah follow applicable building code, electrical code, design standards, and other regulations to secure the compelling government interests relating to signs in Chapter 24 of the Code of Ordinances; and,

WHEREAS, it was identified in Ordinance No. 2024-08 that the need for the moratorium would be removed by the development of compliant standards by the City of Neenah regarding the erection, replacement, repair, renovation, or modification of signs; and,

WHEREAS, the Common Council has adopted Ordinance No. 2024-16 which consists of compliant standards regarding the erection, replacement, repair, renovation, relocation, or modification of signs,

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF NEENAH, WISCONSIN this 7<sup>th</sup> day of August 2024 that the Ordinance 2024-08: A Moratorium on Select Signs Defined by Section 24-3 of the Code of Ordinances is hereby rescinded.

BE IT FURTHER RESOLVED THAT City staff are instructed to henceforth administrate and enforce signs based on Chapter 24 of the Code of Ordinances.

Adopted, approved and recorded this 7<sup>th</sup> day of August 2024.



Recommended by: Plan Commission

CITY OF NEENAH, WISCONSIN

Moved: \_\_\_\_\_

\_\_\_\_\_  
Jane B. Lang, Mayor

Passed: \_\_\_\_\_

\_\_\_\_\_  
Charlotte K. Nagel, City Clerk

Published: \_\_\_\_\_



211 Walnut Street  
Neenah, WI 54956

AN ORDINANCE: Plan Commission  
Re: Repealing and Replacing Chapter 24 Sign ordinance regarding the regulation of signs in the City of Neenah

ORDINANCE NO. 2024-16

Introduced: \_\_\_\_\_

Committee/Commission Action: \_\_\_\_\_

## AN ORDINANCE

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

**Section 1.** Chapter 24 SIGNS, of the Code of Ordinances of the City of Neenah are repealed and replaced in its entirety.

### Chapter 24 SIGNS<sup>1</sup>

#### ARTICLE I. IN GENERAL

##### Sec. 24-1. Purpose.

- (1) The purpose of this chapter is to establish standards for the fabrication, erection, and use of signs, and to regulate the location, type, size, and height of signage for all properties within the City of Neenah. The adoption of this chapter reflects the formal finding of fact by the City of Neenah Plan Commission and Common Council that regulation of signage advances the following compelling governmental interests:
  - (a) Reduce signage that the City has determined to be a cause of unsafe traffic and visibility conditions for pedestrians, bicyclists, drivers, and passengers.
  - (b) Protect pedestrians, bicyclists, drivers, and passengers from injury caused by the faulty and uncontrolled construction and use of signs within the City.

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<sup>1</sup>Editor's note(s)—Ord. No. 2023-13, § 1, adopted Oct. 4, 2023, repealed the former Ch. 24, §§ 24-1—24-3, 24-26—24-32, 24-56, 24-57, 24-81—24-84, 24-106, 24-107, 24-131—24-133, 24-156—24-159, 24-181—24-187, and enacted a new Ch. 24 as set out herein. The former Ch. 24 pertained to similar subject matter and derived from Code 1977, §§ 18.01—18.09; Ord. No. 1346, § 1(Exh. A), adopted Dec. 20, 2006; Ord. No. 1354, § 1(Exh. A), adopted May 2, 2007; Ord. No. 1372, § 1, adopted June 18, 2008; and Ord. No. 1401, §§ 1—3, adopted April 7, 2010.

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- (c) Protect pedestrians, bicyclists, drivers, passengers, and the general public from injury caused by distractions, obstructions, and hazards created by certain signs or by cluttered, distracting, or illegible signage.
  - (d) Promote the public welfare, health, and safety of all persons using public thoroughfares and rights-of-way within the City of Neenah in relation to the signage displayed thereon, or overhanging, or projecting into such public spaces.
  - (e) Preserve the value of private property by assuring the compatibility of signs with surrounding land uses.
  - (f) Assure that public benefits derived from expenditures of public funds for the improvement and beautification of public streets and other public structures and spaces are protected by exercising reasonable controls over character and design of signage.
  - (g) Advance the aesthetic goals of the City throughout the community and ensure the effectiveness and flexibility in the design, creativity, or use of signage without creating a detriment to the general public.
  - (h) Establish and maintain a distinction between commercial and non-commercial signage as significant due to the inherent nature of commercial signs being indefinitely erected, larger and more prominent than other signs. Whereas indefinitely erected and attention seeking signs often directly affect sightlines, policing power, property values, aesthetics, traffic safety, and the like. Moreover, commercial signs, typically larger and indefinitely erected, require on-going maintenance and upkeep. Thus, it is significantly important for the City to require permits, allowing the City to monitor commercial signs as relates to the City's inherent interests.
- (2) Furthermore, this chapter leaves ample and adequate alternative channels of commercial speech communication for the messages portrayed on advertising signs—namely, distributed print media, broadcast media, and point-of-purchase display—and is narrowly defined so as to limit said prohibition to commercial speech on exterior signage and signage intended to be viewed from beyond the boundaries of a site.
  - (3) The penalties of the City of Neenah Municipal Code may be applicable to violations of the provisions of this chapter.
  - (4) Any sign authorized by this chapter may contain a noncommercial message.
  - (5) Signs that fail to comply with the requirements in this title are subject to the penalties found in Section 1-20.  
(Ord. No. 2023-13, § 1, 10-4-2023)

## **Sec. 24-2. Intent and severability.**

It is not intended by this chapter to repeal, abrogate, annul, impair, or interfere with any existing rules, regulations, or permits previously adopted or issued pursuant to law. Where this chapter imposes greater restrictions, the provisions of this chapter shall govern.

The sections, subsections, paragraphs, sentences, clauses and phrases of this chapter and all provisions adopted by reference in this chapter are severable so that if any section, subsection, paragraph, sentence, clause and phrase of this chapter or of any provision adopted by reference in this chapter is declared unconstitutional or invalid by a valid judgment of a court of competent jurisdiction, such judgment shall not affect the validity of any other section, subsection, paragraph, sentence, clause and phrase of this chapter or of any provision adopted by reference in this chapter, for the common council declares that it is its intent that it would have enacted this chapter and all provisions adopted by reference in this chapter without such invalid or unconstitutional provisions.

(Ord. No. 2023-13, § 1, 10-4-2023)

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## Sec. 24-3. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Abandoned sign* means a sign, and all of its components, which no longer correctly directs or exhorts any person, advertises a bona fide business, lessor, owner, product or activity conducted, or product available on the premises, for a period of 60 days or more, where the sign is displayed.

*Animated sign* means a sign that uses movement or change of lighting to depict action or create a special effect or scene.

*Area of copy* means the entire area within a single, continuous perimeter composed of squares or rectangles which enclose the extreme limits of the advertising message, announcement, or decoration of a wall sign.

*Area of sign* means the area of the largest single face of the sign within a perimeter which forms the outside shape including any frame that forms an integral part of the display, but excluding the necessary supports or uprights on which the signs may be placed. If the sign consists of more than one section or module, all areas will be totaled. Any irregular shaped sign area shall be computed using the actual sign- face surface. In the case of wall signs the area of copy will be used.

*Athletic field sign* means a sign located within an athletic field owned by a school for use in secondary education interscholastic sports.

*Banner* means any sign of lightweight fabric or similar material mounted by the edges to a building.

*Billboard.* See "off-premises sign."

*Building face* means that portion of a building, which is parallel or nearly parallel to an abutting roadway.

*Business identification sign* means any sign, which promotes the name and type of business only on the premises where it is located.

*Canopy sign* means any sign attached to or constructed in, on, or under a canopy. For the purposes of this chapter, an awning promoting the name and type of a business shall be considered a canopy sign. The area of a canopy sign is calculated by the area of copy.

*Changeable message sign* means a sign, either a ground or wall type sign, such as an electronic or a controlled time and temperature sign, message center or reader board, whether electronic, electric, or manual, where different copy changes.

*Copy* means the wording, letters, numbers, figures, designs, or other symbolic representations incorporated into a sign.

*Commercial message* Any sign wording, logo, or other representation that, directly or indirectly, names, advertises, or calls attention to a business product, service, idea, or commercial activity.

*Directional sign* means a sign providing general information, such as "no parking," "parking areas," "entrance," "exit," "truck and passenger loading/unloading areas," "identification names," "numbers or names of occupants," "signs posted on private property relating to private parking or warning the public against trespass or danger of animals," "neighborhood crime watch signs" or other messages or symbols necessary to direct vehicles or pedestrians to, through or within a site.

*Electric sign* means any sign containing electrical wiring, which is attached or intended to be attached to an electrical energy source.

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*Flashing sign* means any sign which contains an intermittent or flashing light source, or which includes the illusion of flashing, light by means of animation, or an externally mounted intermittent light source, not including changeable message signs.

*Frontage* means the length of the property line of any one premise parallel to and along each public right-of-way it borders. Said public right-of-way may be known as a frontage road.

*Gross area* means the area of a wall sign determined by using the outside perimeter dimensions of the sign. If the sign consists of more than one module or section, their areas will be totaled. If the modules are formed in the shape of letters or symbols the rules for area or copy apply.

*Ground sign* means a sign affixed to the ground on a freestanding frame, mast or pole, or more than one such mast or pole, and not attached to any building. The area of ground signs is calculated on one face only.

*Height of sign* means the vertical distance measured from the grade at the street right-of-way line where the sign is located to the highest point of such sign.

*Logo* means images, texts, shapes, symbols, or a combination thereof that depict the identity or purpose of a business.

*Movable sign* means any sign not permanently attached to the ground or a building and in excess of ten square feet in area.

*Nonconforming sign* means a sign that does not meet code regulations.

*Normal maintenance* means painting and/or replacement of nonsupporting members such as the facing material or basic copy. Normal maintenance does not include modifications that would make the sign noncompliant, or further its nonconforming status.

*Off-premises signs* mean a sign that directs attention to a business, profession, commodity, service, or entertainment conducted, sold, or offered at a location other than on which the sign is located. This definition shall include, but is not limited to, billboards, posters, panels, painted bulletins, and similar advertising displays. An off-premises sign is further defined as meeting any one of the following criteria and includes only commercial messages:

- (a) A permanent structure sign which is used for the display of off-site commercial messages; or
- (b) A permanent structure that constitutes a principal, separate, or secondary use, as opposed to an accessory use, of the parcel on which it is located; or
- (c) An outdoor sign used as advertising for hire, e.g., on which display space is made available to parties other than the owner or operator of the sign or occupant of the parcel (not including those who rent space from the sign owner, when such space is on the same parcel or is the same development as the sign), in exchange for a rent, fee, or other consideration.
- (d) Athletic field signs, as defined in this chapter, shall not be considered off-premises signs.

*Permanent sign* means a sign that is self-supporting and sufficiently attached to a building or its own ground foundation.

*Portable yard sign* means a sign of ten square feet or less that is not permanently attached to the ground or building. Such signs are freestanding and mounted on one or two stakes or posts and do not have footings. This sign category is intended to accommodate a wide variety of sign purposes. Banners are not considered portable yard signs.

*Principal building* means the building in which is conducted the principal use of the lot on which it is located.

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*Projecting sign* means a sign, normally double faced, which is attached to and projects from a structure or building face. The area of projecting signs is calculated on one face only.

*Roof sign* means a sign erected upon, against or above a roof.

*Sign* means any object, device, display, structure, or part thereof, situated or visible from outdoors, which is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including words, letters, figures, designs, logos, symbols, fixtures, colors, illumination, or projected images.

Signs do not include:

- (a) Traffic control and other government messages located within a right-of-way.
- (b) Building colors and lighting which do not contain a commercial message, or commercial logo.
- (c) Interior site signs located on the interior of the grounds of the following land uses: outdoor open space, passive outdoor recreational, or active outdoor public recreational facility, which are primarily oriented to persons within the grounds.
- (d) Interior building signs located on the interior of a building and not attached to or located within three feet of the inside of a window, which are primarily oriented to persons within the building.
- (e) Window displays of merchandise, pictures, or models of products or services incorporated in a window display, which are not directly attached to an interior or exterior window surface.
- (f) Individual signs less than one square foot in area are not regulated by this ordinance. Individual signs shall not be combined in a "mosaic" arrangement to create a resulting larger sign.

*Sign contractor* means any person, partnership, or corporation engaged in whole or in part in the erection or maintenance of signs, excluding the business, which the sign advertises.

*Sign structure* means any structure or material, which supports, has supported, or is capable of supporting or helping maintain a sign in a stationary position, including decorative covers.

*Swinging sign* means a sign installed on an arm or mast or spar that is not, in addition, permanently fastened to an adjacent wall or upright pole.

*Vision clearance area* means an unoccupied space extending along the full width of the front lot line between side lot lines as defined in Section 26-3 of the Neenah Municipal Code. Such space shall remain clear of obstructions between three and ten feet above grade.

*Vision clearance triangle* means an unoccupied triangle space at the street corner of a corner lot as defined in Section 26-3 of the Neenah Municipal Code. Such space shall remain clear of obstructions between three and ten feet above grade.

*Wall sign* means a sign attached to or erected against the exterior wall of a building with the face in a parallel plane to the plane of the building wall. A wall sign may project up to 18 inches from a wall or building. Signs attached to the outside of a window are considered wall signs.

*Window sign* means a sign installed inside a window for purposes of viewing from outside the premises.

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**Secs. 24-4—24-25. Reserved.**

## ***ARTICLE II. ADMINISTRATION***

### **Sec. 24-26. Enforcing officer.**

The Chief Building Inspector or Designee shall enforce this chapter and shall perform the following duties:

- (1) Issue permits and conduct inspections of property to determine compliance with the terms of this chapter;
- (2) Establish and enforce necessary or desirable regulations in writing, clarifying or explaining any provision of this chapter;
- (3) Receive and file all applications for variances or appeals; and
- (4) Maintain permanent and current records of this chapter, including but not limited to the following: all permits, plans, variances and appeals.

(Ord. No. 2023-13, § 1, 10-4-2023)

### **Sec. 24-27. Permits required.**

Permits shall not be required by a change of copy on any sign, nor for repainting, cleaning, and other normal maintenance of the sign or sign structure. Certain signs, generally permanent in nature, are required to obtain a sign permit prior to installation, erection, or modification of said sign. Permanent signs shall be reviewed based on their location, size, dimensions, and other requirements outlined in this chapter. Such signs include specific location, design and dimensional requirements, as identified in this chapter, to ensure public safety, community aesthetics, and the purpose identified in this chapter.

It shall be unlawful for any person to erect, construct, relocate, enlarge or structurally modify any sign in the City, or cause the same to be done without first obtaining a sign permit for each of the following signs:

- (1) Wall Signs.
- (2) Ground Signs.
- (3) Canopy Signs.
- (4) Projecting Signs.
- (5) Changeable Message Sign.
- (6) Athletic Field Signs.

(Ord. No. 2023-13, § 1, 10-4-2023)

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### **Sec. 24-28. Permit application.**

To obtain a sign permit, a permit application must be submitted to the Chief Building Inspector or Designee. The permit application must include the following:

- (1) The applicant's contact information, including any of the following applicable information:
  - (a) The name of the individual or entity making the application,
  - (b) The name of the individual making the application,
  - (c) The applicant's phone number,
  - (d) The applicant's email address; and
  - (e) The applicant's mailing address.
- (2) A scale drawing(s) of the proposed sign including the following applicable information:
  - (a) The location and nominal dimensions of the proposed sign,
  - (b) The kinds of material to be used in the construction and/or erection of the sign,
  - (c) Construction specifications, including electrical and illumination specifications and if required, showing that the structure and design meet the requirements of this chapter for wind pressure load,
  - (d) The location, size and types of other signs on the premises if such signs exist; and
  - (e) The area of the building face if the sign is to be attached to it.
- (3) The address of the site the proposed sign is to be located.
- (4) A brief description of the proposed sign.
- (5) The applicable permit fee for the proposed sign type.

### **Sec. 24-29. Basis for permit approval.**

Upon receipt of a permit application, the Chief Building Inspector or Designee will review the application and make approval if the following criteria are met:

- (1) A completed application has been submitted to the Chief Building Inspector or Designee including the required as specified in Section 24-28.
- (2) The area/size restrictions are met as specified in this chapter.
- (3) The number restrictions are met as specified in this chapter.
- (4) The illumination restrictions are met as specified in this chapter and Chapter 26.
- (5) The proposed sign type is permitted within the zoning district in which the sign will be located as specified in this chapter.
- (6) The proposed sign does not conflict with vehicular or pedestrian circulation.
- (7) The materials and construction meet the design standards of this chapter, and the building code adopted by the City of Neenah.



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- (8) The permit fees as established by the Neenah Common Council are paid at the time the sign permit application is submitted.
  - (9) An approved sign permit shall expire, and shall be null and void, if the sign is not attached or erected within 180 days after the issuance of the sign permit.

### **Sec. 24-30. Permit denial.**

A sign permit shall be denied if the application is incomplete, illegible, or inaccurate, or the proposed sign is found to be noncompliant with the criteria of this chapter. If the sign permit is denied, written notice of the denial shall be given to the applicant, together with a brief written statement of the reasons for the denial. Denial of a sign permit may not result in total or partial reimbursement of permit fees paid.

(Ord. No. 2023-13, § 1, 10-4-2023)

### **Sec. 24-31. Appeal or variance.**

The holder of a denied permit shall be entitled to an appeal before the Zoning Board of Appeals, which shall be held within 30 days of its request by the aggrieved party. In addition, any variances or exceptions to this chapter will also be considered by the Zoning Board of Appeals.

(Ord. No. 2023-13, § 1, 10-4-2023)

### **Sec. 24-32. Inspection required.**

The applicant shall upon completion of the installation, relocation, or alteration of a sign, notify the Chief Building Inspector or Designee, who will inspect the sign to ensure it complies with the regulations of this chapter. If the sign is in a location deemed hazardous to inspection or otherwise inaccessible, the Chief Building Inspector or Designee may order the sign to be inspected before its installation. Inspections are required for all signs requiring a permit as described in this chapter.

(Ord. No. 2023-13, § 1, 10-4-2023)

### **Sec. 24-33. Signs not requiring a permit**

Certain signs are generally temporary in nature, or otherwise largely unobtrusive to the objectives of public welfare, safety, and aesthetics, and therefore do not require a sign permit prior to installation, erection, or modification. Such signs shall be subject to certain size and location limitations for their use to ensure their compliance with the purpose of this chapter. Additionally, if the Chief Building Inspector or Designee finds that any such sign adversely impacts the, public safety, aesthetics through improper maintenance, unstable construction or anchorage, obstruction of sightlines or travel, , action may be taken to require compliance with this chapter.

The following signs do not require a permit:

- (1) *Nonilluminated emblems, or insignia.* Nonilluminated emblems, or insignia;
- (2) *Government signs.* Government signs for control of traffic and other regulatory purposes, danger signs, railroad crossing signs, and signs of public utilities indicating danger, and aids to service or safety which are erected by or on the order of a public officer in the performance of his public duty;
- (3) *Home occupation signs.* Signs associated with a home occupation as defined in the zoning code;

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- (4) *House numbers and name plates.* House numbers and name plates not exceeding one square foot in area for each residential, commercial or industrial building;
  - (5) *Interior signs.* Signs located within the interior of any building or structure, which are not visible from the public right-of-way. This does not, however, exempt such sign from the structural, electrical or material specifications of this chapter;
  - (6) *Memorial signs and plaques.* Signs which are cut into masonry surface or inlaid so as to be part of a building or when constructed of bronze or other noncombustible material not more than four square feet in area;
  - (7) *Public signs.* Signs required as specifically authorized for a public purpose by any law, statute or ordinance;
  - (8) *Window signs.* In business, commercial and industrial districts, the inside surface of any ground floor window may be used for attachment of signs. The total area of such signs, however, shall not exceed 50 percent of the total window area and shall not be placed on door windows or other windows needed to be clear for pedestrian safety;

(Ord. No. 2023-13, § 1, 10-4-2023)

## **Sec. 24-34. Prohibited Signs**

Some specific signs and classes of signs may only harm community aesthetics and/or the public welfare. Signs in this article are contrary to the purpose of this chapter. The following signs shall be prohibited within the City:

- (1) Abandoned signs.
- (2) Off-premises signs.
- (3) Movable signs.
- (4) Swinging signs.
- (5) Roof signs.
- (6) *Flashing or motion signs.* No sign shall be permitted which is animated by means of flashing, scintillating, blinking, or traveling lights. Changeable message signs are not subject to this restriction. Signs with motion components visible from the public right-of-way are not permitted except for those, which revolve around a vertical axis at speeds less than seven revolutions per minute.
- (7) *Floodlighted signs.* Reflection illuminated signs which light source is positioned so that 25 percent or more of its intensity is visible from a public right-of-way by vehicular traffic or which light source travels to a residential property are prohibited.
- (8) *Unclassified signs.* Signs, which are an imitation of, or resemble in shape, size, copy or color any official traffic sign or signal are prohibited.
- (9) *Right-of-way signs.* No sign, except those specifically permitted by Municipal Ordinance, shall be placed in any public right-of-way, unless said sign has been placed by the City of Neenah.
- (10) Animated signs.
- (11) *Feather sign.* A sign consisting of a piece of vertically elongated, flexible material such as cloth or vinyl which is affixed to a single pole driven in the ground. The materials may be rigid or flexible, but is not permanent.

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(12) *Banners* not entirely attached to an exterior wall of a building.

(Ord. No. 2023-13, § 1, 10-4-2023)

**Secs. 24-35—24-55. Reserved.**

### ***ARTICLE III. NONCONFORMING SIGNS***

#### **Sec. 24-56. Continuation.**

Any sign located within the City on the date of adoption of this chapter, or located in an area annexed to the City, hereafter, which does not conform with the provisions of this chapter, is eligible for characterization as a nonconforming sign and may be continued, except as provided below:

- (1) The sign is structurally altered in any way except for normal maintenance and repair, which tends to make the sign less in compliance with the requirements of this chapter than it was before alteration;
- (2) The sign is relocated;
- (3) The sign is replaced;
- (4) The sign fails to conform to this chapter regarding maintenance and repair, construction standards, or dangerous and abandoned signs; and
- (5) Normal maintenance and repair is limited to painting and/or replacement of nonsupporting members such as the facing material or cross bracing. Individual support posts or members which are structurally damaged by any cause may not be replaced but the sign may continue to be used at dimensions reduced proportionately after removal of said damaged portions. Should more than 50 percent of the support posts be damaged at any one time, the sign will be deemed unrepairable and must be removed.

On the date of occurrence of any of the items outlined in (1) through (5), the sign shall be immediately brought into compliance with this chapter with a new permit secured or shall be removed.

(Ord. No. 2023-13, § 1, 10-4-2023)

#### **Secs. 24-57—24-80. Reserved.**

### ***ARTICLE IV. DANGEROUS, UNMAINTAINED AND ABANDONED SIGNS***

#### **Sec. 24-81. Intent.**

In order to ensure public welfare and safety, and to promote community aesthetics, any dangerous, unmaintained, and abandoned signs shall be ordered removed from the property upon which they are located.

(Ord. No. 2023-13, § 1, 10-4-2023)

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**Sec. 24-82. Deteriorated or dilapidated signs.**

The Chief Building Inspector or Designee shall cause to be removed any deteriorated or dilapidated signs under the provisions of Wis. Stats. § 66.0413. Upon notification, the owner will have 30 days to remove the sign.

(Ord. No. 2023-13, § 1, 10-4-2023)

**Sec. 24-83. Maintenance and repair.**

Regulations for the maintenance and repair of signs are as follows:

- (1) Except for prohibited signs subject to removal, or when repairs for signs are not allowable under this chapter, every sign, including but not limited to those signs for which permits are required, shall be maintained in a safe, presentable, and good structural condition at all times, including replacement of defective parts, painting (except when a weathered or natural surface is intended), repainting, cleaning and other acts required for the maintenance of said sign; and
- (2) The Chief Building Inspector or Designee shall require compliance with all standards of this chapter. If the sign is not modified to comply with safety standards outlined in this chapter, the Chief Building Inspector or Designee shall require its removal.

(Ord. No. 2023-13, § 1, 10-4-2023)

**Sec. 24-84. Abandoned signs.**

Regulations for abandoned signs are as follows:

- (1) All signs or sign messages shall be removed within 60 days by the owner or lessee of the premises, when, for an on-premises sign, the business it advertises is no longer conducted; and for an off-premises sign, when lease payment and rental income are no longer provided; and
- (2) If the owner or lessee fails to remove the sign, the Chief Building Inspector or Designee shall give the owner 30 days' written notice to remove said sign. Upon failure to comply with this notice, the Chief Building Inspector or Designee may cause removal to be executed, the expenses of which will be assessed to the tax roll of the property on which the abandoned sign is located.

(Ord. No. 2023-13, § 1, 10-4-2023)

**Secs. 24-85—24-155. Reserved.**

***ARTICLE V. GENERAL SIGN STANDARDS***

**Sec. 24-156. Generally.**

All permanent signs shall meet the general standards contained in this article regarding construction, installation and design.

(Ord. No. 2023-13, § 1, 10-4-2023)

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## Sec. 24-157. Specifications.

Wis. Admin. Code SPS Chapters. 361, 362, 363, 364, 365, and 366 and all amendments thereto are hereby made part of this code by reference. A violation of any provisions therefrom, provisions in this section, or any other applicable local ordinances, shall be a violation of this article. The following provisions are additionally required:

- (1) All sign structures shall be self-supporting structures and permanently attached to sufficient foundations;
- (2) Electric service to ground signs shall be concealed wherever possible;
- (3) All signs, except those attached flat against the wall of a building, shall be constructed to withstand wind loads as follows, with correct engineering adjustments for the height of the sign above grade:
  - a. For solid signs, 30 pounds per square foot on the largest face of the sign and structure; and
  - b. For skeleton signs, 30 pounds per square foot of the total face cover of the letters and other sign surfaces, or ten pounds per square foot of the gross area of the sign as determined by the overall dimensions of the sign, whichever is greater;
- (4) No sign shall be suspended by chains or other devices that will allow the sign to swing due to wind action. Signs shall be anchored to prevent any lateral movement that could cause wear on supporting members or connections;
- (5) Supports and braces shall be an integral part of the sign design. Angle irons, chains, or wires used for supports or braces shall be hidden from public view to the extent technically feasible; and
- (6) All signs shall be marked with the manufacturer's name in a size which is easily visible from the ground. All electric signs shall also include: for incandescent lamp signs, the number of lamp holders; for electrical discharge lamp signs, the input amperes at full load and the input voltage.
- (7) All signs with electrical service shall comply with the National Electrical Code 600.6.

(Ord. No. 2023-13, § 1, 10-4-2023)

## Sec. 24-158. Installation standards.

- (a) *Safety.* All signs shall be installed and maintained in a workmanlike manner using equipment which is adequate and safe for the task. This chapter recognizes that one of the greatest perils to public safety is improper performance of sign contractors in the use of inadequate equipment. As such, a sign permit may be denied if the sign contractor does not have or does not arrange for use of adequate equipment.
- (b) *Electric signs.* Electric sign contractors and their employees are hereon authorized to perform the following specific tasks:
  - (1) Install exterior electric signs, ballasts, or high voltage transformers to sockets or outline lighting tubes, and connect said signs to primary branch circuit, if said circuit already exists outside of the building;
  - (2) Install interior electric signs, but not connect said signs to the primary branch circuit; and
  - (3) Maintain and replace any electric component within the sign, on its surface, or between the sign and building for exterior signs only. This chapter prohibits the electric sign contractor or its employees from performing work on electric signs in contradiction to the National Electrical Code or the City Electrical Code.

**Sec. 24-159. Design requirements.**

(1) *General design requirements.*

- (a) All ground signs that are located within the applicable setback requirements shall maintain a minimum vertical distance of ten feet between the bottom of the sign and ground level, or shall not be more than three feet in height, measured from ground level to the top of the sign.
- (b) No sign or sign structure shall be located within the vision clearance area or vision clearance triangle.
- (c) All projecting and canopy signs shall maintain a minimum vertical distance between the bottom of the sign and ground level at the right-of-way line of eight feet.
- (d) The gross area of window signs shall not exceed 50 percent of the gross window area of any given building face.
- (e) Any sign location that is accessible to vehicles shall have a minimum vertical clearance of 16 feet.
- (f) No sign shall be located where, by reason of its position, size, shape or color, it may obstruct, impair, obscure, interfere with the view of or be confused with any traffic control sign, signal or device, or where it may interfere with, mislead or confuse traffic.

(2) *Projecting sign.*

- (a) Projecting signs shall not exceed ten square feet in area.
- (b) All projecting and canopy signs shall maintain a minimum vertical distance between the bottom of the sign and ground level at the right-of-way line of eight feet.
- (c) Projecting signs may extend no further than five feet from the building to which they are attached.
- (d) Projecting signs shall extend at a 90-degree angle to the building to which they are attached and shall be prohibited at building corners.
- (e) Projecting signs are limited to one sign per building face with direct street and/or public area entry. Businesses without direct street and/or public area entry that are within a multitenant building are allowed one combined projection sign per building face with street and/or public area entry that shall not exceed ten square feet per business or 20 feet in the aggregate.
- (f) Projection signs may be indirectly or directly illuminated. If indirectly illuminated, the light source shall be directed away from pedestrians and shall be directed against the sign such that it does not shine into adjacent property or cause glare for motorists and pedestrians. Backlit, halo-lit illumination, or reverse channel letters with halo illumination is permitted. Exposed neon tubing is permitted, but is prohibited from flashing or blinking.
- (g) Projection signs along Wisconsin Avenue/Main Street from Oak Street to Torrey Street and along Commercial Street from Doty Avenue to Nicolet Boulevard shall also meet the following additional requirements:
  - 1. The frames and faces shall be painted or stained wood or metal. Plastic signs are prohibited; however, those that accurately replicate a natural texture such as wood grain, stone or masonry may be permitted.

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2. The signs must hang at least six inches away from the building to which they are attached.

(3) *Changeable message signs.*

- (a) The sign shall not exceed a total of 40 square feet in area.
- (b) Scrolling of text is permitted. Animation and flashing of text or graphics is prohibited.
- (c) No changeable message sign shall be located where, by reason of its position, size, shape or color, it may obstruct, impair, obscure, interfere with the view of or be confused with any traffic control sign, signal or device, or where it may interfere with, mislead or confuse traffic.

(4) *Athletic field signs—School district fields.* Signs within athletic fields, or within immediate proximity thereof, are subject to the following:

- (a) Signs may not exceed 40 square feet in area.
- (b) Athletic field signs shall be displayed only between March 15 and November 15 in any calendar year.
- (c) The signs must be securely attached to and contained within athletic field fencing. In no case shall the sign extend beyond the top of the fencing or a height of ten feet, whichever is less.
- (d) The sign back shall be of a dark green color (Pantone 3435) and the sign face shall be directed to the interior of the playing field. This provision will not apply to signs that are screened such that the sign is not visible from the exterior of the athletic field.
- (e) If multiple signs are installed, they shall be of consistent size and mounting height to provide a uniform appearance. Fabric signs are permitted.
- (f) Prior to the installation of any athletic field sign, a detailed plan sufficient to determine compliance with the requirements of the sign code shall be submitted for review as outlined in this Chapter.

(Ord. No. 2023-13, § 1, 10-4-2023)

**Secs. 24-160—24-180. Reserved.**

## ***ARTICLE VI. SIGN REQUIREMENTS BY ZONING DISTRICT***

### **Sec. 24-181. Intent.**

Zoning districts by definition, encourage and allow different uses and types of development.

Therefore, the requirements for permitted signs in the districts also differ as related to types of signs, their height, area of coverage and setbacks.

(Ord. No. 2023-13, § 1, 10-4-2023)

### **Sec. 24-182. Single- and Two-Family Districts (R-1 and R-2).**

Normally these districts do not allow signs. However, due to special situations that may have been created by special use approvals or rezoning the following guidelines are the maximum allowances for signage in these districts:



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- (1) *Allowable signs.* Portable yard signs, wall signs and one ground sign per property. Ground signs and athletic field signs are only allowed when the use of the property requires a special use permit.
  - (2) *Area restriction.* Wall signs attached to building face shall not exceed one square foot. In addition, one ground sign is limited to 20 square feet for uses which require a special use permit.
  - (3) *Height restriction.* Ground signs are not to exceed 12 feet in height; and
  - (4) *Setbacks.* All ground signs must be at least 20 feet from the front property line.
  - (5) *Portable yard signs.* Portable yard signs cannot exceed ten square feet in area.
    - (a) A sign permit is not required for portable yard signs.
    - (b) Portable yard signs shall be located outside the public right-of-way.
    - (c) Portable yard signs in excess of three feet in height shall be located outside the vision clearance area and vision clearance triangle.
  - (6) *On-site directional sign.* For a land use requiring a special use permit or site plan review, an on-site directional sign(s) not exceeding six square feet in area and four feet in height is allowed and shall be reviewed as part of the site plan or special use permit review process or by the Zoning Administrator.

(Ord. No. 2023-13, § 1, 10-4-2023)

### **Sec. 24-183. High Density Residence Districts (M-1 and M-2).**

These districts are similar to both One- and Two-Family Districts in that signs are not normally allowed. However, several institutional type uses and special uses are permitted in these districts as well as other existing nonconforming uses.

- (1) *Allowable signs.* Portable yard signs, wall signs, and one ground sign per property. Ground signs are only allowed when the use of the property requires a special use permit or includes a multi-family residence of more than three units.
- (2) *Area restrictions.* Wall signs attached to building face shall not exceed one square foot. In addition, one ground sign is limited to 20 square feet for uses requiring a special use permit or is a multi-family residence of more than three units.
- (3) *Height restrictions.* Ground signs may not exceed 12 feet in height; and
- (4) *Setbacks.* All ground signs must be at least 20 feet from the front property line.
- (5) *Portable yard signs.* Portable yard signs cannot exceed ten square feet in area.
  - (a) A sign permit is not required for portable yard signs.
  - (b) Portable yard signs shall be located outside the public right-of-way.
  - (c) Portable yard signs in excess of three feet in height shall be located outside the vision clearance area and vision clearance triangle.
- (6) *On-site directional sign.* For a land use requiring a special use permit or site plan review, an on-site directional sign(s) not exceeding six square feet in area and four feet in height is allowed and shall be reviewed as part of the site plan or special use permit review process or by the Zoning Administrator.

(Ord. No. 2023-13, § 1, 10-4-2023)

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## Sec. 24-184. General Commercial District (C-1).

This district encourages the development of business uses both as a single tenant and as multiple tenants on a site. Also, this district may be located next to a divided highway corridor where high-speed traffic is present.

- (1) *Allowable signs.* Portable yard signs, wall signs, projecting signs, canopy signs, window signs, banners, and one ground sign per property.
- (2) *Area restrictions for a single tenant.* Wall signs, projecting signs, canopy signs, and banners shall not exceed 15 percent of the building face on which they are attached in the aggregate. Wall signs placed on the outside of a window shall also not exceed 50 percent of the gross window area of any given building face. In addition, one ground sign is to not exceed 100 square feet. For property located adjacent to a divided highway, a second ground sign of up to 200 square feet, is allowed along the divided highway right-of-way;
- (3) *Area restrictions for multiple tenants.* Wall, projecting signs, canopy signs, and banners shall not exceed 15 percent of the building face on which they are attached in the aggregate. In addition, one ground sign is not to exceed 100 square feet in the aggregate for multiple tenant developments with buildings of 15,000 square feet or less, or up to 400 square feet in the aggregate for multiple tenant developments with buildings of more than 15,000 gross square feet. For property located adjacent to a divided highway, a second ground sign, not to exceed 200 square feet in size, is allowed along the divided highway right-of-way;
- (4) *Height restrictions (both single and multiple tenants).* Ground signs are not to exceed 35 feet in height. Signs along a divided highway may exceed the elevation of the abutting highway pavement by 35 feet;
- (5) *Setbacks (both single and multiple tenants)* means ten feet from a street or highway right-of-way;
- (6) *Double frontage lots other than corner lots (both single and multiple tenants).* An additional ground sign is allowed along a second street frontage provided vehicular access is allowed from the abutting street. The total sign area for the property may be divided between the two signs but in no case will the total sign area exceed the total single sign area allowed for the property.
- (7) *Portable yard signs.* A property is allowed one portable yard sign, which cannot exceed ten square feet in area, per street frontage.
  - (a) A sign permit is not required for portable yard signs.
  - (b) Portable yard signs in excess of three feet in height shall be located outside the vision clearance area and vision clearance triangle.
- (8) *On-site directional sign.* For a land use requiring a special use permit or site plan review, an on-site directional sign(s) not exceeding six square feet in area and four feet in height is allowed and shall be reviewed as part of the site plan or special use permit review process or by the Zoning Administrator.

(Ord. No. 2023-13, § 1, 10-4-2023)

## Sec. 24-185. Central Business District (C-2).

This district encourages high-density development of both single and multiple tenant uses. Businesses located in this district are less dependent upon passing traffic as in the C-1, General Commercial District.

- (1) *Allowable signs.* Portable yard signs, wall signs, projecting signs, canopy signs, window signs, banners and ground signs;

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- (2) *Area restrictions for a single tenant.* Wall signs, projecting signs, canopy signs, and banners shall not exceed 15 percent of the building face on which they are attached in the aggregate. Wall signs placed on the outside of a window shall also not exceed 50 percent of the gross window area of any given building face. In addition, one ground sign is to not exceed 100 square feet. For property located adjacent to a divided highway a second ground sign of up to 200 square feet is allowed along the divided highway right-of-way;
  - (3) *Area restrictions for multiple tenants.* Total area of permitted signs is to not exceed 15 percent of building face; one ground sign is not to exceed 200 square feet;
  - (4) *Height restrictions (both single and multiple tenants).* Ground signs are not to exceed 35 feet in height;
  - (5) *Setbacks (both single and multiple tenants).* No front setback is required;
  - (6) *Double frontage lots other than corner lots (both single and multiple tenants).* An additional ground sign is allowed along a second street frontage provided vehicular access is allowed from the abutting street. The total sign area for the property may be divided between the two signs but in no case will the total sign area exceed the total single sign area allowed for the property.
  - (7) *Portable yard signs.* A property is allowed one portable yard sign, which cannot exceed ten square feet in area, per street frontage.
    - (a) A sign permit is not required for portable signs.
    - (b) Portable yard signs in excess of three feet in height shall be located outside the vision clearance area and vision clearance triangle.
  - (8) *On-site directional sign.* For a land use requiring a special use permit or site plan review, an on-site directional sign(s) not exceeding six square feet in area and four feet in height is allowed and shall be reviewed as part of the site plan or special use permit review process or by the Zoning Administrator.

(Ord. No. 2023-13, § 1, 10-4-2023)

### **Sec. 24-186. Planned Business Center District (I-1).**

This district encourages uses that are generally either employment centers, or are planned developments adjacent to major highways.

- (1) If the uses are primarily commercial in nature, then refer to the General Commercial District (C-1) standards and restrictions; or
- (2) If the uses are primarily industrial in nature, then refer to the General Industrial District (I-2) standards and restrictions.
- (3) *Portable yard signs.* A property is allowed one portable yard sign per street frontage which cannot exceed ten square feet in area.
  - (a) A sign permit is not required for portable yard signs.
  - (b) Portable yard signs in excess of three feet in height shall be located outside the vision clearance area and vision clearance triangle.
- (4) *On-site directional sign.* For a land use requiring a special use permit or site plan review, an on-site directional sign(s) not exceeding six square feet in area and four feet in height is allowed and shall be reviewed as part of the site plan or special use permit review process or by the Zoning Administrator.

(Ord. No. 2023-13, § 1, 10-4-2023)

**Sec. 24-187. General Industrial District (I-2).**

This district encourages uses that are generally employment centers and are not usually dependent upon passing traffic for business.

- (1) *Allowable signs.* Portable yard signs, wall signs, window signs, canopy signs, projecting signs, banners, and one ground sign.
- (2) *Area restriction.* Wall signs, projecting signs, canopy signs, and banners shall not exceed ten percent of the building face on which they are attached. Wall signs placed on the outside of a window shall also not exceed 50 percent of the gross window area of any given building face. In addition, one ground sign is limited to 100 square feet in area;
- (3) *Height restriction.* Ground signs may not exceed 35 feet in height. Signs along a divided highway may exceed the elevation of the abutting highway pavement by 35 feet; and
- (4) *Setbacks.* Signs must be set back ten feet from the front lot line.
- (5) *Portable yard signs.* A property is allowed one portable yard sign, which cannot exceed ten feet in area, per street frontage.
  - (a) A sign permit is not required for portable yard signs.
  - (b) Portable yard signs in excess of three feet in height shall be located outside the vision clearance area and vision clearance triangle.
- (6) *On-site directional sign.* For a land use requiring a special use permit or site plan review, an on-site directional sign(s) not exceeding six square feet in area and four feet in height is allowed and shall be reviewed as part of the site plan review process or by the Zoning Administrator.

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

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

Moved by: \_\_\_\_\_

Adopted: \_\_\_\_\_

Approved:

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Jane B Lang, Mayor

Attest:

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Char Nagel, City Clerk

## Chapter 24 SIGNS<sup>1</sup>

### ARTICLE I. IN GENERAL

#### Sec. 24-1. Purpose.

- (1) The purpose of this chapter is to establish standards for the fabrication, erection, and use of signs, and to regulate the location, type, size, and height of signage for all properties within the City of Neenah. The adoption of this chapter reflects the formal finding of fact by the City of Neenah Plan Commission and Common Council that regulation of signage advances the following compelling governmental interests:
- (a) Reduce signage that the City has determined to be a cause of unsafe traffic and visibility conditions for pedestrians, bicyclists, drivers, and passengers.
  - (b) Protect pedestrians, bicyclists, drivers, and passengers from injury caused by the faulty and uncontrolled construction and use of signs within the City.
  - (c) Protect pedestrians, bicyclists, drivers, ~~and~~ passengers, and the general public from injury caused by distractions, obstructions, and hazards created by certain signs or by cluttered, distracting, or illegible signage.
  - (d) Promote the public welfare, health, and safety of all persons using public thoroughfares and rights-of-way within the City of Neenah in relation to the signage displayed thereon, or overhanging, or projecting into such public spaces.
  - (e) Preserve the value of private property by assuring the compatibility of signs with surrounding land uses.
  - (f) Assure that public benefits derived from expenditures of public funds for the improvement and beautification of public streets and other public structures and spaces are protected by exercising reasonable controls over character and design of signage.
  - (g) Advance the aesthetic goals of the City throughout the community and ensure the effectiveness and flexibility in the design, creativity, or use of signage without creating a detriment to the general public.
  - (h) Establish and maintain a distinction between commercial and non-commercial signage as significant due to the inherent nature of commercial signs being indefinitely erected, larger and more prominent than other signs. Whereas indefinitely erected and attention seeking signs often directly affect sightlines, policing power, property values, aesthetics, traffic safety, and the like. Moreover, commercial signs, typically larger and indefinitely erected, require on-going maintenance and upkeep.

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<sup>1</sup>Editor's note(s)—Ord. No. 2023-13, § 1, adopted Oct. 4, 2023, repealed the former Ch. 24, §§ 24-1—24-3, 24-26—24-32, 24-56, 24-57, 24-81—24-84, 24-106, 24-107, 24-131—24-133, 24-156—24-159, 24-181—24-187, and enacted a new Ch. 24 as set out herein. The former Ch. 24 pertained to similar subject matter and derived from Code 1977, §§ 18.01—18.09; Ord. No. 1346, § 1(Exh. A), adopted Dec. 20, 2006; Ord. No. 1354, § 1(Exh. A), adopted May 2, 2007; Ord. No. 1372, § 1, adopted June 18, 2008; and Ord. No. 1401, §§ 1—3, adopted April 7, 2010.

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Thus, it is significantly important for the City to require permits, allowing the City to monitor commercial signs as relates to the City's inherent interests.

- (2) Furthermore, this chapter leaves ample and adequate alternative channels of commercial speech communication for the messages portrayed on advertising signs—namely, distributed print media, broadcast media, and point-of-purchase display—and is narrowly defined so as to limit said prohibition to commercial speech on exterior signage and signage intended to be viewed from beyond the boundaries of a site.
- (3) The penalties of the City of Neenah Municipal Code may be applicable to violations of the provisions of this chapter.
- (4) Any sign authorized by this chapter may contain a noncommercial message.
- (5) Signs that fail to comply with the requirements in this title are subject to the penalties found in Section 1-20. (Ord. No. 2023-13, § 1, 10-4-2023)

### **Sec. 24-2. Intent and severability.**

It is not intended by this chapter to repeal, abrogate, annul, impair, or interfere with any existing rules, regulations, or permits previously adopted or issued pursuant to law. Where this chapter imposes greater restrictions, the provisions of this chapter shall govern.

The sections, subsections, paragraphs, sentences, clauses and phrases of this chapter and all provisions adopted by reference in this chapter are severable so that if any section, subsection, paragraph, sentence, clause and phrase of this chapter or of any provision adopted by reference in this chapter is declared unconstitutional or invalid by a valid judgment of a court of competent jurisdiction, such judgment shall not affect the validity of any other section, subsection, paragraph, sentence, clause and phrase of this chapter or of any provision adopted by reference in this chapter, for the common council declares that it is its intent that it would have enacted this chapter and all provisions adopted by reference in this chapter without such invalid or unconstitutional provisions. (Ord. No. 2023-13, § 1, 10-4-2023)

### **Sec. 24-3. Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Abandoned sign* means a sign, and all of its components, which no longer correctly directs or exhorts any person, advertises a bona fide business, lessor, owner, product or activity conducted, or product available on the premises, for a period of 60 days or more, where the sign is displayed.

*Animated sign* means a sign that uses movement or change of lighting to depict action or create a special effect or scene.

*Area of copy* means the entire area within a single, continuous perimeter composed of squares or rectangles which enclose the extreme limits of the advertising message, announcement, or decoration of a wall sign.

*Area of sign* means the area of the largest single face of the sign within a perimeter which forms the outside shape including any frame that forms an integral part of the display, but excluding the necessary supports or uprights on which the signs may be placed. If the sign consists of more than one section or module, all areas will be totaled. Any irregular shaped sign area shall be computed using the actual sign- face surface. In the case of wall signs the area of copy will be used.

*Athletic field sign* means a sign located within an athletic field owned by a school for use in secondary education interscholastic sports.

*Banner* means any sign of lightweight fabric or similar material mounted by the edges to a building.

*Billboard.* See "off-premises sign."

*Building face* means that portion of a building, which is parallel or nearly parallel to an abutting roadway.

*Business identification sign* means any sign, which promotes the name and type of business only on the premises where it is located.

*Canopy sign* means any sign attached to or constructed in, on, or under a canopy. For the purposes of this chapter, an awning promoting the name and type of a business shall be considered a canopy sign. The area of a canopy sign is calculated by the area of copy.

*Changeable message sign* means a sign, either a ground or wall type sign, such as an electronic or a controlled time and temperature sign, message center or reader board, whether electronic, electric, or manual, where different copy changes.

*Copy* means the wording, ~~images, logos, and colors~~ letters, numbers, figures, designs, or other symbolic representations incorporated into a sign, ~~on a sign surface.~~

*Commercial message* Any sign wording, logo, or other representation that, directly or indirectly, names, advertises, or calls attention to a business product, service, idea, or commercial activity.

~~*Commercial vehicle* means any vehicle subject to registration fees under Wis. Stat. § 341.25(2) or intended primarily for commercial purposes, including trailers, semi-tractors/trailers and school buses.~~

*Directional sign* means a sign providing general information, such as "no parking," "parking areas," "entrance," "exit," "truck and passenger loading/unloading areas," "identification names," "numbers or names of occupants," "signs posted on private property relating to private parking or warning the public against trespass or danger of animals," "neighborhood crime watch signs" or other messages or symbols necessary to direct vehicles or pedestrians to, through or within a site.

*Electric sign* means any sign containing electrical wiring, which is attached or intended to be attached to an electrical energy source.

*Flashing sign* means any sign which contains an intermittent or flashing light source, or which includes the illusion of flashing, light by means of animation, or an externally mounted intermittent light source, not including changeable message signs.

*Frontage* means the length of the property line of any one premise parallel to and along each public right-of-way it borders. Said public right-of-way may be known as a frontage road.

*Gross area* means the area of a wall sign determined by using the outside perimeter dimensions of the sign. If the sign consists of more than one module or section, their areas will be totaled. If the modules are formed in the shape of letters or symbols the rules for area or copy apply.

*Ground sign* means a sign affixed to the ground on a freestanding frame, mast or pole, or more than one such mast or pole, and not attached to any building. The area of ground signs is calculated on one face only.

*Height of sign* means the vertical distance measured from the grade at the street right-of-way line where the sign is located to the highest point of such sign.

~~*Logo* means images, texts, shapes, symbols, or a combination of the three thereof that depict the name, identity, or end purpose of a business.;~~

*Movable sign* means any sign not permanently attached to the ground or a building and in excess of ten square feet in area.

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*Nonconforming sign* means a sign that does not meet code regulations.

*Normal maintenance* means painting and/or replacement of nonsupporting members such as the facing material or basic copy. Normal maintenance does not include modifications that would make the sign noncompliant, or further its nonconforming status.

*Off-premises signs* means a sign, including billboard, which advertises goods, products, facilities, or services not necessarily on the premises where the sign is located, or directs persons to a different location from where the sign is located, that directs attention to a business, profession, commodity, service, or entertainment conducted, sold, or offered at a location other than on which the sign is located. This definition shall include, but is not limited to, billboards, posters, panels, painted bulletins, and similar advertising displays. An off-premises sign is further defined as meeting meets any one of the following criteria and includes only commercial messages: Athletic field signs shall not be considered off-premises signs.

(a) ~~A permanent structure sign which is used for the display of off-site commercial messages;~~

(b) ~~A permanent structure sign that constitutes a principal, separate, or secondary use, as opposed to an accessory use, of the parcel on which it is located; or~~

(c) ~~An outdoor sign used as advertising for hire, e.g., on which display space is made available to parties other than the owner or operator of the sign or occupant of the parcel (not including those who rent space from the sign owner, when such space is on the same parcel or is the same development as the sign), in exchange for a rent, fee, or other consideration.~~

~~Sandwich board signs, as defined in this chapter, shall not be considered off-premises signs.~~

(d) ~~Athletic field signs, as defined in this chapter, shall not be considered off-premises signs.~~

*Permanent sign* means a sign that is self-supporting and sufficiently attached to a building or its own ground foundation.

*Portable yard sign* means a sign of ten square feet or less ~~often needed on a temporary basis in an area~~ that is not permanently attached to the ground or building. Such signs are freestanding and mounted on one or two stakes or posts and do not have footings. This sign category is intended to accommodate a wide variety of sign purposes. ~~Banners are not considered portable yard signs.~~

*Principal building* means the building in which is conducted the principal use of the lot on which it is located.

*Projecting sign* means a sign, normally double faced, which is attached to and projects from a structure or building face. The area of projecting signs is calculated on one face only.

*Roof sign* means a sign erected upon, against or above a roof.

~~Sandwich board/sidewalk sign means an unlit freestanding, internally weighted portable sign frequently but not exclusively having the cross-sectional shape of an A.~~

*Sign* means any object, device, display, structure, or part thereof, situated or visible from outdoors, which is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including words, letters, figures, designs, logos, symbols, fixtures, colors, illumination, or projected images.

Signs do not include:

(a) Traffic control and other government messages located within a right-of-way.

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- ~~(b) Decorations that are incidentally and customarily associated with any national holiday or religious holiday, or with any community festival or similar event.~~
  - ~~(c) Flags which do not contain a commercial message, commercial logo, or commercial colors.~~
  - ~~(d) Art works, including but not limited to wall murals, which do not contain a commercial message, logo, or colors; and/or which contain pictorial representations referring to businesses, merchandise, products, or services of an exclusively historic nature of 50 years or older (meaning no longer offered as an active commercial enterprise).~~
  - ~~(e) Building colors and lighting which do not contain a commercial message, or commercial logo, or commercial colors.~~
  - ~~(f) Interior site signs located on the interior of the grounds of the following land uses: outdoor open space, passive outdoor recreational, or active outdoor public recreational facility, which are primarily oriented to persons within the grounds.~~
  - ~~(g) Interior building signs located on the interior of a building and not attached to or located within three feet of the inside of a window, which are primarily oriented to persons within the building.~~
  - ~~(h) Window displays of merchandise, pictures, or models of products or services incorporated in a window display, which are not directly attached to an interior or exterior window surface.~~
  - ~~(i) Individual signs less than one square foot in area are not regulated by this ordinance. Individual signs shall not be combined in a "mosaic" arrangement to create a resulting larger sign.~~

*Sign contractor* means any person, partnership, or corporation engaged in whole or in part in the erection or maintenance of signs, excluding the business, which the sign advertises.

*Sign structure* means any structure or material, which supports, has supported, or is capable of supporting or helping maintain a sign in a stationary position, including decorative covers.

*Swinging sign* means a sign installed on an arm or mast or spar that is not, in addition, permanently fastened to an adjacent wall or upright pole.

*Vision clearance area* means an unoccupied space extending along the full width of the front lot line between side lot lines as defined in Section 26-3 of the Neenah Municipal Code. Such space shall remain clear of obstructions between three and ten feet above grade.

*Vision clearance triangle* means an unoccupied triangle space at the street corner of a corner lot as defined in Section 26-3 of the Neenah Municipal Code. Such space shall remain clear of obstructions between three and ten feet above grade.

*Wall sign* means a sign attached to or erected against the [exterior wall](#) of a building with the face in a parallel plane to the plane of the building wall. A wall sign may project up to 18 inches from a wall or building. [Signs attached to the outside of a window are considered wall signs.](#)

[Window sign](#) means a sign installed inside a window for purposes of viewing from outside the premises. ~~[Temporary Window sign](#) means a sign installed inside a window for purposes of viewing from outside the premises.~~

(Ord. No. 2023-13, § 1, 10-4-2023)

Secs. 24-4—24-25. Reserved.

## ARTICLE II. ADMINISTRATION

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### Sec. 24-26. Enforcing officer.

The Chief Building Inspector or Designee shall enforce this chapter and shall perform the following duties:

- (1) Issue permits and conduct inspections of property to determine compliance with the terms of this chapter;
- (2) Establish and enforce necessary or desirable regulations in writing, clarifying or explaining any provision of this chapter;
- (3) Receive and file all applications for variances or appeals; and
- (4) Maintain permanent and current records of this chapter, including but not limited to the following: all permits, plans, variances and appeals.

(Ord. No. 2023-13, § 1, 10-4-2023)

### Sec. 24-27. Permits required.

Permits shall not be required by a change of copy on any sign, nor for repainting, cleaning, and other normal maintenance of the sign or sign structure. Certain signs, generally permanent in nature, are required to obtain a sign permit prior to installation, erection, or modification of said sign. Permanent signs shall be reviewed based on their location, size, dimensions, and other requirements outlined in this chapter. Such signs include specific location, design and dimensional requirements, as identified in this chapter, to ensure public safety, and community aesthetics, and the purpose identified in this chapter.-

It shall be unlawful for any person to erect, construct, relocate, enlarge or structurally modify any sign in the City, or cause the same to be done without first obtaining a sign permit for each of the following signs:

- (1) Wall Signs.
- (2) Ground Signs.
- (3) Canopy Signs.
- (4) Projecting Signs.
- (5) Changeable Message Sign.
- (6) Athletic Field Signs.

(Ord. No. 2023-13, § 1, 10-4-2023)

### Sec. 24-28. Permit application.

To obtain a sign permit, a permit application must be submitted to the Chief Building Inspector or Designee. The permit application must include the following:

- (1) The applicant's contact information, including any of the following applicable information:
  - (a) The name of the individual or entity making the application,

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- (b) The name of the individual making the application,
  - (c) The applicant's phone number,
  - (d) The applicant's email address; and
  - (e) The applicant's mailing address.
- (2) A scale drawing(s) of the proposed sign including the following applicable information:
- (a) The location and nominal dimensions of the proposed sign,
  - (b) The kinds of material to be used in the construction and/or erection of the sign,
  - (c) Construction specifications, including electrical and illumination specifications ~~and~~ and if required, showing that the structure and design meet the requirements of this chapter for wind pressure load,
  - (d) The location, size and types of other signs on the premises if such signs exist; and
  - (e) The area of the building face if the sign is to be attached to it.
- (3) The address of the site the proposed sign is to be located.
- (4) A brief description of the proposed sign.
- (5) The applicable permit fee for the proposed sign type.

#### **Sec. 24-29. Basis for permit approval.**

Upon receipt of a permit application, the Chief Building Inspector or Designee will review the application and make approval if the following criteria are met:

- (1) A completed application has been submitted to the Chief Building Inspector or Designee including the required as specified in Section 24-28.
- (2) The area/size restrictions are met as specified in this chapter.
- (3) The number restrictions are met as specified in this chapter.
- (4) The illumination restrictions are met as specified in this chapter and Chapter 26.
- (5) The proposed sign type is permitted within the zoning district in which the sign will be located as specified in this chapter.
- (6) The proposed sign does not conflict with vehicular or pedestrian circulation.
- (7) The materials and construction meet the design standards of this chapter, and the building code adopted by the City of Neenah.
- (8) The permit fees as established by the Neenah Common Council are paid at the time the sign permit application is submitted.
- (9) An approved sign permit shall expire, and shall be null and void, if the sign is not attached or erected ~~within 180~~ within 180 days after the issuance of the sign permit.

#### **Sec. 24-30. Permit denial.**

A sign permit shall be denied if the application is incomplete, illegible, or inaccurate, or the proposed sign is found to be noncompliant with the criteria of this chapter. If the sign permit is denied, written notice of the denial shall be given to the applicant, together with a brief written statement of the reasons for the denial. Denial of a sign permit may not result in total or partial reimbursement of permit fees paid.

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(Ord. No. 2023-13, § 1, 10-4-2023)

**Sec. 24-31. Appeal or variance.**

The holder of a denied permit shall be entitled to an appeal before the Zoning Board of Appeals, which shall be held within 30 days of its request by the aggrieved party. In addition, any variances or exceptions to this chapter will also be considered by the Zoning Board of Appeals.

(Ord. No. 2023-13, § 1, 10-4-2023)

**Sec. 24-32. Inspection required.**

The applicant shall upon completion of the installation, relocation, or alteration of a sign, notify the Chief Building Inspector or Designee, who will ~~make an inspection~~ inspect the sign to ensure it complies with the regulations of this chapter. If the sign is in a location deemed hazardous to inspection or otherwise inaccessible, the Chief Building Inspector or Designee may order the sign to be inspected before its installation. Inspections are required for all signs requiring a permit as described in this chapter.

(Ord. No. 2023-13, § 1, 10-4-2023)

**Sec. 24-33. Signs not requiring a permit**

Certain signs are generally temporary in nature, or otherwise largely unobtrusive to the objectives of public welfare, safety, and aesthetics, and therefore do not require a sign permit prior to installation, erection, or modification. Such signs shall be subject to certain size and location limitations for their use to ensure their compliance with the purpose of this chapter. Additionally, if the Chief Building Inspector or Designee finds that any such sign adversely impacts the ~~public welfare, public safety, or aesthetics~~ through improper maintenance, unstable construction or anchorage, obstruction of sightlines or travel, ~~or the aesthetic agenda of this chapter,~~ action may be taken to require compliance with this ~~article~~chapter.

The following signs do not require a permit:

- (1) *Nonilluminated emblems, or insignia.* Nonilluminated emblems, or insignia;
- (2) *Government signs.* Government signs for control of traffic and other regulatory purposes, danger signs, railroad crossing signs, and signs of public utilities indicating danger, and aids to service or safety which are erected by or on the order of a public officer in the performance of his public duty;
- (3) *Home occupation signs.* Signs associated with a home occupation as defined in the zoning code;
- (4) *House numbers and name plates.* House numbers and name plates not exceeding one square foot in area for each residential, commercial or industrial building;
- (5) *Interior signs.* Signs located within the interior of any building or structure, which are not visible from the public right-of-way. This does not, however, exempt such sign from the structural, electrical or material specifications of this chapter;
- (6) *Memorial signs and plaques.* Signs which are cut into masonry surface or inlaid so as to be part of a building or when constructed of bronze or other noncombustible material not more than four square feet in area;
- (7) *Public signs.* Signs required as specifically authorized for a public purpose by any law, statute or ordinance;
- (8) *Window signs.* In business, commercial and industrial districts, the inside surface of any ground floor window may be used for attachment of signs. The total area of such signs, however, shall not exceed

50 percent of the total window area and shall not be placed on door windows or other windows needed to be clear for pedestrian safety;

(Ord. No. 2023-13, § 1, 10-4-2023)

### **Sec. 24-34. Prohibited Signs**

Some specific signs and classes of signs, Some specific signs and classes of signs may only harm community aesthetics and/or the public welfare. Signs in this article are contrary to the purpose of this chapter. The following signs shall be prohibited within the City:

- (1) Abandoned signs.
- (2) Off-premises signs.
- (3) Movable signs.
- (4) Swinging signs.
- (5) Roof signs.
- (6) Flashing or motion signs. No sign shall be permitted which is animated by means of flashing, scintillating, blinking, or traveling lights. Changeable message signs are not subject to this restriction. Signs with motion components visible from the public right-of-way are not permitted except for those, which revolve around a vertical axis at speeds less than seven revolutions per minute.
- (7) Floodlighted signs. Reflection illuminated signs whosewhich light source is positioned so that 25 percent or more of its intensity is visible from a public right-of-way by vehicular traffic or whosewhich light source travels to a residential property are prohibited.
- (8) Unclassified signs. Signs, which are an imitation of, or resemble in shape, size, copy or color any official traffic sign or signal are prohibited.
- (9) Right-of-way signs. No sign, except those specifically permitted by Municipal Ordinance, shall be placed in any public right-of-way, unless said sign has been placed by the City of Neenah.
- (10) Animated signs.
- (11) Feather sign. A sign consisting of a piece of vertically elongated, flexible material such as cloth or vinyl which is affixed to a single pole driven in the ground. The materials may be rigid or flexible, but is not permanent.
- (12) Banners not entirely attached to an exterior wall of a building.

(Ord. No. 2023-13, § 1, 10-4-2023)

### **Secs. 24-34—24-55. Reserved.**

## **ARTICLE II. ADMINISTRATION**

### **Sec. 24-26. Enforcing officer.**

The Department of Community Development shall enforce this chapter and shall perform the following duties:

- (1) Issue permits and conduct inspections of property to determine compliance with the terms of this chapter;

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- (2) — Establish and enforce necessary or desirable regulations in writing, clarifying or explaining any provision of this chapter;
  - (3) — Receive and file all applications for variances or appeals; and
  - (4) — Maintain permanent and current records of this chapter, including but not limited to the following: all permits, plans, variances and appeals.

(Ord. No. 2023-13, § 1, 10-4-2023)

#### **~~Sec. 24-27. Permits required.~~**

~~It shall be unlawful for any person to erect, construct, relocate, enlarge or structurally modify any sign in the City, or cause the same to be done without first obtaining a sign permit for each sign as required by this chapter. Permits shall not be required by a change of copy on any sign, nor for repainting, cleaning, and other normal maintenance or repair of the sign or sign structure.~~

(Ord. No. 2023-13, § 1, 10-4-2023)

#### **~~Sec. 24-28. Permit application.~~**

~~The application for a sign permit shall be accompanied by a plan or design of the sign showing the following information:~~

- (1) — The location and nominal dimensions of the proposed sign;
- (2) — The kinds of material to be used in the construction and/or erection of the sign;
- (3) — Construction specifications, if required, showing that the structure and design meet the requirements of this chapter for wind pressure load;
- (4) — The location, size and types of other signs on the premises if such signs exist; and
- (5) — The area of the building face if the sign is to be attached to it.

(Ord. No. 2023-13, § 1, 10-4-2023)

#### **~~Sec. 24-29. Permit fees.~~**

~~Permit fees as established by the Common Council, shall be paid at the time the sign permit is issued.~~

(Ord. No. 2023-13, § 1, 10-4-2023)

#### **~~Sec. 24-30. Inspection required.~~**

~~The applicant shall upon completion of the installation, relocation, or alteration of a sign, notify the Department of Community Development, which will make an inspection to ensure that the sign complies with the regulations of this chapter. Inspections are required for all signs requiring a permit as described in this chapter.~~

(Ord. No. 2023-13, § 1, 10-4-2023)

~~Sec. 24-31. Permit issuance and denial.~~

~~A sign permit shall be issued when the application is properly made, all fees have been paid, and the proposed sign is found to be in compliance with all appropriate laws and regulations of the City, which issuance shall be made within a reasonable time, but not beyond 30 days. If the sign permit is denied, written notice of the denial shall be given to the applicant, together with a brief written statement of the reasons for the denial.~~

~~(Ord. No. 2023-13, § 1, 10-4-2023)~~

~~Sec. 24-32. Appeal or variance.~~

~~The holder of a denied permit shall be entitled to an appeal before the Zoning Board of Appeals, which appeal shall be held within 30 days of its request by the aggrieved party. In addition, any variances or exceptions to this chapter will also be considered by the Zoning Board of Appeals.~~

~~(Ord. No. 2023-13, § 1, 10-4-2023)~~

~~Secs. 24-33—24-55. Reserved.~~

**ARTICLE III. NONCONFORMING SIGNS**

**Sec. 24-56. Continuation.**

Any sign located within the City on the date of adoption of this chapter, or located in an area annexed to the City, hereafter, which does not conform with the provisions of this chapter, is eligible for characterization as a nonconforming sign and may be continued, except as provided below:

- (1) The sign is structurally altered in any way except for normal maintenance and repair, which tends to make the sign less in compliance with the requirements of this chapter than it was before alteration;
- (2) The sign is relocated;
- (3) The sign is replaced;
- (4) The sign fails to conform to this chapter regarding maintenance and repair, construction standards, or dangerous and abandoned signs; and
- (5) Normal maintenance and repair is limited to painting and/or replacement of nonsupporting members such as the facing material or cross bracing. Individual support posts or members which are structurally damaged by any cause may not be replaced but the sign may continue to be used at dimensions reduced proportionately after removal of said damaged portions. Should more than 50 percent of the support posts be damaged at any one time, the sign will be deemed unrepairable and must be removed.

On the date of occurrence of any of the ~~above~~ items outlined in (1) through (5), the sign shall be immediately brought into compliance with this chapter with a new permit secured or shall be removed.

(Ord. No. 2023-13, § 1, 10-4-2023)



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**Sec. 24-57. Notification.**

Upon its determining that a sign is nonconforming or prohibited, within a reasonable time but not beyond 30 days thereafter, the Department of Community Development Chief Building Inspector or Designee shall notify the user or owner of the property on which a nonconforming or prohibited sign is located of the following facts:

- (1) Whether the sign is eligible for characterization as a nonconforming sign or is considered a prohibited sign;
- (2) The reason for the sign's nonconforming or prohibited status; and
- (3) The remedies for correction of nonconforming status.

(Ord. No. 2023-13, § 1, 10-4-2023)

**Secs. 24-57~~8~~—24-80. Reserved.**

**ARTICLE IV. DANGEROUS, UNMAINTAINED AND ABANDONED SIGNS**

**Sec. 24-81. Intent.**

In order to ensure public welfare and safety, and to promote community aesthetics, any dangerous, unmaintained, and abandoned signs shall be ordered removed from the property upon which they are located.

(Ord. No. 2023-13, § 1, 10-4-2023)

**Sec. 24-82. Deteriorated or dilapidated signs.**

The Department of Community Development Chief Building Inspector or Designee shall cause to be removed any deteriorated or dilapidated signs under the provisions of Wis. Stats. § 66.0413. Upon notification, the owner will have 30 days to remove the sign.

(Ord. No. 2023-13, § 1, 10-4-2023)

**Sec. 24-83. Maintenance and repair.**

Regulations for the maintenance and repair of signs are as follows:

- (1) Except for prohibited signs subject to removal, or when repairs for signs are not allowable under this chapter, every sign, including but not limited to those signs for which permits are required, shall be maintained in a safe, presentable, and good structural condition at all times, including replacement of defective parts, painting (except when a weathered or natural surface is intended), repainting, cleaning and other acts required for the maintenance of said sign; and
- (2) The Department of Community Development Chief Building Inspector or Designee shall require compliance with all standards of this chapter. If the sign is not modified to comply with safety standards outlined in this chapter, the Department of Community Development Chief Building Inspector or Designee shall require its removal.

(Ord. No. 2023-13, § 1, 10-4-2023)

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**Sec. 24-84. Abandoned signs.**

Regulations for abandoned signs are as follows:

- (1) All signs or sign messages shall be removed within 60 days by the owner or lessee of the premises, when, for an on-premises sign, the business it advertises is no longer conducted; and for an off-premises sign, when lease payment and rental income are no longer provided; and
- (2) If the owner or lessee fails to remove the sign, the ~~Department of Community Development~~Chief Building Inspector or Designee shall give the owner 30 days' written notice to remove said sign. Upon failure to comply with this notice, the ~~City Chief Building Inspector or Designee~~may cause removal to be executed, the expenses of which will be assessed to the tax roll of the property on which the abandoned sign is located.

(Ord. No. 2023-13, § 1, 10-4-2023)

**Secs. 24-85—24-~~105~~155. Reserved.**

***ARTICLE V. PROHIBITED SIGNS***

**~~Sec. 24-106. Intent.~~**

~~Some specific signs and classes of signs, provide little value in identifying specific business, promoting advertising, communication and may only harm community aesthetics and/or the public welfare. Signs in this article are contrary to the purpose of this chapter.~~

~~(Ord. No. 2023-13, § 1, 10-4-2023)~~

**~~Sec. 24-107. Prohibited signs.~~**

~~The following signs shall be prohibited within the City:~~

- ~~(1) Abandoned signs.~~
- ~~(2) Off premises signs.~~
- ~~(3) Movable signs.~~
- ~~(4) Swinging signs.~~
- ~~(5) Roof signs.~~
- ~~(6) Flashing or moving signs. No sign shall be permitted which is animated by means of flashing, scintillating, blinking, or traveling lights. Changeable message signs are not subject to this restriction. Signs with physically moving components visible from the public right of way are not permitted except for those, which revolve around a vertical axis at speeds less than seven revolutions per minute.~~
- ~~(7) Floodlighted signs. Reflection illuminated signs whose light source is positioned so that 25 percent or more of its intensity is visible from a public right of way by vehicular traffic or whose light source is visible from residential property are prohibited.~~
- ~~(8) Unclassified signs. Signs, which are an imitation of, or resemble in shape, size, copy or color any official traffic sign or signal are prohibited.~~

~~(9) Advertising vehicle sign. A vehicle, trailer, or other piece of movable equipment which contains any sign or messaging device, which is unlicensed and/or inoperable, and which is parked on a public right of way or in a location that is not an active worksite or in such a manner as to be seen from a public right of way.~~

~~a. Commercial vehicles lawfully parked in any of the locations described below shall not be considered advertising vehicle signs.~~

~~1. A commercial vehicle parked on site at the place of business in a parking space designated for company vehicle parking or storage as designated on a site plan approved by the City; or~~

~~2. A commercial vehicle legally parked on site at the residence of an employee (including driveways and legal off-street parking spaces).~~

~~(10) Right of way signs. No sign, except those specifically permitted by Municipal Ordinance, shall be placed in any public right of way, unless said sign has been placed by the City of Neenah, or an organization working in direct cooperation therewith, and has received permission by the City for said sign's placement therein.~~

~~(11) Animated signs.~~

~~(12) Feather sign. A sign consisting of a piece of vertically elongated, flexible material such as cloth or vinyl which is affixed to a single pole driven in the ground. The materials may be rigid or flexible, but is not permanent.~~

~~(Ord. No. 2023-13, § 1, 10-4-2023)~~

#### ~~Secs. 24-108—24-130. Reserved.~~

~~Certain signs, generally permanent in nature, are required to obtain a sign permit prior to installation, erection, or modification of said sign. Permanent signs shall be reviewed on based on their location, size, dimensions, and other requirements outlined in this chapter. Such signs include specific location and dimension requirements, as identified in this chapter, to protect public welfare, public safety and community aesthetics.~~

### ~~ARTICLE VI. SIGNS NOT REQUIRING A PERMIT~~

#### ~~Sec. 24-131. Intent.~~

~~Certain signs are generally temporary in nature, others are intended to communicate non-commercial speech or direct, and are not used to identify a business or for advertising. Still others are of such a nature as to not be obtrusive or otherwise negatively impact public welfare. Such signs do not require a sign permit, and as such are "exempt." However, such exempt signs used on a temporary or periodic basis, shall be subject to certain time limits and size limitations for their use. Additionally, if the Department of Community Development Chief Building Inspector or Designee finds that any of such exempt signs should adversely impact public safety, or are not properly maintained, action may be taken to require compliance with this Article VII of this chapter.~~

~~(Ord. No. 2023-13, § 1, 10-4-2023)~~

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**Sec. 24-132. Signs requiring a time limit.**

The following signs require a time limit:

~~(1) (1) Pennants, searchlights or balloons. These may be permitted as special promotion items in a commercial or industrial establishment for a total period not to exceed 30 days; and, will be allowed in residential districts during the time period of an open house or model home demonstration conducted by a real estate broker or sales associate for up to five days before the opening of such a demonstration or five days after, and not to exceed a total period of 30 days; and, shall not be attached to any vegetation;~~

~~Pennants, searchlights or balloons. These may be permitted as special promotion items in a commercial or industrial establishment for a total period not to exceed 30 days; and, will be allowed in residential districts during the time period of an open house or model home demonstration conducted by a real estate broker or sales associate for up to five days before the opening of such a demonstration or five days after, and not to exceed a total period of 30 days; and, shall not be attached to any vegetation;~~(2)

~~Athletic field signs—School district fields. Signs within athletic fields, or within immediate proximity thereof, are subject to the following:~~

- ~~a. Signs may not exceed 40 square feet in area.~~
- ~~b. Athletic field signs shall be displayed only between March 15 and November 15 in any calendar year.~~
- ~~c. The signs must be securely attached to and contained within athletic field fencing. In no case shall the sign extend beyond the top of the fencing or a height of ten feet, whichever is less.~~
- ~~d. The sign back shall be of a dark green color (Pantone 3435) and the sign face shall be directed to the interior of the playing field. This provision will not apply to signs that are screened such that the sign is not visible from the exterior of the athletic field.~~
- ~~e. If multiple signs are installed, they shall be of consistent size and mounting height to provide a uniform appearance. Fabric signs are permitted.~~
- ~~f. Signs that are not properly maintained, found to be obscene offensive or in violation of federal, state or local codes must be immediately removed upon the order of the City.~~
- ~~g. Prior to the installation of any athletic field sign, a detailed plan sufficient to determine compliance with the requirements of the sign code shall be submitted for review and approval by the Department of Community Development.~~

~~(Ord. No. 2023-13, § 1, 10-4-2023)~~

**Sec. 24-133. Signs not requiring a time limit.**

The following signs do not have a time limit:

- ~~(1) Nonilluminated emblems, or insignia. Nonilluminated emblems, or insignia;~~
- ~~(2) Government signs. Government signs for control of traffic and other regulatory purposes, danger signs, railroad crossing signs, and signs of public utilities indicating danger, and aids to service or safety which are erected by or on the order of a public officer in the performance of his public duty;~~
- ~~(3) Home occupation signs. Signs associated with a home occupation as defined in the zoning code;~~
- ~~(4) House numbers and name plates. House numbers and name plates not exceeding one square foot in area for each residential, commercial or industrial building;~~

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(5) ~~Interior signs.~~ Signs located within the interior of any building or structure, which are not visible from the public right of way. This does not, however, exempt such sign from the structural, electrical or material specifications of this chapter;

(6) ~~Memorial signs and plaques.~~ Signs which are cut into masonry surface or inlaid so as to be part of a building or when constructed of bronze or other noncombustible material not more than four square feet in area;

(7) ~~Public signs.~~ Signs required as specifically authorized for a public purpose by any law, statute or ordinance;

(8) ~~Temporary window signs.~~ In business, commercial and industrial districts, the inside surface of any ground floor window may be used for attachment of temporary signs. The total area of such signs, however, shall not exceed 50 percent of the total window area and shall not be placed on door windows or other windows needed to be clear for pedestrian safety;

(Ord. No. 2023-13, § 1, 10-4-2023)

~~Secs. 24-134—24-155. Reserved.~~

## **ARTICLE V~~H~~. GENERAL SIGN STANDARDS**

### **Sec. 24-156. Generally.**

All permanent signs shall meet the general standards contained in this article regarding construction, installation and design.

(Ord. No. 2023-13, § 1, 10-4-2023)

### **Sec. 24-157. Specifications.**

~~Wis. Admin. Code SPS ~~chs~~ Chapters. 361, 362, 363, 364, 365, and 366 and all amendments thereto are hereby made part of this code by reference. A violation of any provisions therefrom, provisions in this section, or any other applicable local ordinances, shall be a violation of this article. The following provisions are additionally required: All signs shall comply with the provisions of the City Building Code and the State electrical code and the additional construction standards hereinafter set forth:~~

- (1) All sign structures shall be self-supporting structures and permanently attached to sufficient foundations;
- (2) Electric service to ground signs shall be concealed wherever possible;
- (3) All signs, except those attached flat against the wall of a building, shall be constructed to withstand wind loads as follows, with correct engineering adjustments for the height of the sign above grade:
  - a. For solid signs, 30 pounds per square foot on the largest face of the sign and structure; and
  - b. For skeleton signs, 30 pounds per square foot of the total face cover of the letters and other sign surfaces, or ten pounds per square foot of the gross area of the sign as determined by the overall dimensions of the sign, whichever is greater;

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- (4) No sign shall be suspended by chains or other devices that will allow the sign to swing due to wind action. Signs shall be anchored to prevent any lateral movement that could cause wear on supporting members or connections;
  - (5) Supports and braces shall be an integral part of the sign design. Angle irons, chains, or wires used for supports or braces shall be hidden from public view to the extent technically feasible; and
  - (6) All signs shall be marked with the manufacturer's name in a size which is easily visible from the ground. All electric signs shall also include: for incandescent lamp signs, the number of lamp holders; for electrical discharge lamp signs, the input amperes at full load and the input voltage.

(7) ~~All signs with electrical service to them must~~ shall comply with the National Electrical Code 600.6.

(Ord. No. 2023-13, § 1, 10-4-2023)

#### **Sec. 24-158. Installation standards.**

- (a) *Safety.* All signs shall be installed and maintained in a workmanlike manner using equipment which is adequate and safe for the task. This chapter recognizes that one of the greatest perils to public safety is improper performance of sign contractors in the use of inadequate equipment. As such, a sign permit may be denied if the sign contractor does not have or does not arrange for use of adequate equipment.
- (b) *Electric signs.* Electric sign contractors and their employees are hereon authorized to perform the following specific tasks:
  - (1) Install exterior electric signs, ballasts, or high voltage transformers to sockets or outline lighting tubes, and connect said signs to primary branch circuit, if said circuit already exists outside of the building;
  - (2) Install interior electric signs, but not connect said signs to the primary branch circuit; and
  - (3) Maintain and replace any electric component within the sign, on its surface, or between the sign and building for exterior signs only. This chapter prohibits the electric sign contractor or its employees from performing work on electric signs in contradiction to the National Electrical Code or the City Electrical Code.

(Ord. No. 2023-13, § 1, 10-4-2023)

#### **Sec. 24-159. Design requirements.**

- (1) *General design requirements.*
  - (a) All ground signs that are located within the applicable setback requirements shall maintain a minimum vertical distance of ten feet between the bottom of the sign and ground level, or shall not be more than three feet in height, measured from ground level to the top of the sign.
  - (b) No sign or sign structure shall be located within the vision clearance area or vision clearance triangle.
  - (c) All projecting and canopy signs shall maintain a minimum vertical distance between the bottom of the sign and ground level at the right-of-way line of eight feet.
  - (d) The gross area of ~~permanent~~ window signs shall not exceed 50 percent of the gross window area of any given building face.
  - (e) Any sign location that is accessible to vehicles shall have a minimum vertical clearance of 16 feet.

(f) No sign shall be located where, by reason of its position, size, shape or color, it may obstruct, impair, obscure, interfere with the view of or be confused with any traffic control sign, signal or device, or where it may interfere with, mislead or confuse traffic.

(2) *Projecting sign.*

- (a) Projecting signs shall not exceed ten square feet in area.
- (b) All projecting and canopy signs shall maintain a minimum vertical distance between the bottom of the sign and ground level at the right-of-way line of eight feet.
- (c) Projecting signs may extend no further than five feet from the building to which they are attached.
- (d) Projecting signs shall extend at a 90-degree angle to the building to which they are attached and shall be prohibited at building corners.
- (e) Projecting signs are limited to one sign per building face with direct street and/or public area entry. Businesses without direct street and/or public area entry that are within a multitenant building are allowed one combined projection sign per building face with street and/or public area entry that shall not exceed ten square feet per business or 20 feet in the aggregate.
- (f) Projection signs may be indirectly or directly illuminated. If indirectly illuminated, the light source shall be directed away from pedestrians and shall be directed against the sign such that it does not shine into adjacent property or cause glare for motorists and pedestrians. Backlit, halo-lit illumination, or reverse channel letters with halo illumination is permitted. Exposed neon tubing is permitted, but is prohibited from flashing or blinking.
- (g) Projection signs along Wisconsin Avenue/Main Street from Oak Street to Torrey Street and along Commercial Street from Doty Avenue to Nicolet Boulevard shall also meet the following additional requirements:
  - 1. The frames and faces shall be painted or stained wood or metal. Plastic signs are prohibited; however, those that accurately replicate a natural texture such as wood grain, stone or masonry may be permitted.
  - 2. The signs must hang at least six inches away from the building to which they are attached.

~~(3) Sandwich board signs.~~

- ~~(a) Sandwich board signs shall only be permitted along Wisconsin Avenue/Main Street from Oak Street to Torrey Street and along Commercial Street from Doty Avenue to Nicolet Boulevard.~~
- ~~(b) Sandwich board signs can be located in one of the following two locations within the prolonged limits of the property to which the sign references provided all other requirements can be met:
  - 1. The sign must be located a minimum of one foot from the face of the street curb but no further than four feet from the face of the curb. Signs are not permitted on any "bump out" area, or;
  - 2. The sign must be within three feet of the building face.~~
- ~~(c) Sandwich board signs must allow a minimum of five feet of clear sidewalk space between the sandwich sign and any other impediment to pedestrian movements.~~
- ~~(d) Sandwich board signs shall not be located within 25 feet of a street intersection measured at the property line.~~
- ~~(e) Sandwich signs shall be freestanding, internally weighted and shall not be anchored, or affixed to any sidewalk, light pole, sign, traffic signal, bench, newspaper vending box, planting structure or other similar structure or appurtenances. The signs shall be placed at sidewalk grade level and shall not be placed on planters, wall, curbs or any similar structure.~~

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~~(f) Sandwich board signs shall not exceed a total of eight square feet per sign face and shall not exceed a width of two and one-half feet or a height of four feet.~~

~~(g) The sign frame shall be painted or stained wood or metal. Plastic signs are prohibited.~~

~~(h) A minimum of 75 percent of the total sign area shall be intended for changeable copy and said copy shall be changed no less frequently than once per week. Changeable copy should be an integral part of the sign and not simply attached.~~

~~(i) Windblown devices such as balloon, banners, or other similar item shall not be attached or otherwise made part of the sandwich sign.~~

~~(j) Sandwich signs shall be placed at sidewalk grade level and shall not be placed on planters, wall, curbs or any similar structure.~~

~~(k) Sandwich board signs shall be limited to one sign per each business' building face with direct street and/or public area entry. Businesses without direct street and/or public area entry that are within a multitenant building are allowed a total of two sandwich board signs per street and/or public area entry. No business shall be displayed on more than one sandwich board sign pe street or public area entry.~~

~~(l) Sandwich board signs shall be stored inside overnight and/or when the business is closed.~~

~~(m) A certificate of liability insurance naming the City of Neenah as additional insured in the form of general commercial liability insurance in a minimum amount of \$300,000.00 per occurrence, \$1,000,000.00 in the aggregate, shall be provided with any application for a permit to locate a sandwich board sign in public right-of-way.~~

~~(n) A permit shall be issued annually for the placement of sandwich board signs and a permit fee as established in section 24-29 shall be required.~~

~~(o) Sandwich board signs with a paper by product covering the copy area are prohibited.~~

~~(43) Changeable message *center* signs.~~

- ~~(a) The sign shall not exceed a total of 40 square feet in area.~~
- ~~(b) Scrolling of text is permitted. Animation and flashing of text or graphics is prohibited.~~
- ~~(c) No changeable message *center* sign shall be located where, by reason of its position, size, shape or color, it may obstruct, impair, obscure, interfere with the view of or be confused with any traffic control sign, signal or device, or where it may interfere with, mislead or confuse traffic.~~

~~(4) Athletic field signs—School district fields. Signs within athletic fields, or within immediate proximity thereof, are subject to the following:~~

- ~~(a) Signs may not exceed 40 square feet in area.~~
- ~~(b) Athletic field signs shall be displayed only between March 15 and November 15 in any calendar year.~~
- ~~(c) The signs must be securely attached to and contained within athletic field fencing. In no case shall the sign extend beyond the top of the fencing or a height of ten feet, whichever is less.~~
- ~~(d) The sign back shall be of a dark green color (Pantone 3435) and the sign face shall be directed to the interior of the playing field. This provision will not apply to signs that are screened such that the sign is not visible from the exterior of the athletic field.~~
- ~~(e) If multiple signs are installed, they shall be of consistent size and mounting height to provide a uniform appearance. Fabric signs are permitted.~~
- ~~(f) Prior to the installation of any athletic field sign, a detailed plan sufficient to determine compliance with the requirements of the sign code shall be submitted for review as outlined in this Chapter.~~

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(Ord. No. 2023-13, § 1, 10-4-2023)

**Secs. 24-160—24-180. Reserved.**

## **ARTICLE ~~VIII~~VI. SIGN REQUIREMENTS BY ZONING DISTRICT**

### **Sec. 24-181. Intent.**

Zoning districts by definition, encourage and allow different uses and types of development.

Therefore, the requirements for permitted signs in the districts also differ as related to types of signs, their height, area of coverage and setbacks.

(Ord. No. 2023-13, § 1, 10-4-2023)

### **Sec. 24-182. Single- and Two-Family Districts (R-1 and R-2).**

Normally these districts do not allow signs. However, due to special situations that may have been created by special use approvals or rezoning the following guidelines are the maximum allowances for signage in these districts:

- (1) *Allowable signs.* Portable yard signs, wall signs and one ground sign per property. Ground signs and athletic field signs are only allowed when the use of the property requires a special use permit.
- (2) *Area restriction.* Wall signs attached to building face shall not exceed one square foot. In addition, one ground sign is limited to 20 square feet for uses which require a special use permit.
- (3) *Height restriction.* Ground signs are not to exceed 12 feet in height; and
- (4) *Setbacks.* All ground signs must be at least 20 feet from the front property line.
- (5) *Portable yard signs.* ~~A property is allowed Portable yard signs one portable yard sign per street frontage which cannot exceed six ten square feet in area, three feet in height, and is allowed on a temporary basis not to exceed 30 days in a 90-day period.~~
  - ~~(a) During an "election campaign," as defined in Wis. Stats. § 12.04, additional portable yard signs, not to exceed ten square feet are allowed.~~
  - ~~(b) When a property is actively marketed for sale, an additional portable sign, not to exceed ten square feet and six feet in height shall be allowed. The sign shall be removed no more than 30 days after the sale, rental or lease has been accomplished.~~
  - ~~(c) During the construction of a subdivision plat, a temporary sign not to exceed 100 square feet may be placed along an entrance or entrances to the subdivision during construction. Construction shall be deemed complete once the City installs the temporary two-inch mat street within the subdivision.~~
  - (ad) A sign permit is not required for portable yard signs.
  - (eb) Portable yard signs shall be located outside the public right-of-way.
  - (c) Portable yard signs in excess of three feet in height shall be located outside and the vision clearance area and vision clearance triangle (only if the sign exceeds three feet in height).

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- (6) *On-site directional sign.* For a land use requiring a special use permit or site plan review, an on-site directional sign(s) not exceeding six square feet in area and four feet in height is allowed and shall be reviewed as part of the site plan or special use permit review process or by the Zoning Administrator~~Chief Building Inspector or designee~~Zoning Administrator.

(Ord. No. 2023-13, § 1, 10-4-2023)

### Sec. 24-183. High Density Residence Districts (M-1 and M-2).

These districts are similar to both One- and Two-Family Districts in that signs are not normally allowed. However, several institutional type uses and special uses are permitted in these districts as well as other existing nonconforming uses.

- (1) *Allowable signs.* Portable yard signs, wall signs, and one ground sign per property. Ground signs are only allowed when the use of the property requires a special use permit or includes a multi-family residence of more than three units.
- (2) *Area restrictions.* Wall signs attached to building face shall not exceed one square foot. In addition, one ground sign is limited to 20 square feet for uses requiring a special use permit or is a multi-family residence of more than three units.
- (3) *Height restrictions.* Ground signs may not exceed 25-12 feet in height; and
- (4) *Setbacks.* All ground signs must be at least 20 feet from the front property line.
- (5) *Portable yard signs.* ~~A property is allowed one portable yard sign per street frontage which cannot exceed ten square feet in area, six square feet in area, three feet in height, and is allowed on a temporary basis not to exceed 30 days in a 90-day period.~~
  - ~~(a) During an "election campaign," as defined in Wis. Stats. § 12.04, additional portable yard signs, not to exceed ten square feet are allowed.~~
  - ~~(b) When a property is actively marketed for sale, an additional portable sign, not to exceed ten square feet and six feet in height shall be allowed. The sign shall be removed no more than 30 days after the sale, rental or lease has been accomplished.~~
  - (a) A sign permit is not required for portable yard signs.
  - ~~(b) Portable yard signs shall be located outside the public right-of-way and the vision clearance area (only if the sign exceeds three feet in height).~~
  - (c) Portable yard signs in excess of three feet in height shall be located outside the vision clearance area and vision clearance triangle.
- (6) *On-site directional sign.* For a land use requiring a special use permit or site plan review, an on-site directional sign(s) not exceeding six square feet in area and four feet in height is allowed and shall be reviewed as part of the site plan or special use permit review process or by the Zoning Administrator~~Chief Building Inspector or designee~~Zoning Administrator.

(Ord. No. 2023-13, § 1, 10-4-2023)

### Sec. 24-184. General Commercial District (C-1).

This district encourages the development of business uses both as a single tenant and as multiple tenants on a site. Also, this district may be located next to a divided highway corridor where high-speed traffic is present.

- (1) *Allowable signs.* Portable yard signs, wall signs, projecting signs, canopy signs, temporary window signs, banners, and one ground sign per property; property.
- (2) *Area restrictions for a single tenant.* Wall signs, projecting signs, ~~and~~ canopy signs, and banners shall not exceed 15 percent of the building face on which they are attached in the aggregate. ~~Wall signs placed on the outside of a window shall also not exceed 50 percent of the gross window area of any given building face.~~ In addition, one ground sign is to not exceed 100 square feet. For property located adjacent to a divided highway, a second ground sign of up to 200 square feet, is allowed along the divided highway right-of-way;
- (3) *Area restrictions for multiple tenants.* Wall, projecting ~~ing and canopy~~ signs, canopy signs, and banners shall not exceed 15 percent of the building face on which they are attached in the aggregate. In addition, one ground sign is not to exceed 100 square feet in the aggregate for multiple tenant developments with buildings of 15,000 square feet or less, or up to 400 square feet in the aggregate for multiple tenant developments with buildings of more than 15,000 gross square feet. For property located adjacent to a divided highway, a second ground sign, not to exceed 200 square feet in size, is allowed along the divided highway right-of-way;
- (4) *Height restrictions (both single and multiple tenants).* Ground signs are not to exceed 35 feet in height. Signs along a divided highway may exceed the elevation of the abutting highway pavement by 35 feet;
- (5) *Setbacks (both single and multiple tenants)* means ten feet from a street or highway right-of-way;
- (6) *Double frontage lots other than corner lots (both single and multiple tenants).* An additional ground sign is allowed along a second street frontage provided vehicular access is allowed from the abutting street. The total sign area for the property may be divided between the two signs but in no case will the total sign area exceed the total single sign area allowed for the property.
- (7) *Portable yard signs.* ~~A property is allowed one portable sign per street frontage which cannot exceed six square feet in area, three feet in height, and is allowed on a temporary basis not to exceed 30 days in a 90-day period. A property is allowed one portable yard sign, which cannot exceed ten square feet in area, per street frontage.~~
  - (a) ~~During an "election campaign," as defined in Wis. Stats. § 12.04, additional portable yard signs, not to exceed ten square feet are allowed.~~
  - (b) ~~When a property is actively marketed for sale, an additional portable sign, not to exceed 32 square feet and six feet in height shall be allowed. The sign shall be removed no more than 30 days after the sale, rental or lease has been accomplished.~~
  - (c) ~~During construction on the property, an additional portable sign is allowed up to 100 square feet during the construction period.~~
  - (d) A sign permit is not required for portable yard signs.
  - (b) Portable yard signs in excess of three feet in height shall be located outside the vision clearance area and vision clearance triangle.~~(8) Sandwich board signs when permitted in Section 24-159(3)~~- (8) *On-site directional sign.* For a land use requiring a special use permit or site plan review, an on-site directional sign(s) not exceeding six square feet in area and four feet in height is allowed and shall be reviewed as part of the site plan or special use permit review process or by the Chief Building Inspector or designee, Zoning Administrator, Zoning Administrator.

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(Ord. No. 2023-13, § 1, 10-4-2023)

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## Sec. 24-185. Central Business District (C-2).

This district encourages high-density development of both single and multiple tenant uses. Businesses located in this district are less dependent upon passing traffic as in the [C-1](#), General Commercial District.

- (1) *Allowable signs.* Portable yard signs, wall signs, projecting signs, canopy signs, ~~temporary~~ window signs, ~~banners~~ and ground signs;
- (2) *Area restrictions for a single tenant.* Wall ~~signs~~, projecting ~~signs~~, ~~and~~ canopy signs, ~~and banners~~ shall not exceed 15 percent of the building face on which they are attached ~~in the aggregate~~. ~~Wall signs placed on the outside of a window shall also not exceed 50 percent of the gross window area of any given building face~~. In addition, one ground sign is to not exceed 100 square feet. For property located adjacent to a divided highway a second ground sign of up to 200 square feet is allowed along the divided highway right-of-way;
- (3) *Area restrictions for multiple tenants.* Total area of permitted signs is to not exceed 15 percent of building face; one ground sign is not to exceed 200 square feet;
- (4) *Height restrictions (both single and multiple tenants).* Ground signs are not to exceed 35 feet in height;
- (5) *Setbacks (both single and multiple tenants).* No front setback is required;
- (6) *Double frontage lots other than corner lots (both single and multiple tenants).* An additional ground sign is allowed along a second street frontage provided vehicular access is allowed from the abutting street. The total sign area for the property may be divided between the two signs but in no case will the total sign area exceed the total single sign area allowed for the property.
- (7) *Portable yard signs.* ~~A property is allowed one portable sign per street frontage which~~ A property is allowed one portable yard sign, which cannot exceed ten square feet in area, per street frontage. cannot exceed six square feet in area, three feet in height, and is allowed on a temporary basis not to exceed 30 days in a 90 day period.
  - ~~(a) During an "election campaign," as defined in Wis. Stats. § 12.04, additional portable yard signs, not to exceed ten square feet are allowed.~~
  - ~~(b) When a property is actively marketed for sale, an additional portable sign, not to exceed 32 square feet and six feet in height shall be allowed. The sign shall be removed no more than 30 days after the sale, rental or lease has been accomplished.~~
  - ~~(c) During construction on the property, an additional portable sign is allowed up to 100 square feet during the construction period.~~
    - ~~(a)~~ A sign permit is not required for portable signs.
    - ~~(b)~~ Portable yard signs in excess of three feet in height shall be located outside the vision clearance area and vision clearance triangle.
- ~~(8) Sandwich board signs when permitted in Section 24-159(3).~~
- ~~(98) On-site directional sign.~~ For a land use requiring a special use permit or site plan review, an on-site directional sign(s) not exceeding six square feet in area and four feet in height is allowed and shall be reviewed as part of the site plan ~~review or special use permit review~~ process or by the ~~Zoning Administrator, Chief Building Inspector or designee, ning Administrator.~~

(Ord. No. 2023-13, § 1, 10-4-2023)

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## Sec. 24-186. Planned Business Center District (I-1).

This district encourages uses that are generally either employment centers, or are planned developments adjacent to major highways.

- (1) If the uses are primarily commercial in nature, then refer to the General Commercial District (C-1) standards and restrictions; or
- (2) If the uses are primarily industrial in nature, then refer to the General Industrial District (I-2) standards and restrictions.
- (3) *Portable yard signs.* ~~A property is allowed one portable sign per street frontage which cannot exceed six ten square feet in area, three feet in height, and is allowed on a temporary basis not to exceed 30 days in a 90 day period.~~
  - ~~(a) During an "election campaign," as defined in Wis. Stats. § 12.04, additional portable yard signs, not to exceed ten square feet are allowed.~~
  - ~~(b) When a property is actively marketed for sale, an additional portable sign, not to exceed 32 square feet and six feet in height shall be allowed. The sign shall be removed no more than 30 days after the sale, rental or lease has been accomplished.~~
  - ~~(c) During construction on the property, an additional portable sign is allowed up to 100 square feet during the construction period.~~
  - (ad) A sign permit is not required for portable yard signs.
  - (b) Portable yard signs in excess of three feet in height shall be located outside the vision clearance area and vision clearance triangle.
- (4) *On-site directional sign.* For a land use requiring a special use permit or site plan review, an on-site directional sign(s) not exceeding six square feet in area and four feet in height is allowed and shall be reviewed as part of the site plan or special use permit review process or by the Chief Building Inspector or designee Zoning Administrator-Zoning Administrator.

(Ord. No. 2023-13, § 1, 10-4-2023)

## Sec. 24-187. General Industrial District (I-2).

This district encourages uses that are generally employment centers and are not usually dependent upon passing traffic for business.

- (1) *Allowable signs.* ~~Signs requiring portable~~ Portable yard signs, wall signs, ~~temporary~~ window signs, canopy ~~signs, and~~ projecting signs, ~~banners,~~ and one ground sign.
- (2) *Area restriction.* Wall signs, projecting signs, and canopy signs, and banners shall not exceed ten percent of the building face on which they are attached. Wall signs placed on the outside of a window shall also not exceed 50 percent of the gross window area of any given building face. In addition, one ground sign is limited to 100 square feet in area;
- (3) *Height restriction.* Ground signs may not exceed 35 feet in height. Signs along a divided highway may exceed the elevation of the abutting highway pavement by 35 feet; and
- (4) *Setbacks.* Signs must be set back ten feet from the front lot line.
- (5) *Portable yard signs.* ~~A property is allowed one portable sign per street frontage which cannot exceed ten feet in area, per street frontage.~~ A property is allowed one portable yard sign, which cannot exceed ten feet in area, per street frontage.

~~exceed six square feet in area, three feet in height, and is allowed on a temporary basis not to exceed 30 days in a 90-day period.~~

~~(a) During an "election campaign," as defined in Wis. Stats. § 12.04, an additional portable sign, not to exceed ten square feet is allowed.~~

~~(b) When a property is actively marketed for sale, an additional portable sign, not to exceed 32 square feet and six feet in height shall be allowed. The sign shall be removed no more than 30 days after the sale, rental or lease has been accomplished.~~

~~(c) During construction on the property, an additional portable sign is allowed up to 100 square feet during the construction period.~~

~~(d)~~ A sign permit is not required for portable yard signs.

~~(b) Portable yard signs in excess of three feet in height shall be located outside the vision clearance area and vision clearance triangle.~~

- (6) *On-site directional sign.* For a land use requiring a special use permit or site plan review, an on-site directional sign(s) not exceeding six square feet in area and four feet in height is allowed and shall be reviewed as part of the site plan review process or by the ~~Chief Building Inspector or designee, Zoning Administrator, Zoning Administrator.~~

(Ord. No. 2023-13, § 1, 10-4-2023)

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## M E M O R A N D U M

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**DATE:** July 30, 2024  
**TO:** Mayor Lang and Plan Commission  
**FROM:** Brad Schmidt, Deputy Director of Community Development  
**RE:** Site Plan Review – 1215 Doctors Drive – Change of Use

---

### **Request**

Schuelke Properties, LLC, has submitted a site plan to establish a multi-family residence in a building formerly used as an office at property located at 1215 Doctors Drive. The site plan includes primarily interior remodeling with minor exterior site improvements. The applicant is proposing to add 13 one-bedroom units and 3 two-bedroom units for a total of 16 units. A site plan is required when the use of the property changes. The subject property was previously used as a medical office.

### **Location**

The subject property is located at the southwest corner of Professional Plaza and Doctor Drive. The site is 0.56 acres in area and includes a 4,866 square-foot building and a 32-stall off-street parking lot.

### **Surrounding Property**

Land east, west and south of the subject property is zoned C-1, General Commercial District and land directly north is zoned M-2, Multi-Family Residential District. All of the property surrounding the subject site including multi-family residences. Further east along S. Commercial Street, the land use is generally commercial.

### **Zoning**

#### **[C-1, General Commercial District](#)**

Below are the development standards for the C-1 District (**Proposed dimensions in bold**):

#### ***Building Setbacks:***

- Front Yard – 10 feet (**10feet**)
- Side Yard – 10 feet (**10 feet – north, 64 feet – south**)
- Rear Yard – 10 feet (**76 feet**)

***Max Building Height*** – 45 feet or 3 stories (**approx. 15 feet**)

***Maximum Lot Coverage*** – 30 percent (**20 percent**)

**Minimum Parking** – 1.5 spaces for each one-bedroom unit and 2 spaces for each two-bedroom unit – 26 spaces **(32 spaces)**

**Landscaping:**

**Screening** – All exterior storage in refuse disposal areas, trash collection dumpsters, and trash pads on commercial properties shall be located and oriented to be as inconspicuous as possible. They shall be screened from view to all adjacent properties, all adjacent road right-of-way, and if located within commercial developments, from view to on-site entrance drives and parking areas. Screening materials may consist of the following:

1. A six-foot high sight-tight fence or wall; or
  2. An evergreen screen (height, spacing, and variety to be determined and approved by the Department of Community Development).
- **A refuse collection area was not identified on the site plan. If a refuse collection area is proposed or is currently existing, the standards above must be met.**

**Recommendation**

**Appropriate action at this time is to approve the site plan for a change of use to establish a 16-unit multi-family residence located at 1215 Doctors Drive subject to the conditions of the site plan review letter.**





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

July 15, 2024

BRANDON ROBAIDEK  
ROBERT E. LEE AND ASSOCIATES INC  
1250 CENTENIAL CENTRE BLVD  
HOBART, WI 54155

**RE: Site Plan #9-24 - 1215 Doctors Drive - Change of Use Site Plan - Minor Review ( ) Status Approved**

Dear BRANDON ROBAIDEK:

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. Any outdoor refuse collection area either existing or proposed shall be screened with a minimum 6-foot tall fence or landscaping.
2. To apply for a sign permit please click on the following link:<https://evolvepublic.neenahwi.gov>.

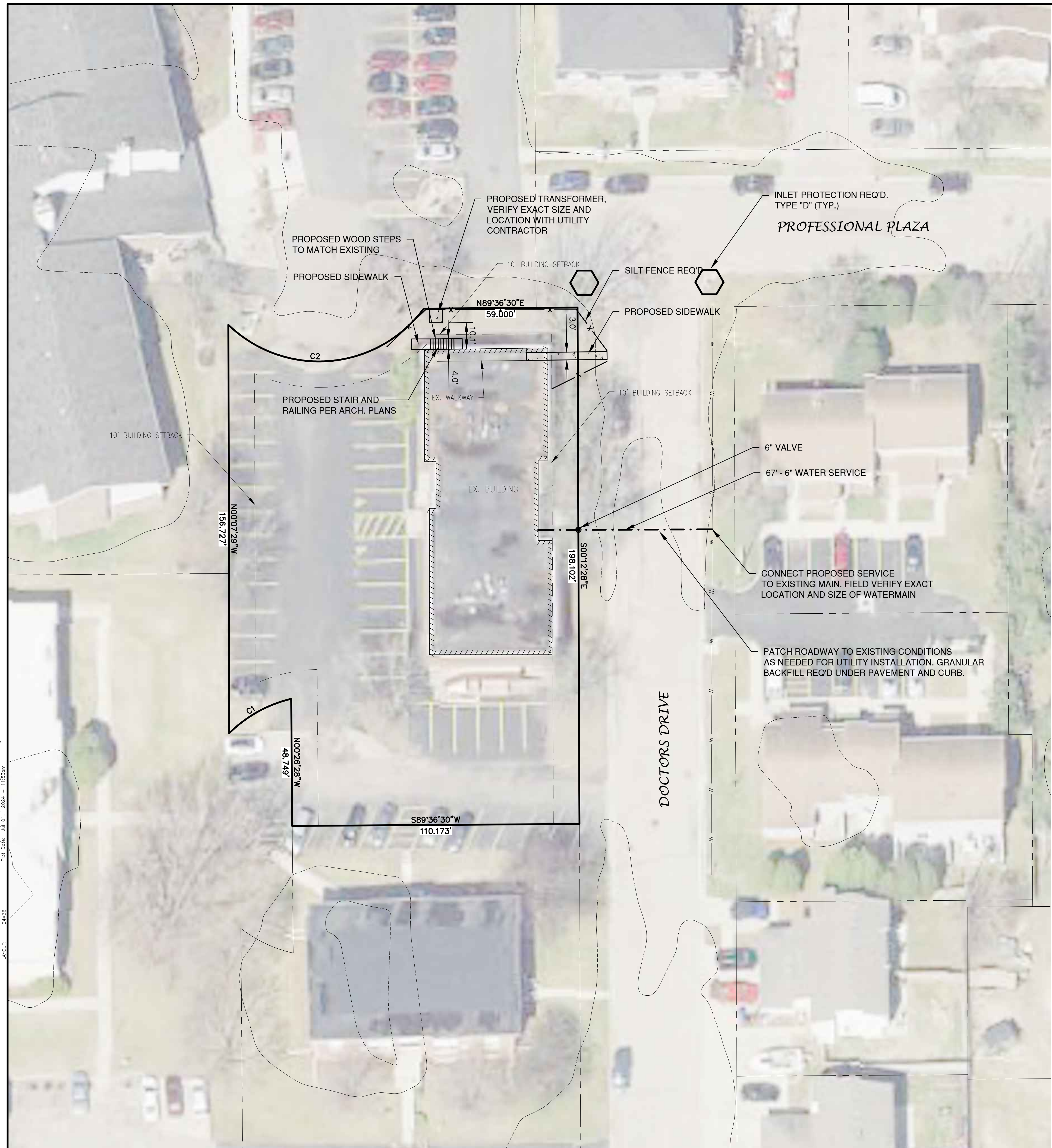
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**Inspections - Building Commercial - Kyle Pederson - 920-886-6131  
kpederson@neenahwi.gov**

**Approved**

**Review Comments:**

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Curve Table							
Curve #	Delta	Radius	Length	Chord Direction	Chord Length	Tangent Bearing	Second Tangent Bearing
C1	31°36'47"	49.99'	27.58'	N60°57'09"E	27.24'	N45°08'46"E	N76°45'32"E
C2	97°35'01"	50.00'	85.16'	N85°16'21"E	75.23'	S45°56'08"E	N36°28'51"E

**LEGEND**

- CONCRETE PAVEMENT
- PROPOSED SANITARY SEWER
- EXISTING SANITARY SEWER (SIZE NOTED)
- PROPOSED STORM SEWER
- EXISTING STORM SEWER (SIZE NOTED)
- PROPOSED WATERMAIN
- EXISTING WATERMAIN (SIZE NOTED)
- PROPOSED FIRE HYDRANT
- EXISTING FIRE HYDRANT
- WATER VALVE
- CURB STOP
- WATER MANHOLE
- REDUCER/INCREASER
- SANITARY MANHOLE
- LIFT STATION
- TRACER WIRE SIGNAL CONNECTION BOX
- CLEANOUT
- STORM MANHOLE
- STORM INLET (NOT IN CURB AND GUTTER)
- STORM INLET (IN CURB AND GUTTER)
- STORM INLET MANHOLE
- YARD DRAIN
- STANDPIPE
- ROOF DOWNSPOUT
- DISCHARGE STRUCTURE
- SILT FENCE (PER WDNR TECHNICAL STANDARD 1056)
- INLET PROTECTION (PER WDNR TECHNICAL STANDARD 1060)

**NOTE**

ALL DISTURBED AREAS SHALL BE TOPSOILED TO A DEPTH OF 6 INCHES, SEEDED AND MULCHED. AREA TO BE RAKED FREE OF STONES AND CLUMPS.

**PARKING DATA**

TOTAL PARKING STALLS PROVIDED = 32  
 HANDICAP ACCESSIBLE PARKING STALLS = 2  
 TOTAL PARKING STALLS REQUIRED = 26  
 1.5 STALLS/1 BEDROOM UNITS = 13 UNITS X 1.5 STALLS/UNIT = 19.5 STALLS  
 2 STALLS/ 2 BEDROOM UNITS = 3 UNITS X 2 STALLS/UNIT = 6 STALLS

**SITE DATA**

TOTAL AREA = 0.56 ACRES, 24,413 S.F.  
 BUILDING AREA = 0.11 ACRES, 4,866 S.F. (19.9%)  
 SIDEWALK/PARKING LOT AREA = 0.39 ACRES, 17,186 S.F. (70.4%)  
 GREEN SPACE = 0.05 ACRES, 2,361 S.F. (9.7%)

**ZONING**

C-1 GENERAL COMMERCIAL DISTRICT

**PARCEL NO.**

80205181600

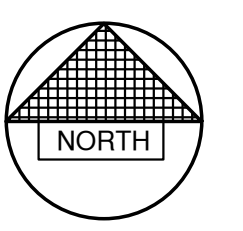
**NOTE**

- A MINIMUM OF 6.5 FEET OF COVER SHALL BE MAINTAINED OVER ALL WATERMAIN.
- WATERMAIN SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CURRENT STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN AND ADMINISTRATIVE CODE CHAPTERS SPS 381-387.
- FIELD VERIFY LOCATION OF EXISTING UTILITIES. IF EXISTING LOCATIONS DIFFER FROM WHAT IS INDICATED ON THE PLANS, **CONTACT ENGINEER**, PRIOR TO CONTINUED WORK.
- ALL WATER SERVICES/MAINS SHALL BE PROVIDED WITH TRACER WIRE OR OTHER METHOD TO BE LOCATED.
- EXISTING GAS, ELECTRIC, CABLE TELEVISION AND TELEPHONE TO BE REMOVED AND/OR RELOCATED BY OTHERS. WORK SHALL BE COORDINATED BY GENERAL CONTRACTOR.

**EROSION CONTROL**

ALL EROSION CONTROL PRACTICES INDICATED ON THIS PLAN ARE APPROXIMATE LOCATIONS ONLY. THE ACTUAL SITE MAY REQUIRE MORE OR LESS EROSION CONTROL DEPENDING ON THE CURRENT CONDITION OF THE SITE.

- SILT FENCE IS REQUIRED DOWNSLOPE OF ANY DISTURBED LAND THAT MAY CARRY SEDIMENTS OFF SITE.
- A TRACKING PAD IS REQUIRED AT ANY INGRESS/EGRESS LOCATION, WHERE SEDIMENT MAY BE TRACKED OFF-SITE.
- PROPER INLET PROTECTION SHALL BE USED DEPENDING ON THE INLET TYPE.
- ALL NECESSARY SITE DEWATERING SHALL BE PERFORMED IN ACCORDANCE WITH WDNR TECHNICAL STANDARD 1061.



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 LAYOUT: 24x36  
 PLOT:

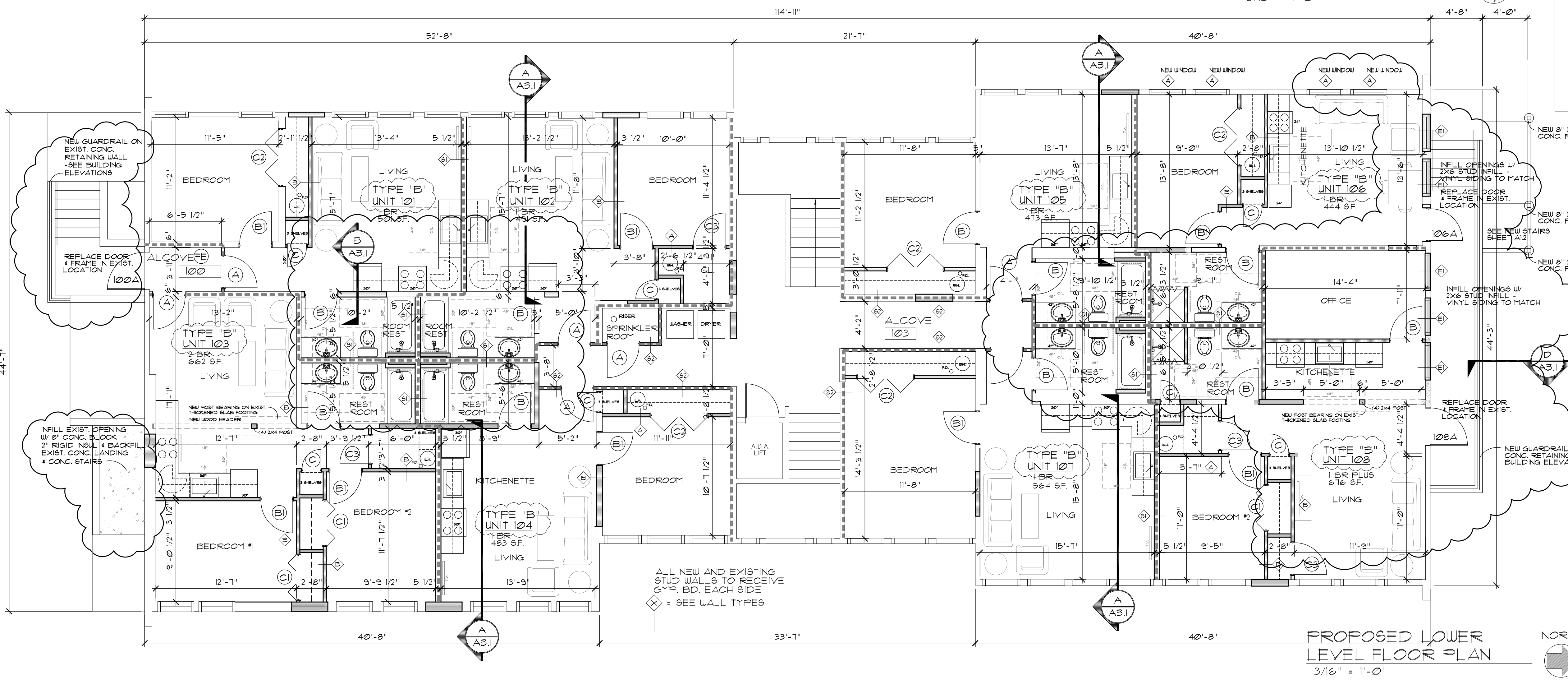
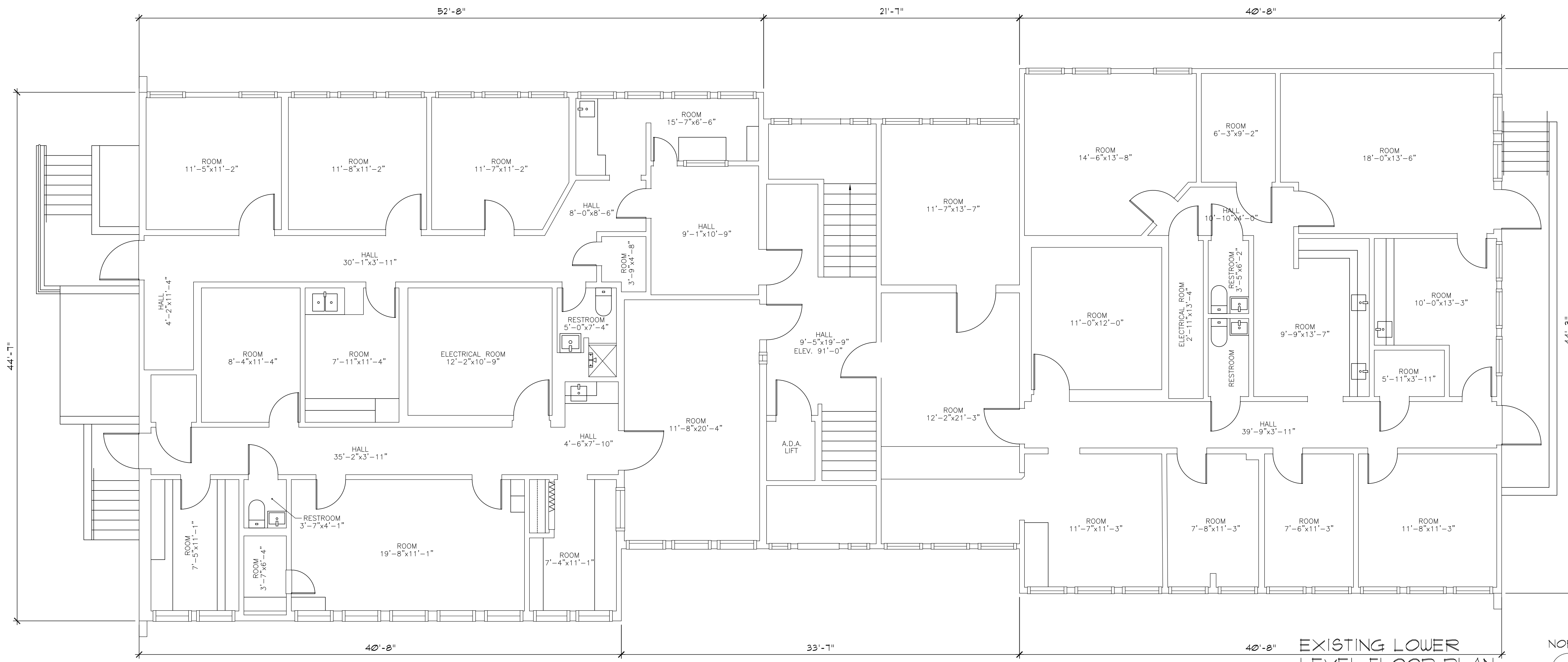
NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	DRAWN BDR
								CHECKED
								DESIGNED BDR

DOCTORS DRIVE SITE PLAN  
 FOR HUDSON KNOX CONSTRUCTION  
 CITY OF NEENAH  
 WINNEBAGO COUNTY, WISCONSIN

SITE PLAN

DATE	06/20/24
FILE	6058014D
JOB NO.	6058014

**REL Robert E. Lee & Associates, Inc.**  
 1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com



**410.4.2 Complete change of occupancy.** Where an entire building undergoes a *change of occupancy*, it shall comply with Section 410.4.1 and shall have all of the following accessible features:

1. At least one accessible building entrance.
2. At least one accessible route from an accessible building entrance to *primary function areas*.
3. Signage complying with Section 1111 of the *International Building Code*.
4. Accessible parking, where parking is being provided.
5. At least one accessible passenger loading zone, when loading zones are provided.
6. At least one accessible route connecting accessible parking and accessible passenger loading zones to an accessible entrance.

Where it is *technically infeasible* to comply with the new construction standards for any of these requirements for a change of group or occupancy, the above items shall conform to the requirements to the maximum extent technically infeasible.

**Exception:** The accessible features listed in Items 1 through 6 are not required for an accessible route to Type B units.

**1012.8.2 Complete change of occupancy.** Where an entire building undergoes a *change of occupancy*, it shall comply with Section 1012.8.1 and shall have all of the following accessible features:

1. At least one accessible building entrance.
2. At least one accessible route from an accessible building entrance to *primary function areas*.
3. Signage complying with Section 1111 of the *International Building Code*.
4. Accessible parking, where parking is provided.
5. At least one accessible passenger loading zone, where loading zones are provided.
6. At least one accessible route connecting accessible parking and accessible passenger loading zones to an accessible entrance.

Where it is *technically infeasible* to comply with the new construction standards for any of these requirements for a change of group or occupancy, the above items shall conform to the requirements to the maximum extent technically infeasible.

**Exception:** The accessible features listed in Items 1 through 6 are not required for an accessible route to Type B units.

THE BUILDING HAS BEEN ALTERED TO HAVE ALL UNITS ON THE LOWER LEVEL TO BE TYPE "B" UNITS PER IBC SECTION 107.1.1.1  
WE HAVE (4) ADDITIONAL TYPE "B" UNITS ON THE UPPER LEVEL W/ ACCESSIBLE ROUTE VIA THE LIFT.  
OUR INTERPRETATION IS THAT SINCE THESE ACCESSIBLE FEATURES (ABOVE) ARE NOT REQUIRED PER IBC SECTIONS 410.4.1(2) "CHANGE OF USE" "EXCEPTION" - WE DO NOT NEED AN ACCESSIBLE ROUTE TO THE END UNITS OF THE LOWER LEVEL.

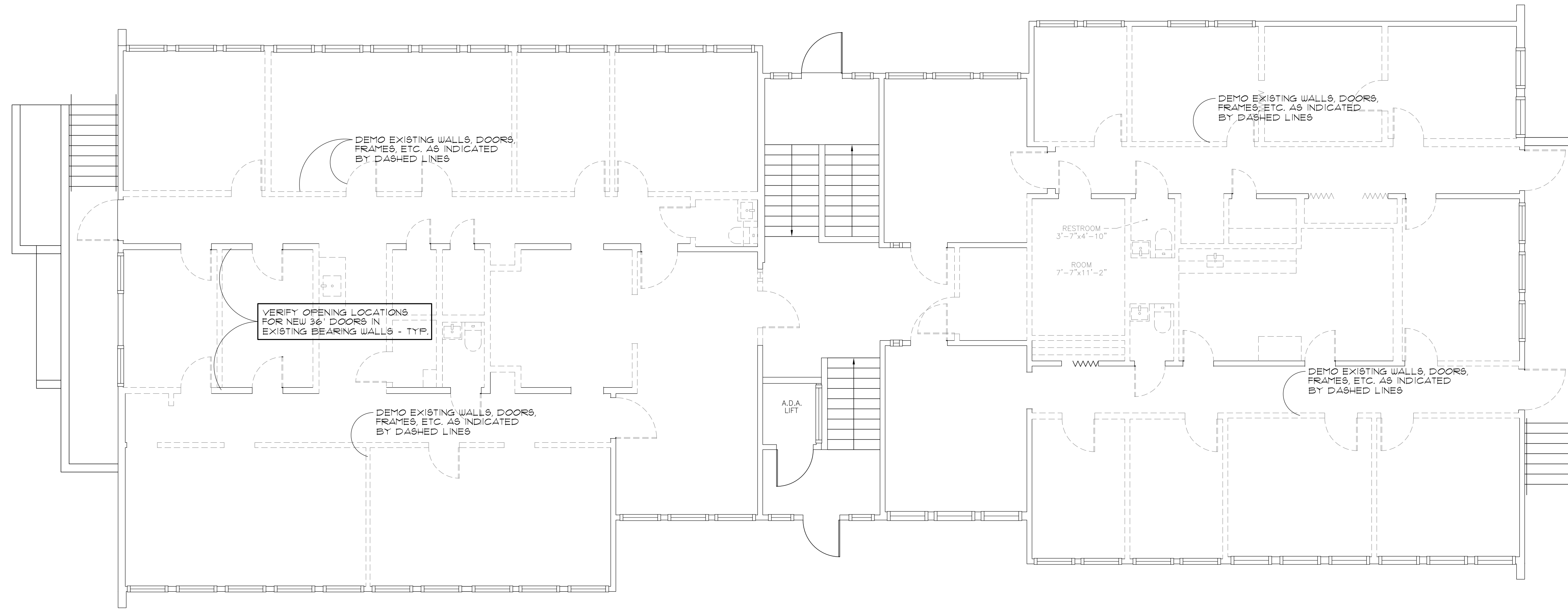
REV. NO.	DATE	DESCRIPTION
1	6/21/23	REVISED FOR CONSTRUCTION

Design Associate:  
**Concept One** Design & Development  
 325 E. KALE AVE.  
 GREEN BAY, WISCONSIN  
 info@conceptone.com

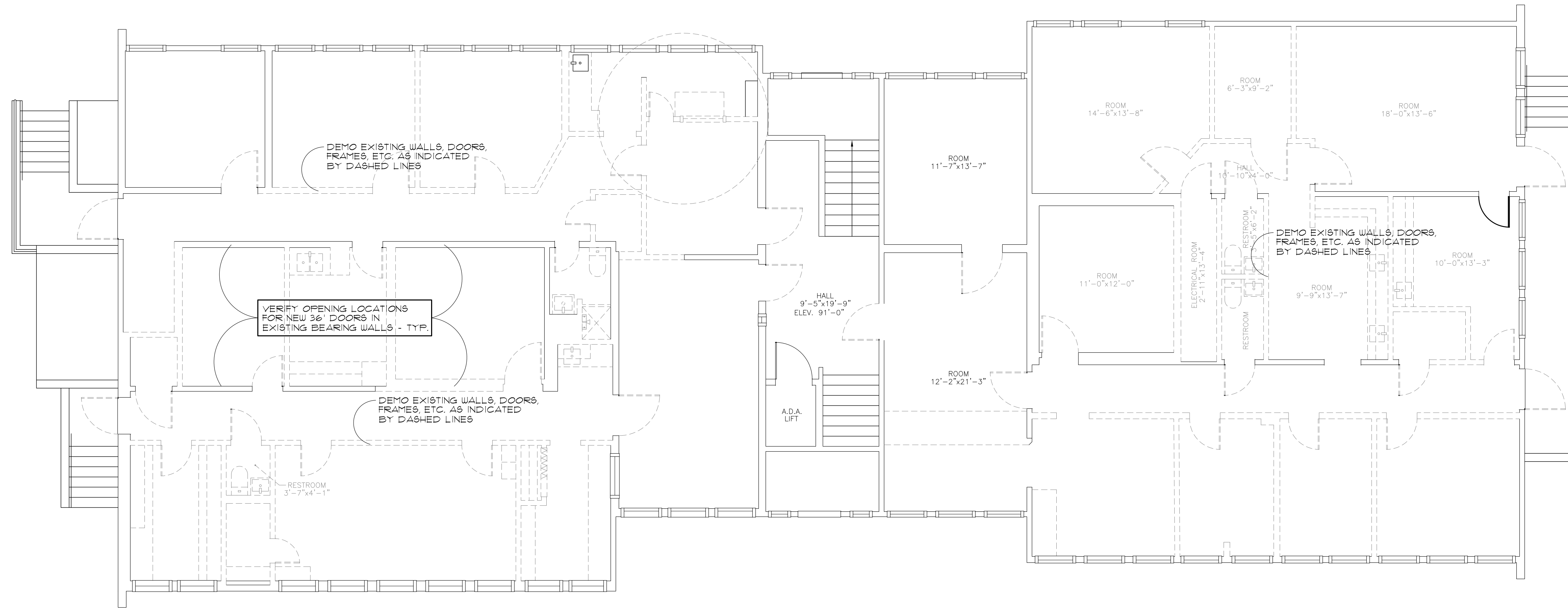
Architect:  
**Daniel J. Meissner**  
**AIA, LLC**  
 1230 E. Calumet Street Appleton, WI  
 920.428.0982

PROPOSED BUILDING ALTERATIONS FOR:  
**1215 DOCTORS DRIVE LLC**  
 1215 DOCTORS DRIVE  
 NEENAH, WISCONSIN

DATE: 6/07/23  
 SHEET: A.1  
 PROJECT NUMBER: 23103



UPPER LEVEL  
DEMOLITION PLAN  
3/16" = 1'-0"



LOWER LEVEL  
DEMOLITION PLAN  
3/16" = 1'-0"

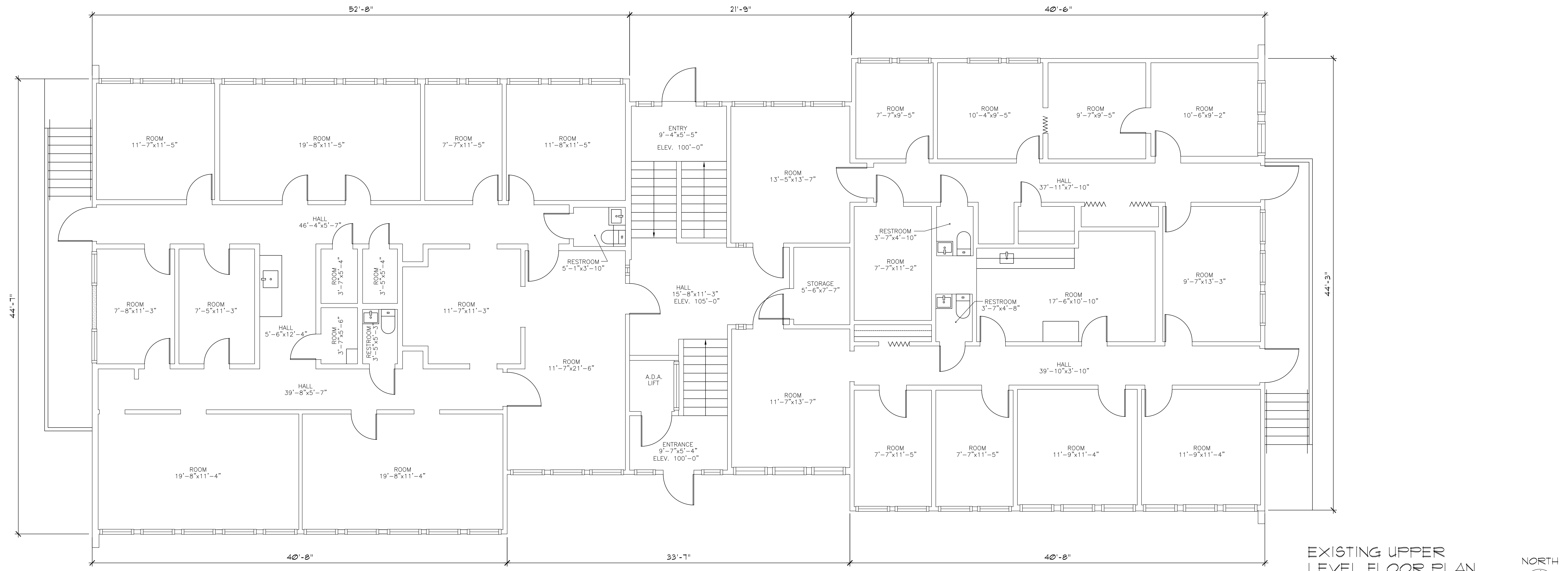
REV. NO.	DATE	DESCRIPTION

Design Associate:  
**Concept One** Design & Development  
 325 E. KALE AVE.  
 GREEN BAY, WISCONSIN  
 info@conceptone.com

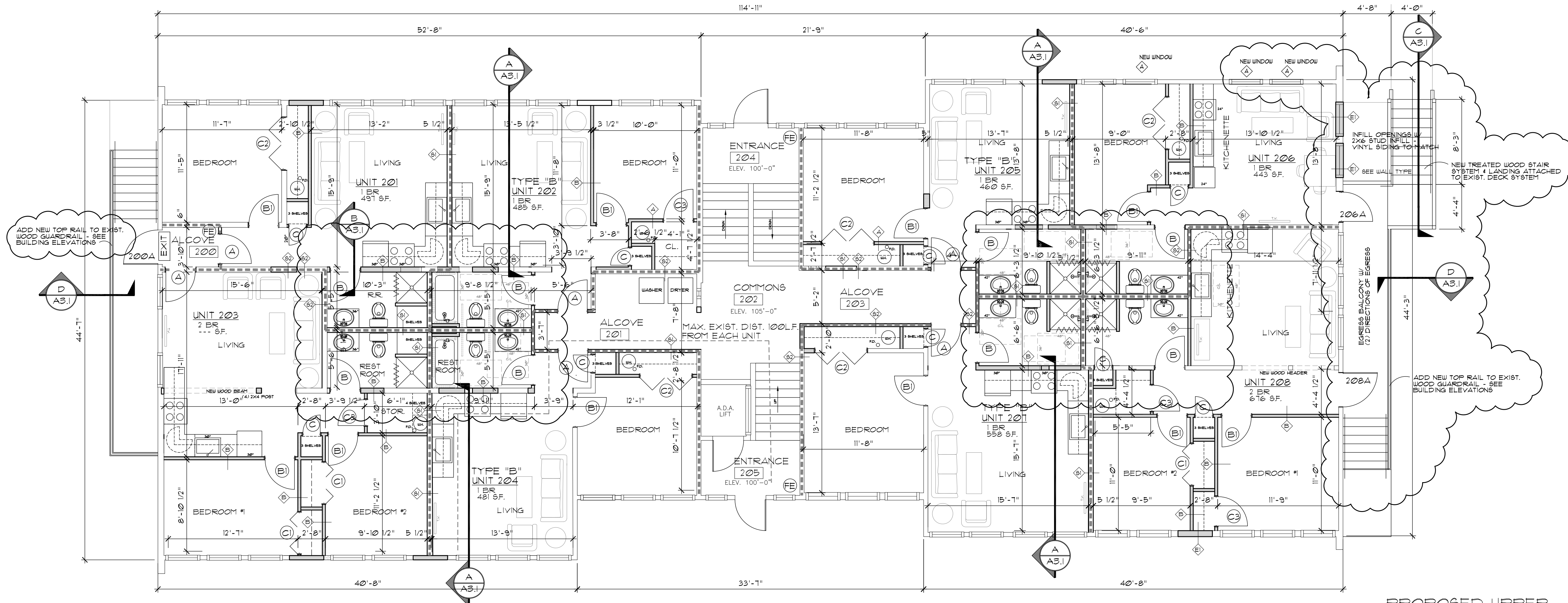
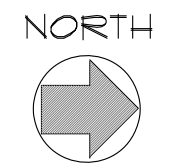
Architect:  
**Daniel J. Meissner**  
**AIA, LLC**  
 1230 E. Calumet Street Appleton, WI  
 920.428.0982

PROPOSED BUILDING ALTERATIONS FOR:  
**1215 DOCTORS DRIVE LLC**  
 1215 DOCTORS DRIVE  
 NEENAH, WISCONSIN

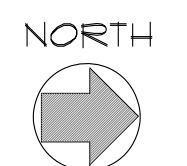
DATE  
4/13/23  
 SHEET  
**AD.1**  
 PROJECT NUMBER  
**23103**



EXISTING UPPER  
LEVEL FLOOR PLAN  
3/16" = 1'-0"



PROPOSED UPPER  
LEVEL FLOOR PLAN  
3/16" = 1'-0"



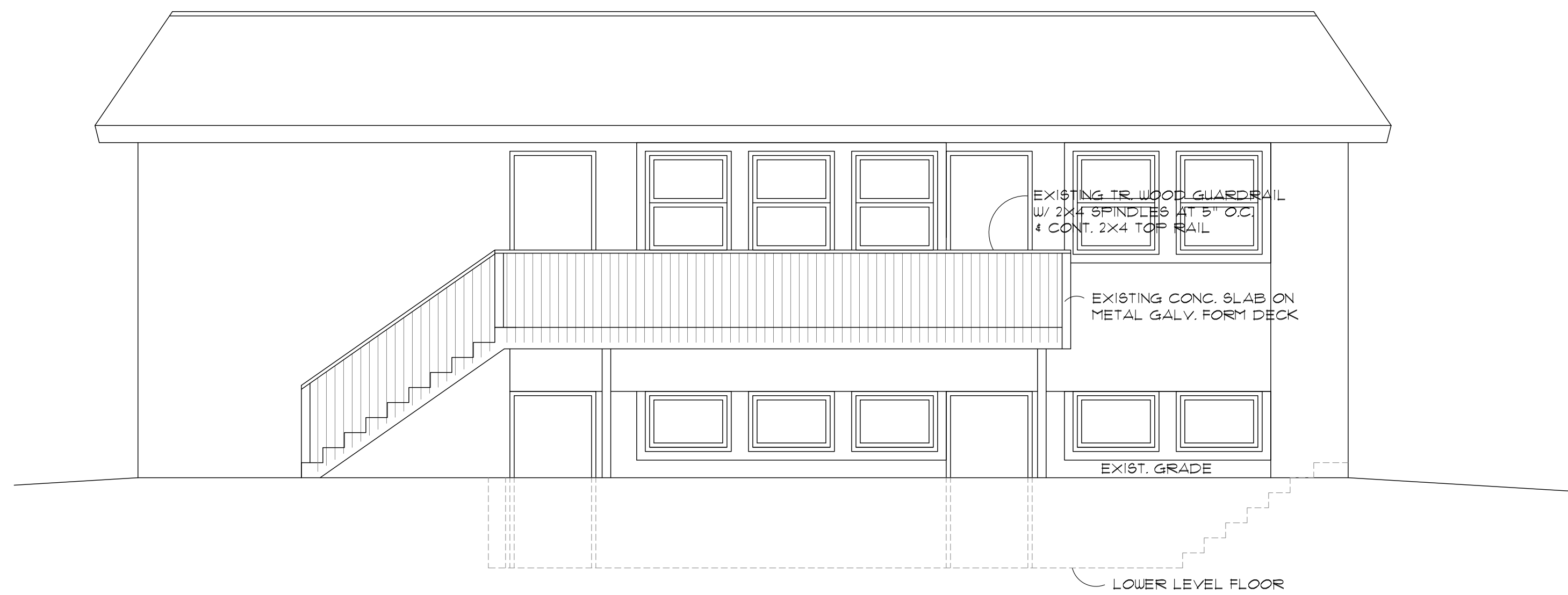
REV. NO.	DATE	DESCRIPTION
1	6/24/23	REVISED FOR CONSTRUCTION

Design Associate:  
**Concept One** Design & Development  
 325 E. KALE AVE.  
 GREEN BAY, WISCONSIN  
 info@conceptone.com

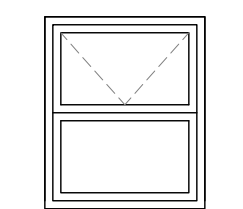
Architect:  
**Daniel J. Meissner**  
**AIA, LLC**  
 1230 E. Calumet Street Appleton, WI  
 920.428.0982

PROPOSED BUILDING ALTERATIONS FOR:  
**1215 DOCTORS DRIVE LLC**  
 1215 DOCTORS DRIVE  
 NEENAH, WISCONSIN

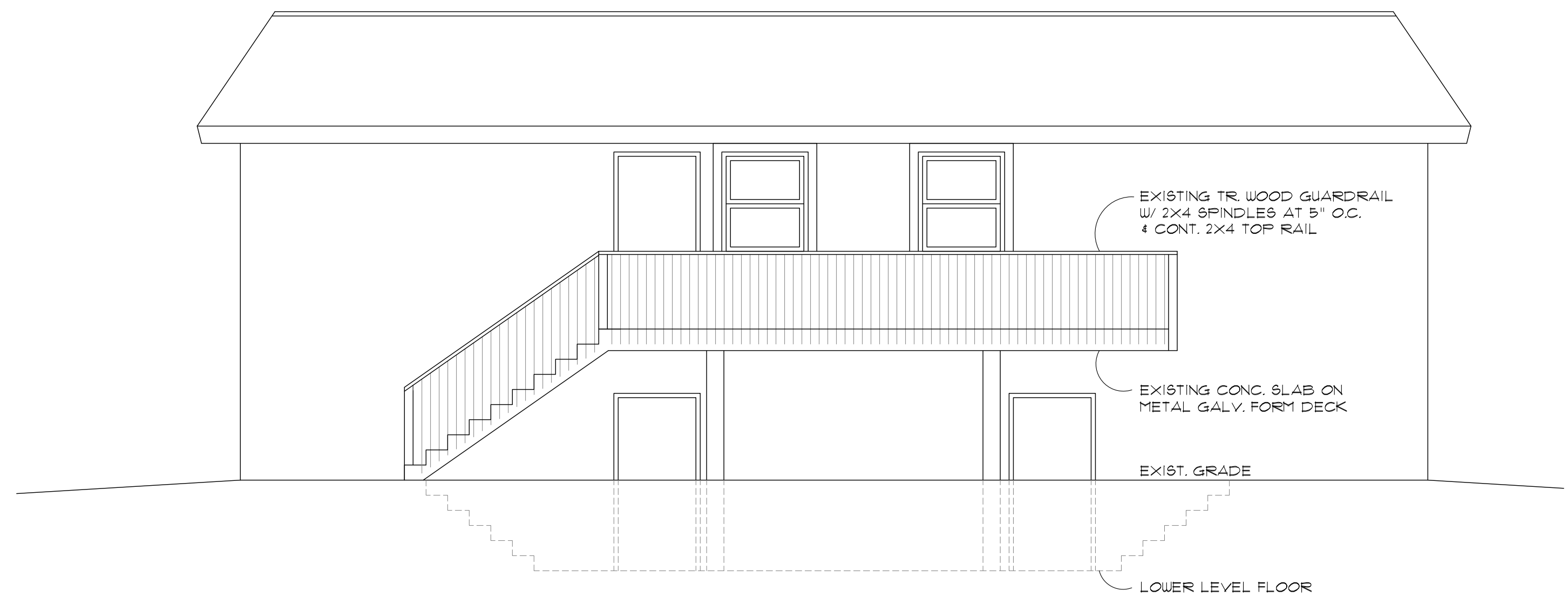
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 SHEET  
**A1.2**  
 PROJECT NUMBER  
 23103



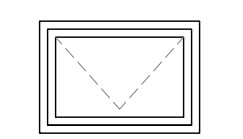
**EXISTING NORTH ELEVATION**  
1/4" = 1'-0"



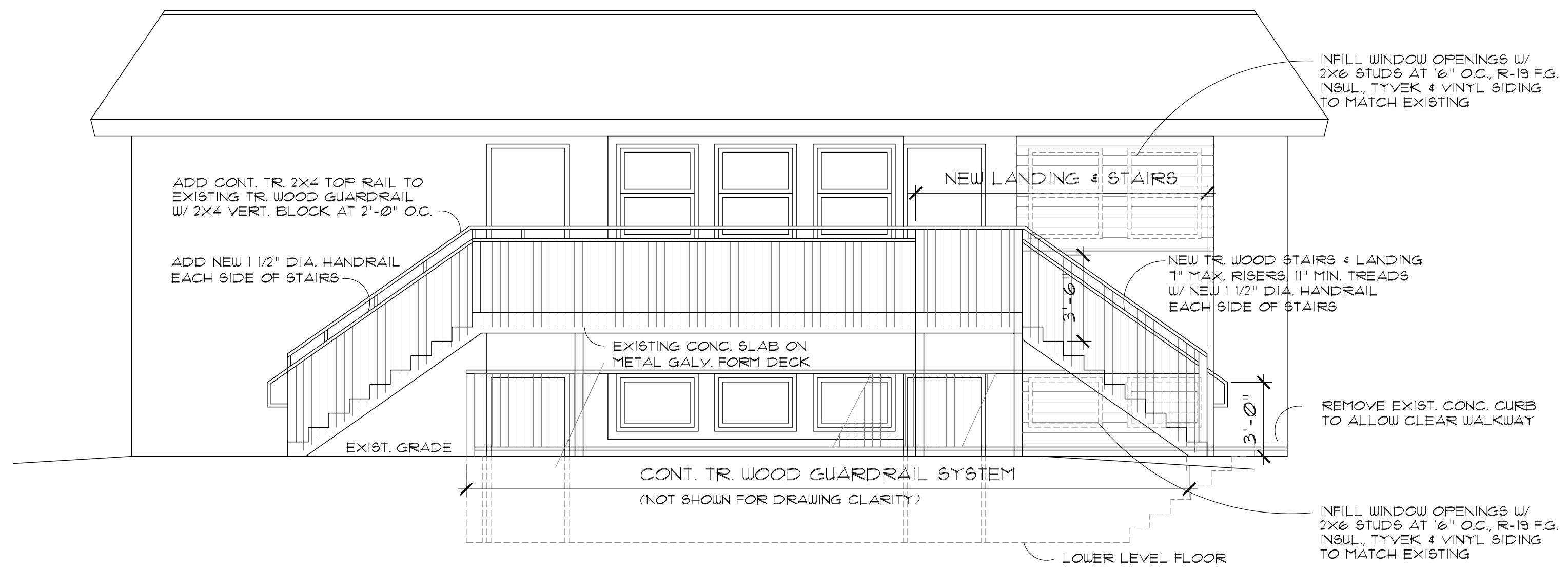
**NEW (A) WINDOW**  
ALUM. CLAD WOOD AWNING W/ SCREEN TO MATCH EXISTING DIMENSIONS  
VERIFY WINDOW OPENING (SEE FLOOR PLAN FOR LOCATIONS)



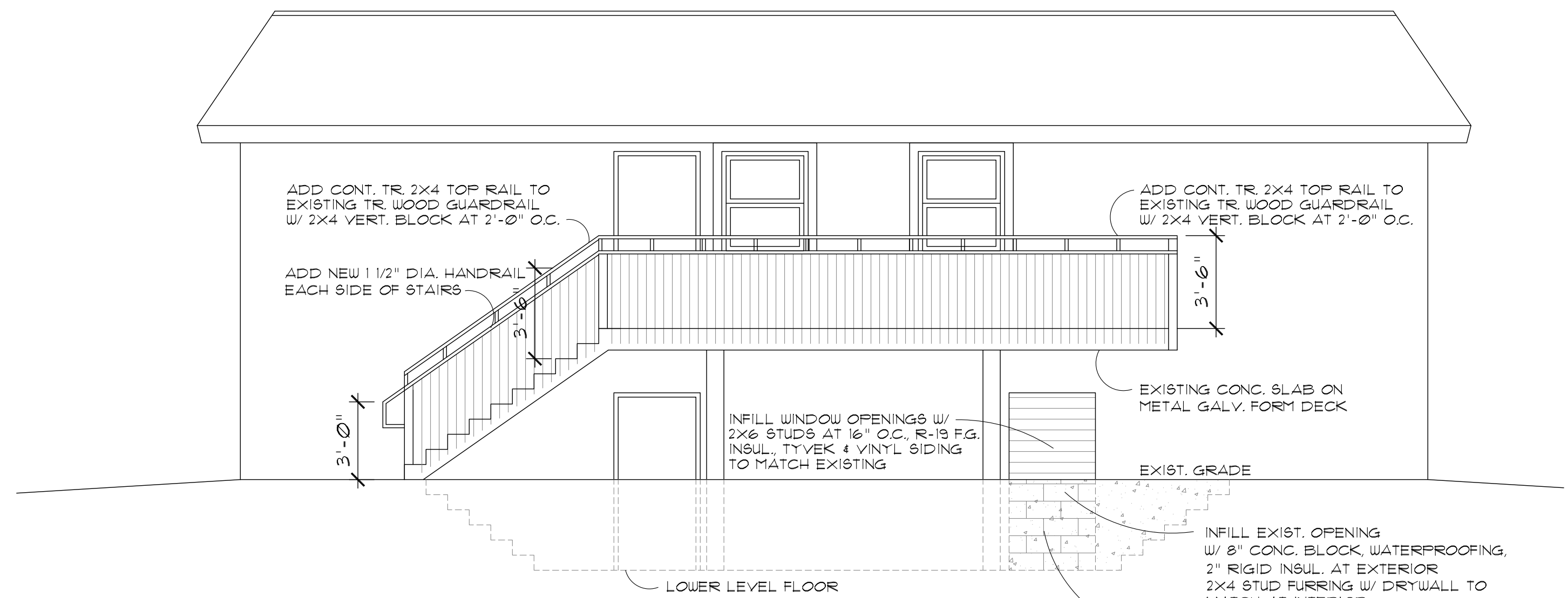
**EXISTING SOUTH ELEVATION**  
1/4" = 1'-0"



**NEW (B) WINDOW**  
ALUM. CLAD WOOD AWNING W/ SCREEN TO MATCH EXISTING DIMENSIONS  
VERIFY WINDOW OPENING (SEE FLOOR PLAN FOR LOCATIONS)



**PROPOSED NORTH ELEVATION**  
1/4" = 1'-0"



**PROPOSED SOUTH ELEVATION**  
1/4" = 1'-0"

REV. NO.	DATE	DESCRIPTION
1	6/29/23	REVISED FOR CONSTRUCTION

**Design Associate:**  
325 E. KALE AVE.  
GREEN BAY, WISCONSIN  
info@conceptone.com

**Architect:**  
**Daniel J. Meissner**  
**AIA, LLC**  
1230 E. Calumet Street Appleton, WI  
920.428.0982

PROPOSED BUILDING ALTERATIONS FOR:  
**1215 DOCTORS DRIVE LLC**  
1215 DOCTORS DRIVE  
NEENAH, WISCONSIN

DATE  
6/29/23  
SHEET  
**A2.1**  
PROJECT NUMBER  
23103



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## M E M O R A N D U M

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**DATE:** July 30, 2024  
**TO:** Mayor Lang and Plan Commission  
**FROM:** Brad Schmidt, Deputy Director of Community Development  
**RE:** Site Plan Review – 2060 Marathon Avenue – Boys and Girls Club

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### **Request**

Mach IV Engineering, on behalf of the Boys and Girls Club of the Fox Valley, have submitted a site plan to construct a Boys and Girls Club located at 2060 Marathon Avenue. The 35,503 square-foot building includes learning space, indoor recreation space, a kitchen and cafe, staff offices, and other miscellaneous meeting rooms. In addition, the site plan proposes outdoor recreation space including a basketball court and playground.

### **Location**

The subject property is located along the northwest corner of Marathon Avenue and Byrd Avenue. The property is 3.55 acres in area and is currently undeveloped. A CSM was approved in April 2024, creating the subject lot.

### **Surrounding Property**

Land north and west of the subject property is zoning C-1, General Commercial District and includes a multi-family development. Land directly east of the subject property is zoned M-1, Multi-Family Residence District and includes several multi-family residences. Land south of the subject property is zoned R-1, Single-Family Residence District and includes a community garden and the City Police Station.

### **Zoning**

#### [C-1, General Commercial District](#)

Below are the development standards for the C-1 District (**Proposed dimensions in bold**):

#### **Building Setbacks:**

- Front Yard – 10 feet (**20 feet – Marathon Avenue, 28 feet – Byrd Avenue**)
- Side Yard – 10 feet (**25 feet – north, 298 feet – west**)

**Max Building Height** – 45 feet or 3 stories (**34 feet, one-story**)

**Maximum Lot Coverage** – 30 percent (**23 percent**)

**Minimum Parking** – 1 space for each 1,000 square feet of gross floor area – 36 spaces (**62 spaces**)



**Landscaping:**

*Frontage Landscaping* – A minimum ten-foot wide strip extending along the lot adjacent to all road right-of-way shall be landscaped with a minimum of one shade tree and six shrubs per 40 linear feet of frontage, excluding driveway openings.

- Marathon Avenue frontage – 266 feet and Byrd Avenue frontage – 488 feet. A minimum of 7 shade trees and 42 shrubs along Marathon Avenue and 12 shade trees and 72 shrubs along Byrd Avenue are required.
- **Marathon Avenue frontage – 8 street trees and 129 shrubs.**
- **Byrd Avenue frontage – 10 shade trees and 248 shrubs.**

*Screening* – All exterior storage in refuse disposal areas, trash collection dumpsters, and trash pads on commercial properties shall be located and oriented to be as inconspicuous as possible. They shall be screened from view to all adjacent properties, all adjacent road right-of-way, and if located within commercial developments, from view to on-site entrance drives and parking areas. Screening materials may consist of the following:

1. A six-foot high sight-tight fence or wall; or
  2. An evergreen screen (height, spacing, and variety to be determined and approved by the Department of Community Development).
- **A dumpster enclosure area is located on the north side of the building with gated access on the west side of the structure. The area is surrounded by an eight-foot-tall split-face CMU block wall.**

*Perimeter Landscaping* - The perimeter of any proposed parking lot that is adjacent to a side or rear lot line shall be landscaped with a minimum of five feet wide and shall be planted with a minimum of one shade tree and three shrubs per 40 linear feet of parking lot perimeter adjacent to a lot line.

- North Parking Lots – 157 feet of frontage (4 shade trees and 12 shrubs) – **17 shade trees and 66 shrubs**
- West Parking Lot – 210 feet of frontage (5 shade trees and 15 shrubs) – **9 shade trees**

**Exterior Lighting:**

- *Illumination Level at Property Line* – No greater than 0.5 foot-candles (**Max 0.3 foot-candles**)
- *Maximum Lighting Pole Height* = 25 feet (**20 feet**)

**Building Elevations:**

The exterior of the proposed building is clad in various high quality materials. Most of the building is clad in ACM metal paneling and windows. The gymnasium utilizes precast concrete panels which will be painted to match the rest of the building. The primary entrance to the building is located along the southeast corner of the site and includes a covered canopy.

**Traffic Circulation:**

The proposed site plan includes three off-street parking lots with access along Marathon Avenue and Byrd Avenue. Staff parking is located along the north side of the property,

while short term parking is located along the south side of the property near the main entrance. Long term parking is located along the west side of the property. Access to the staff parking is located along Marathon Avenue. The one-way driveway provides entry to the site but is not intended for exiting. Similarly, a one-way driveway off Byrd Avenue brings vehicles into the site for drop-offs and short-term parking. A two-way driveway is located further west along Marathon Avenue. Adequate drive aisles and a truck turnaround point provide suitable traffic circulation into and out of the proposed site plan.

***Storm Water Management:***

A storm water pond is proposed to be constructed along the west side of the property. Storm water runoff from this development and the development north of the subject site will utilize the storm water pond for water quality and flood control purposes.

**Recommendation**

**At this time the Community Development Department recommends the Plan Commission approve the site plan to construct a Boys and Girls Club located at 2060 Marathon Avenue Street subject to the site plan approval letter.**



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

July 25, 2024

JOEL EHRFURTH  
MACH IV ENGINEERING  
2260 SALSCHIEDER COUT  
GREEN BAY, WI 54313

**RE: Site Plan #10-24 - 2060 Marathon Ave -Boys and Girls Club Site Plan - Major Review () Status Approved**

Dear JOEL EHRFURTH:

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

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

Approved

**Review Comments:**

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

Approved

**Review Comments:**

1. The proposed sign along the Byrd Ave/Marathon Ave corner must be set-back a minimum of 10 feet from the front property line and stay clear of the vision clearance triangle. Prior to installation, a sign permit is required. You can apply for a sign permit by clicking here: <https://evolvepublic.neenahwi.gov/>
2. The monument, described as The Element, must be setback 10 feet from the front property line.
3. Prior to the installation of the proposed fence, a fence permit is required. Fence permits can be obtained by clicking on the following link: <https://evolvepublic.neenahwi.gov/>
4. The site plan identifies a future addition. A site plan review is required prior to construction of the future addition.

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

Approved

**Review Comments:**

**Inspections - Plumbing/HVAC Commercial - Daniel Brown - 920-886-6133**  
dbrown@neenahwi.gov

Approved

**Review Comments:**

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

Approved

**Review Comments:**

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

Approved

**Review Comments:**

**Advisory Comments:**

Please consult with Water Utility staff before installing tap. A hot tap or inserted-tee may be more beneficial, depending upon location.

Drawing indicates tapping of Sludge Line. Water main on Marathon Avenue is located on the east side of the road.

Note: There is a newer water main located on the north side of Byrd Avenue. Tapping this main may allow for less restoration costs and a more logical routing to any future building.

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 private mains and 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.

---

**Community Development - Chris Haese -  
chaese@neenahwi.gov**

**Approved**

**Review Comments:**

---



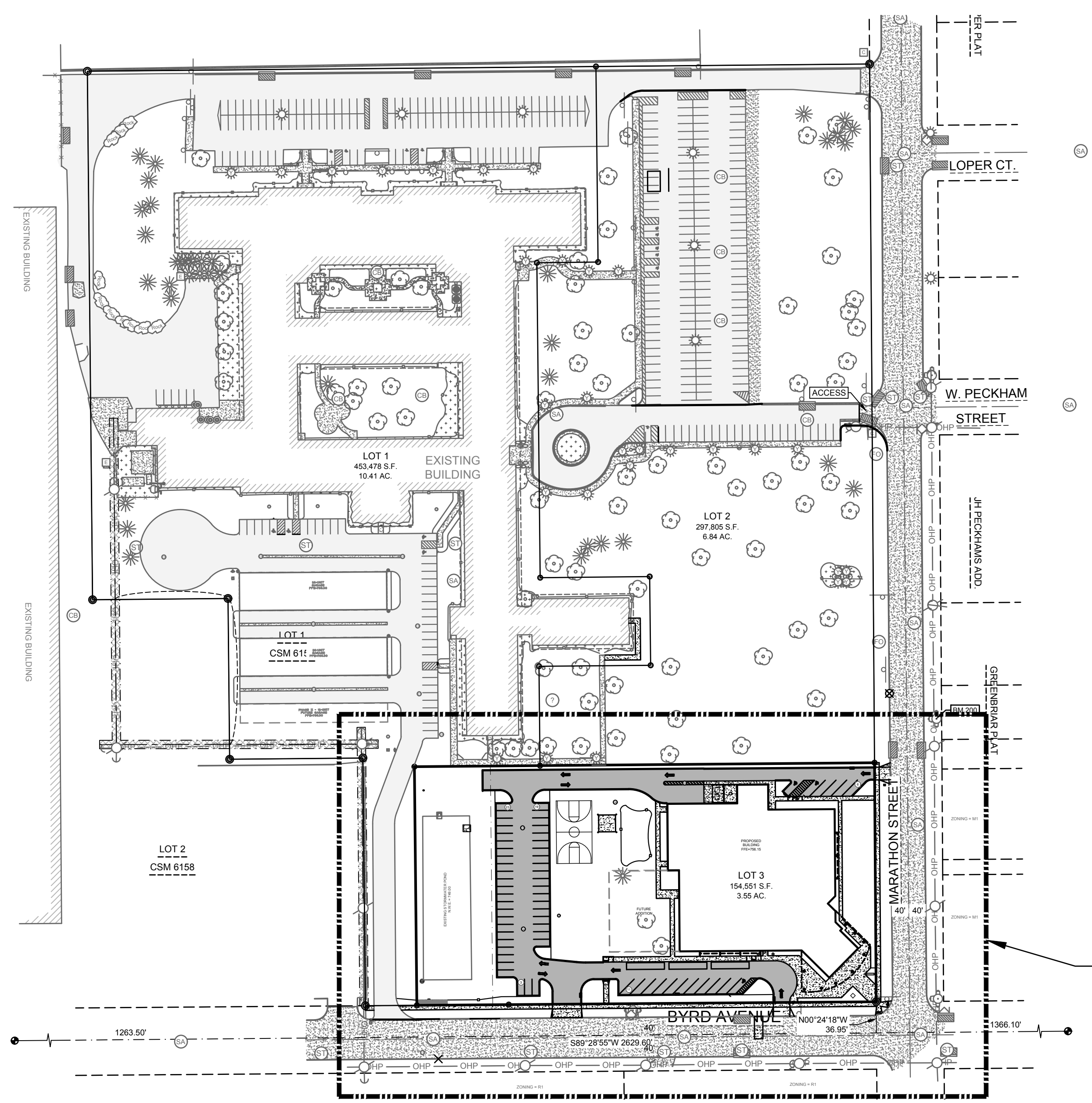
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NEENAH, WI

REVISION HISTORY		
NO.	DESCRIPTION	DATE

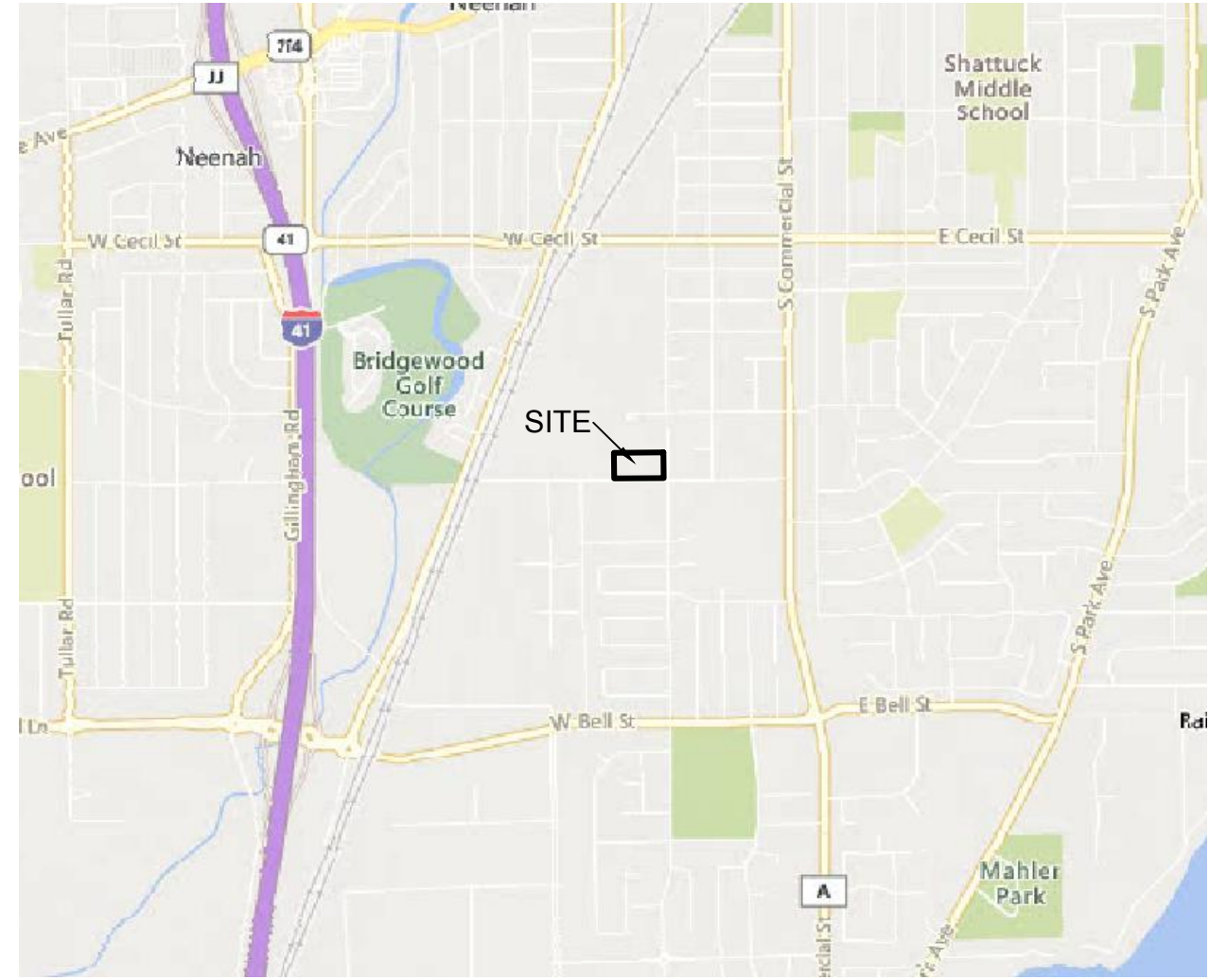
date: 07-09-2024  
job: 24-016  
d. by:

**C-0.1**



**LEGAL DESCRIPTION**

LOT 3 OF CERTIFIED SURVEY MAP NO. 8133, RECORDED APRIL 26, 2024 IN VOLUME 1 OF CERTIFIED SURVEY MAPS ON PAGE 8133, AS DOCUMENT NO. 1913807 LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4, SECTION 33, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.



**SITE LOCATION MAP**

MARATHON STREET (ADDRESS T.B.D.)  
NEENAH, WI 54956

PROJECT AREA

**CIVIL SHEETS INDEX**

- C-0.1 COVER SHEET
- C-1.0 DEMOLITION PLAN
- C-2.0 SITE PLAN
- C-3.0 UTILITY PLAN
- C-4.0 GRADING PLAN
- C-5.0 EROSION CONTROL PLAN
- C-5.1 EROSION CONTROL DETAILS
- C-6.0 SITE DETAILS
- C-6.1 UTILITY DETAILS
- L-1.0 LANDSCAPE PLAN

**CIVIL GENERAL NOTES:**

1. SURVEY VERTICAL DATUM IS NAVD88.
2. THIS SURVEY DOES NOT GUARANTEE THE EXISTENCE/ NON-EXISTENCE, SIZE, TYPE OR LOCATION OF UNDERGROUND UTILITIES. UTILITIES SHOWN ARE BASED ON ABOVEGROUND UTILITY STRUCTURES (I.E. VALVES, MANHOLES ETC.), AND AVAILABLE UTILITY MAPS AND PLANS.
3. UNLESS OTHERWISE INDICATED, ALL EXISTING STRUCTURES AND FACILITIES SHALL REMAIN.
4. PROVIDE TURF, AS SPECIFIED TO ALL DISTURBED AREAS NOT RECEIVING PAVEMENTS, CURBS, SIDEWALKS, BUILDINGS, OR LANDSCAPING, WITHIN THE LIMITS OF CONSTRUCTION.
5. NO LAND DISTURBING ACTIVITIES SHALL TAKE PLACE UNTIL ALL TEMPORARY SOIL EROSION DEVICES ARE INSTALLED.
6. ALL GRADE TRANSITIONS BETWEEN NEW AND EXISTING SHALL BE SMOOTH AND GRADUAL WITH NO SHARP OR ABRUPT CHANGES.
7. COORDINATE THE WORK OF ALL TRADES - VERIFY ALL FIELD CONDITIONS, QUANTITIES AND DIMENSIONS PRIOR TO COMMENCEMENT OF WORK. ANY DISCREPANCIES SHALL BE PROMPTLY BROUGHT TO THE ATTENTION OF THE ARCHITECT.
8. EXECUTE ALL WORK WITH CARE AS TO PROTECT FROM DAMAGE ADJACENT EXISTING FEATURES TO REMAIN. ANY SUCH DAMAGE SHALL BE REPAIRED OR REPLACED TO MATCH THE ORIGINAL CONDITION AS APPROVED BY THE ARCHITECT.
9. UNLESS REFERRED TO, OR INDICATED AS "EXISTING", ALL WORK SHOWN ON THESE DRAWINGS SHALL BE CONSIDERED AS NEW AND PROVIDED UNDER THIS CONTRACT.
10. FINISHED GRADE OF TOPSOIL (AFTER COMPACTION) SHALL BE 1/2" TO 1" BELOW TOP OF ABUTTING PAVEMENTS, SIDEWALKS, AND CURBING.
11. NO DISTURBANCE SHALL OCCUR OUTSIDE OF SITE LIMITS.
12. GENERAL CONTRACTOR SHALL OBTAIN APPROVAL FROM OWNER AND MUNICIPALITY PRIOR TO ANY LAND DISTURBANCE OUTSIDE THE CONSTRUCTION LIMITS.
13. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING WORK IN RIGHT OF WAY PERMITS.
14. NO HAZARDOUS MATERIALS WILL BE STORED ON-SITE.
15. FOR LEGEND AND ABBREVIATIONS SEE SHEET C0.1.
16. FOR EROSION CONTROL PLAN AND NOTES SEE SHEET C5.0 AND C5.1.
17. FOR NOTES SHOWN THUS, "1", SEE SHEET KEY NOTES, ON SHEET THEY APPEAR.

**CIVIL LEGEND**

EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING	PROPOSED
CABLE PEDESTAL		EVERGREEN SHRUB		STANDARD DUTY ASPHALT	
ELECTRIC METER		EVERGREEN TREE		HEAVY DUTY ASPHALT	
ELECTRIC PEDESTAL		TREE		BUILDING	
GUY WIRE		TREE SHRUB		ASPHALT	
LIGHT POLE		BUILDING OVERHANG		CONCRETE	
POWER POLE		UNDERGROUND CABLE		GRAVEL	
GAS METER		OVERHEAD WIRE		LANDSCAPE WOOD MULCH	
GAS VALVE		UNDERGROUND ELECTRIC		LANDSCAPE STONE MULCH	
ROLLARD		GAS		RETAINING WALL	
HANDICAP PARKING		LANDSCAPE		WATERMAIN	
SANITARY CLEANOUT		FENCE		CONTOUR MAJOR	
SANITARY MANHOLE		GUARDRAIL		CONTOUR MINOR	
CATCH BASIN		CENTERLINE			
CULVERT		CULVERT			
DOWNSPOUT		PARKING STRIPE			
INLET		SANITARY SEWER			
INLET 2' X 2'		CULVERT			
STORM CLEANOUT		STORM SEWER			
STORM MANHOLE		FIBER OPTIC			
FIBER OPTIC PEDESTAL		WOOD LINE			
SIGN		RETAINING WALL			
FIRE HYDRANT		WATERMAIN			
WATER SHUT OFF		CONTOUR MAJOR			
WATER VALVE		CONTOUR MINOR			

**ABBREVIATIONS**

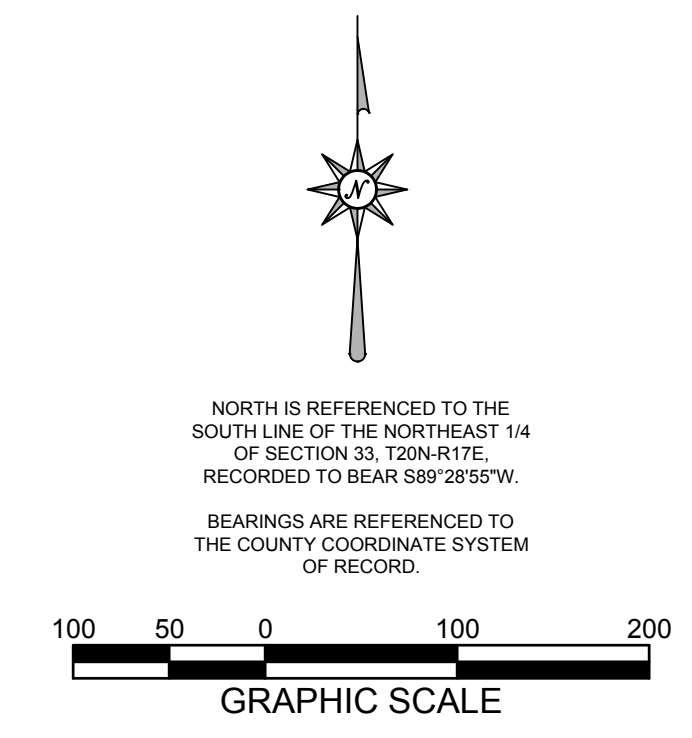
Ø	DIAMETER	MIN	MINIMUM
AC	ACRE	mm	MILLIMETER
AEW	APRON END WALL	N	NORTH
ASTM	AMERICAN SOCIETY FOR TESTING AND MATERIALS	NE	NORTHEAST
BM	BENCHMARK	OC	ON CENTER
C	CABLE	OD	OUTSIDE DIAMETER
CB	CATCH BASIN	OHP	OVER HEAD POWER
CI	CURB INLET	OL	OUTLOT
CMP	CORRUGATED METAL PIPE	PSI	POUNDS PER SQUARE INCH
CO	CLEAN OUT	PVC	POLYVINYL CHLORIDE
CSM	CERTIFIED SURVEY MAP	R	RADIUS
C.T.H	COUNTY TRUNK HIGHWAY	RAD	RADIUS
DIA	DIAMETER	RCP	REINFORCED CONCRETE PIPE
DOT	DEPARTMENT OF TRANSPORTATION	REQ	REQUIRED
E	EAST	S	SOUTH
E	ELECTRIC (BURIED)	SA	SANITARY
EL	ELEVATION	SAN	SANITARY
FDM	FACILITIES DEVELOPMENT MANUAL	SCHD	SCHEDULE
FFE	FIRST FLOOR ELEVATION	S.D.	SUMP DEPTH
FL	FLOW LINE	SQ	SQUARE
FO	FIBER OPTIC	ST	STORM
FT	FEET	S.T.H.	STATE TRUNK HIGHWAY
G	GAS	STM	STORM
G.F.E.	GROUND FLOOR ELEVATION	T	TELEPHONE
GR	GRADE	T/C	TOP OF CURB
HDPE	HIGH DENSITY POLYETHYLENE	U.S.H.	UNITED STATES HIGHWAY
INL	INLET	V	VARIES
INV	INVERT	W	WEST
M	METER	WAT	WATER
MAX	MAXIMUM	WI	WISCONSIN
MH	MANHOLE	WisDOT	WISCONSIN DEPARTMENT OF TRANSPORTATION

**DIGGERS HOTLINE**

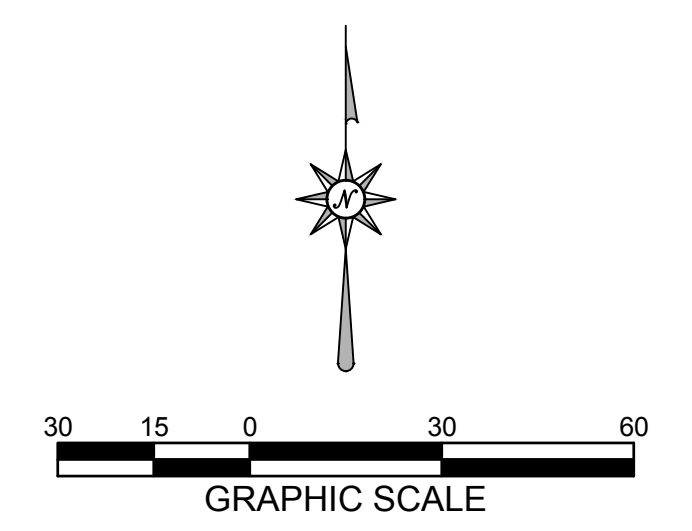
CALL DIGGERS HOTLINE  
1-800-242-8511  
TOLL FREE

WISCONSIN STATUTE 182.0175 (1974) REQUIRES MIN. 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE

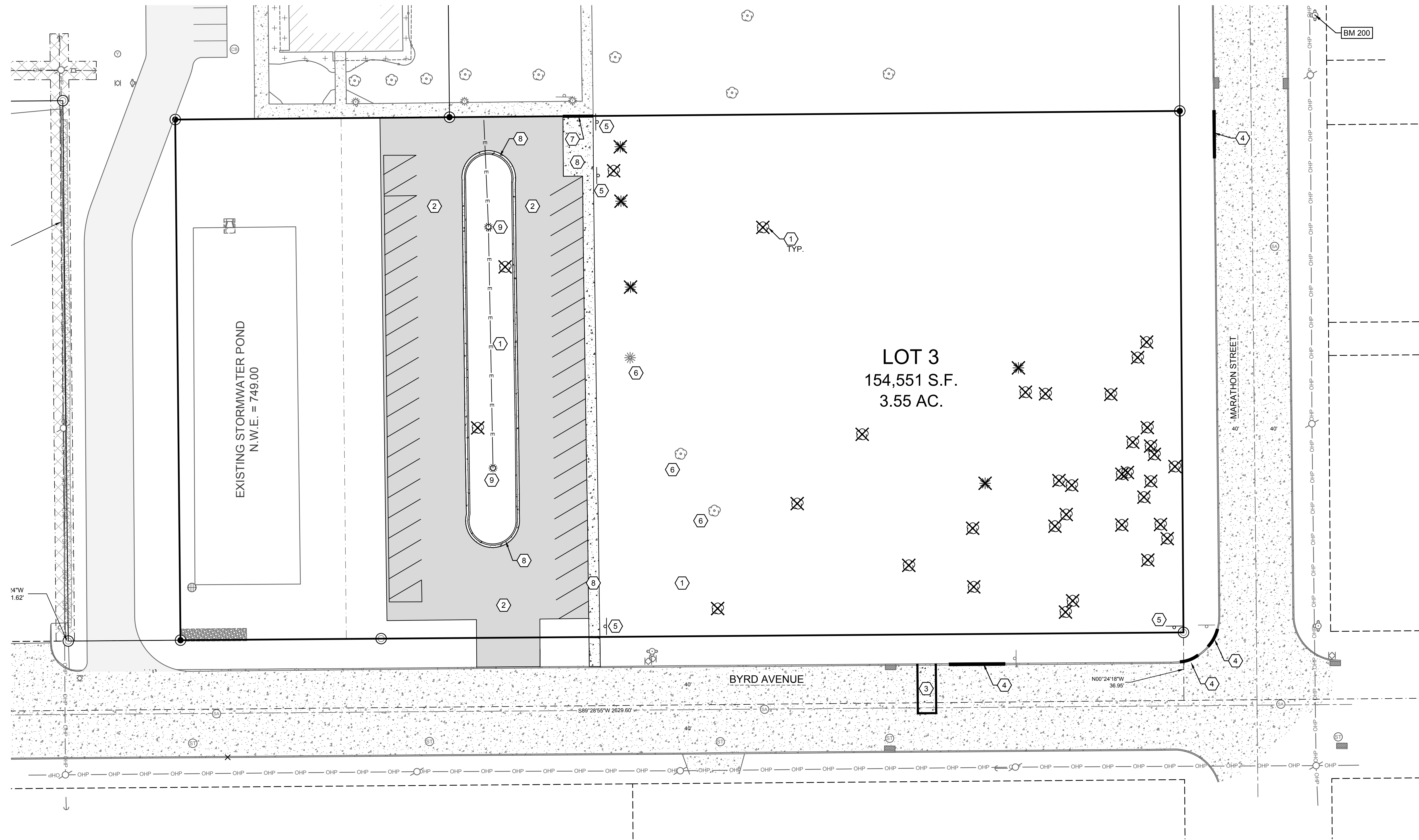
THE LOCATIONS OF THE EXISTING UTILITY INSTALLATIONS AS SHOWN ON THE PLANS ARE APPROXIMATE. THERE MAY BE OTHER UNDERGROUND UTILITY INSTALLATIONS WITHIN THE PROJECT AREA THAT ARE NOT SHOWN.



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# DEMOLITION PLAN



**LOT 3**  
154,551 S.F.  
3.55 AC.

EXISTING STORMWATER POND  
N.W.E. = 749.00

BYRD AVENUE

MARATHON STREET

BM 200

### SHEET KEY NOTES:

- ① REMOVE TREE AND GRUB ROOTS
- ② REMOVE ASPHALT PAVEMENT
- ③ SAWCUT AND REMOVE CONCRETE CURB AND GUTTER TO FACILITATE THE CONSTRUCTION OF SANITARY SEWER. REPLACE IN-KIND. REFER TO UTILITY PLAN SHEET C-3.0
- ④ SAWCUT AND REMOVE CURB HEAD PER CITY STANDARDS TO FACILITATE CONSTRUCTION OF DRIVEWAY APRON OR CURB RAMP. REFER TO SITE PLAN SHEET C-2.0
- ⑤ REMOVE SIGN
- ⑥ PROTECT EXISTING TREES TO REMAIN
- ⑦ SAWCUT CONCRETE
- ⑧ REMOVE CONCRETE
- ⑨ REMOVE LIGHT POLE AND UNDERGROUND ELECTRIC

Benchmarks		
Label	Elevation	Description
BM 200	756.02	HYDRANT BURY BOLT

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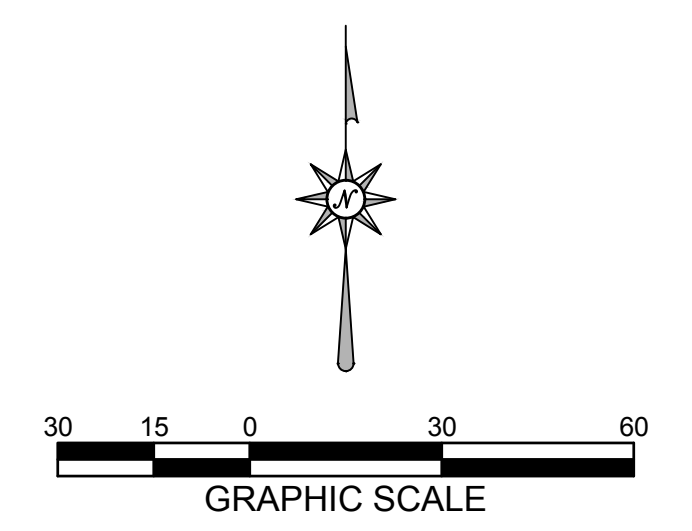
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job: 24-016  
d. by:

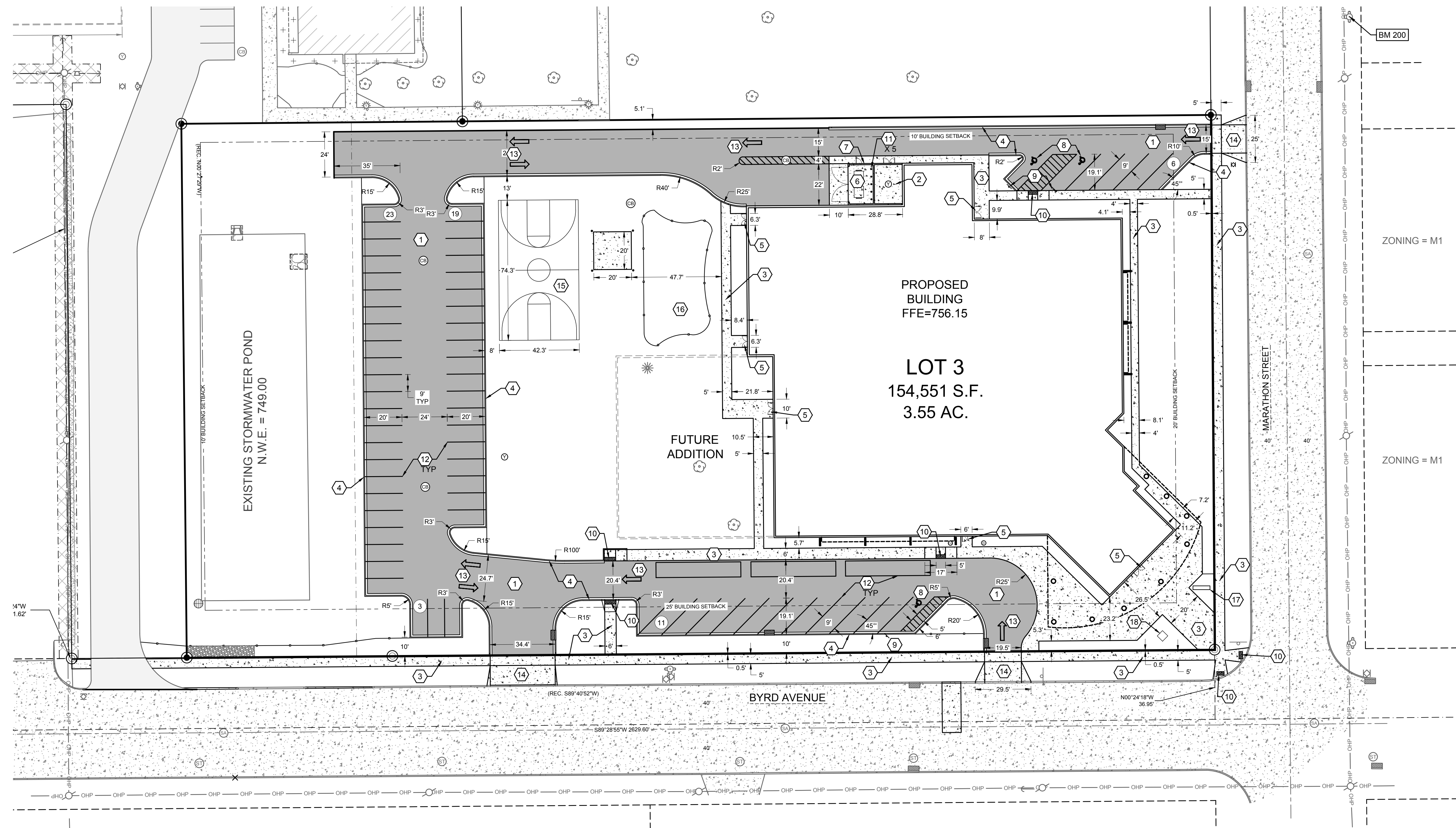
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# SITE PLAN



## SITE STATISTICS

**PARCEL ADDRESS:** TBD  
**PARCEL NUMBER:** 80205802000  
**PARCEL SIZE:** 154,551 SF (3.548 AC)  
**ZONING:** C1: GENERAL COMMERCIAL DISTRICT

**EXISTING SITE**  
**GREEN SPACE:** 127,734 SF (82.6%)  
**IMPERVIOUS AREA**  
**BUILDING:** 0.0 SF (0.0%)  
**PAVEMENT:** 26,817 SF (17.4%)  
**TOTAL IMPERVIOUS:** 26,817 SF (17.4%)

**PROPOSED SITE**  
**TOTAL DISTURBED AREA:** 141,509 SF (3.25 AC)  
**GREEN SPACE PROVIDED:** 68,334 SF (44.2%)  
**IMPERVIOUS AREA**  
**BUILDING:** 35,472 SF (23.0%)  
**PAVEMENT:** 50,745 SF (32.8%)  
**TOTAL IMPERVIOUS:** 86,217 SF (57.8%)

**PARKING PROVIDED**  
**PARKING SPACES REQ'D/CALCS:** RECREATIONAL BUILDING / COMMUNITY CENTER NUMBER AS DETERMINED BY DEPARTMENT OF COMMUNITY DEVELOPMENT  
**PARKING SPACES PROVIDED:** 62 STALL; INCLUDES 3 ADA HANDICAP STALLS

## SHEET KEY NOTES:

- 1 STANDARD DUTY ASPHALT; SEE DETAIL A SHEET C6.0
- 2 CONCRETE PAVEMENT; SEE DETAIL B SHEET C6.0
- 3 CONCRETE SIDEWALK; SEE DETAIL C SHEET C6.0  
CONCRETE SIDEWALK WITHIN THE RIGHT-OF-WAY SHALL BE DONE BY CITY OF NEENAH STANDARDS
- 4 CONCRETE CURB & GUTTER; SEE DETAIL D SHEET C6.0
- 5 STOOP LOCATION; REFER TO ARCHITECTURAL DRAWINGS
- 6 DUMPSTER PAD; SEE DETAIL E SHEET C6.0
- 7 DUMPSTER ENCLOSURE; REFER TO ARCHITECTURAL DRAWINGS
- 8 ADA HANDICAP STALL, SYMBOL; SEE DETAIL F SHEET C6.0
- 9 ADA HANDICAP SIGN; SEE DETAIL G SHEET C6.0
- 10 ADA HANDICAP RAMP WITH WARNING PLATE; SEE DETAIL H SHEET C6.0
- 11 BOLLARD; SEE DETAIL I SHEET C6.0
- 12 4" WIDE PAINT STRIPE; COLOR BY OWNER
- 13 TRAFFIC DIRECTIONAL ARROW
- 14 CONCRETE DRIVEWAY APRON; SEE DETAIL J SHEET C6.0
- 15 BASKETBALL COURT
- 16 PLAY AREA
- 17 MONUMENT SIGN (REFER TO ARCHITECTURAL PLANS)
- 18 STATUE LOCATION (REFER TO ARCHITECTURAL PLANS)

## OWNER

**PARK PLACE HOLDINGS-MARATHON STREET, LLC**  
 1674 EISENHOWER ROAD  
 DE PERE, WI 54115

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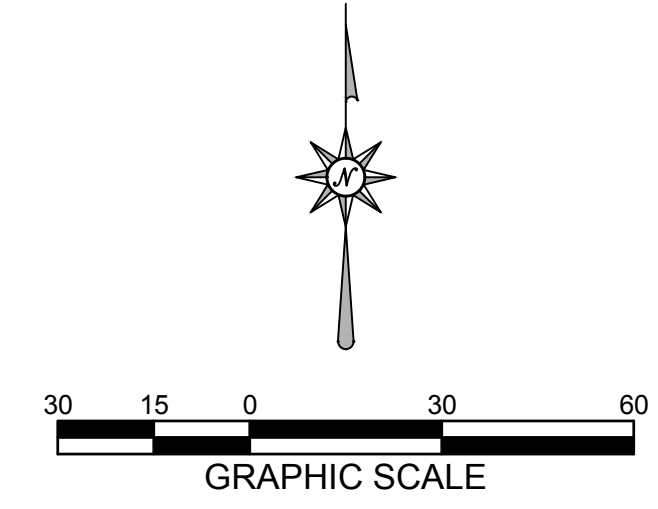
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 d. by:

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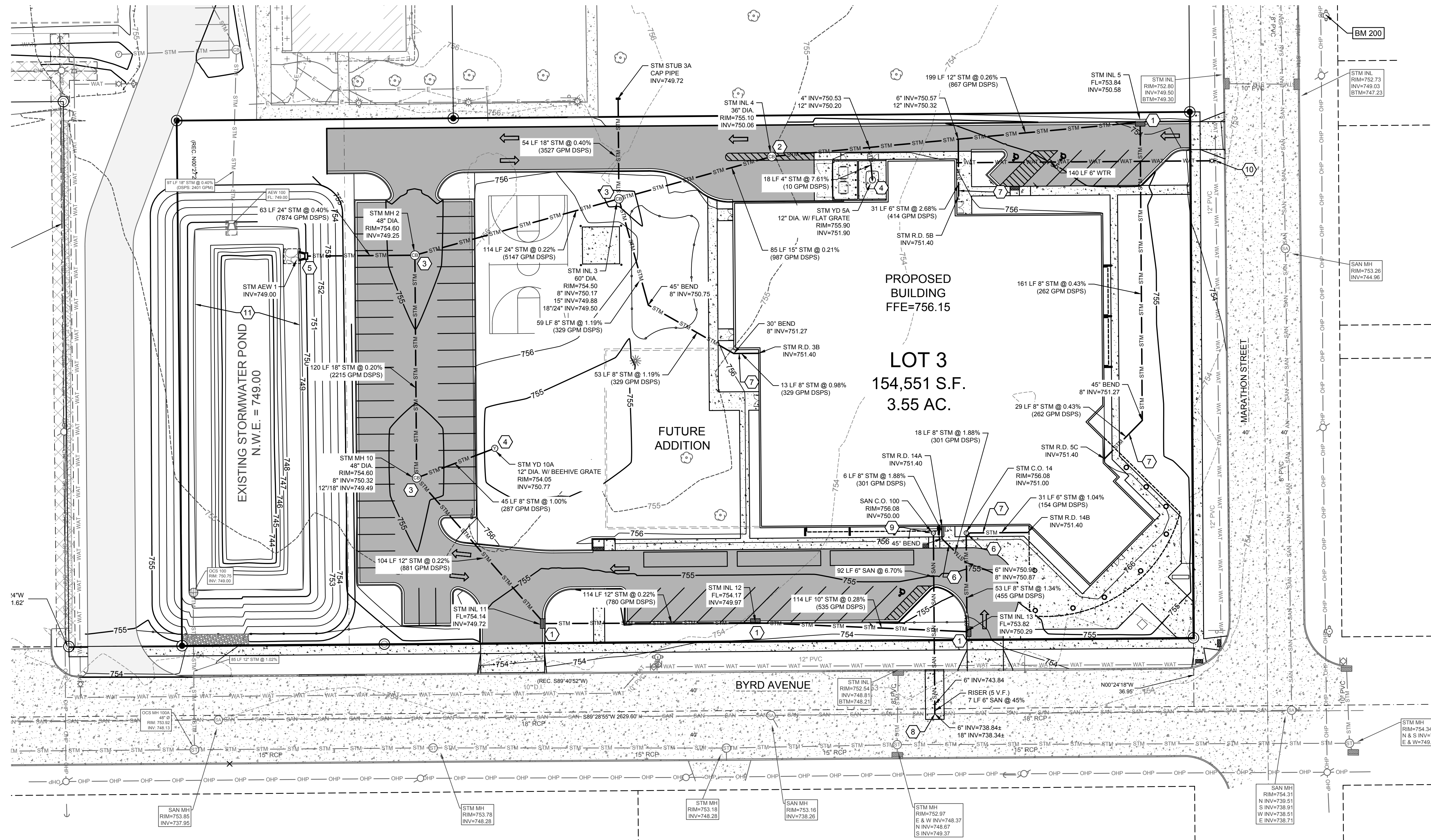


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# UTILITY PLAN



## UTILITY NOTES:

- SANITARY LATERAL SHALL BE PVC SDR 35 (ASTM D-3034) OR SCH 40.
- WATER SERVICE SHALL BE C900 PVC. ALL DUCTILE IRON PIPE AND FITTINGS SHALL BE ENCASED IN POLYETHYLENE WRAP.
- ALL SERVICE LATERALS SHALL HAVE TRACER WIRE.
- ALL WORK SHALL CONFORM TO THE MOST RECENT EDITION OF "STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN" AND THE MUNICIPALITY'S STANDARD SPECIFICATIONS.
- WATER LINE THRUST RESTRAINTS (NOT SHOWN FOR CLARITY) SHALL BE PROVIDED AS SPECIFIED FOR CONCRETE THRUST BLOCKS.
- STORM SEWER SHALL BE PVC SDR 35 (ASTMD-3034) OR SCH 40.
- NOTIFY THE MUNICIPALITY THREE WORKING DAYS PRIOR TO WORK IN THE RIGHT OF WAY.
- CONNECTIONS TO MUNICIPALITY SYSTEMS SHALL BE IN ACCORDANCE WITH THEIR STANDARD SPECIFICATIONS.
- COORDINATE CONNECTIONS TO BUILDING WITH BUILDING PLUMBER FOR WATER SERVICE, SANITARY SEWER, AND STORM SEWER.

## SHEET KEY NOTES:

- STORM INLET - 2'X3'; SEE DETAIL A SHEET C6.1
- STORM INLET - 3' DIA.; SEE DETAIL B SHEET C6.1
- STORM MANHOLE W/ TYPE C GRATE; SEE DETAIL C SHEET C6.1
- STORM YARD DRAIN; SEE DETAIL D SHEET C6.1
- APRON END WALL
- STORM CLEANOUT; SEE DETAIL E SHEET C6.1
- ROOF DRAIN CONNECTION LINE
- CONNECT TO EXISTING SANITARY SEWER; FIELD VERIFY INVERT
- SANITARY CLEANOUT; SEE DETAIL E SHEET C6.1
- CONNECT TO EXISTING WATER MAIN WITH 12"X6" TAPPING TEE AND VALVE SEE DETAIL F SHEET C6.1
- EXISTING STORMWATER POND CONSTRUCTED BY OTHERS

Benchmarks		
Label	Elevation	Description
BM 200	756.02	HYDRANT BURY BOLT

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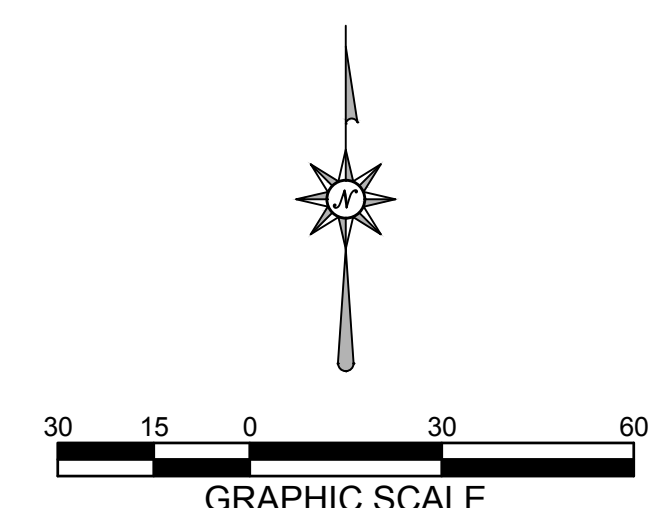
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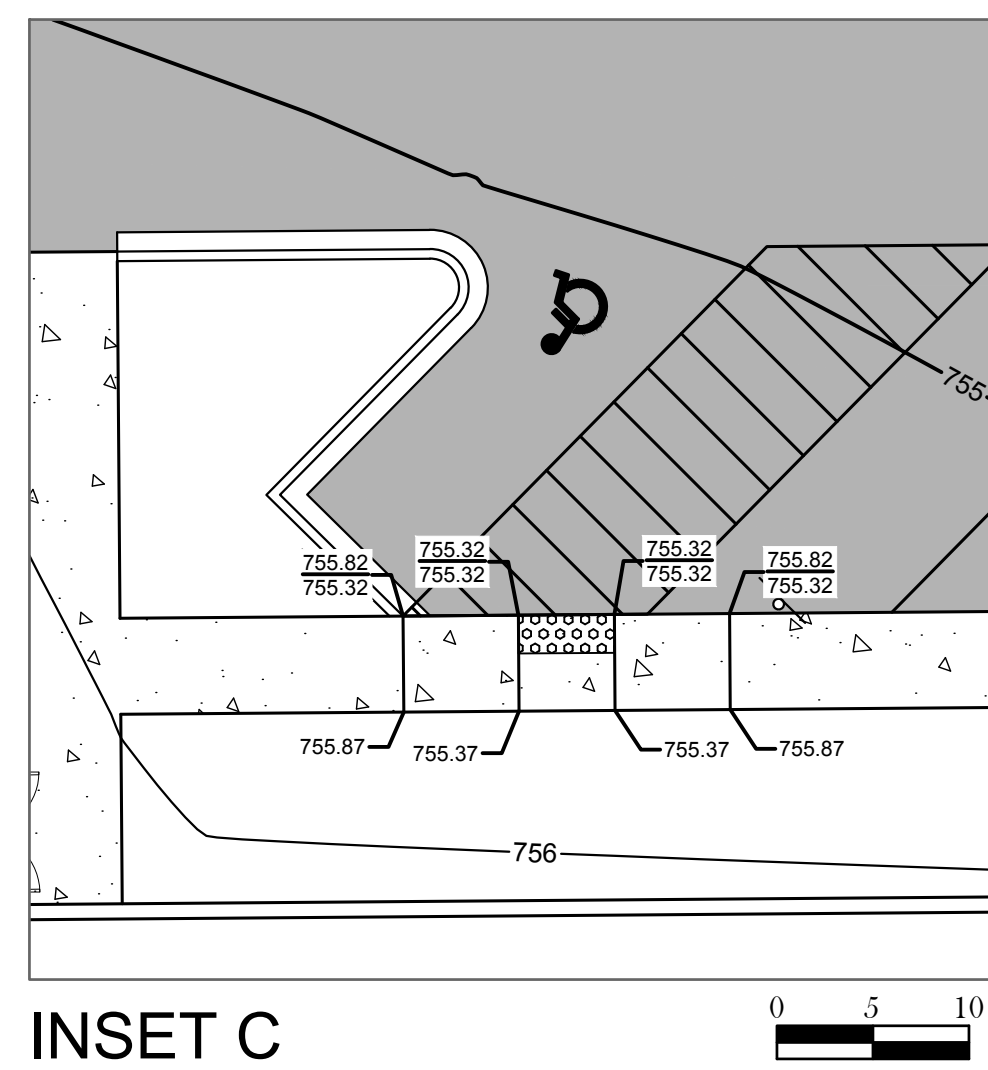
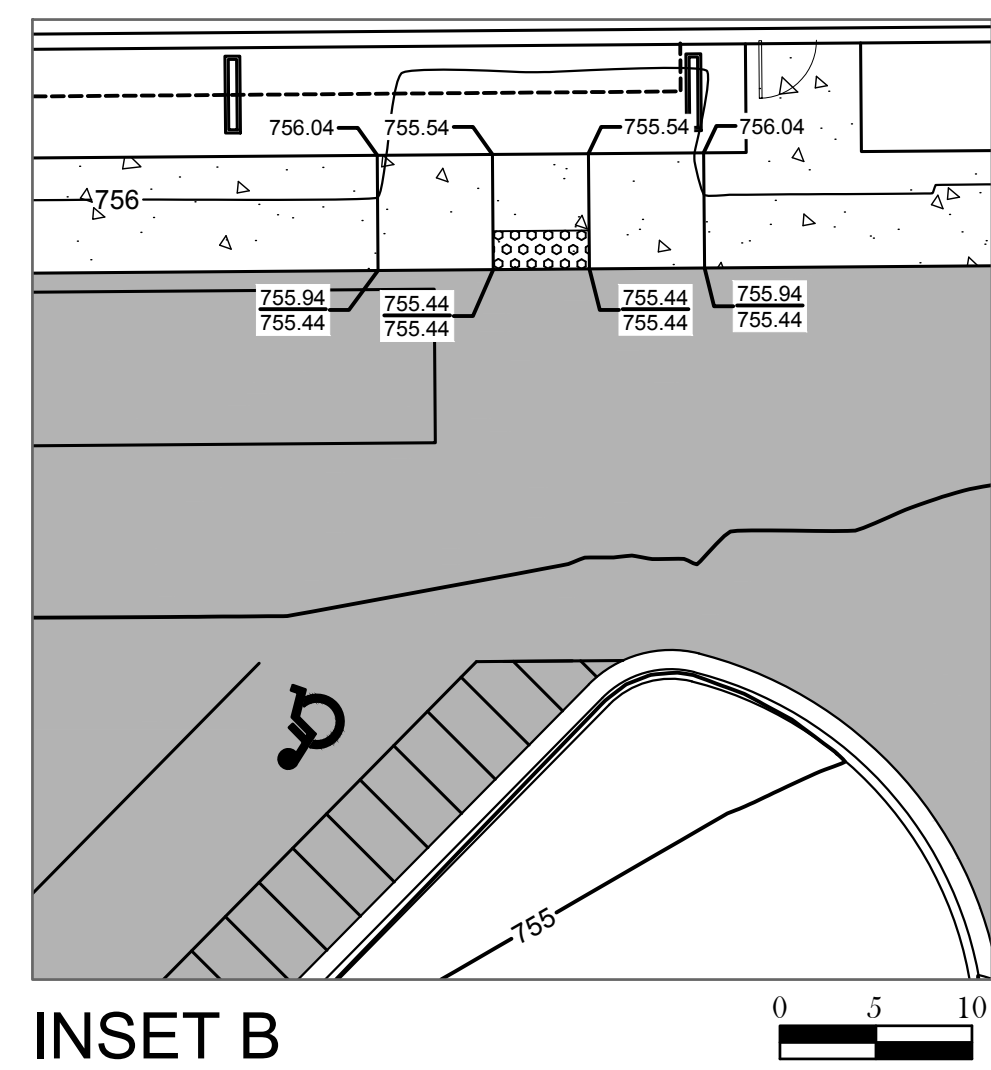
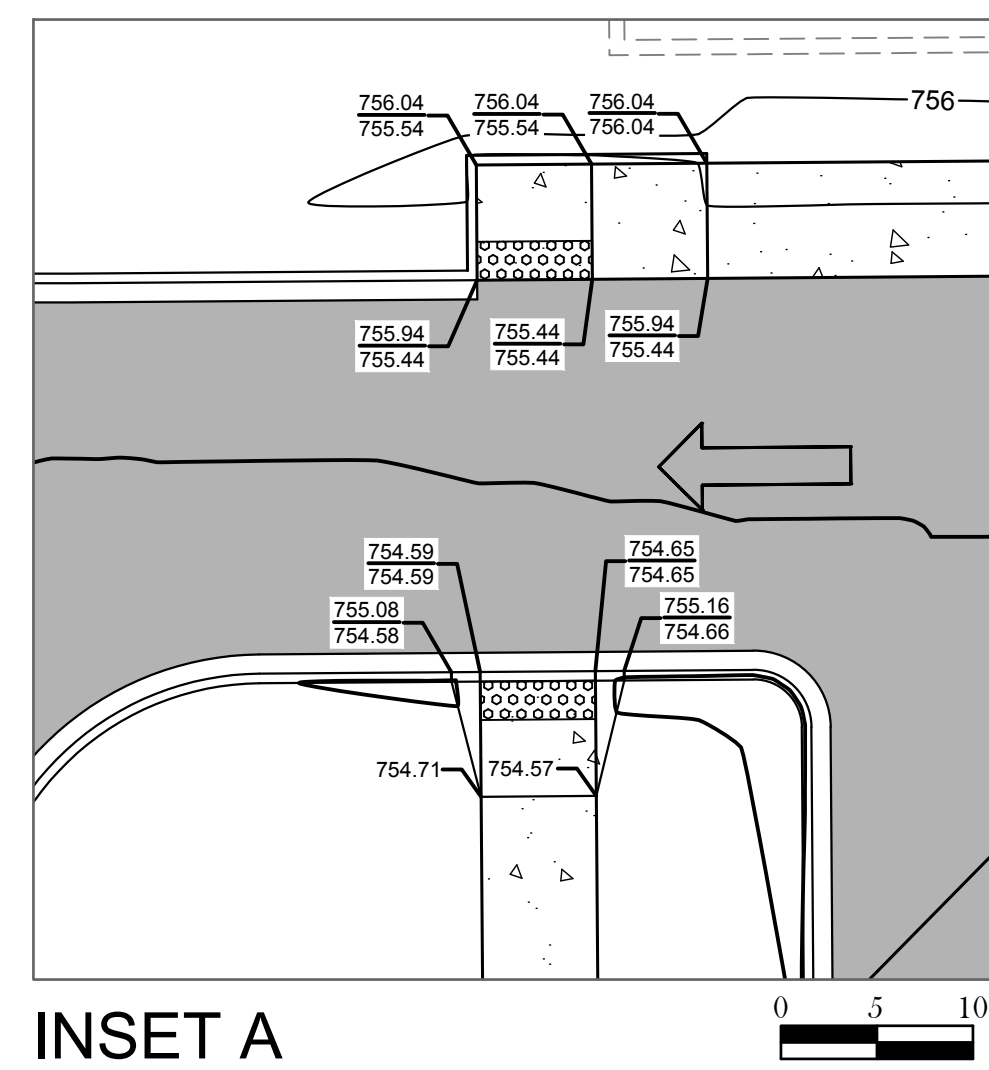
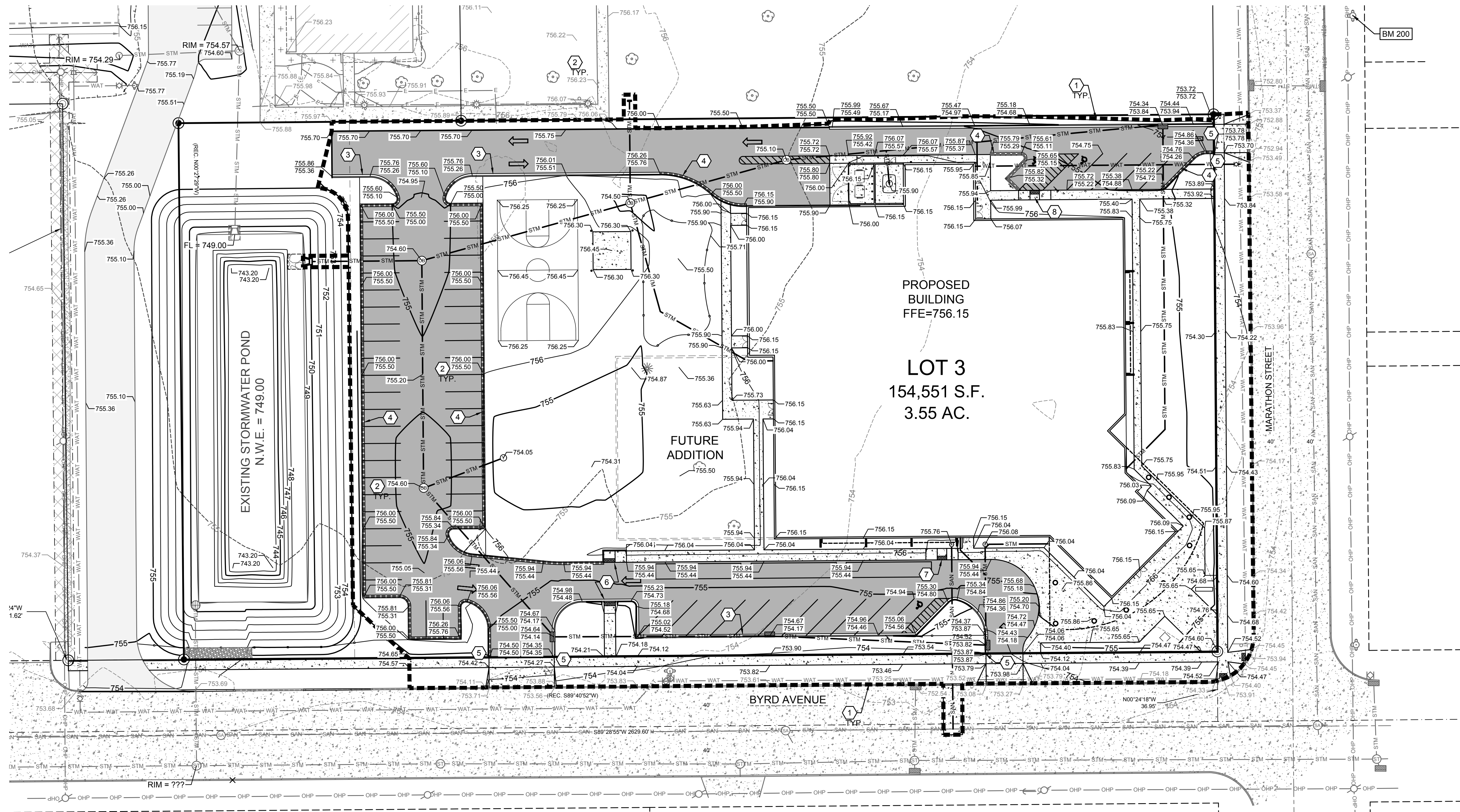


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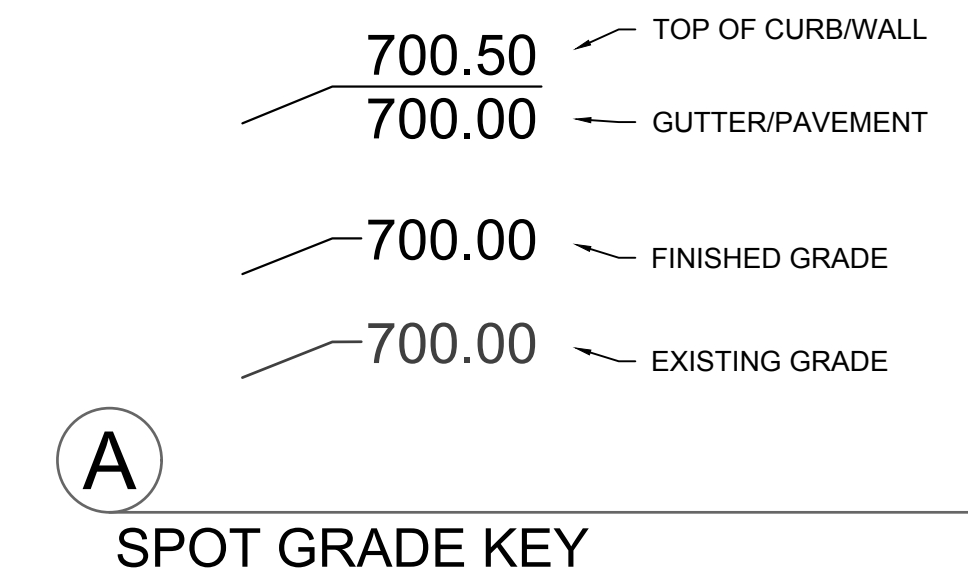
Benchmarks		
Label	Elevation	Description
BM 200	756.02	HYDRANT BURY BOLT

# GRADING PLAN



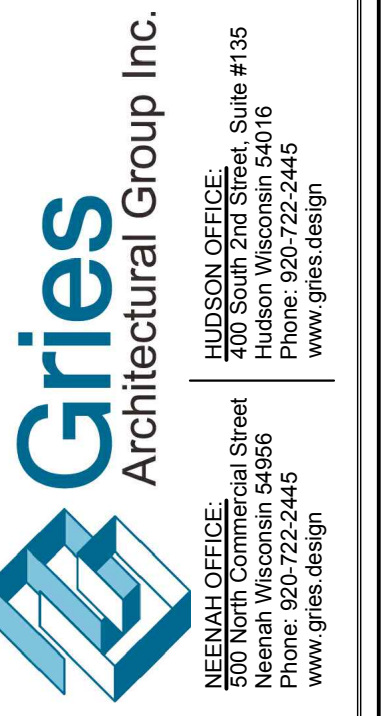
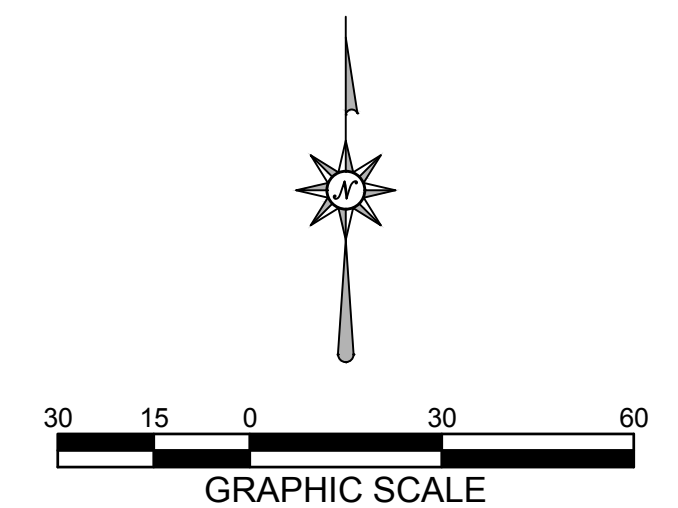
### SHEET KEY NOTES:

- ① CONSTRUCTION / GRADING LIMITS
- ② SPOT GRADE; SEE DETAIL A THIS SHEET
- ③ STANDARD PAN CURB AND GUTTER; SEE DETAIL D SHEET C-6.0
- ④ REVERSE PAN CURB AND GUTTER; SEE DETAIL D SHEET C-6.0
- ⑤ CURB END TRANSITION; SEE DETAIL D SHEET C-6.0
- ⑥ CURB RAMP; SEE INSET A THIS SHEET
- ⑦ CURB RAMP; SEE INSET B THIS SHEET
- ⑧ CURB RAMP; SEE INSET C THIS SHEET



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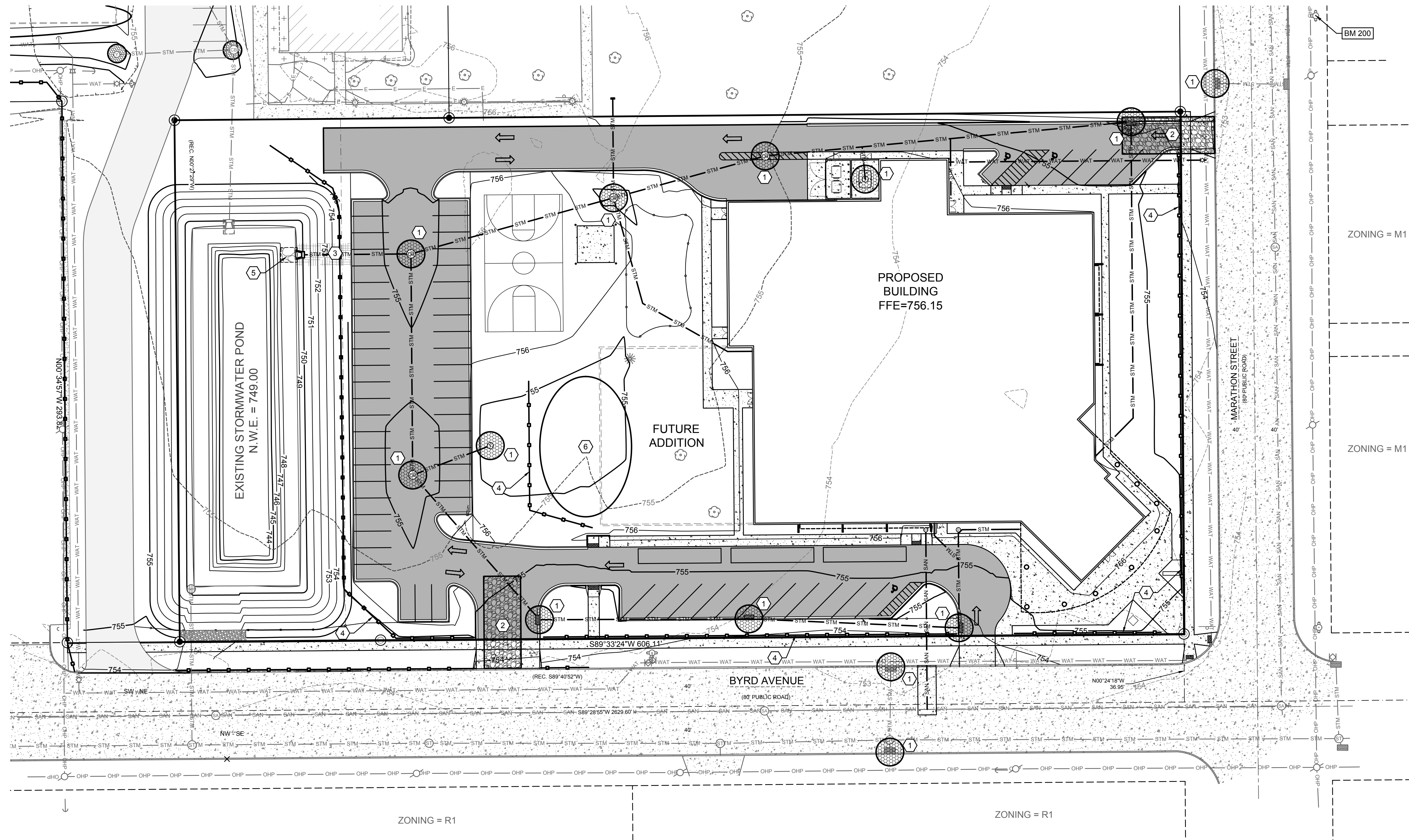
### REVISION HISTORY

NO.	DESCRIPTION	DATE

date: 07-09-2024  
job: 24-016  
d. by:

**C-4.0**

# EROSION CONTROL PLAN



## SHEET KEY NOTES:

- ① INLET PROTECTION; SEE DETAIL A SHEET C5.1
- ② STONE TRACKING PAD; SEE DETAIL B SHEET C5.1
- ③ CLASS I URBAN, TYPE B WOOD EROSION CONTROL MAT WITH E-STAPLES; SEE DETAIL C SHEET C5.1
- ④ SILT FENCE; SEE DETAIL D SHEET C5.1
- ⑤ ENERGY DISSIPATOR; SEE DETAIL E SHEET C5.1
- ⑥ TEMPORARY STOCKPILE LOCATION

ZONING = M1

ZONING = M1

ZONING = R1

ZONING = R1

### EROSION CONTROL PRACTICES:

1. **SILT FENCE (TECH. STANDARD 1056)**  
SILT FENCING WILL BE REQUIRED DOWNSLOPE OF ALL DISTURBED AREAS, INCLUDING ANY DISTURBED AREAS OF THE INDIVIDUAL LOTS, AND WHERE NOTED ON THE SITE PLAN. IF THE SILT FENCE IS LOCATED IN A CHANNELIZED AREA, TWO CONSECUTIVE SILT FENCES WILL BE INSTALLED, OR ONE STRAW BALE FENCE WILL BE INSTALLED.
2. **INLET PROTECTION (TECH STANDARD 1060)**  
INLET PROTECTION SHALL BE INSTALLED AT ALL EXISTING AND PROPOSED STORM DRAIN INLETS ON THE PROJECT SITE AND IMMEDIATELY DOWN STREAM FROM ANY DISTURBED AREAS.
3. **DUST CONTROL (TECH STANDARD 1088)**  
DUST CONTROL SHALL BE IMPLEMENTED IN ACCORDANCE WITH THE ABOVE MENTIONED TECHNICAL STANDARD. WHERE POSSIBLE DUST CONTROL SHALL BE WISDOT TYPE B SOIL STABILIZER OR TEMPORARY SEED.
4. **STOCKPILED TOPSOIL/TEMPORARY FILL PILES**  
SILT FENCING OR STRAW BALE FENCING WILL BE REQUIRED AROUND ALL STOCKPILED TOPSOIL OR TEMPORARY FILL PILES. SOIL PILES OF MORE THAN 10 CUBIC YARDS THAT WILL BE IN EXISTENCE FOR MORE THAN 7 DAYS SHALL BE SEEDED AND/OR MULCHED TO PROVIDE VEGETATIVE COVER AND SHALL USE SILT FENCING OR STRAW BALES FENCING UNTIL THE VEGETATION IS ESTABLISHED.
5. **TEMPORARY CONSTRUCTION ENTRANCE/EXIT (TECH. STANDARD 1057)**  
A NEW GRAVEL CONSTRUCTION ENTRANCE WILL BE INSTALLED AT ALL CONSTRUCTION ACCESS POINTS TO PREVENT SEDIMENT FROM TRACKING ONTO THE ROADWAYS.
6. **EROSION CONTROL MATS (TECH. STANDARD 1053)**  
EROSION CONTROL MATS WILL BE INSTALLED IN AREAS AS SHOWN ON THE SITE PLAN, AND IN ALL OTHER AREAS WHERE EXCESSIVE EROSION IS TAKING PLACE. INSTALLATION WILL FOLLOW MANUFACTURER'S RECOMMENDATIONS FOR PLACEMENT AND STAPLING.
7. **DEWATERING (TECH STANDARD 1091)**  
SHOULD DEWATERING BE REQUIRED FOR INSTALLATION OF PLANNED IMPROVEMENTS, SEDIMENT SHALL BE REMOVED FROM WATER GENERATED DURING DEWATERING ACTIVITIES PRIOR TO DISCHARGING OFF-SITE OR TO WATERS OF THE STATE.

### MAINTENANCE PLAN:

1. ALL EROSION CONTROL AND STORM WATER MANAGEMENT PRACTICES WILL BE CHECKED FOR STABILITY AND OPERATION EVERY 7 DAYS AND WITHIN 24 HOURS OF A STORM PRODUCING AT LEAST 0.5 INCHES OF RAINFALL. ANY NEEDED REPAIRS WILL BE MADE IMMEDIATELY TO MAINTAIN ALL PRACTICES AS DESIGNED. ALSO, ANY SEDIMENT THAT HAS BEEN DEPOSITED OFF-SITE FROM THIS CONSTRUCTION PROJECT SHALL BE CLEANED UP IMMEDIATELY.
2. REMOVE SEDIMENT FROM BEHIND ANY SILT FENCE WHEN IT HAS ACCUMULATED TO A DEPTH OF 1/2 FENCE HEIGHT OR MORE. WHEN THE FENCE CAN NO LONGER FILTER WATER OR TRAP SEDIMENT, REPAIR THE SILT FENCE TO PROVIDE AN EFFECTIVE BARRIER.
3. ALL SEEDED AREAS, INCLUDING THE GRASS LINED CHANNELS, WILL BE RESEED AND MULCHED AS NECESSARY TO MAINTAIN A VIGOROUS, DENSE VEGETATIVE COVER.
4. ANY UNPROTECTED DRAINAGE DITCHES EXPERIENCING EXCESSIVE EROSION AND CHANNEL DEGRADATION DUE TO HIGH RUNOFF VOLUMES WILL BE REGRADED AND COVERED WITH A BIODEGRADABLE EROSION CONTROL MAT. INSTALLATION WILL FOLLOW MANUFACTURER'S RECOMMENDATIONS.
5. REMOVE SILT FENCE AND TEMPORARY STRUCTURES AFTER FINAL STABILIZATION AND VEGETATIVE COVER IS ESTABLISHED.
6. SEDIMENT THAT HAS MIGRATED OFF SITE ONTO ADJACENT PROPERTIES SHALL BE SWEEP OFF PAVEMENTS AND REMOVED FROM VEGETATED AREAS DAILY.
7. COPIES OF THE EROSION & SEDIMENT CONTROL PLAN SHALL BE KEPT ON SITE.
8. MAINTAIN EROSION AND SEDIMENT CONTROL PER THE PLAN AND AS NECESSARY TO MEET THE REQUIREMENTS OF THE ORDINANCE, UNTIL THE SITE HAS UNDERGONE FINAL STABILIZATION AND RECEIVED FINAL ACCEPTANCE FROM THE MUNICIPALITY.
9. AN EROSION AND SEDIMENT CONTROL PRACTICE INSPECTION LOG SHALL BE MAINTAINED. LOG SHALL NOTE THE TIME, DATE AND LOCATION OF INSPECTION. THE PHASE OF CONSTRUCTION AT THE SITE, PERSON DOING THE INSPECTION, ASSESSMENT OF CONTROL PRACTICES, AND DESCRIPTION OF EROSION AND SEDIMENT CONTROL MEASURES OR MAINTENANCE DONE IN RESPONSE TO INSPECTION.

### CONSTRUCTION NOTES:

1. TOPSOIL TO BE REMOVED FROM THE PROJECT SITE PRIOR TO PLACEMENT OF FILL OR SUBGRADE MATERIAL. EXCESS TOPSOIL TO BE STOCKPILED ON THE SITE AS INDICATED.
2. ALL EXCAVATED AREAS NOT RECEIVING PAVEMENT TO BE COVERED WITH A MINIMUM OF 6" OF TOPSOIL, SEEDED AND MULCHED AS SOON AS FINAL GRADE HAS BEEN ACHIEVED. SEEDING SHALL BE IN ACCORDANCE WITH WDNR TECH. STANDARD (1059).
3. EROSION CONTROL METHODS SHALL BE IMPLEMENTED, AS DIRECTED BY THE ENGINEER, PRIOR TO AND DURING CONSTRUCTION, TO CONTROL WATER POLLUTION, EROSION AND SILTATION, INCLUDING, BUT NOT LIMITED TO HAY BALE DIKES AND SILT FENCES. ALL EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE WDNR TECHNICAL STANDARDS.
4. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS. CONTRACTOR IS RESPONSIBLE FOR CONTACTING DIGGERS HOTLINE FOR THE LOCATION OF THE UTILITIES.
5. SITE DEWATERING IS NOT ANTICIPATED, HOWEVER SHOULD DEWATERING BE NECESSARY, IT SHALL BE PERFORMED IN ACCORDANCE WITH WDNR TECHNICAL STANDARD (1061).
6. THE CONTRACTOR SHALL DISPOSE OF ALL WASTE AND EXCESS MATERIAL AT AN APPROVED LOCATION.
7. ALL CONSTRUCTION TRAFFIC SHALL UTILIZE THE STONE TRACKING PAD AT THE STABILIZED ENTRANCE.

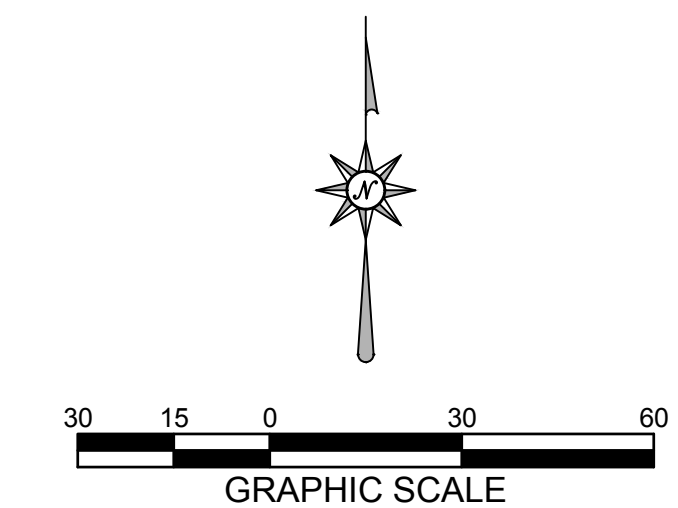
### CONSTRUCTION SEQUENCE:

SEPTEMBER 2024 TO JULY 2025

- INSTALL EROSION CONTROL DEVICES IN ACCORDANCE WITH THE WDNR TECHNICAL STANDARDS AND STORMWATER MANAGEMENT PLAN.
- STRIP TOPSOIL WITHIN GRADING LIMITS
- ROUGH GRADE SITE
- INSTALL SITE UTILITIES
- CONSTRUCT BUILDING
- INSTALL BASE COURSE
- TOPSOIL, SEED, FERTILIZE AND MULCH/EROSION MAT
- INSTALL PAVEMENT
- RE-SEED ANY UNVEGETATED AREAS
- REMOVE EROSION CONTROL B MPS UPON SITE STABILIZATION

**MACH IV**  
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PH:920-569-5765; Fax: 920-569-5767  
www.mach-iv.com  
Project Number: 1939-05-24



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A NEW BUILDING FOR:  
**BOYS & GIRLS CLUB OF NEENAH**  
NEENAH, WI

### REVISION HISTORY

NO.	DESCRIPTION	DATE

date: 07-09-2024  
job: 24-016  
d. by:

**C-5.0**

# LANDSCAPE PLAN

## SHEET KEY NOTES:

- ① 6" DIAMETER SPADE EDGE & 3" HARDWOOD MULCH
- ② 3" DIAMETER SPADE EDGE & 3" HARDWOOD MULCH
- ③ PROFESSIONAL GRADE EDGING
- ④ RIVER STONE 3" DEEP WITH WEED BARRIER FABRIC
- ⑤ LAWN

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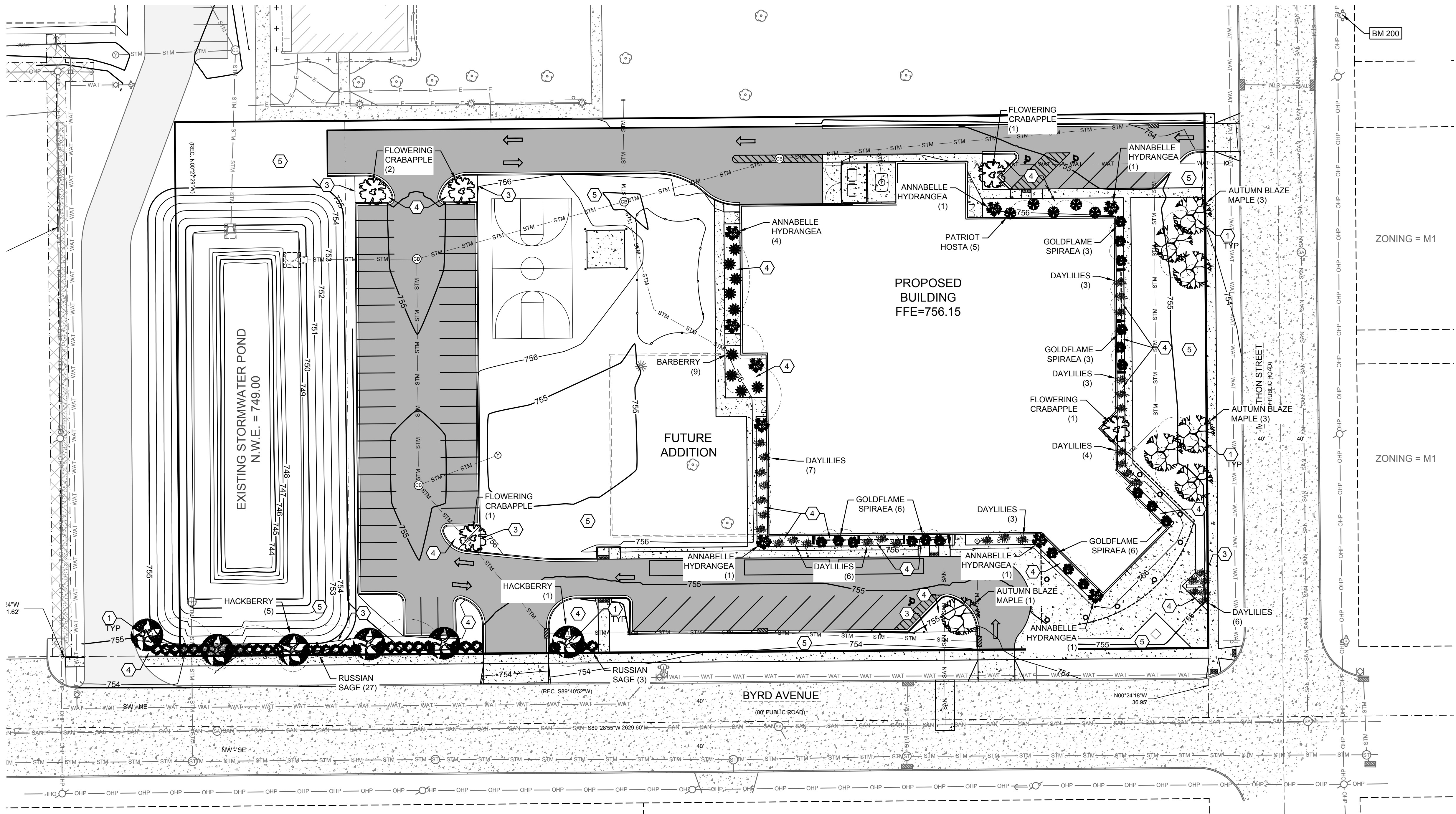
A NEW BUILDING FOR:  
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### REVISION HISTORY

NO.	DESCRIPTION	DATE

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job: 24-016  
d. by:

L-1.0



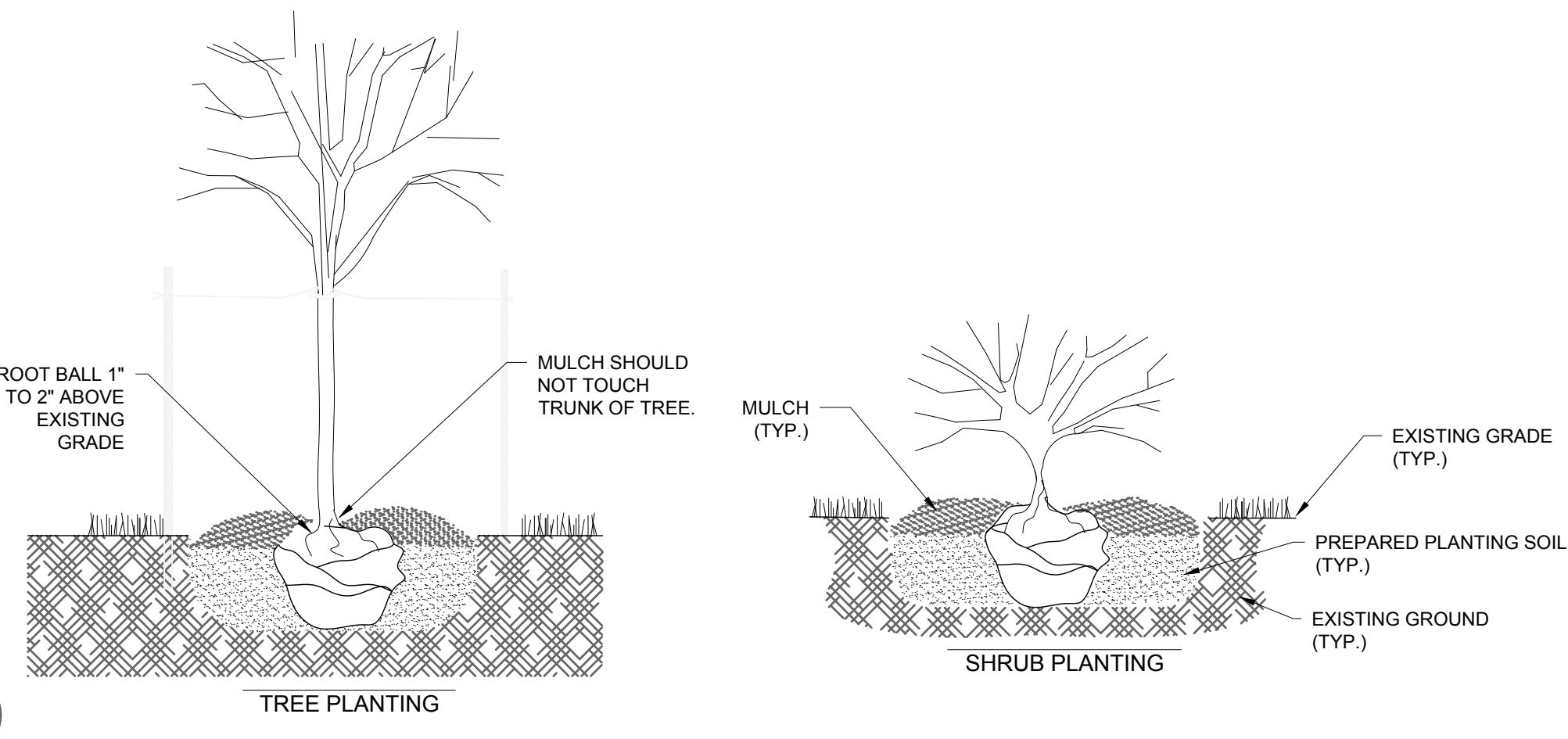
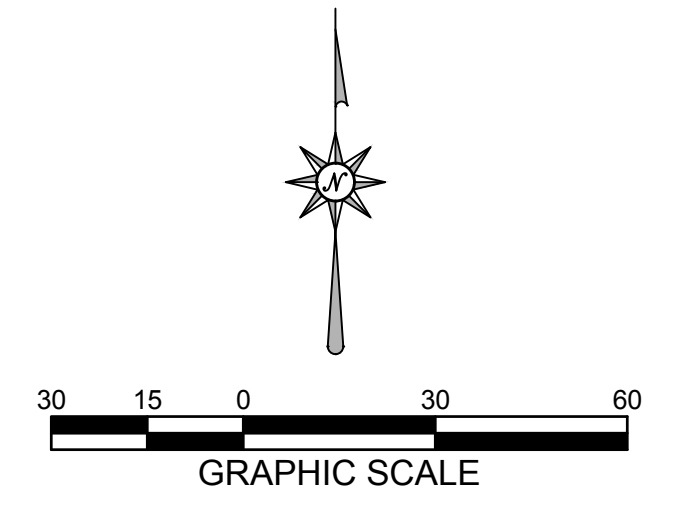
PROPOSED BUILDING  
FFE=756.15

### PLANT TABLE

SYMBOL	COMMON NAME	SCIENTIFIC NAME	QUANTITY	SIZE
	AUTUMN BLAZE MAPLE	ACER X FREEMANI 'JEFFERSRED'	7	2 1/2"
	FLOWERING CRABAPPLE	MALUS 'ROSACEAE'	5	11/2"
	ANNABELLE HYDRANGEA	HYDRANGEA ARBORESCENS 'ANNABELLE'	9	18"
	GOLDFLAME SPIRAEA	SPIRAEA X BUMALDA 'GOLDFLAME'	18	18"
	PATRIOT HOSTA	HOSTA 'PATRIOT'	5	18"
	DAYLILIES	HEMEROCALLIS	32	1 GAL.
	HACKBERRY	CELTIS OCCIDENTALIS	6	1 1/2"
	RUSSIAN SAGE	PEROVSKIA ATRIPLICIFOLIA 'RUSSIAN SAGE'	30	18"

### LANDSCAPE NOTES

- DIAMETERS OF PLANT MATERIALS AS DRAWN ARE REPRESENTATIVE OF PLANTS AT OR NEAR MATURITY RATHER THAN AT INITIAL PLANTING SIZES.
- THE PLANT LIST IS INTENDED AS A GUIDE FOR THE CONTRACTOR. IN THE EVENT OF DISCREPANCY BETWEEN THE NUMBER OF PLANTS ON THE PLANT LIST AND ON THE DRAWING, THE GREATER NUMBER SHALL APPLY.
- ADJUSTMENTS IN LOCATIONS OF PLANT MATERIALS MAY BE NECESSARY DUE TO NEW OR EXISTING UTILITIES OR SITE OBSTRUCTIONS. REVIEW WITH ARCHITECT BEFORE ADJUSTMENTS ARE MADE.
- ALL SHRUBS OCCURRING IN CONTINUOUS ROW OR FORMAL ARRANGEMENT SHALL HAVE UNIFORM HEIGHT, SPREAD AND HABIT OF GROWTH. FOR GROUND COVER LOCATIONS, FILL AREA WITH QUANTITY OF PLANTS DESIGNATED; EVENLY SPACED.
- A MINIMUM OF 12" DEPTH OF 50% TOPSOIL AND 50% COMPOST SHALL BE PLACED IN ALL BED AREAS BY THE CONTRACTOR PRIOR TO PLANT INSTALLATION.
- MULCH TREES WITH MIN. 3" DEPTH OF GRAVEL OR HARDWOOD MULCH AS NOTED ON PLAN AND PER DETAILS. MULCH SHALL EXTEND IN A CONTINUOUS LAYER WITHIN PLANTING BEDS FROM FACE TO FACE OF SITE STRUCTURES - WALKS, BUILDING, OR OTHER PLANT BED LIMITS.
- PROTECT EXISTING LAWN AREAS; REPAIR ANY CONTRACT RELATED DAMAGE TO LAWN AREAS.
- THE CONTRACTOR SHALL MAINTAIN ALL PLANTS AND BEDS FOR A 60 DAY PERIOD AFTER ACCEPTANCE OF THE WORK BY THE ARCHITECT. THIS INCLUDES REGULAR WATERING, WEEDING AND MOWING.
- THE CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIALS FOR ONE-YEAR FROM DATE OF ACCEPTANCE. BEFORE END OF WARRANTY PERIOD CONTRACTOR SHALL REPLACE ALL TREES, SHRUBS OR PLANTINGS NOT ALIVE OR IN A HEALTHY GROWING CONDITION.
- SEED ALL DISTURBED AREAS WITH Wdot No. 40 GRASS MIX.



PLANTING DETAIL

- PLANTING HOLE SHALL BE A MINIMUM OF TWO TIMES THE DIAMETER OF THE ROOT BALL, AND EQUAL TO THE DEPTH OF THE ROOT BALL.
- EXCAVATED SOIL FROM PLANTING HOLE SHALL BE MIXED WITH 1 PART POTTING SOIL TO 2 PARTS EXCAVATED SOIL.
- PLANT SO THAT THE ROOT COLLAR WILL BE 1" TO 2" ABOVE EXISTING GRADE.
- IF BALLED AND BURLAPED, PLACE PLANT IN HOLE, CUT THE BURLAP TWINE, AND PEEL BACK THE TOP TWO THIRDS OF BURLAP. IF POTTED REMOVE POT, AND PLACE PLANT INTO HOLE. BACKFILL HOLE WITH PREPARED SOIL, AND MOUND SOIL 2" TO 3" HIGH IN A RING AT THE PERIMETER OF THE EXCAVATED HOLE. WATER AND SMOOTH RING PRIOR TO MULCHING.
- UNLESS NOTED OTHERWISE, MULCH WITH 3" OF SHREDDED HARDWOOD MULCH OR LANDSCAPE STONE (RIVER ROCK, NOT CRUSHED STONE)
- IF STAKING IS REQUIRED FOR TREES TWO STAKES SHALL BE USED ONE ON THE PREVAILING WIND SIDE OF THE TREE, AND THE OTHER STAKE ON THE OPPOSITE SIDE. STAKES SHALL BE FASTENED TO THE TREE USING RUBBER TUBING, OR NYLON STRAPPING.

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## NEENAH, WI

### MATERIAL INDEX-PLANS, SECTIONS

EARTH	RIGID INSULATION	ROUGH LUMBER/ BLOCKING
COMPACTED FILL	BATT INSULATION	PLYWOOD
GRAVEL FILL	DRYWALL	FINISHED LUMBER
POURED CONCRETE/ PRECAST	STEEL	EXISTING WALL TO BE REMOVED
CONCRETE BLOCK	SPRAY FOAM INSULATION	EXISTING WALL TO REMAIN
FACE BRICK	BITUMINOUS PAVING	CONSTRUCT NEW WALL

### REFERENCE SYMBOLS

### DRAWING SYMBOLS

<b>SECTION CUT SYMBOL (WALL SECTIONS)</b>		DOOR TAG
	SECTION DESIGNATION (NUMBER FOR CROSS SECTION & LETTER FOR WALL SECTION)	REVISION NUMBER
	DRAWING NUMBER ON WHICH SECTION APPEARS	GLAZING TAG
<b>PLAN DETAIL / ENLARGED PLAN SYMBOL</b>		COLUMN LINE DESIGNATION- NEW
	DETAIL NUMBER	WALL TYPE
	DRAWING NUMBER ON WHICH DETAIL APPEARS	STAIRWAY DIRECTION INDICATION
<b>DETAIL CUT SYMBOL</b>		KEYNOTE MARK - ACCESSORIES
	DETAIL NUMBER	KEYNOTE MARK - DEMOLITION NOTES
	DRAWING NUMBER ON WHICH DETAIL APPEARS	KEYNOTE MARK - PLAN NOTES
	ELEVATION MARK - NEW	SPOT ELEVATION MARKER
	ELEVATION MARK - EXISTING	

**IMPORTANT STEEL JOIST AND METAL DECK NOTES:**  
STEEL JOISTS AND METAL PRIMED DECK TO ARRIVE ON SITE. PRIMED AND PROTECTED FROM THE ELEMENTS TO PREVENT RUSTING. IF RUSTING OCCURS DURING THE COURSE OF CONSTRUCTION, THE GENERAL CONTRACTOR WILL BE REQUIRED TO CLEAN AND RE-PRIME THE RUSTED AREAS (WHETHER THE STEEL JOISTS AND METAL DECK ARE EXPOSED AND HIDDEN).

**NOTE:**  
ALL PRODUCT SUBSTITUTIONS MUST BE SUBMITTED TO ARCHITECT PRIOR TO BIDDING.

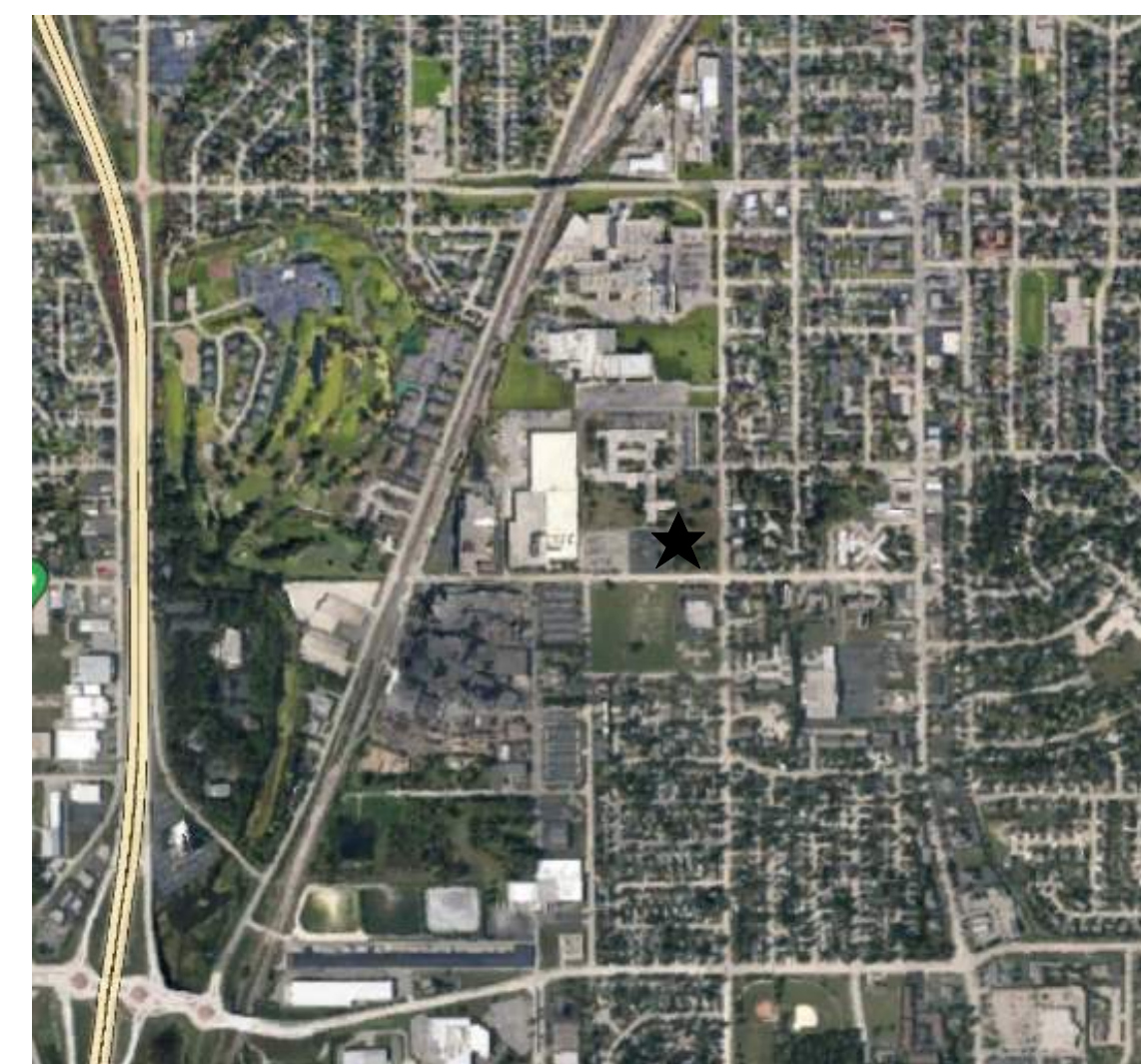
**NOTE:**  
THE INTENT AND MEANING OF THE CONSTRUCTION DOCUMENTS IS THAT THE CONTRACTOR UNDER THE TERMS OF THE CONTRACT SHALL TAKE ALL ACTIONS NECESSARY AND REQUIRED TO PROVIDE ALL LABOR, MATERIALS, SUPPLIES, EQUIPMENT, TRANSPORTATION, FACILITIES AND APPURTENANCES WHICH ARE INDICATED OR REASONABLY IMPLIED BY EACH DRAWING AND EACH SECTION OF THE SPECIFICATIONS, ALL OF WHICH ARE COLLECTIVELY NECESSARY AND REQUIRED FOR THE CONSTRUCTION OF THE DESCRIBED STRUCTURES AND FACILITIES.

**NOTE:**  
ALL TRADES SHALL CROSS REFERENCE ALL CONSTRUCTION DOCUMENTS FOR COORDINATION AND SCOPE OF WORK.

PROJECT DATA	
GOVERNING AUTHORITY - WISCONSIN DEPT. OF COMMERCE SAFETY AND BUILDINGS DIVISION	
REFERENCED CODE	INTERNATIONAL BUILDING CODE 2015
CLASS OF CONSTRUCTION	II-B
OCCUPANCY CLASSIFICATION	ASSEMBLY (A-3)
LOCAL ZONING AUTHORITY	CITY OF NEENAH
BUILDING SPRINKLED	YES
<b>BUILDING AREA:</b>	
FIRST FLOOR:	35,503 S.F.
CANOPY:	2,488 S.F.
<b>TOTAL BUILDING SQ. FT.:</b>	<b>37,991 S.F.</b>

### PROJECT LOCATION

BYRD AVE.  
NEENAH, WISCONSIN



### SHEET INDEX

C-S	COVER SHEET
<b>CIVIL</b>	
C0.1	COVER SHEET
C1.0	DEMOLITION PLAN
C2.0	SITE PLAN
C3.0	UTILITY PLAN
C4.0	GRADING PLAN
C5.0	EROSION CONTROL PLAN
C5.1	EROSION CONTROL DETAILS
C6.0	SITE DETAILS
C6.1	UTILITY DETAILS
<b>LANDSCAPE</b>	
L100	LANDSCAPE PLAN
<b>ARCHITECTURAL</b>	
A-0.1	SITE PLAN
A-0.2	SITE DETAILS
A-0.3	SITE DETAILS
A-1.1	OVERALL FLOOR PLAN
A-4.1	EXTERIOR ELEVATIONS
A-4.2	EXTERIOR ELEVATIONS
A-4.3	EXTERIOR KEY NOTES
A-4.4	3D PERSPECTIVES
<b>ELECTRICAL</b>	
E-1.1	PHOTOMETRICS

### CONSULTANTS

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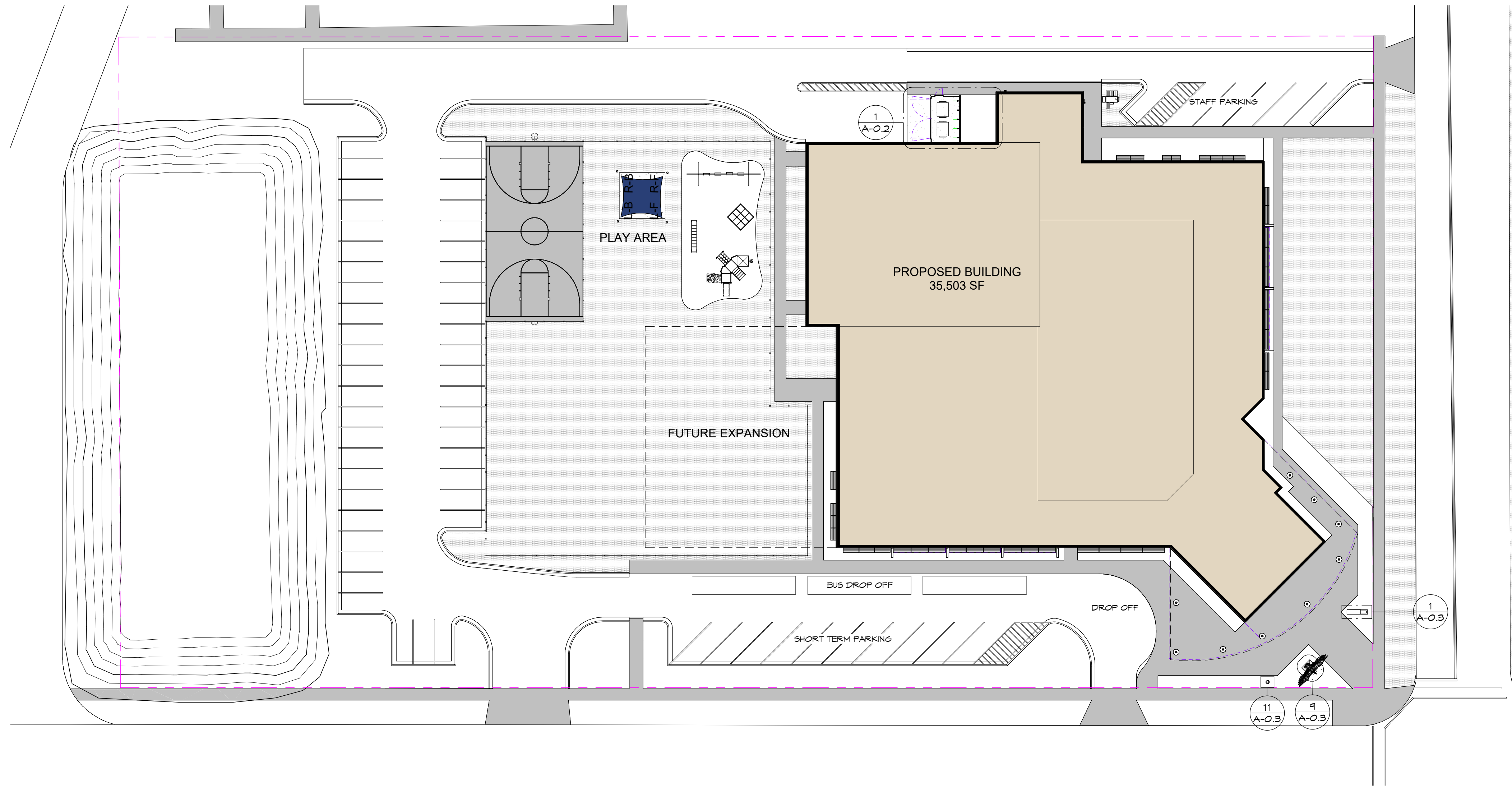
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C-S

**GENERAL SITE PLAN NOTES:**

- GENERAL CONTRACTOR TO PROVIDE CONCRETE MECHANICAL EQUIPMENT PADS. COORDINATE SIZE & REINF. REQUIREMENTS WITH MECHANICAL & ELECTRICAL CONTRACTOR.
- GENERAL CONTRACTOR TO PROVIDE SILT FENCE / EROSION CONTROL MEASURES PER CIVIL DRAWINGS AND LOCAL MUNICIPALITY REQUIREMENTS. EROSION CONTROL MEASURES MUST BE IMPLEMENTED AND MAINTAINED THROUGHOUT CONSTRUCTION.
- ALL SITE UTILITIES MUST BE VERIFIED PRIOR TO CONSTRUCTION.
- PATCH ANY AREA OF ASPHALT PAVING OR CONCRETE PAVING AND CONC. CURB, DISTURBED BY CONSTRUCTION.
- GENERAL CONTRACTOR TO ROUGH GRADE AND FINISH GRADE ANY AREAS DISTURBED BY CONSTRUCTION. SEEDING OF AREAS BY GENERAL CONTRACTOR. ALL DRIVEWAY CUTS AND CURBING SHALL COMPLY WITH THE LOCAL MUNICIPALITY STANDARDS.
- SEE LANDSCAPE PLAN FOR PLANTING INFORMATION.
- HANDICAP ACCESSIBILITY MUST BE MAINTAINED AT ALL FRONT AND REAR DOORS. COORDINATE PARKING LOT GRADING AND RAMPS WITH DOOR LOCATIONS.
- EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT THE DURATION OF CONSTRUCTION UNTIL THE SITE IS STABILIZED BY VEGETATION OR OTHER APPROVED MEANS.
- ALL ACTIVITIES SHALL BE CONDUCTED IN A LOGICAL SEQUENCE AS TO MINIMIZE THE AMOUNT OF BARE SOIL EXPOSED AT ANY ONE TIME. MAINTAIN EXISTING VEGETATION AS LONG AS POSSIBLE.
- ALL SEDIMENT LADEN WATER PUMPED FROM THE SITE SHALL BE TREATED BY A TEMPORARY SEDIMENT BASIN OR BE FILTERED BY OTHER APPROVED MEANS. WATER SHALL NOT BE DISCHARGED IN A MANNER THAT CAUSES EROSION OF THE SITE OR RECEIVING CHANNELS.
- DISTURBED GROUND OUTSIDE OF THE EVERYDAY CONSTRUCTION AREA, INCLUDING SOIL STOCKPILES LEFT INACTIVE FOR MORE THEN 10 DAYS, SHALL AT A MINIMUM BE TEMPORARILY STABILIZED BY SEEDING / MULCHING OR OTHER METHODS APPROVED BY THE LOCAL MUNICIPALITY EROSION CONTROL INSPECTOR.
- WASTE MATERIAL GENERATED ON THE CONSTRUCTION SITE SHALL BE PROPERLY DISPOSED OF AND NOT ALLOWED TO RUN INTO A RECEIVING WATER OR STORM SEWER SYSTEM.
- IN THE CASE OF LATE SEASON AND WINTER CONSTRUCTION, RESTORATION / LANDSCAPING OF THE SITE SHALL OCCUR NO LATER THAN JUNE 1st OF THE NEXT CONSTRUCTION SEASON. EROSION CONTROL MEASURES SHALL REMAIN INTACT UNTIL FINAL RESTORATION OF THE SITE IS COMPLETE. FABRIC INSIDE THE INLET AND CATCH BASIN GRATING SHALL BE REMOVED AS SOON AS FREEZING WEATHER OCCURS SO DRAINAGE IS NOT IMPAIRED THROUGHOUT THE WINTER MONTHS. ALL EROSION CONTROL PRACTICES REMOVED OR DAMAGED DUE TO WINTER WEATHER SHALL BE REPLACED IN THE SPRING IMMEDIATELY AFTER THE THAW.
- EROSION CONTROL DEVICES DESTROYED AS A RESULT OF CONSTRUCTION ACTIVITIES SHALL BE REPAIRED BY THE END OF THE WORK DAY.
- TEMPORARY EROSION CONTROL MEASURES SHALL BE REMOVED AT THE CONCLUSION OF CONSTRUCTION AFTER STABILIZATION OF DISTURBED SOIL HAS OCCURRED.
- THE EXISTING GRASS STREET TERRACE WITHIN THE LOCAL MUNICIPALITY RIGHT OF WAY SHALL BE MAINTAINED AS BUFFER THROUGHOUT CONSTRUCTION. AT A MINIMUM, THE GRASS TERRACE SHALL BE RESTORED WITH TEMPORARY SEED (OATS / RYE) AND MULCHED WITHIN 10 DAYS OF THE COMPLETION OF ALL LATERAL INSTALLATIONS AND OTHER CONSTRUCTION ACTIVITY. IF THE TERRACE IS NOT TO BE RESTORED DURING FINAL LANDSCAPING, A PERMANENT SEED MIX SHALL BE UTILIZED.

**KEYED SITE PLAN NOTES**



1 SITE PLAN  
A-0.1 1" = 30'-0"

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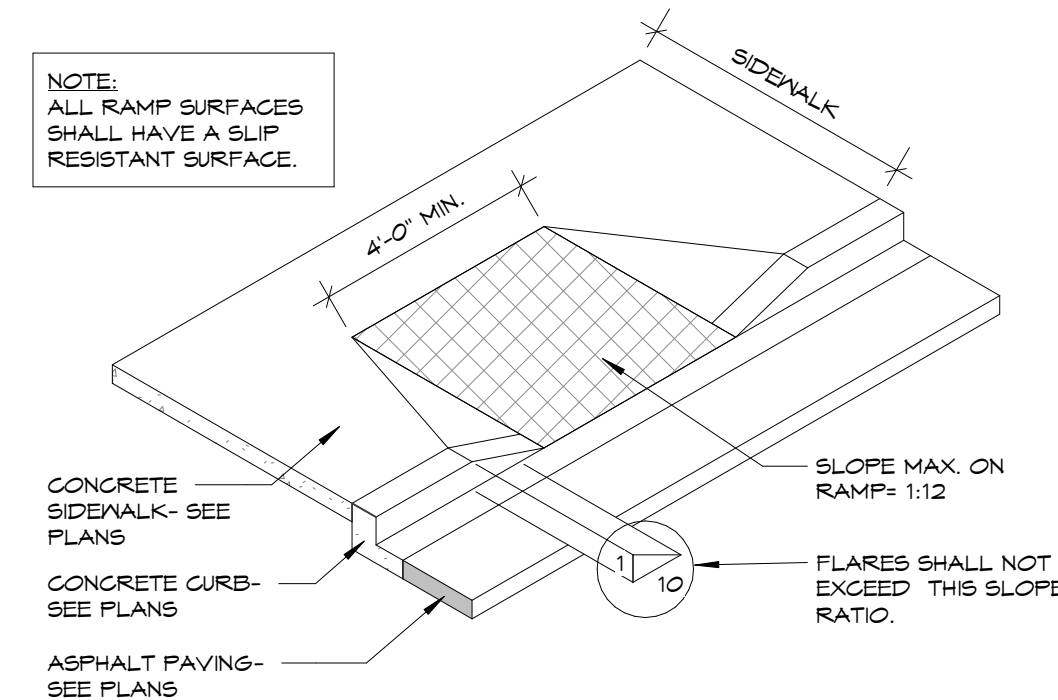
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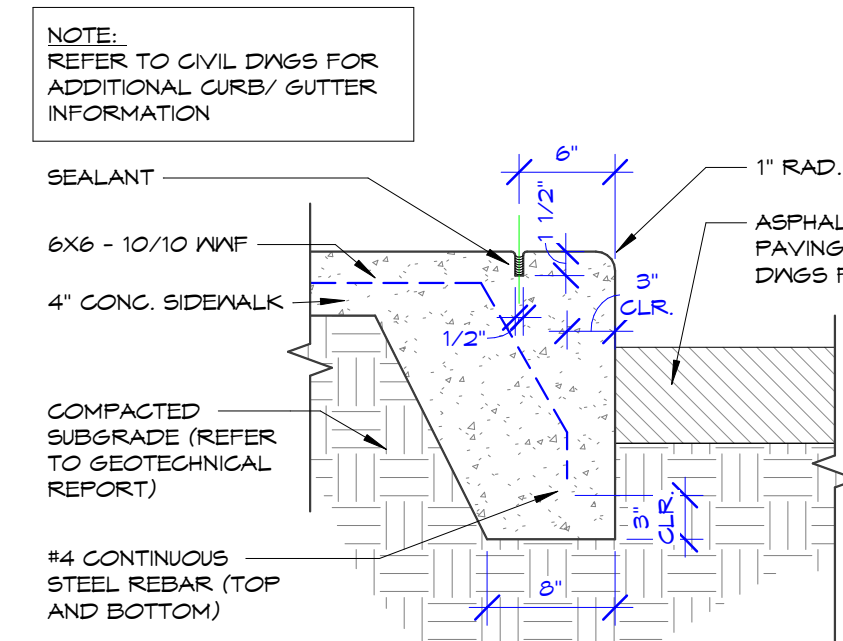
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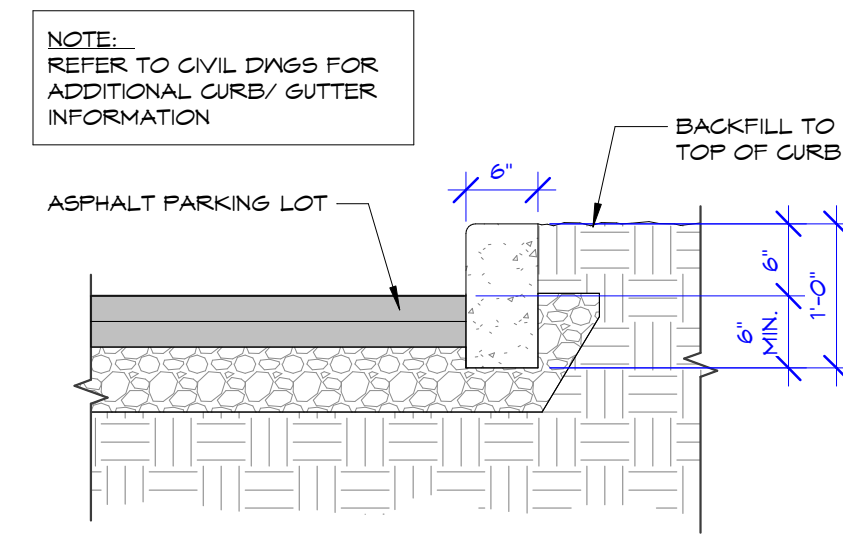
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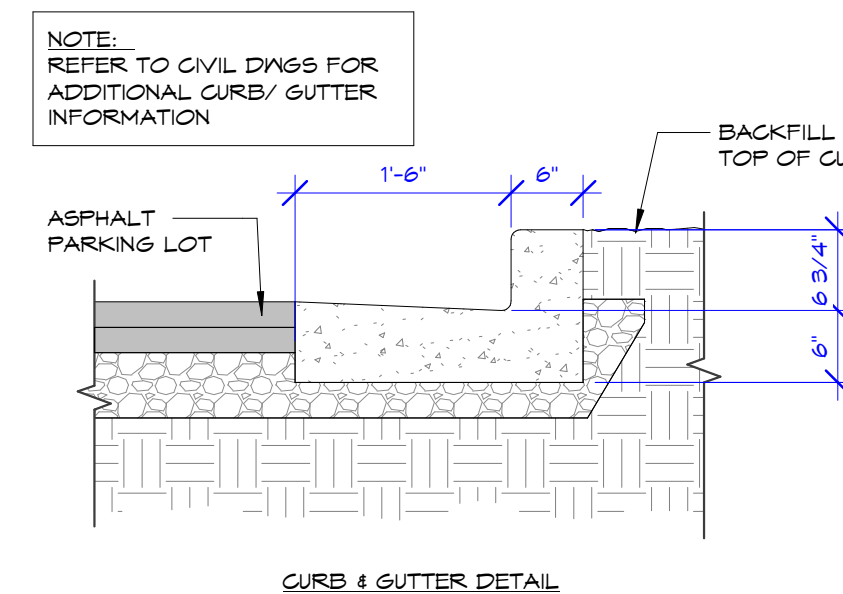
**10 CURB RAMP DETAIL**  
A-0.2 1/4" = 1'-0"



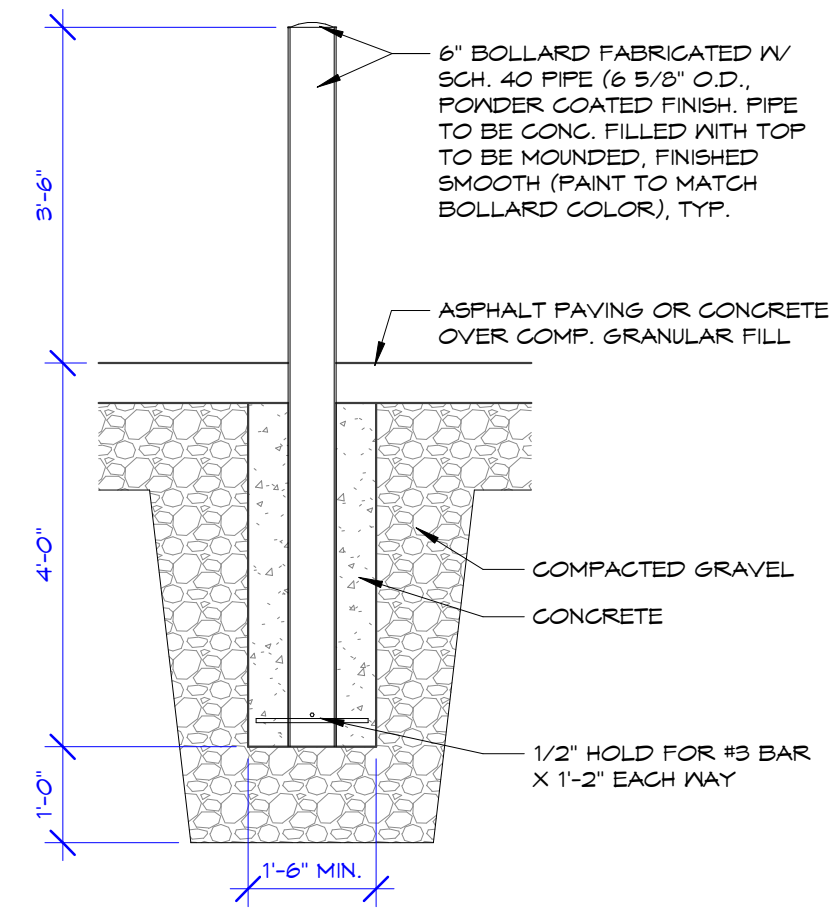
**9 CURB & SIDEWALK DETAIL**  
A-0.2 1" = 1'-0"



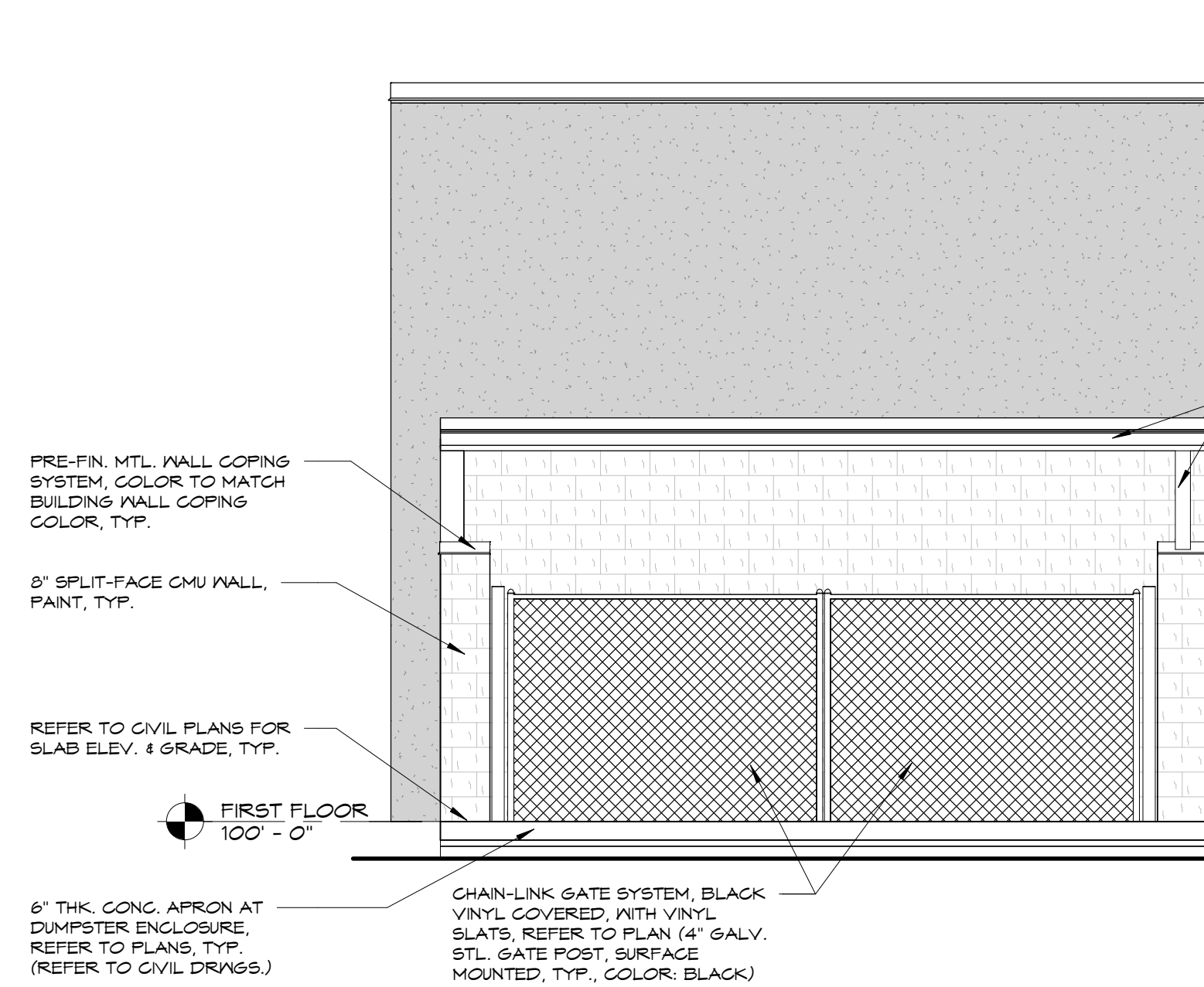
**8 CURB DETAIL**  
A-0.2 3/4" = 1'-0"



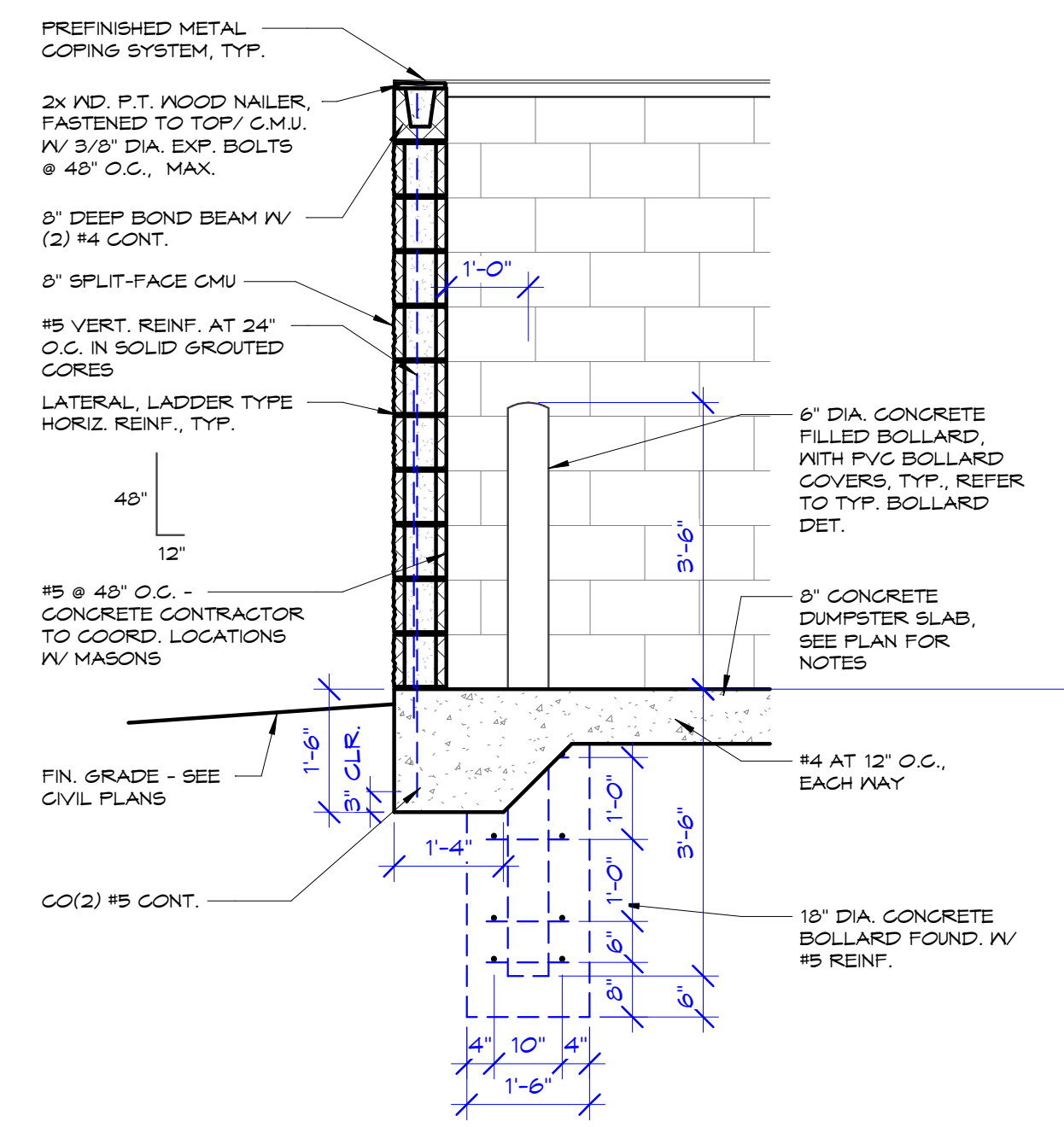
**7 CURB & GUTTER DETAIL**  
A-0.2 3/4" = 1'-0"



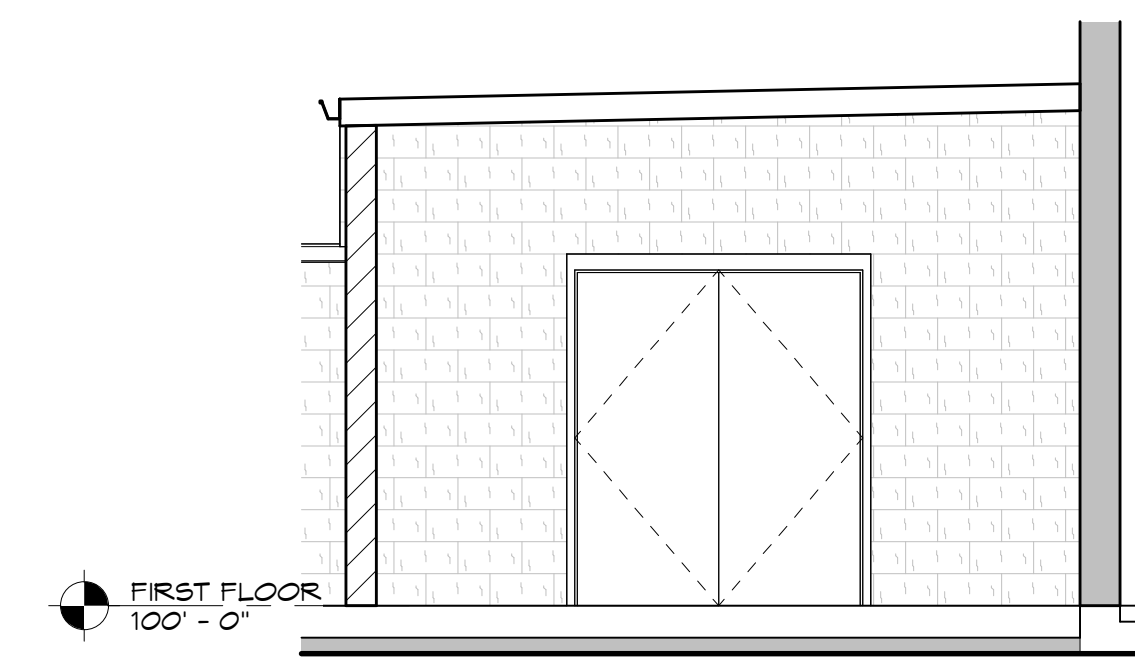
**6 BOLLARD DETAIL**  
A-0.2 1/2" = 1'-0"



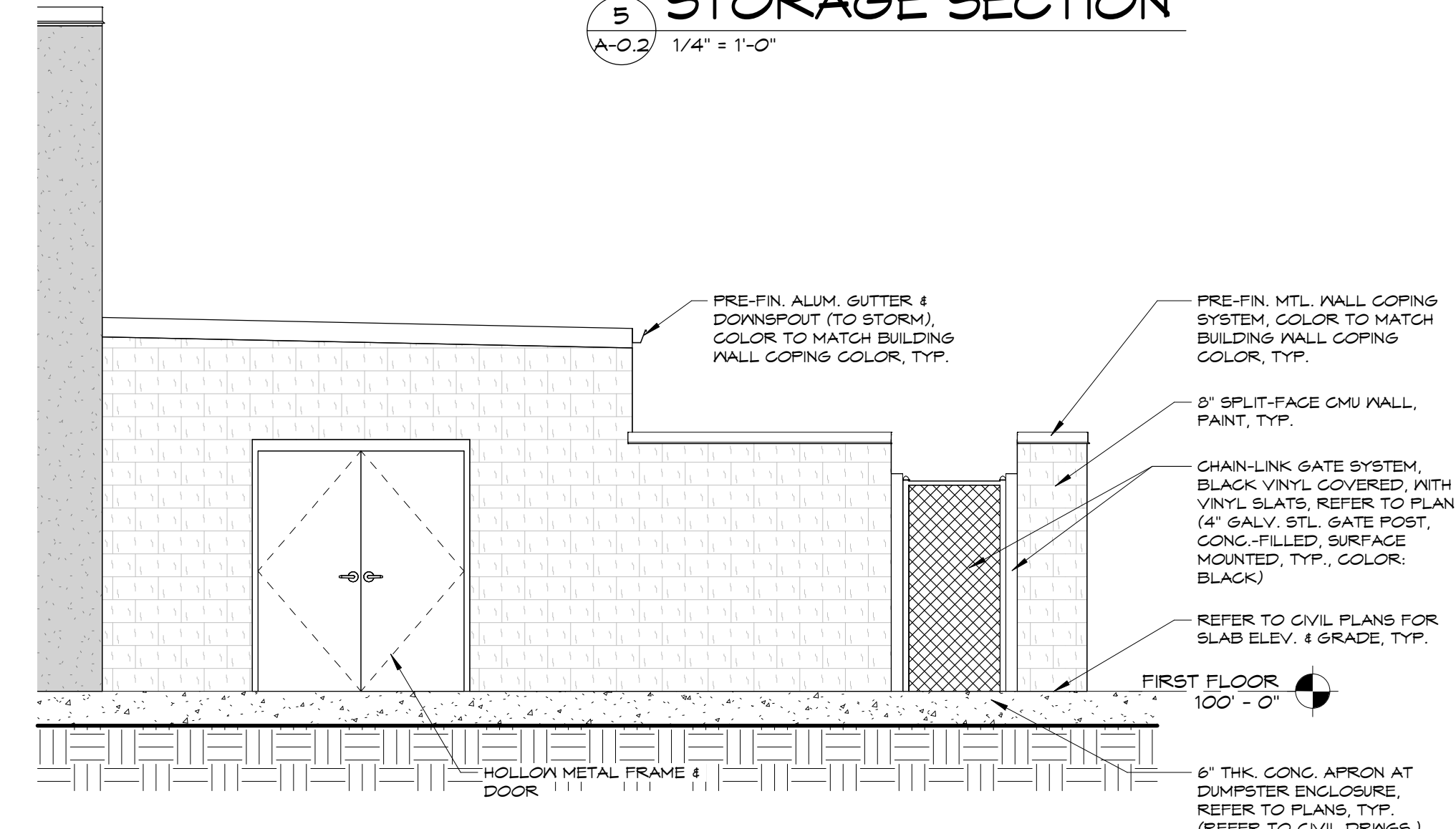
**4 DUMPSTER - WEST**  
A-0.2 1/4" = 1'-0"



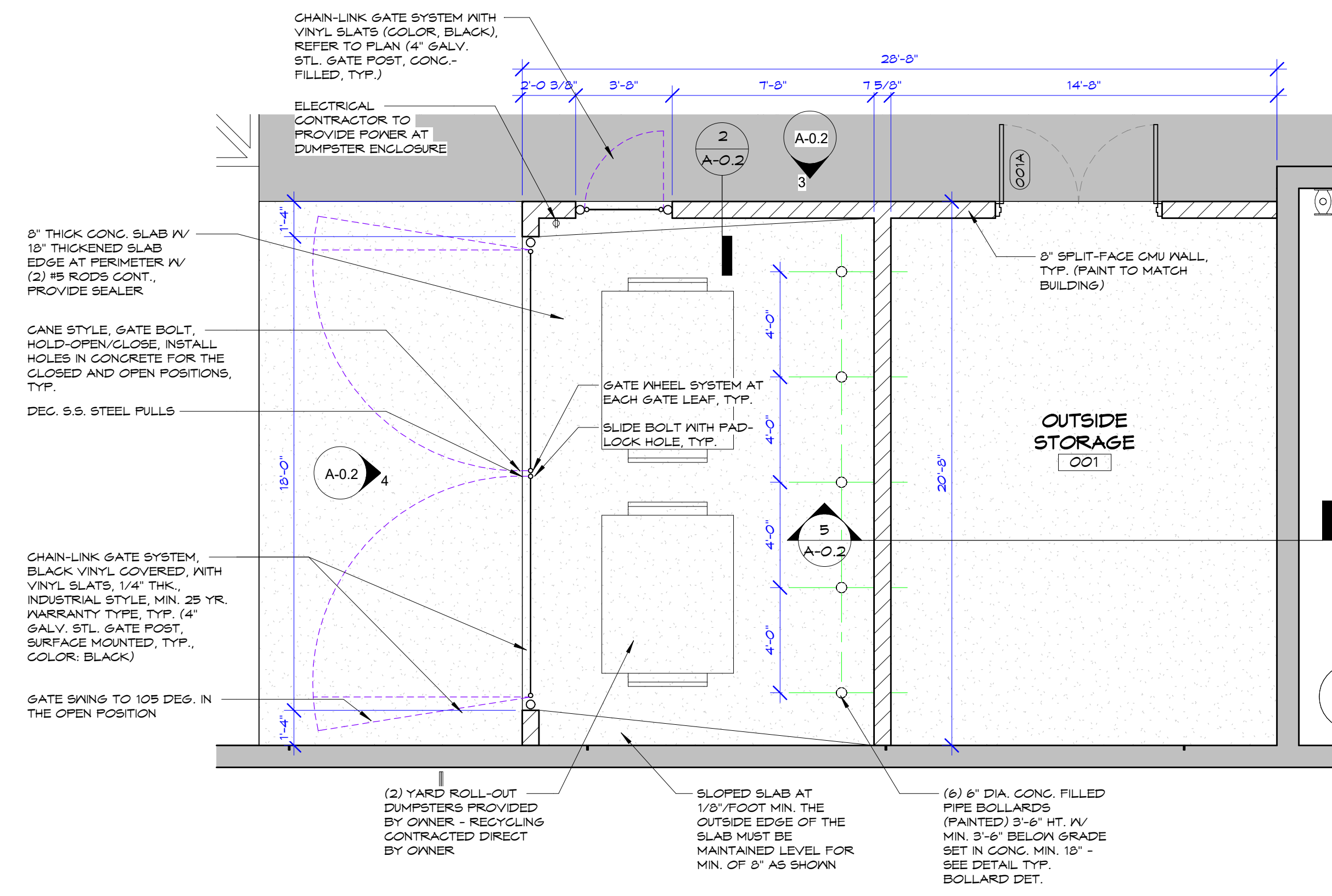
**2 DUMPSTER SECTION**  
A-0.2 1/2" = 1'-0"



**5 STORAGE SECTION**  
A-0.2 1/4" = 1'-0"



**3 DUMPSTER - NORTH**  
A-0.2 1/4" = 1'-0"



**1 ENLARGED DUMPSTER ENCLOSURE**  
A-0.2 1/4" = 1'-0"

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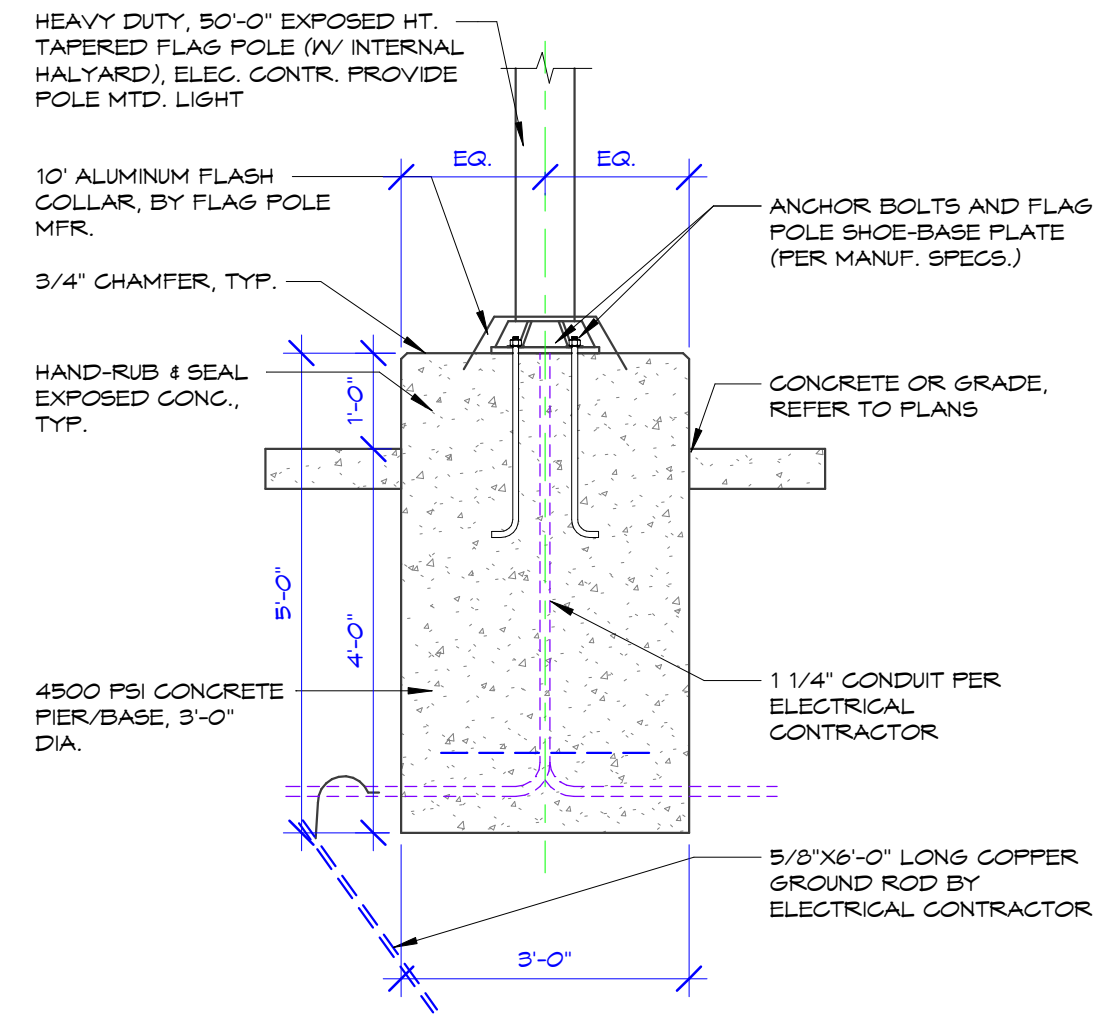
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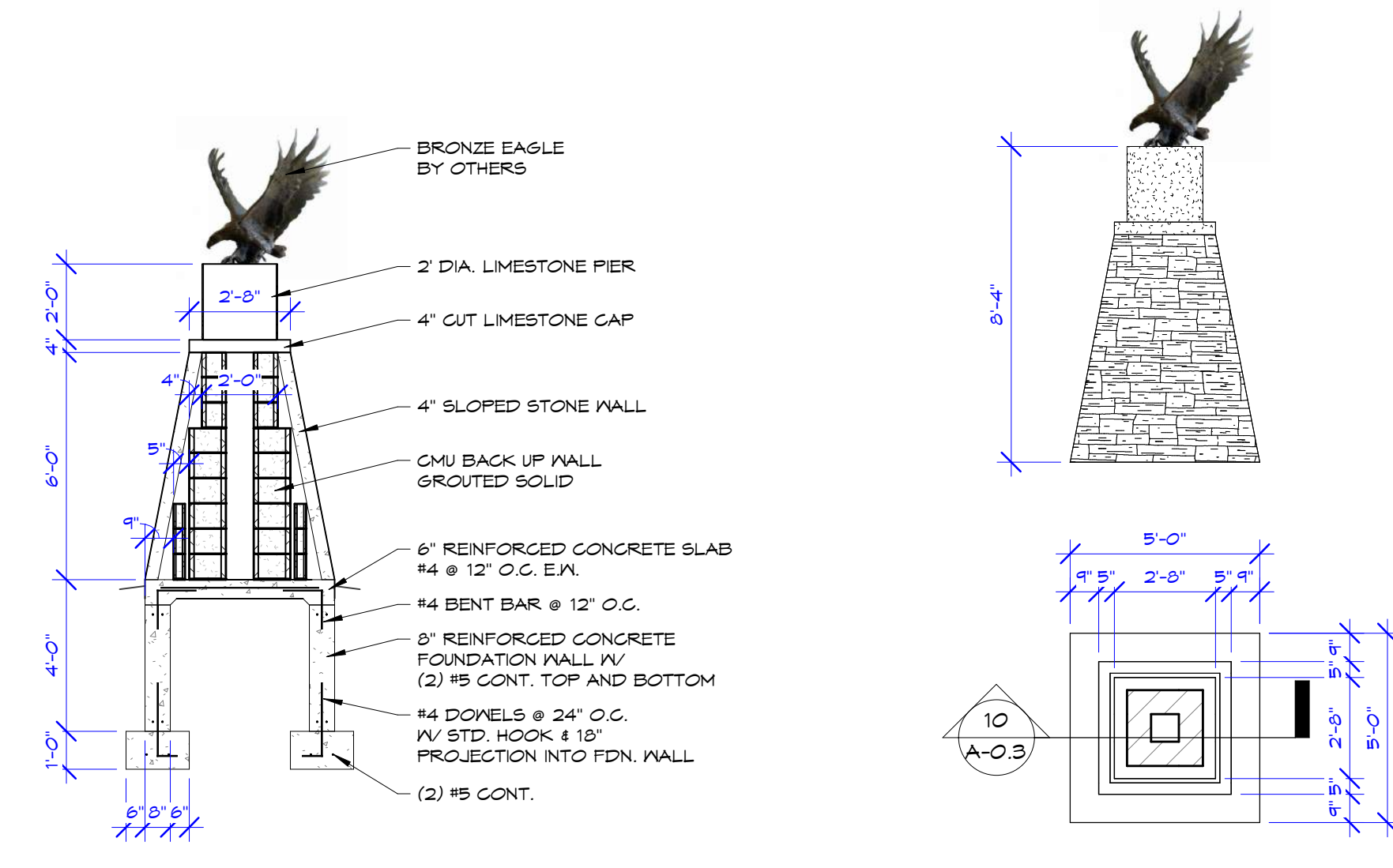
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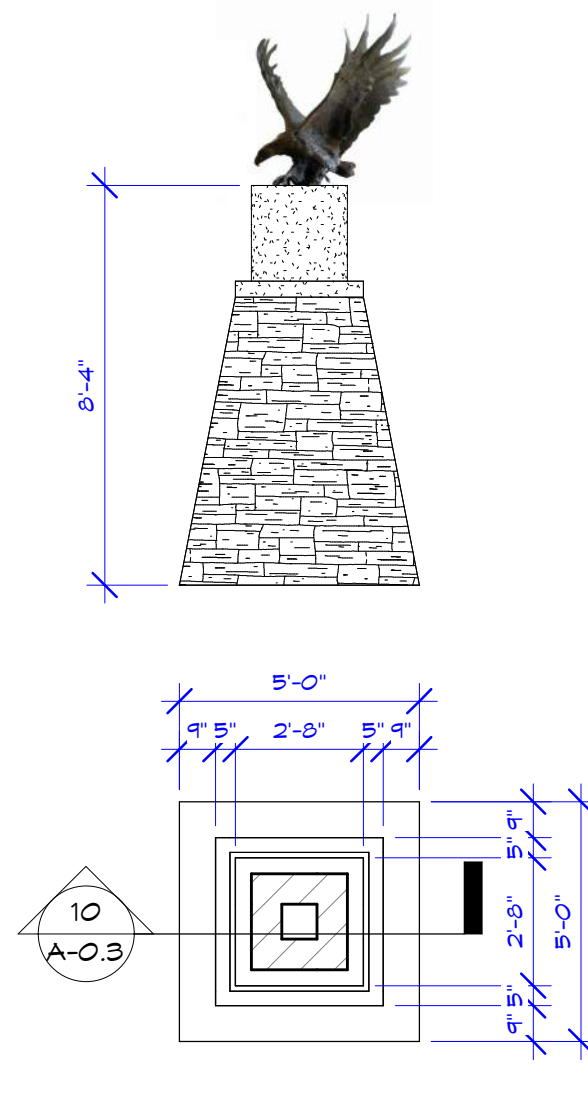
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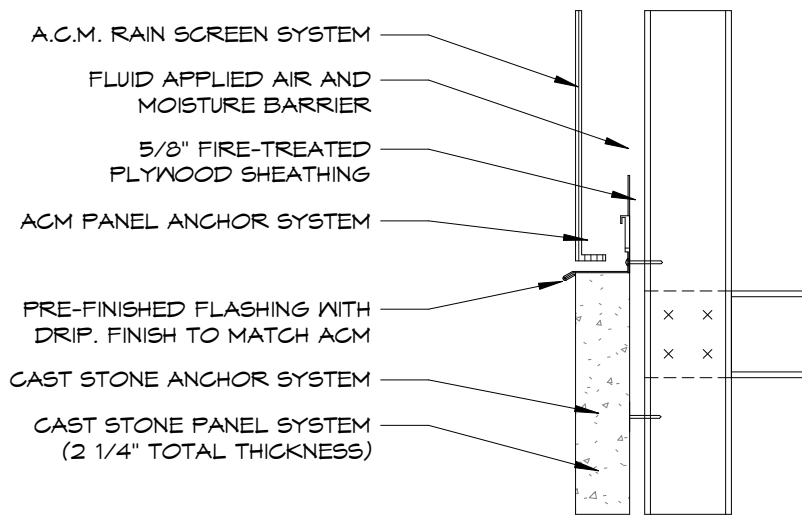
**11**  
A-0.3  
1/2" = 1'-0"



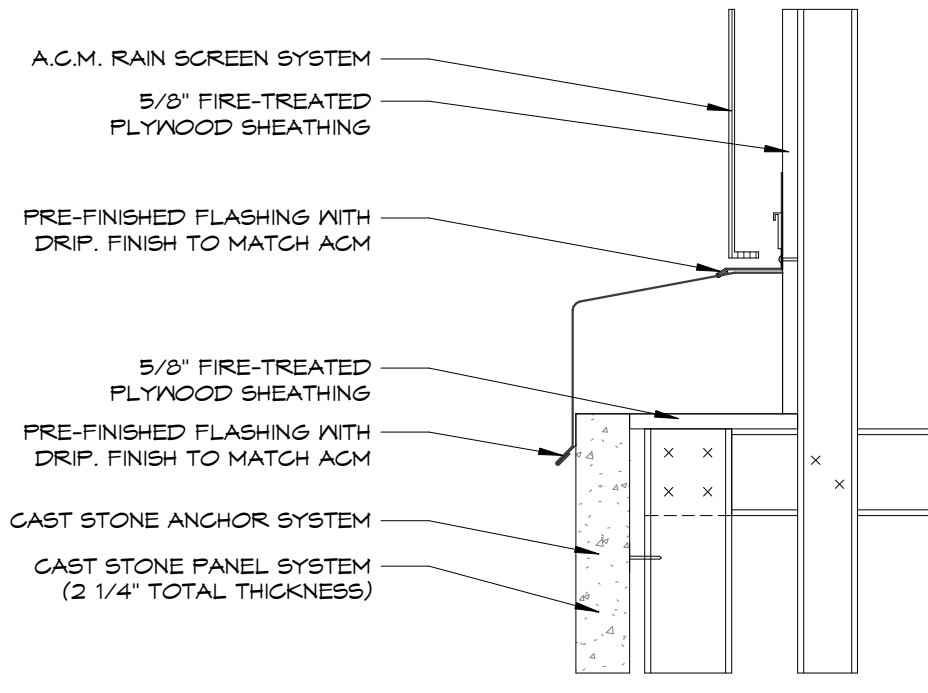
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A-0.3  
1/4" = 1'-0"



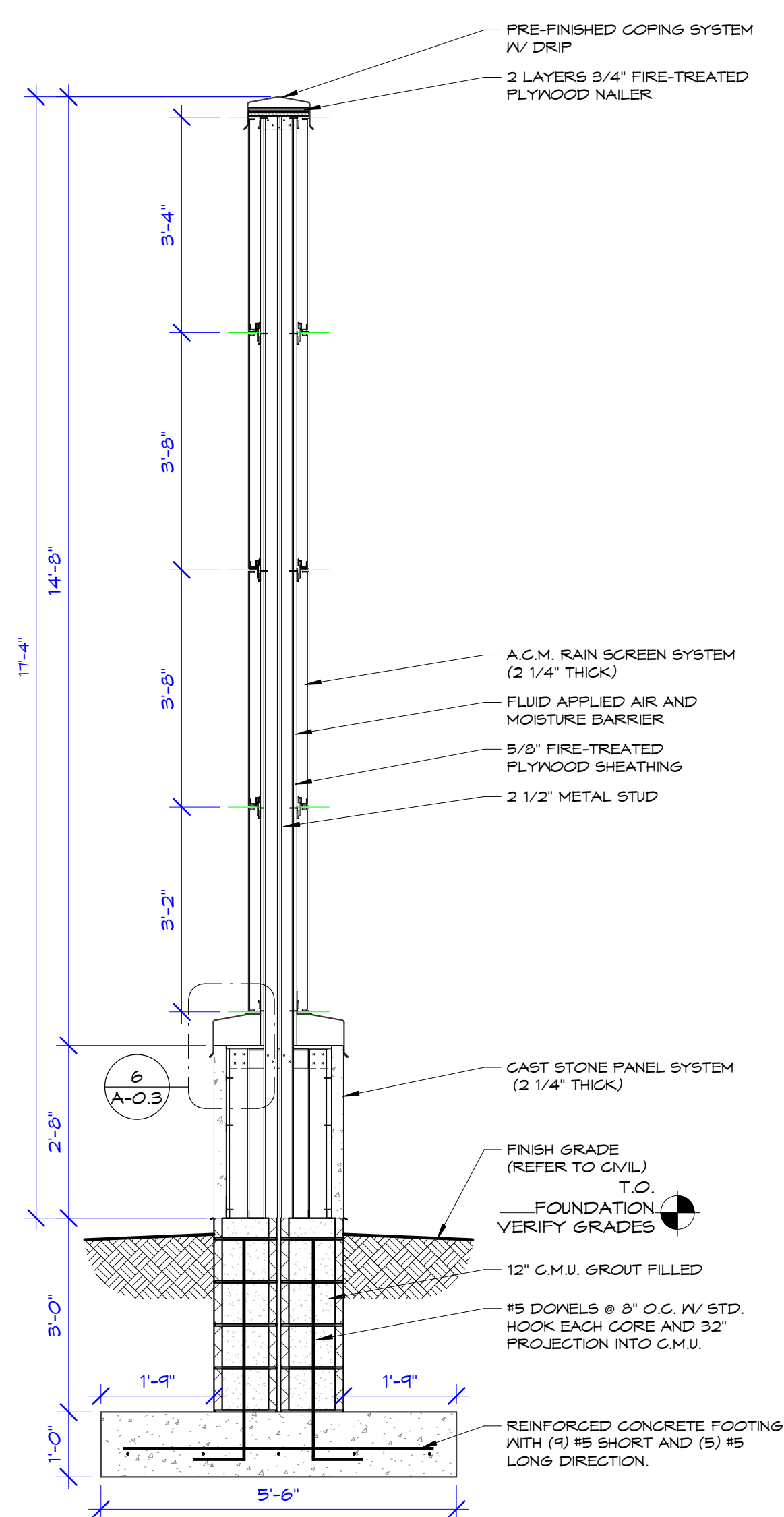
**9**  
A-0.3  
1/4" = 1'-0"



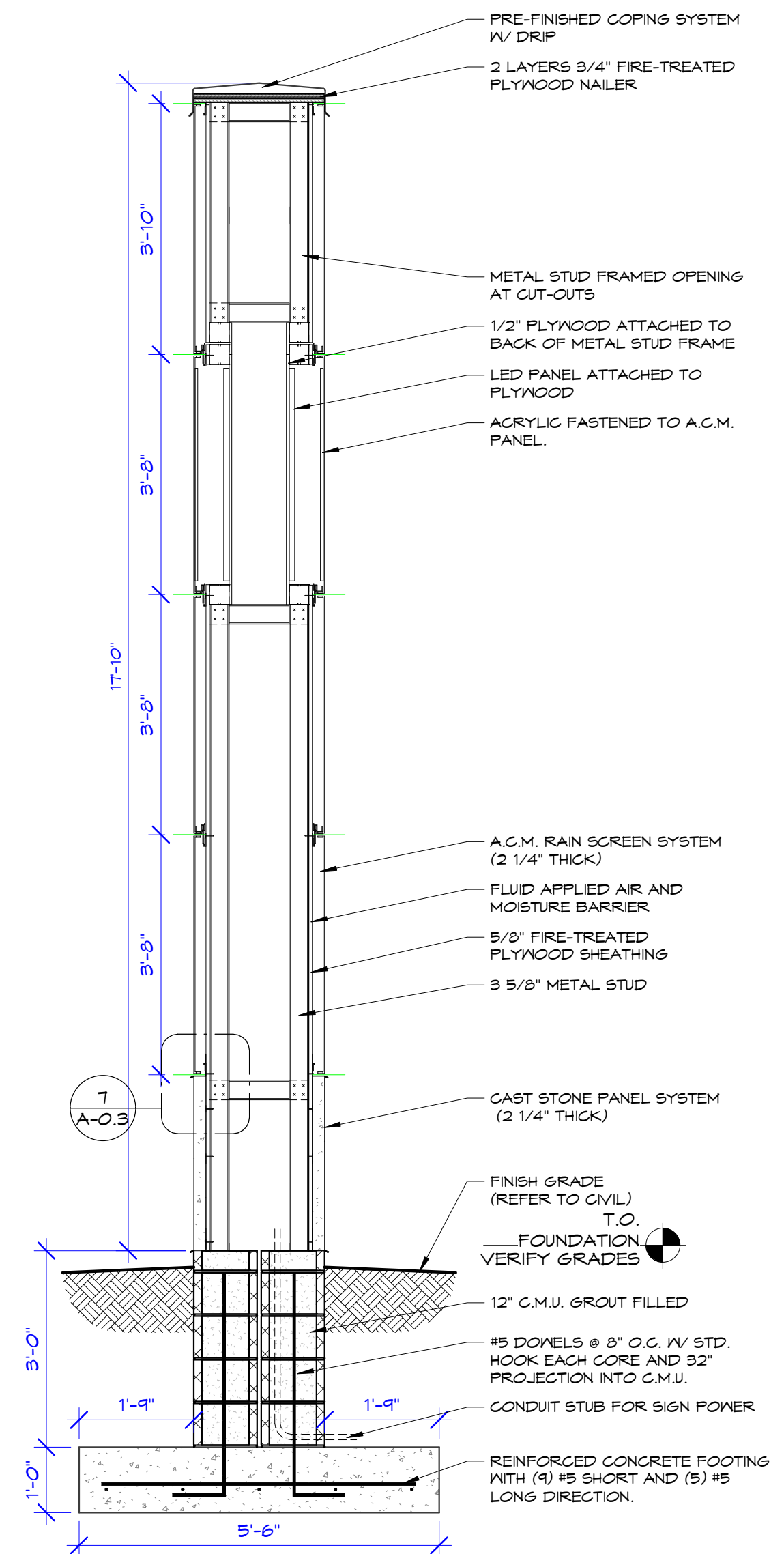
**7**  
A-0.3  
1 1/2" = 1'-0"



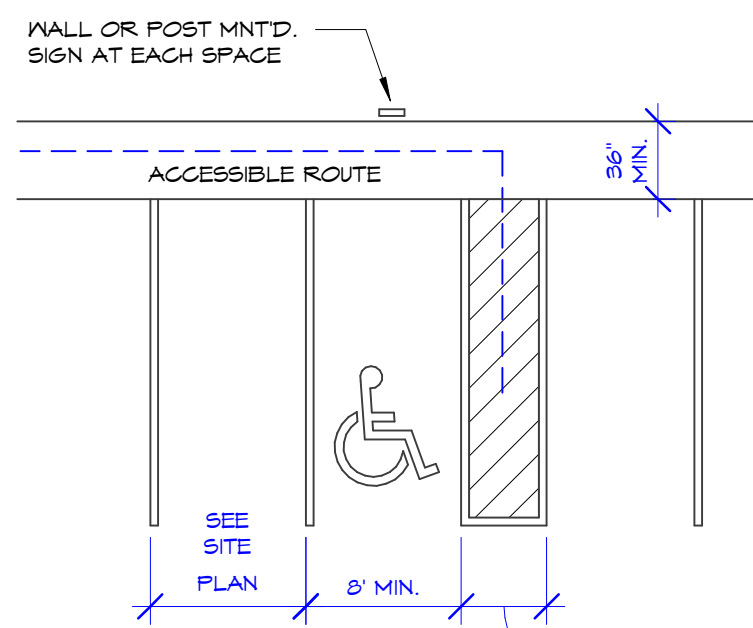
**6**  
A-0.3  
1 1/2" = 1'-0"



**5**  
A-0.3  
1/2" = 1'-0"



**4**  
A-0.3  
1/2" = 1'-0"

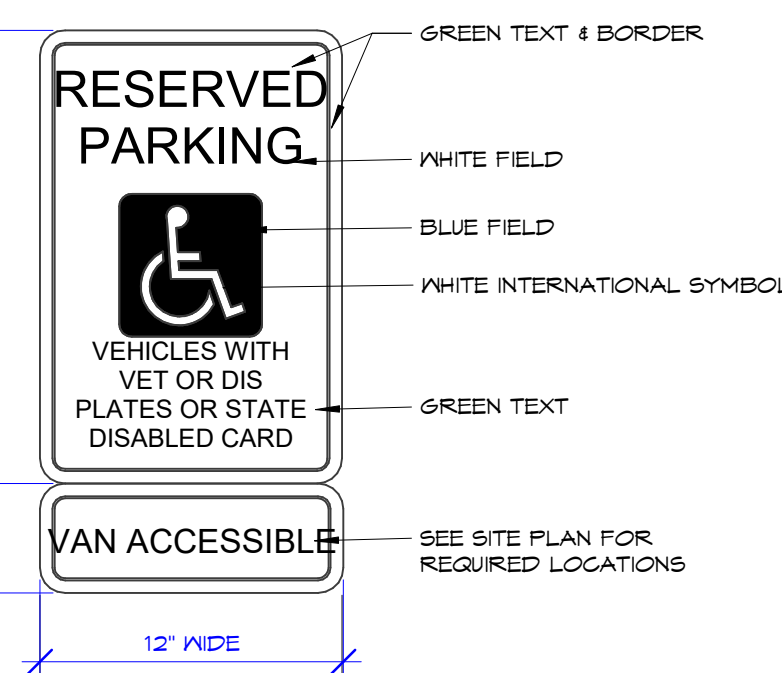


SIGN POST DETAIL



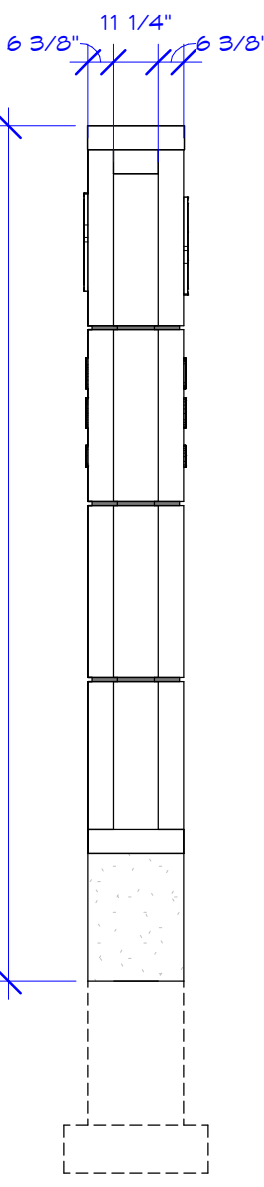
INTERNATIONAL SYMBOL OF ACCESSIBILITY

IT SHALL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO INSTALL (WHERE SHOWN HEREON), BARRIER FREE PARKING SIGNS IN CONFORMITY TO WISCONSIN ADMINISTRATIVE CODE: TRANS 4200.01

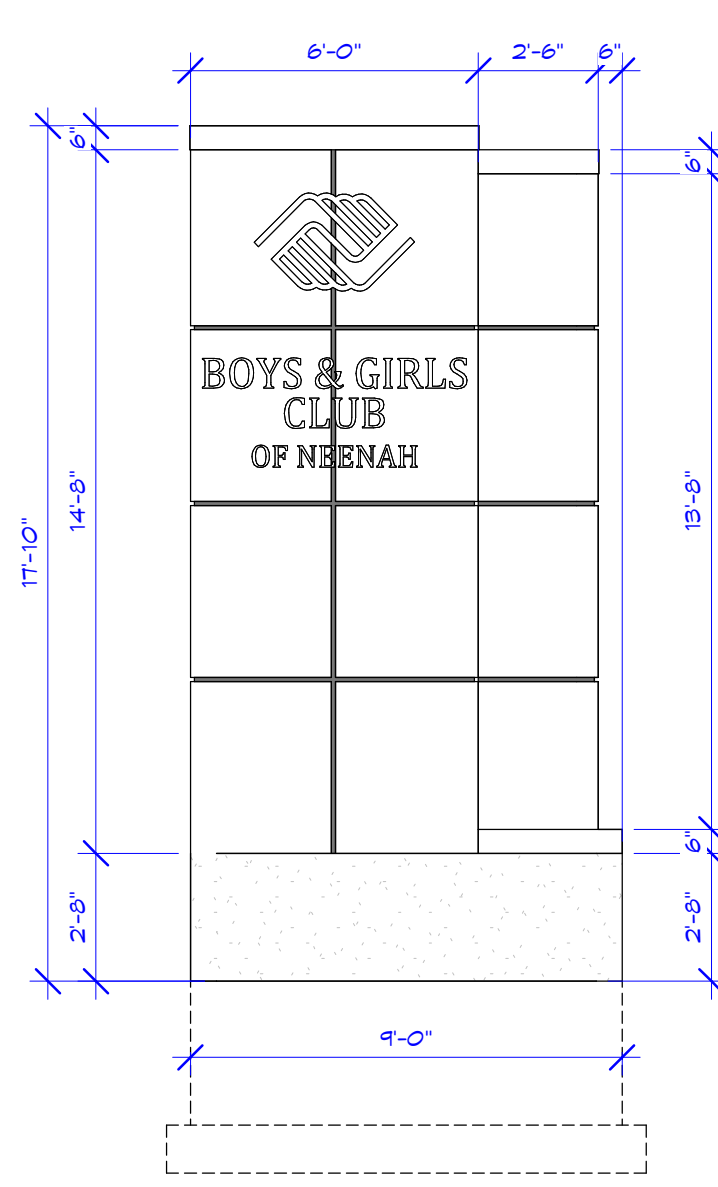


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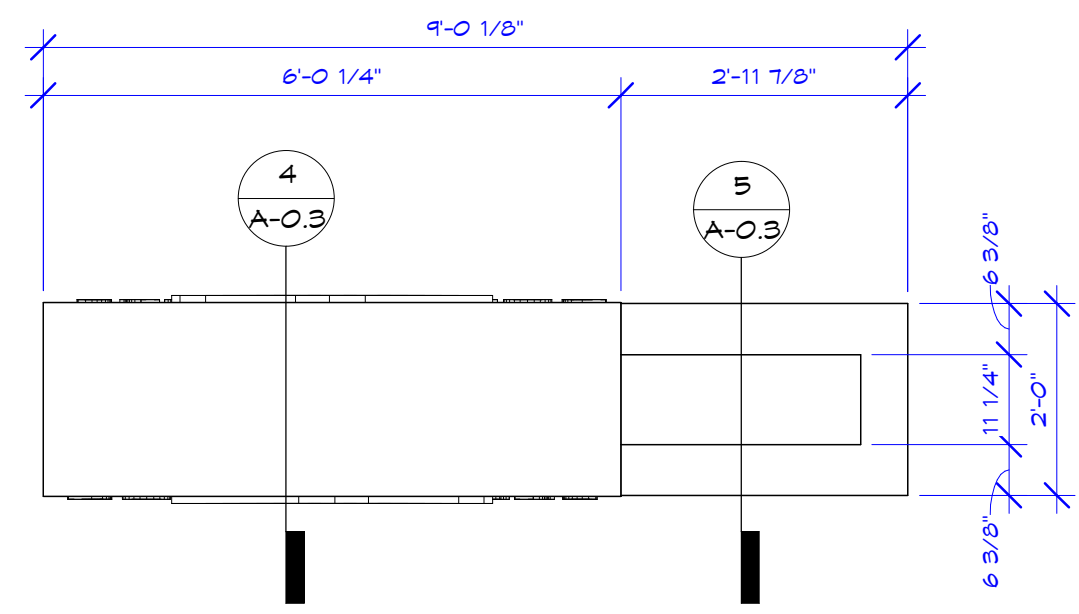
**8**  
A-0.3  
1/4" = 1'-0"



**3**  
A-0.3  
1/4" = 1'-0"



**2**  
A-0.3  
1/4" = 1'-0"



**1**  
A-0.3  
1/2" = 1'-0"

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**A-0.3**



**GENERAL FLOOR PLAN NOTES:**

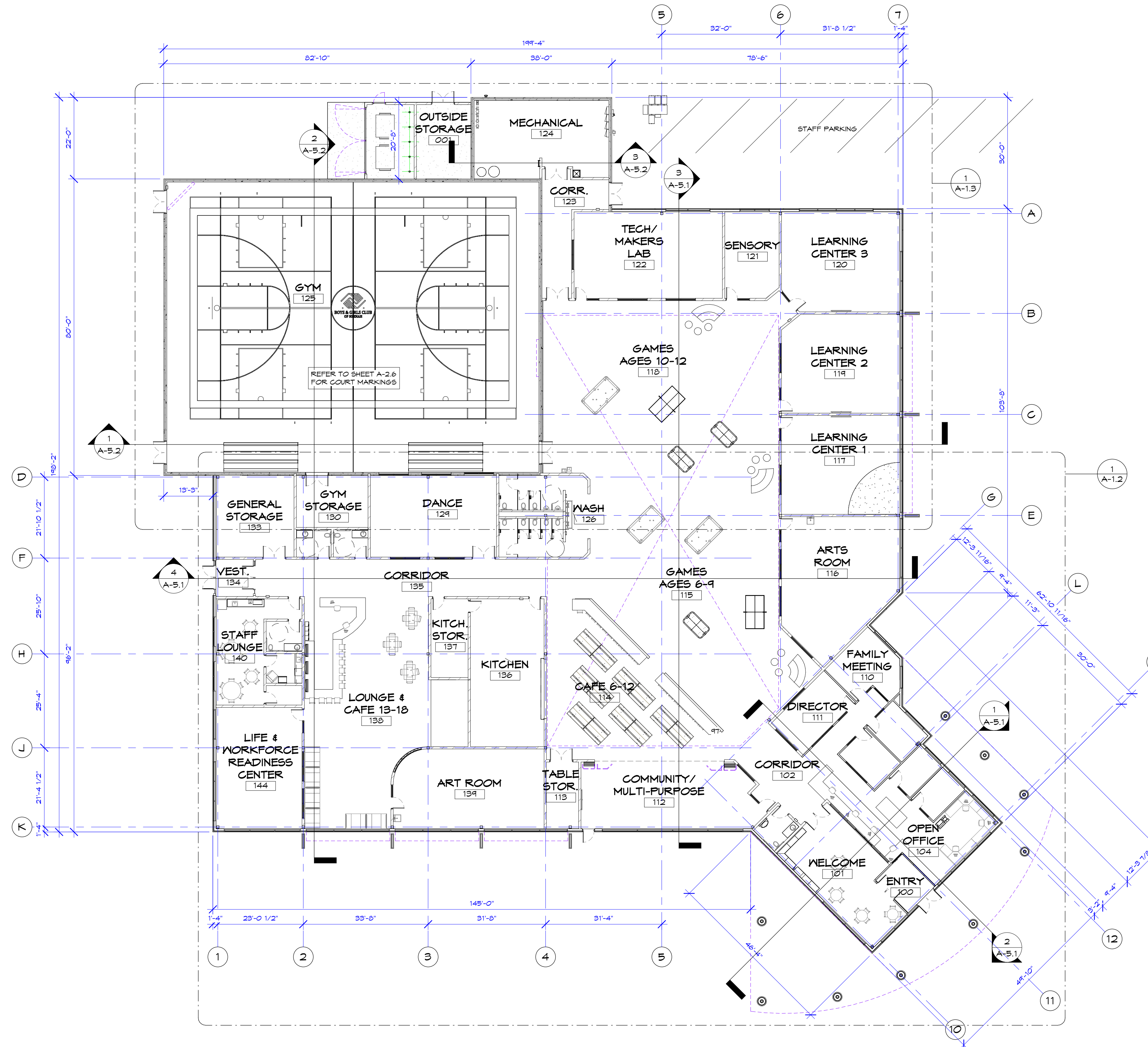
- CONTRACTOR TO PROVIDE ALL NECESSARY PERMITS & FEES REQUIRED TO COMPLETE THE PROJECT.
- CONSTRUCTION & INSTALLATION SHALL CONFORM TO ALL APPLICABLE LOCAL, STATE & NATIONAL BUILDING CODES & THE AMERICANS WITH DISABILITY ACT.
- ALL NEW WALLS SHALL BE CONSTRUCTED AS PER THE WALL TYPE & SHALL BE CARRIED TO THE STRUCTURE ABOVE, UNLESS OTHERWISE NOTED. PREPARE ALL SURFACES FOR FINISHES INDICATED.
- CONTRACTOR TO PROVIDE BLOCKING OR GROUTED CMU CORES FOR ALL WALL SUPPORTED CASEWORK, TOILET ACCESSORIES, HANDRAILS, EQUIPMENT, DOOR STOPS, SHELVS, ETC. AS REQUIRED.
- CONTRACTOR SHALL COORDINATE ALL WORK WITH EQUIPMENT MANUFACTURERS TO ENSURE APPROPRIATE ROUGH IN CLEARANCE FOR EQUIPMENT INSTALLATION & USE.
- WHERE MOUNTING HEIGHTS ARE NOT INDICATED, MOUNT INDIVIDUAL UNITS OF WORK AT A.D.A. STANDARD MOUNTING HEIGHTS FOR THE PARTICULAR APPLICATION INDICATED. REFER QUESTIONABLE MOUNTING HEIGHT CHOICES TO THE ARCHITECT FOR A FINAL DECISION.
- DO NOT SCALE THE DRAWINGS.
- ALL DIMENSIONS AND INTERIOR WALL THICKNESSES ARE FROM THE FINISHED FACE OF WALL TO FINISHED FACE OF WALL, UNLESS NOTED OTHERWISE.
- CONTRACTOR SHALL LAYOUT & MARK ALL WALLS & OPENINGS PRIOR TO CONSTRUCTION. ANY DISCREPANCY SHALL BE REPORTED TO THE ARCHITECT IMMEDIATELY FOR RESOLUTION.
- ALL FURNITURE AND EQUIPMENT NOT SPECIFICALLY NOTED ON PLANS SHALL BE SUPPLIED AND INSTALLED BY OWNER. CONTRACTOR SHALL COORDINATE ALL ELECTRICAL & DATA OUTLETS, ETC. IN FINAL FURNITURE LAYOUT DRAWINGS.
- ALL DOOR OFFSETS (HINGE SIDE) TO BE A MINIMUM OF 4"; UNLESS NOTED OTHERWISE.
- ALL GYP. BOARD SHALL RETURN TO ALL WINDOW/DOOR FRAMES AT JAMBS & HEAD, TYPICAL, UNLESS NOTED OTHERWISE.
- ENTIRE BUILDING TO BE EQUIPPED WITH AN APPROVED, SUPERVISED AUTOMATIC FIRE SPRINKLER SYSTEM. THIS SYSTEM SHALL BE DESIGNED AND INSTALLED IN ACCORDANCE WITH NFPA 13 BY THE FIRE SPRINKLER CONTRACTOR.
- GENERAL CONTRACTOR TO COORDINATE WHETHER ANY CMU CORES NEED GROUTED FOR WALL-MOUNTED EQUIPMENT.
- REFER TO SITE PLAN SHEET FOR CONCRETE WALK LAYOUT.
- BULL-NOSE C.M.U. REQUIRED AT CORNERS- REFER TO INTERIOR WALL TYPES FOR ADD'L. INFORMATION.

**STANDARD FLOOR PLAN NOTATION:**

- INDICATES EXIT LIGHTS (SEE LIFE-SAFETY PLAN SHEET, REFL. CLG. PLANS AND ELECTRICAL PLANS FOR LOCATIONS)
- F.E.C. - INDICATES SEMI-RECESSED FIRE EXTINGUISHER CABINET
- F.E. - INDICATES FIRE EXTINGUISHER - MIN. 10" "A-B-C" (UNLESS NOTED OTHERWISE) OR OTHER AS REQ'D. BY STATE AND/OR LOCAL CODE. SEE SPECIFICATIONS. (MOUNT AT 4'-0" A.F.F. MAX. TO TOP/EXTINGUISHER).
- F.D. - FLOOR DRAIN
- INDICATES WALL TYPES, REFER TO INT. WALL TYPES FOR INFORMATION.

**KEYED PLAN NOTES**

REFER TO SHEET A-2.2 FOR INTERIOR WALL TYPES.



**1 FIRST FLOOR PLAN - OVERALL**  
 1/16" = 1'-0"  
 35,530 S.F.

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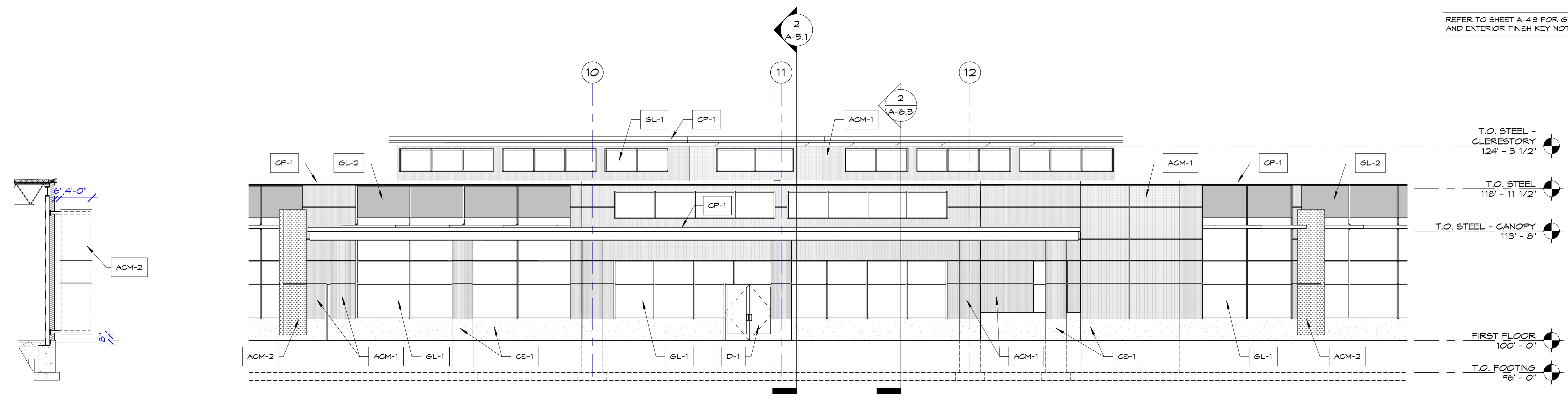
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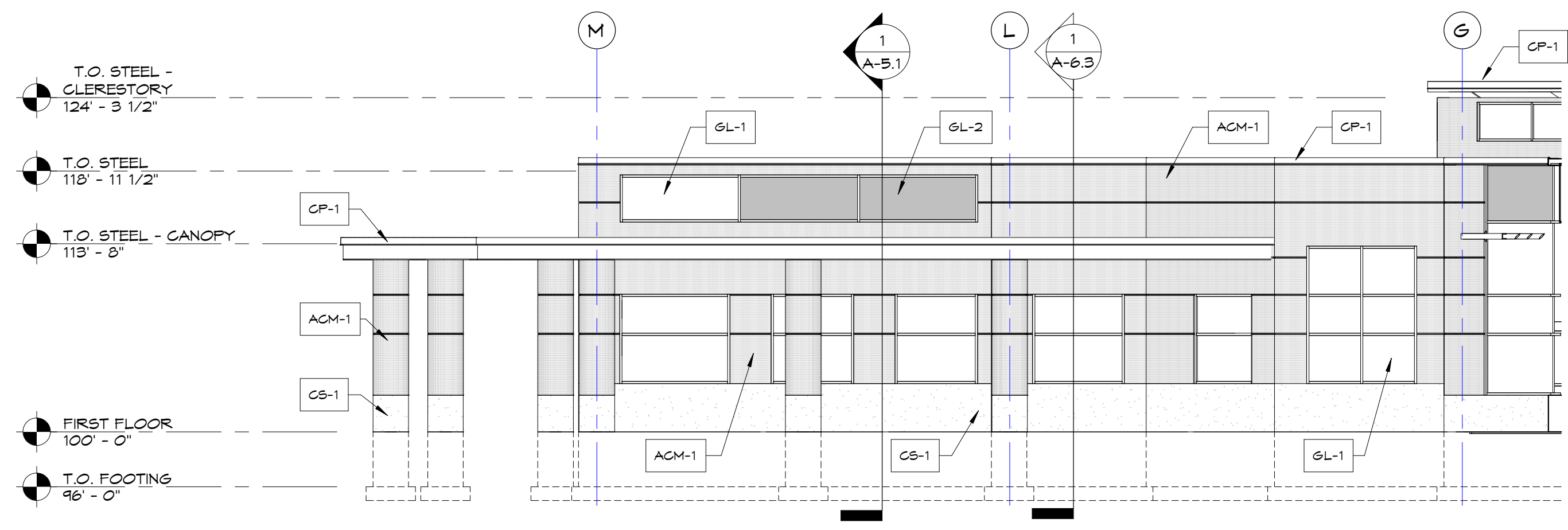
**A-1.1**

REFER TO SHEET A-4.9 FOR GENERAL AND EXTERIOR FINISH KEY NOTES.

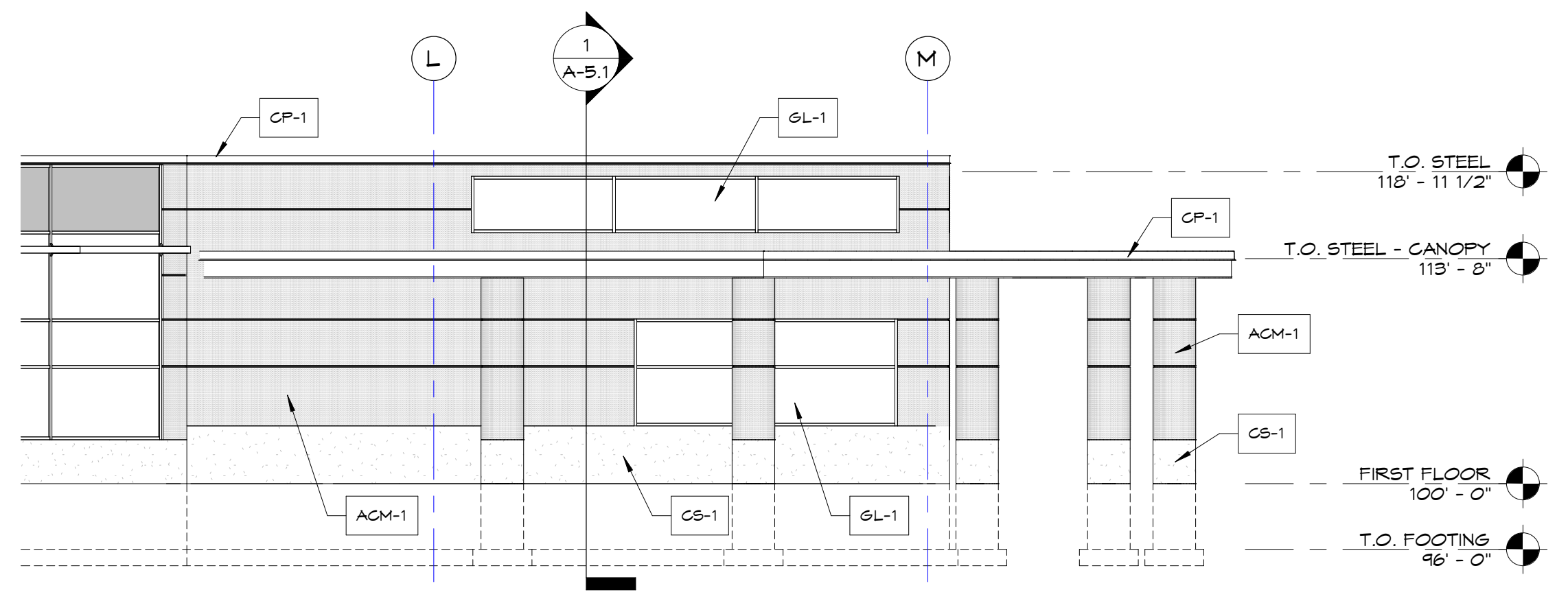


5 WING WALL ELEVATION  
A-4.1 1/8" = 1'-0"

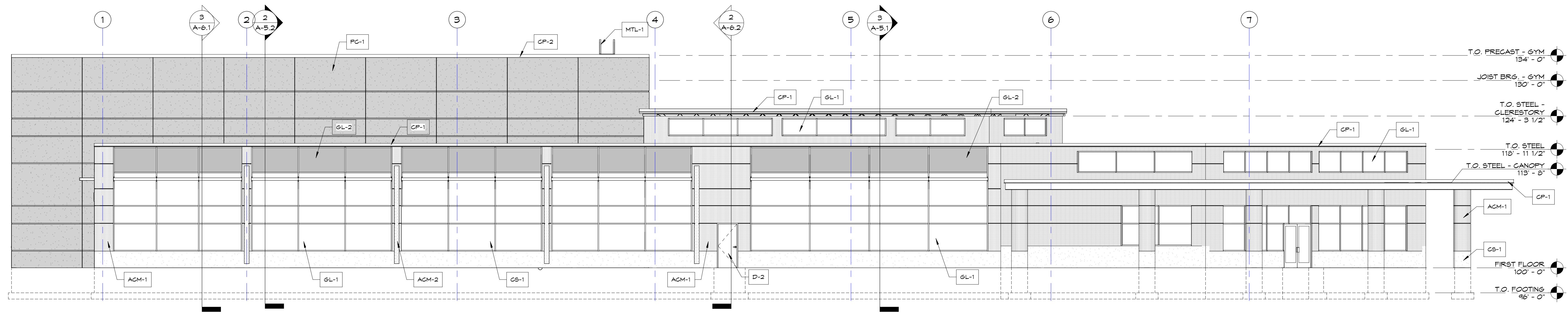
4 SOUTHEAST ELEVATION  
A-4.1 1/8" = 1'-0"



3 NORTHEAST ELEVATION  
A-4.1 1/8" = 1'-0"



2 SOUTHWEST ELEVATION  
A-4.1 1/8" = 1'-0"



1 SOUTH ELEVATION  
A-4.1 1/8" = 1'-0"

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A-4.1

REFER TO SHEET A-4.9 FOR GENERAL AND EXTERIOR FINISH KEY NOTES.

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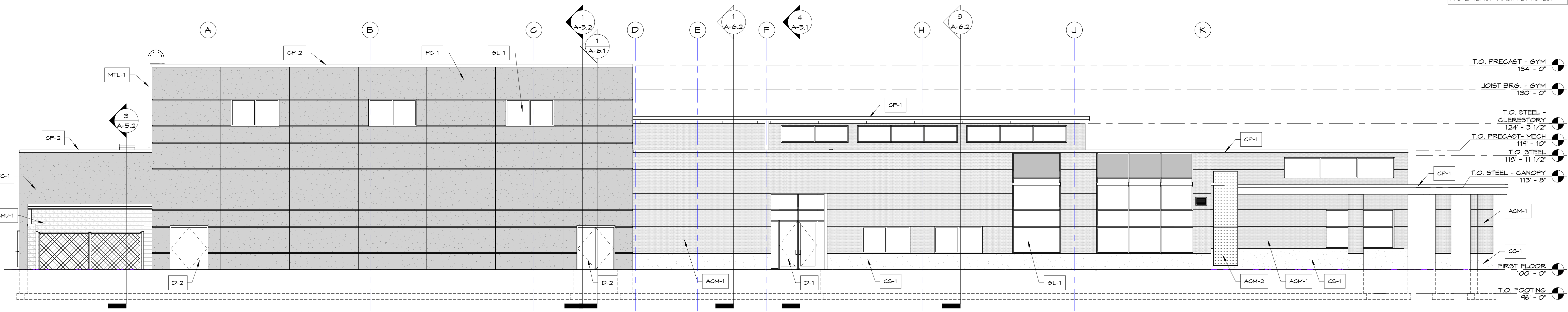
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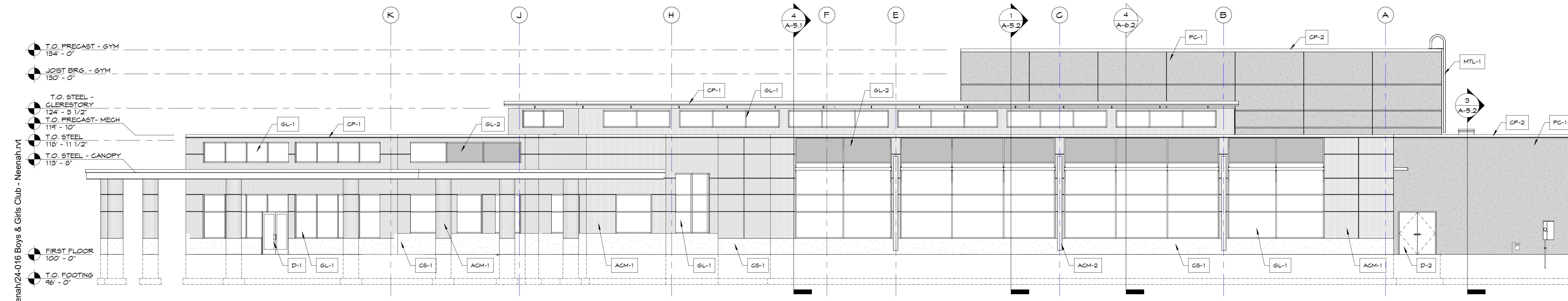
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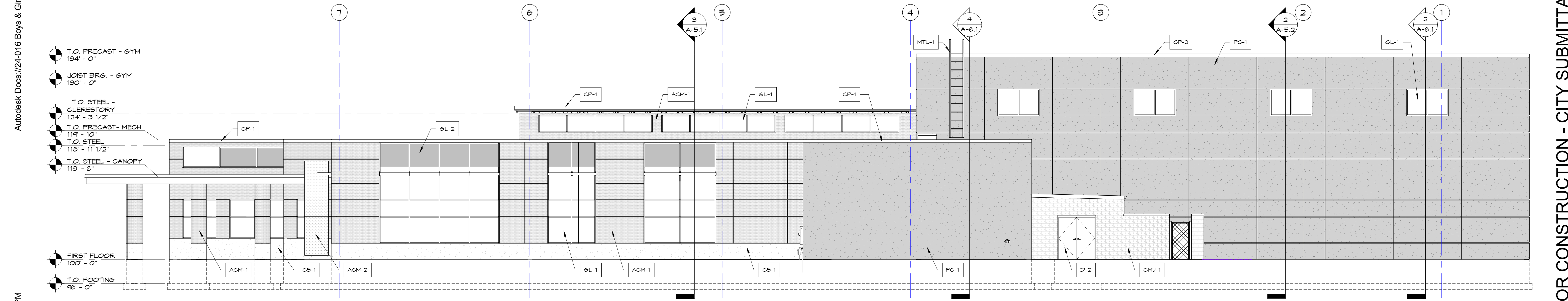
**A-4.2**



**3 WEST ELEVATION**  
A-4.2 1/8" = 1'-0"



**2 EAST ELEVATION**  
A-4.2 1/8" = 1'-0"



**1 NORTH ELEVATION**  
A-4.2 1/8" = 1'-0"

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EXTERIOR FINISH LEGEND					
KEY NOTE	MATERIAL SUMMARY	KEY NOTE	MATERIAL SUMMARY	KEY NOTE	MATERIAL SUMMARY
ACM-1	<b>METAL PANEL (A.C.M.):</b> MFR: ALPOLIC, 4MM THICK COLOR: PURE WHITE SYSTEM/TYPE: - DRY JOINT SYSTEM W/ EXTRUSIONS TO MATCH PANELS (RAIN-SCREEN) LOCATION: EXTERIOR WALLS, REFER TO PLANS & ELEVATIONS	D-1	<b>ALUMINUM ENTRANCE W/ INSUL. GLAZING:</b> MANUFACTURER: KAMNEER 990 OR EQUAL STYLE: REFER TO DOOR SCHEDULE & ELEVATIONS (MED. STYLE) GLAZING: 1" INSULATED, TEMPERED, PPG, SOLARBAN 60, CLEAR COLOR: BLACK ANODIZED, CLASS I LOCATION: EXTERIOR, REFER TO PLANS & ELEVATIONS	CP-1	<b>MTL. WALL COPING (PRE-FINISHED):</b> MFR: UNI-CLAD, PAC-CLAD, OR EQUAL STYLE: PRE-FINISHED MTL GRAVEL STOP SYSTEM FINISH/COLOR: BLACK LOCATION: REFER TO EXTERIOR ELEVATIONS
ACM-2	<b>METAL PANEL (A.C.M.):</b> MFR: ALPOLIC, 4MM THICK COLOR: RED SYSTEM/TYPE: - DRY JOINT SYSTEM W/ EXTRUSIONS TO MATCH PANELS (RAIN-SCREEN) LOCATION: EXTERIOR WALLS, REFER TO PLANS & ELEVATIONS	D-2	<b>HOLLOW METAL DOOR INSUL (W/ GLAZING AS NOTED/SHOWN):</b> STYLE: HOLLOW METAL, PAINTED, REFER TO DOOR SCHEDULE & ELEVATIONS LOCATION: EXTERIOR, REFER TO PLANS & ELEVATIONS	CP-2	<b>MTL. WALL COPING (PRE-FINISHED):</b> MFR: UNI-CLAD, PAC-CLAD, OR EQUAL STYLE: PRE-FINISHED MTL COPING SYSTEM FINISH/COLOR: BLACK LOCATION: REFER TO EXTERIOR ELEVATIONS
PC-1	<b>PRECAST CONCRETE WALL PANEL (INSULATED):</b> MFR: KELLS (BASIS OF DESIGN) STYLE/TYPE: 12" THICK, INSULATED WALL PANEL SYSTEM COLOR/FINISH: WHITE CONCRETE, SANDBLAST FINISH LOCATION: EXTERIOR WALLS, REFER TO PLANS & ELEVATIONS	GL-1	<b>EXTERIOR CURTAIN WALL/STOREFRONT:</b> STYLE: 1" DOUBLE GLAZED, TEMPERED, PPG SOLARBAN 60, PROVIDE PREFINISHED EXTRUDED ALUMINUM - THERMALLY BROKEN SILL FLASHING WITH END DAMS, ON SHIM COLOR: BLACK ANODIZED ALUMINUM - CLASS I LOCATION: EXTERIOR GLAZING LOCATIONS NOTE: REFER TO DOOR AND FRAME DETAILS FOR ADDITIONAL INFORMATION	OD-1	<b>OVERFLOW DRAIN:</b> STYLE: BRASS LAMB TONGUE W/ BIRD SCREEN
CS-1	<b>CAST STONE:</b> MFR: T.B.D. COLOR: WHITE LOCATION: EXTERIOR WALLS, REFER TO PLANS & ELEVATIONS	GL-2	<b>EXTERIOR CURTAIN WALL/STOREFRONT:</b> STYLE: 1" DOUBLE GLAZED, TEMPERED, SPANDREL GLASS, PROVIDE PREFINISHED EXTRUDED ALUMINUM - THERMALLY BROKEN SILL FLASHING WITH END DAMS, ON SHIM COLOR: BLACK ANODIZED ALUMINUM - CLASS I LOCATION: EXTERIOR GLAZING LOCATIONS NOTE: REFER TO DOOR AND FRAME DETAILS FOR ADDITIONAL INFORMATION	ES-1	<b>EQUIPMENT SCREEN:</b> MFR: ENVISOR 2 OR EQUAL FINISH/COLOR: TBD LOCATION: EXTERIOR - ROOF TOP
CMU-1	<b>SPLIT-FACE C.M.U.:</b> SUPPLIER: LOCAL SUPPLIER (BASIS OF DESIGN: COUNTY MATERIALS) TYPE/COLOR: T.B.D. SIZE: 8"x16" MORTAR: - STD. GREY LOCATION: EXTERIOR WALLS, REFER TO PLANS & ELEVATIONS	SF-1	<b>ALUMINUM STOREFRONT SYSTEM:</b> MFR: KAMNEER TRIFAB 491T (BASIS OF DESIGN) STYLE: 2"x4" STOREFRONT FRAMING GLAZING: 1" INSULATED, PPG, SOLARBAN 60, CLEAR FINISH/COLOR: BLACK ANODIZED, CLASS I LOCATION: EXTERIOR WALLS, REFER TO PLANS & ELEVATIONS		

**CURTAINWALL/ STOREFRONT NOTE:**  
PROVIDE PREFINISHED ALUMINUM SLIP HEAD TO MATCH ALUMINUM STOREFRONT/ CURTAIN WALL SYSTEM.

PROVIDE PREFINISHED EXTRUDED ALUMINUM-THERMALLY BROKEN SILL FLASHING WITH END DAMS, INSTALL WITH A POSITIVE SLOPE AWAY FROM INTERIOR AND SET IN SEALANT PER MANUFACTURER'S WRITTEN SPECIFICATIONS.

PROVIDE ALL SHIMS, SEALANT & BACKER ROD PER MANUFACTURER'S SPECIFICATIONS.

**CONTROL JOINT NOTE:**

PROVIDE MASONRY CONTROL JOINTS AS RECOMMENDED BY MASONRY CONTRACTOR AND BLOCK SUPPLIER. CONTROL JOINTS NOT TO EXCEED 30'-0" MAX AND 20'-0" MIN.

OWNER NOTE: EXTERIOR SIGNAGE IS PURCHASED BY OWNER & INSTALLED BY SIGN MFR. VENDOR.

ALL CONTROL JOINT LAYOUTS TO BE REVIEWED BY ARCHITECT/ ENGINEER AT TIME OF CONSTRUCTION/ SHOP DRAWING SUBMITTAL.

ALL ELEVATIONS AND LAYOUT ARE BASE ON STANDARD MODULAR BLOCK SIZES. CONTRACTOR RESPONSIBLE FOR ANY ADJUSTMENTS IN SIZES REQUIRED IF THEY CHANGE MATERIAL SIZES.

**SHEATHING FASTENER NOTE:**

FASTEN ALL WOOD-BASED PANELS TO GOLD-FORM FRAMING W/ SELF-TAPPING CORROSION RESISTANT SCREWS. PNEUMATICALLY DRIVEN PINS FOR WOOD-BASED PANEL ATTACHMENT WILL NOT BE ACCEPTED.

**NOTE:**

MASONRY PRICE TO INCLUDE DRY-BLOCK W/ INTEGRAL WATER REPELLENT - RHEOPEL XP.



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A NEW BUILDING FOR:  
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NEENAH, WI

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**A-4.3**



2 3D SOUTHWEST PERSPECTIVE  
A-4.4 1/2" = 1'-0"



1 3D NORTHEAST PERSPECTIVE  
A-4.4 1/2" = 1'-0"

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A-4.4

# Planting Notes

1. Restore any areas of disturbance or those marked as "LAWN" with lawn seed.
2. Trees and shrubs to match minimum size and species as described in the plant schedule. No substitutions may be made without consent from ownership.
3. Planting quantities listed for the convenience of ownership and local agency. Contractor to install per plan.
4. "Stone Mulch" to be placed to a 3" depth of 1.5" diameter, washed, river stone.
5. "Edging" to be contractor grade vinyl edging.
6. Trees planted in lawn areas to receive a 4" diameter, 3" deep ring of hardwood mulch retained by a natural spade edge.
7. All plant material to be supplied by a certified nursery, producing materials free of disease, damage, or pests.

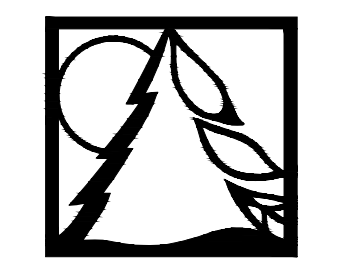
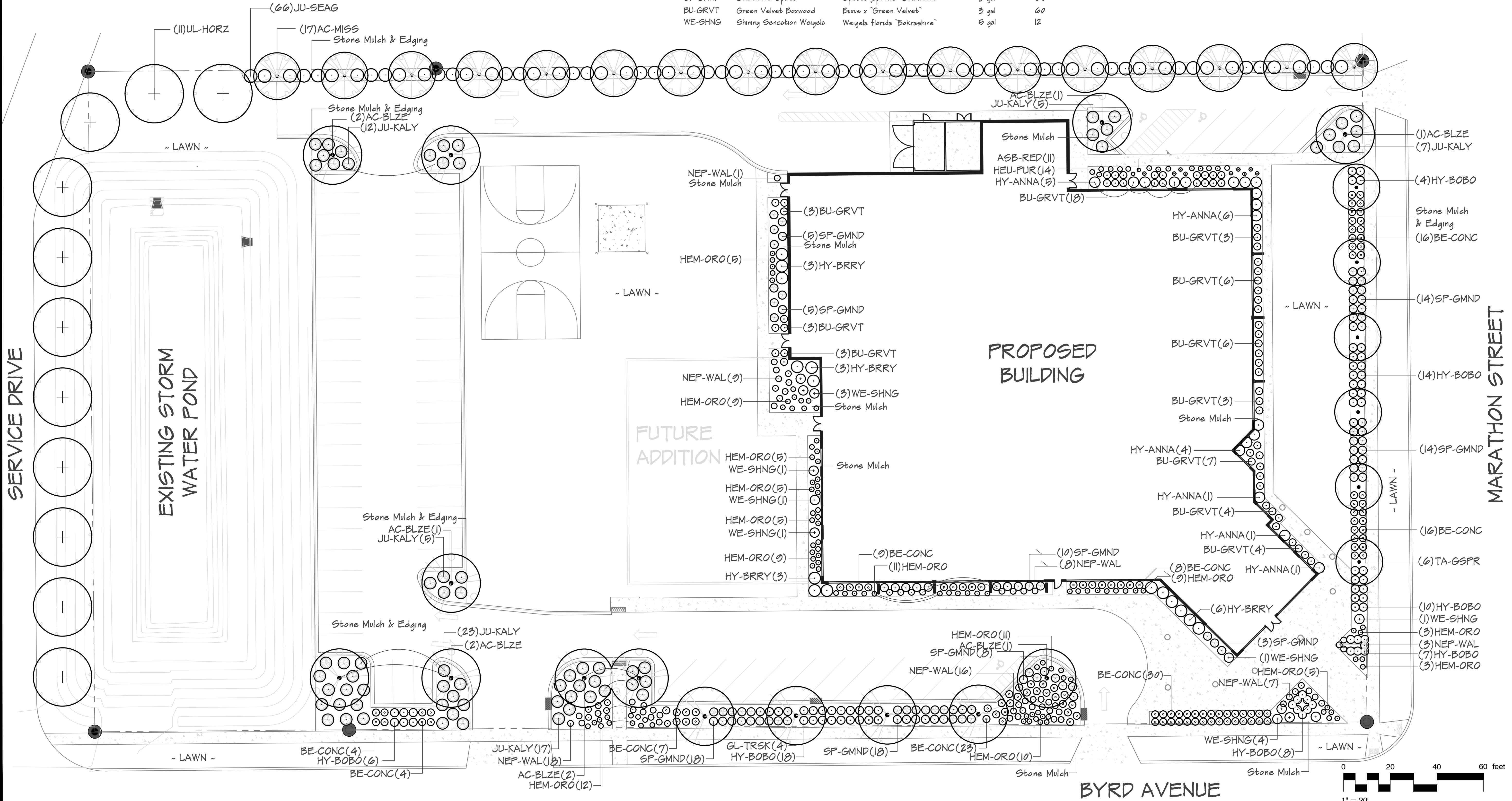
# Zoning Requirements

- A. Frontage Landscaping - 1 tree & 6 shrubs per 40 ft. (740 feet total) 10 trees & 111 shrubs required / 10 trees & 200 shrubs provided
- B. Perimeter Landscaping - 1 tree & 3 shrubs per 40 ft. (840 ft. total) 28 trees & 63 shrubs required / 28 trees & 66 shrubs provided
- C. Interior Parking Landscaping - 1 tree per island (10 islands) 10 trees required / 10 trees & 22 shrubs provided
- D. Other Landscape Areas (additional plantings not scored above) 139 shrubs & 184 perennials provided

# Planting Schedule

CODE	COMMON NAME	BOTANICAL NAME	CONT	QTY
<b>TREES</b>				
AC-BLZE	Autumn Blaze Maple	Acer freemanii "Autumn Blaze"	2.5" B&B	10
TA-GSPR	Greenspire Littleleaf Linden	Tilia cordata "Greenspire"	2.5" B&B	6
UL-HORZ	New Horizon Elm	Ulmus x 'New Horizon'	2.5" B&B	11
GL-TRSK	Skyline Honey Locust	Gleditsia triacanthos "Skyline"	2.5" B&B	4
AC-MISS	State Street Maple	Acer nyabrei "Morton" TM	2.5" B&B	17
<b>SHRUBS</b>				
HY-ANNA	Annabelle Hydrangea	Hydrangea arborescens "Annabelle"	5 gal	18
HY-BRRY	Berry White Hydrangea	Hydrangea paniculata "Renk's"	5 gal	15
HY-BOBO	Bobo Hydrangea	Hydrangea paniculata "Ivoko"	3 gal	67
BE-CONC	Concorde Barberry	Berberis thunbergii "Concorde"	3 gal	117
SP-GMND	Goldmound Spirea	Spiraea japonica "Goldmound"	3 gal	95
BU-GRVT	Green Velvet Boxwood	Buxus x "Green Velvet"	3 gal	60
WE-SHNG	Shining Sensation Weigela	Weigela florida "Bokrashtine"	5 gal	12

<b>EVERGREEN SHRUBS</b>			
JU-KALY	Kalloy Compact Juniper	Juniperus chinensis "Kalloy Compact"	5 gal 69
JU-SEAG	Sea Green Juniper	Juniperus chinensis "Sea Green"	5 gal 66
<b>PERENNIALS</b>			
HEU-PUR	Palace Purple Coral Bells	Heuchera micrantha "Palace Purple"	#1 14
HEM-ORO	Stella d' Oro Daylily	Hemerocallis x "Stella d' Oro"	#1 97
ASB-RED	Visions in Red Astilbe	Astilbe chinensis "Visions in Red"	#1 11
NEP-WAL	Walkers Low Catmint	Nepeta x faassenii "Walkers Low"	#1 62

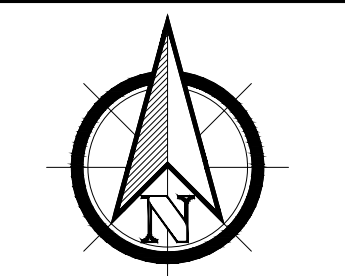


**Schmalz**  
Custom Landscaping  
and Garden Center

LANDSCAPE ARCHITECTURE  
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AND INSTALLATION  
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FAX 920-733-3262  
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BOYS AND GIRLS CLUB  
OF NEENAH  
BYRD AVE. NEENAH, WIS. 54956



DATE: 07/09/2024
REVISED:
PHONE NO.: 920.636.8387
EMAIL: alex@schmalzlandscaping.com
SCALE: 1" = 10'-0"
DRAWN BY: AMH
SHEET TITLE: Landscape Plan
SHEET NO.: L100
JOB #
FILE NO.



## M E M O R A N D U M

**DATE:** July 30th, 2024  
**TO:** Mayor Lang, Plan Commission  
**FROM:** Michael Burrows, Community Development Intern  
**RE:** Site Plan for Sidewalk Café, Double Tree Hotel, 123 E. Wisconsin Avenue

### Background

The Community Development Department has received a request from WPA Neenah SPE Ops, LLC for Site Plan Approval to allow for a Sidewalk Cafe to serve The Forge Kitchen and Parlor patrons along Wisconsin Avenue. The subject site is located 123 E. Wisconsin Avenue.

### Consideration

The owners propose a sidewalk café along E. Wisconsin Avenue which includes three tables. The width of the building is approximately 140 feet. All sidewalk café furniture must remain within the 140-foot wide area. The sidewalk width in the proposed seating location is approximately 15 feet and will allow over 6 feet of sidewalk width for safe pedestrian passage, exceeding the minimums set by ordinance. The furniture, as proposed, 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).

Standards	Yes	No
Is the property located in the C2 Zoning District?	<b>X</b>	
Will a minimum of 6 feet of sidewalk remain for safe passage of pedestrians?	<b>X</b>	
Is the sidewalk café furniture located within the limits of the property?	<b>X</b>	
Will any changes in direction of pedestrian travel along the sidewalk exceed an angle of 30°?		<b>X</b>

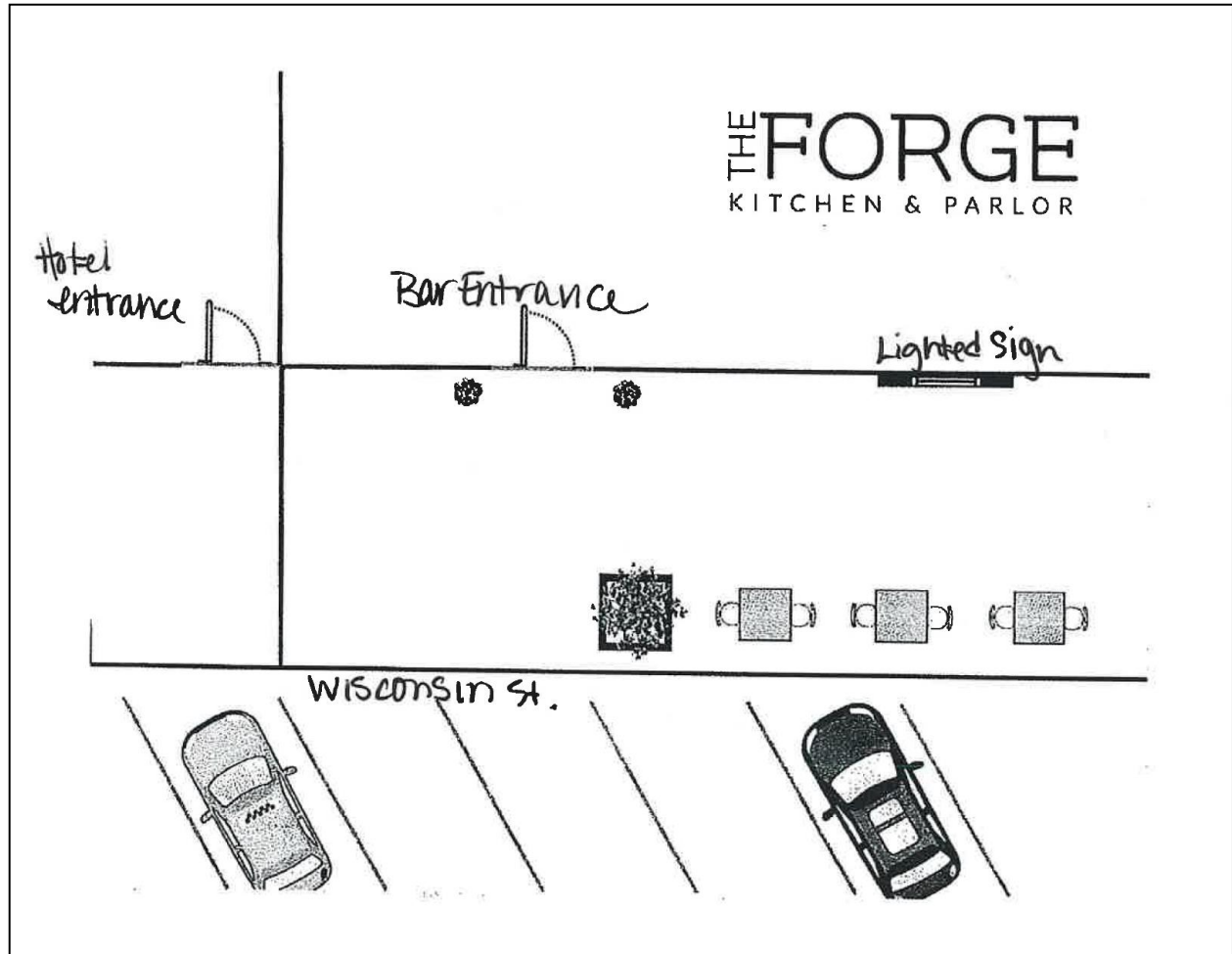
Is the sidewalk café furniture located within 10 feet of any marked/unmarked crosswalk or access ramp?		X
Is the sidewalk café furniture located within 5 feet of any fire hydrant?		X
Is the sidewalk café furniture located within 10 feet of any driveway?		X
Is the sidewalk café furniture located within 5 feet ahead of or 15 feet to the rear of any sign marking a designated bus stop?		X
Is the sidewalk café located on or within 2 feet of any water valve, manhole, or other similar structure?		X
Is the sidewalk café furniture located at any location closer to the center of the street than a location at the widest point of the street?		X
Has liability insurance naming the City as an unrestricted additional insured on the sidewalk café owner's insurance policy been submitted?	X	

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 Double Tree Hotel, at 123 E. Wisconsin Avenue subject to the conditions of the site plan review letter.







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

July 22, 2024

DOUBLE TREET HOTEL  
WPA NEENAH SPE OPS, LLC  
123 E WISCONSIN AVE  
NEENAH, WI 54956

**RE: Site Plan (Sidewalk Cafe) - 123 E. Wisconsin Avenue Site Plan - Minor Review () Status Approved**

Dear DOUBLE TREET HOTEL:

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:**

1. Windblown devices such as balloon, banners, or other similar item shall not be attached or otherwise made part of the sidewalk café furniture and no advertising shall be permitted on sidewalk café furniture.
  2. Umbrellas, flags, heaters and such tall equipment/furniture shall not interfere with pedestrians below a height of seven feet on a sidewalk.
  3. 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.
  4. 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.
  5. 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.
  6. 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.
-

**CITY OF NEENAH**  
**Application for a Sidewalk Café**

New Application -OR-  Change of Ownership (waive site plan review)

Individual     Partnership     Corporation     Limited Liability Company

Name: WPA Neenah SPE Ops, LLC  
(Individuals/Partners/Registered Name of Corporation/LLC)

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

WPA Neenah SPE, LLC, 6640 Riveride Drive, Suite 500, Dublin, OH 43017  
\_\_\_\_\_  
\_\_\_\_\_

Address of premise for which the sidewalk café permit is being applied for: \_\_\_\_\_  
123 East Wisconsin Avenue, Neenah, WI

Trade Name: Doubletree by Hilton Neenah

Business Phone: 920-725-8441

- Is the premise for which the sidewalk café permit is being sought located in C-2 Central Business zoning districts as that term is defined in Chapter 26.     Yes     No    (If no, the premise does not qualify for an outdoor dining area)
  
- Is the proposed sidewalk café located in an area where a minimum of six (6) feet of sidewalk width will remain for safe passage of pedestrians and will not change the direction of travel along the sidewalk more than 30 degrees?     Yes     No  
(If no, the premise does not qualify for an outdoor dining area)
  
- Is the sidewalk café furniture located in such a manner so as to block access for the pedestrians or in a manner that the street furniture would constitute a tripping hazard or other hazard to pedestrians.     Yes     No does not block access  
(If no, the premise does not qualify for an outdoor extension)
  
- If the outdoor premise is located in the front yard of licensed premise, has the height barrier been approved by the City of Neenah Community Development Department?     Yes     No not in front yard  
(If no, the premise does not qualify for an outdoor extension)
  
- Is the applicant a "Class B", Class "B" and/or "Class C" License holder?     Yes     No  
(If yes, an Application for Outdoor Extension of Retail "Class B", Class "B" and/or "Class C" License must be filed concurrently with this application. Approval of this application and the application for Outdoor Extension are contingent upon one another)
  
- Has a Certificate of Insurance been placed on file?     Yes     No  
Does this Certificate satisfy the required liability limits?     Yes     No  
Does the Certificate list the City of Neenah as an unrestricted additional insured?     Yes     No  
(If no to any of the above, the premise does not qualify for an outdoor extension)

Service in the sidewalk café shall be limited to persons seated at tables. 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.

Each sidewalk café serving alcohol beverages shall be responsible for policing the area of the sidewalk café to be sure customers are of the legal drinking age and that alcohol beverages are not being removed from the premise or left unattended.

**Outdoor Area Uses:** 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. Service in the outdoor premises shall be limited to persons seated at tables. Number of Tables: 3

**Sidewalk Cafe Furniture:** Sidewalk cafe 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. It shall be placed, installed, used or maintained as follows:

- (a) Within ten feet of any marked or unmarked crosswalk or access ramp.
- (b) Within five feet of any fire hydrant.
- (c) Within ten feet of any driveway.
- (d) Within five feet ahead of and 15 feet to the rear of any sign marking a designated bus stop, measured along the edge of pavement.
- (e) On or within two feet of any water valve, manhole, or other similar structure.
- (f) Within the vision-clearance triangle as defined in the Neenah Zoning Code (Municipal Code Chapter 26).
- (g) At any location that is closer to the center of the street than a location at the widest point of the street, measured at the curb line (i.e. bump outs).
- (h) Windblown devices such as balloon, banners, or other similar item shall not be attached or otherwise made part of the sidewalk cafe furniture and no advertising shall be permitted on sidewalk cafe furniture.
- (i) Sidewalk cafe furniture shall be stored indoors overnight and/or when the business is closed..
- (j) Umbrellas, flags, heaters and such tall equipment/furniture shall not interfere with pedestrians below a height of seven feet on a sidewalk.
- (k) Advertising on sidewalk cafe furniture is prohibited, except for the placement of the permittee's business name in an unobtrusive or incidental manner, not to exceed 2 inches in height by 8 inches in width (3 inches in height by 8 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.

**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.

**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 Premise Permit granted under this section, subject to a hearing requirement under section 4.96(7) of this Code.

**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)



SHELLEY L STEVENS  
Notary Public  
State of Ohio  
My Comm. Expires  
April 4, 2028

SUBSCRIBED AND SWORN TO BEFORE ME THIS 28th  
DAY OF June, 2024  
Shelley L Stevens  
Clerk/Notary Public  
My Commission Expires: 4-4-2028

**TO BE COMPLETED BY CLERK**

Date Received: 7/3/24 Clerk Signature: Charlotte Mangel  
Date \$125 Site Plan Fee Paid: Recpt. 45279 Account No. **010-0000-534-11-00**  
Date to Plan Commission: \_\_\_\_\_  Granted  Denied  
Date to Public Services & Safety Committee: \_\_\_\_\_  Granted  Denied  
Date to Council: \_\_\_\_\_  Granted  Denied  
Date Final Inspection Completed: \_\_\_\_\_  
Date of Signed Insurance Agreement: \_\_\_\_\_  
License No. Issued: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Permit will not be issued until final inspections are complete.**

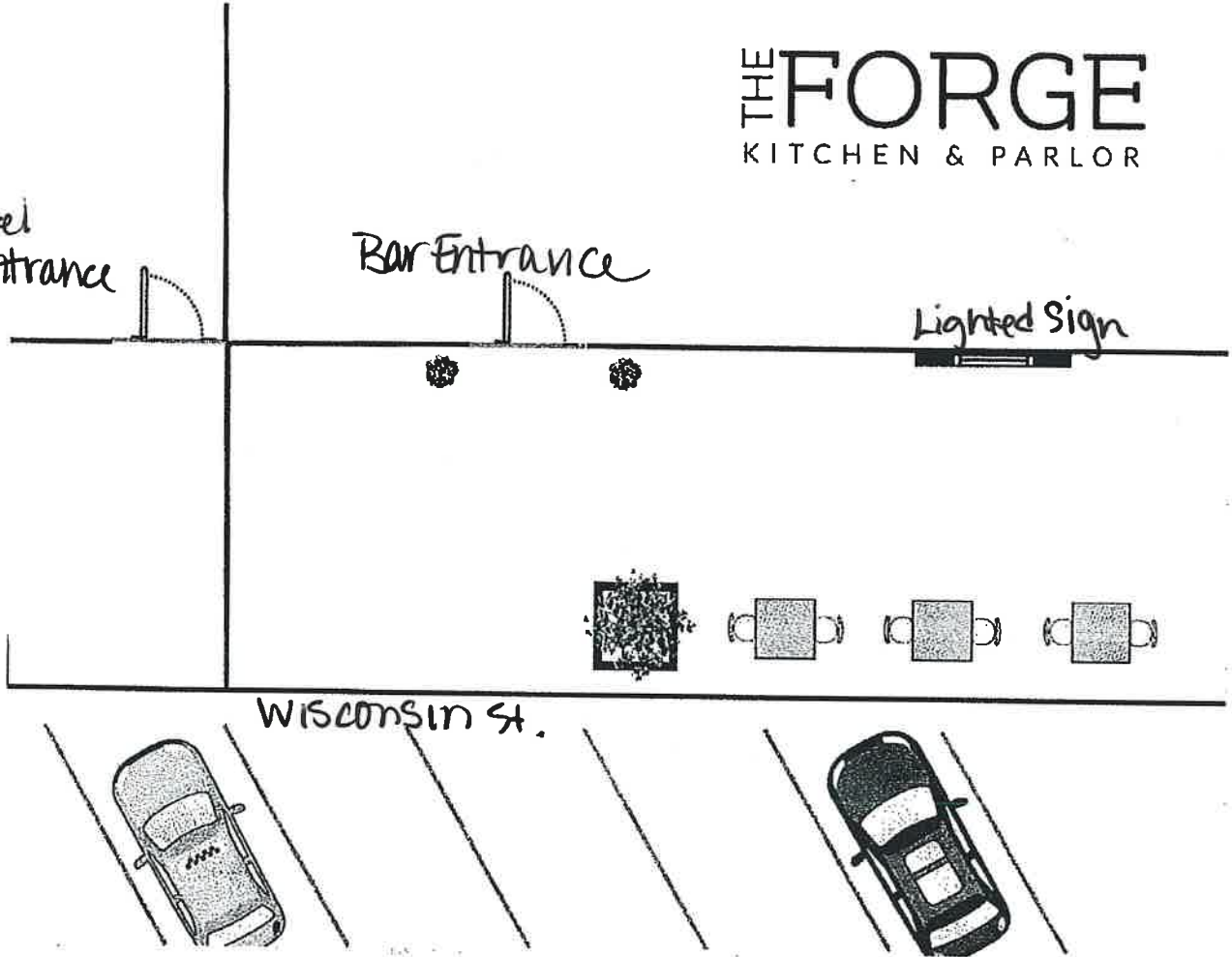
# THE FORGE

KITCHEN & PARLOR

Hotel  
Entrance

Bar Entrance

Lighted Sign











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## MEMORANDUM

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**DATE:** July 30, 2024  
**TO:** Mayor Lang, and Members of Plan Commission  
**FROM:** Brad Schmidt, AICP, Deputy Director of Community Development  
**RE:** Annexation #234 (Liberty Avenue) – 15.72 Acres

---

The City of Neenah, under Wisconsin State Statute Sec. 66.0223, is proposing to annex land contiguous to the City for the purpose of developing the Fourth Addition to the Homes at Freedom Meadows subdivision. The 15.72 acres of land is currently undeveloped farmland located in the Town of Vinland north of Liberty Avenue. There are currently four phases of the Homes at Freedom Meadows developed or under development, east of the annexation area. In 2020, the City purchased 130 acres of land along the Woodenshoe Road and County Highway G. This proposed annexation will be the sixth phase of the development.

Upon annexation the subject land will become part of the R-1, Single-Family Residence District. The City's Comprehensive Plan Future Land Use Map (2017) currently identifies the annexation area as Residential Neighborhood Investment Area. The proposed use is consistent with the City's Comprehensive Plan.

The Plan Commission's role in reviewing annexation requests is to determine whether the proposed annexation is consistent with established City Plans. Future action items will include review of a preliminary and final plat for the proposed subdivision. This development will include 27 single-family lots.

### **Recommendation**

**Appropriate action at this time is for Plan Commission to recommend Common Council approve Annexation #234 (Ordinance #2024-17) and the property also receive an R-1, Single-Family Residence District zoning classification.**

Annexation Area

VALOR PL

PATRIOT WAY

FREEDOM MEADOWS DR

LIBERTY AVE

FOUNDERS ST

LEGACY LN

LOYAL DR

HONOR ST

RESPECT AVE

WOODENSHOE RD

HIGHLAND CT

AMENDMENT DR

BRIGGS LN

HIGHLAND DR

COUNTY RD G

# Annexation Description

Land being part of the Northwest 1/4 of the Southeast 1/4 of Section 1, Township 19 North, Range 16 East, Town of Vinland, Winnebago County, Wisconsin, containing 684,781 Square Feet (15.7204 Acres) of land described as follows:

Commencing at the East 1/4 corner of Section 01, Township 19 North, Range 16 East; thence, S88°52'57"W, along the North line of said Section 01, 1948.26 feet to Northwest corner of Lot 101 of the 3rd Addition to The Homes at Freedom Meadows, said point also being the Point Of Beginning of the lands being Annexed to the City of Neenah; thence, S01°07'03"E, along the west line of Lot 101, Lot 100, and Lot 99 of said 3rd Addition, 179.98 feet; thence, S04°11'17"W, along the west line of Lots 99-89 of said 3rd Addition, 745.71 feet to the intersection of said west line and the north line of Liberty Avenue (Public Right of Way) as dedicated to the public within the 1st Addition to Freedom Acres; thence, S12°32'12"W, along the west line of said public right of way, 61.56 feet to the south line of said public right of way; thence, S89°37'05"W, along the south line of the Proposed public right of way, 652.51 feet to the west line of the Southeast 1/4 of Section 01, Township 19 North, Range 16 East; thence, N00°28'59"W, along said west line, 974.00 feet to the North line of the Southeast 1/4 of said Section 01; thence, N88°52'57"E, along said north line, 725.16 feet to the Point Of Beginning of the lands being Annexed to the City of Neenah.



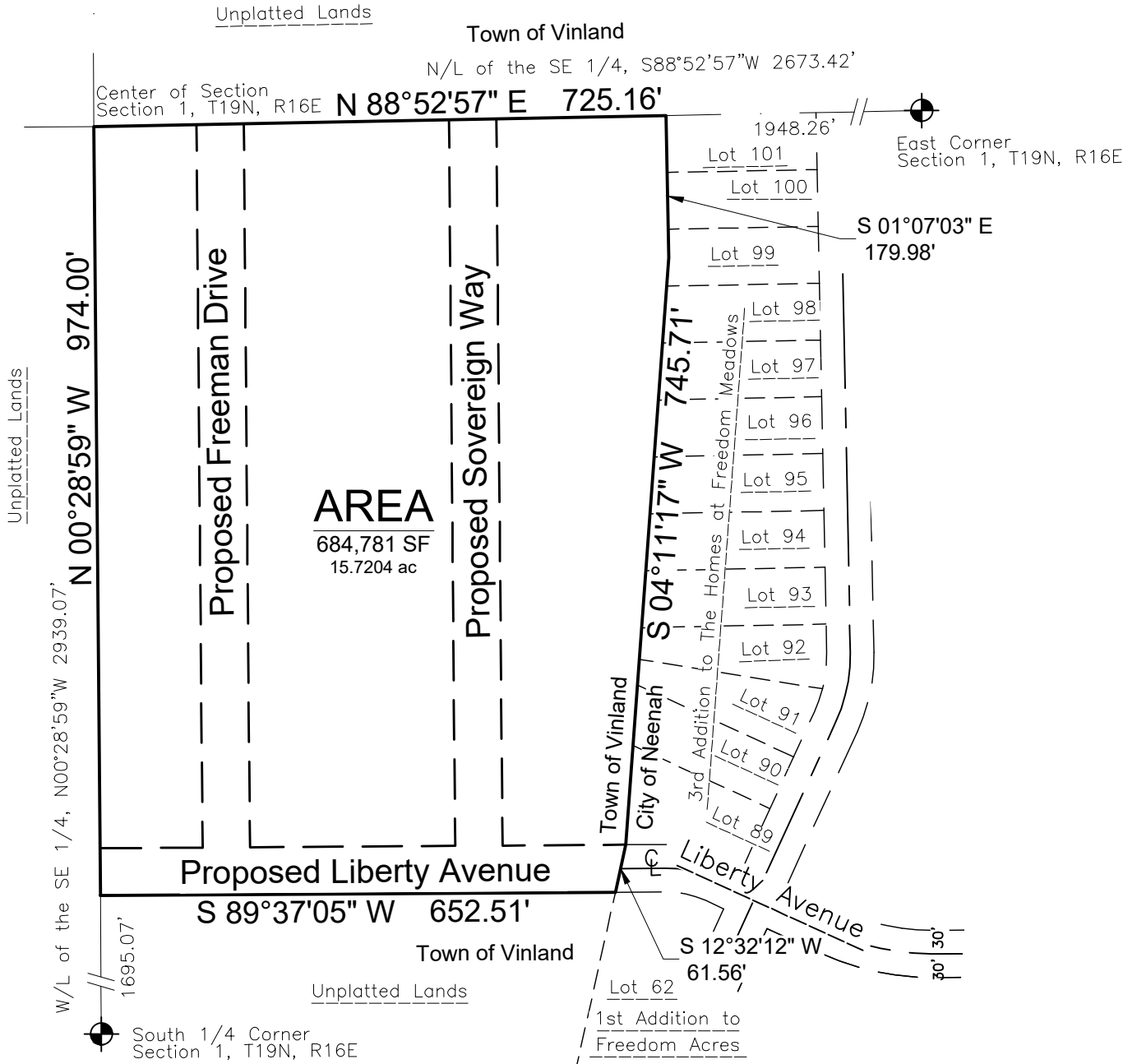
**DAVEL ENGINEERING &  
ENVIRONMENTAL, INC.**  
*Civil Engineers and Land Surveyors*

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

File: 8117Annex.dwg  
Date: 07/19/2024  
Drafted By: scott  
Sheet: Descript

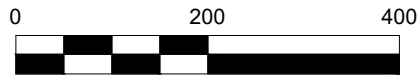
# Annexation Exhibit

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



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

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



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



File: 8117Annex.dwg  
Date: 07/19/2024  
Drafted By: scott  
Sheet: Exhibit



211 Walnut Street  
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission  
Re: Annexing City of Neenah owned property north  
of Liberty Avenue in the Town of Vinland to the  
City of Neenah.

ORDINANCE NO. 2024-17

Introduced: \_\_\_\_\_

Committee/Commission Action: \_\_\_\_\_

## AN ORDINANCE

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

**Section 1.** Pursuant to Section 66.0223, Wis. Stats., the following described territory contiguous to the City of Neenah and presently in the Town of Vinland, be and the same hereby is, annexed to the City of Neenah, and the corporate limits of said City are hereby extended so as to include the following described property and shown on the attached Exhibit A:

Land being part of the Northwest 1/4 of the Southeast 1/4 of Section 1, Township 19 North, Range 16 East, Town of Vinland, Winnebago County, Wisconsin, containing 684,781 SquareFeet (15.7204 Acres) of land described as follows:

Commencing at the East 1/4 corner of Section 01, Township 19 North, Range 16 East; thence, S88°52'57"W, along the North line of said Section 01, 1948.26 feet to Northwest corner of Lot 101 of the 3rd Addition to The Homes at Freedom Meadows, said point also being the Point Of Beginning of the lands being Annexed to the City of Neenah; thence, S01°07'03"E, along the west line of Lot 101, Lot 100, and Lot 99 of said 3rd Addition, 179.98 feet; thence, S04°11'17"W, along the west line of Lots 99-89 of said 3rd Addition, 745.71 feet to the intersection of said west line and the north line of Liberty Avenue (Public Right of Way) as dedicated to the public within the 1st Addition to Freedom Acres; thence, S12°32'12"W, along the west line of said public right of way, 61.56 feet to the south line of said public right of way; thence, S89°37'05"W, along the south line of the Proposed public right of way, 652.51 feet to the west line of the Southeast 1/4 of Section 01, Township 19 North, Range 16 East; thence, N00°28'59"W, along said west line, 974.00 feet to the North line of the Southeast 1/4 of said Section 01; thence, N88°52'57"E, along said north line, 725.16 feet to the Point Of Beginning of the lands being Annexed to the City of Neenah.

The land to be annexed includes part of parcel number **0260024** located in the Town of Vinland

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

**Section 3.** That the limits of the Third Aldermanic District in the City of Neenah are hereby extended in such manner as to include said territory.

**Section 4. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 5. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Jane B. Lang, Mayor

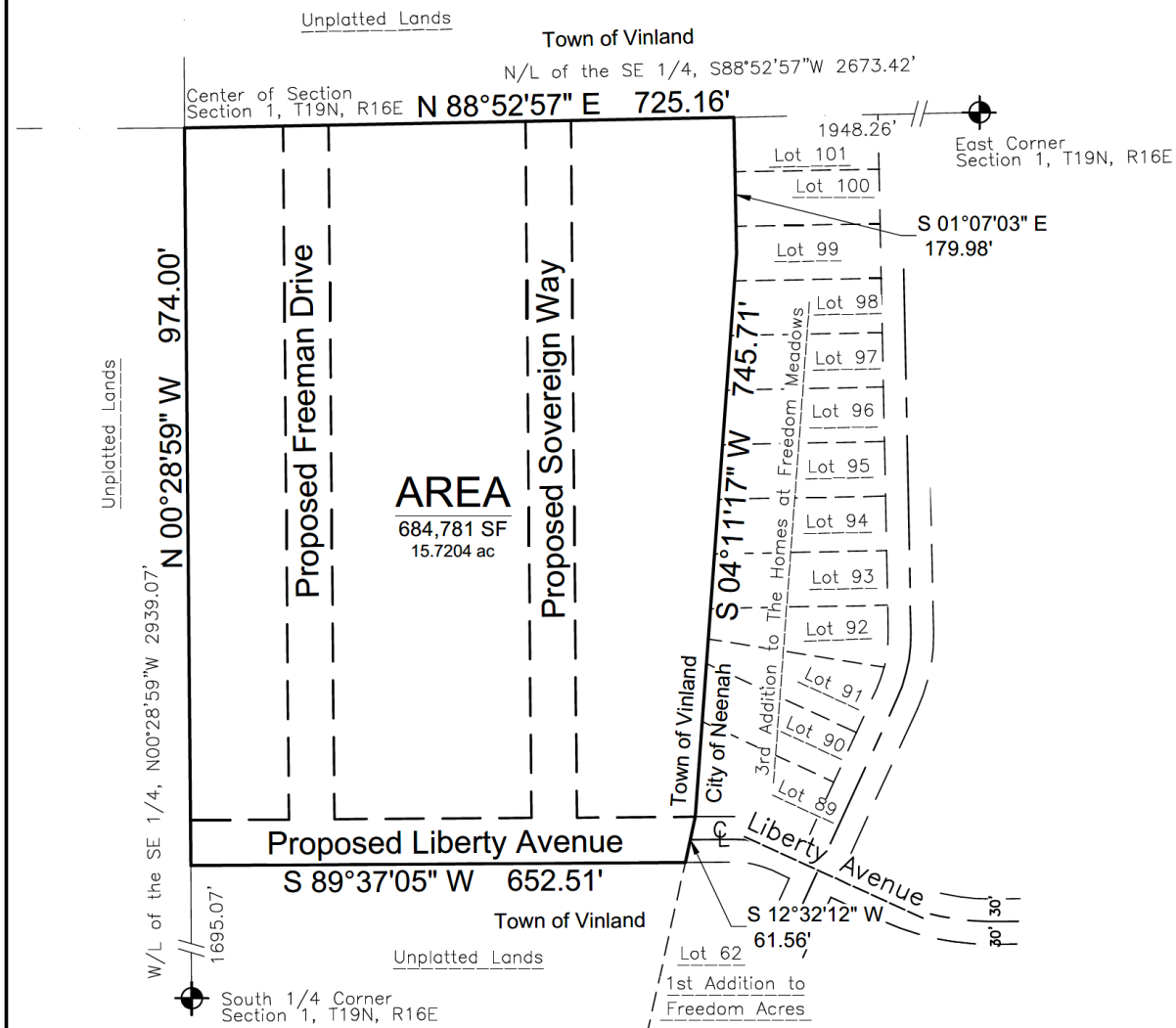
Published: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Charlotte Nagel, City Clerk

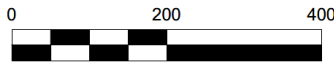
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Town of Vinland, Winnebago County, Wisconsin



**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
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