



NEENAH PLAN COMMISSION

Tuesday, May 13, 2025

4:00 P.M.

Hauser Room, City Administration Building

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

[Join the meeting now](#)

Meeting ID: 254 543 996 047 4

Passcode: wZ93k9iR

-
1. Approval of Minutes: **April 29, 2025**
 2. Public Appearances (Ten minutes divided among those wishing to speak on topics pertinent to the Plan Commission)
 3. Public Hearings:
 - a. **Zoning Code Amendments** – Residential Development Standards & Permitted Uses in Commercial Districts – **Ord No. 2025-04**
 4. Action Items:
 - a. **Zoning Code Amendments** – Residential Development Standards & Permitted Uses in Commercial Districts – **Ord. No. 2025-04**
 - b. **Certified Survey Map #1-25** – 2 Lot CSM – 600 Elm Street
 - c. **Preliminary Plat #1-25** – Courtside Fields – 600 Elm Street
 - d. **Final Plat #1-25** – 2nd Addition to Freedom Acres – 1900 Liberty Avenue
 5. Discussion Items:
 - a. Neenah Housing Study and Needs Assessment – Strategy Implementation
 6. Announcements and future agenda items:
 - a. Next Meeting: May 27, 2025

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

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, April 29, 2025
4:00 p.m.

Present:

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

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kelly Nieforth, Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development
Alderman Cari Lendrum	Alderman William Pollnow	Alderman Flo Bruno
Scott Roh, 821 Kensington Rd	Deb Langacker, 631 Winnebago Hts	Frank Cuthbert, 1533 Fallow Dr

Minutes: MSC Andrews/Steiner, the Plan Commission, to approve the April 8, 2025 meeting minutes. All voting aye. Motion passed.

Introduction of new Community Development Director.

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

Deb Langacker, 631 Winnebago Hts- she shared her experience from the Badger State Housing Alliance Advocacy Day in Madison. She discussed meetings with Senator Kristen Dassler-Alfheim and Representative Dave Murphy, highlighting their differing views on housing issues within the state.

Frank Cuthbert, 1533 Fallow Dr- he shared his top five priorities for affordable housing, including conducting an inventory of city-owned land and reviewing vacant and dilapidated lots. He also suggested encouraging accessory dwelling units (ADUs) and revisiting areas in the city for affordable multi-family housing.

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

Public Hearings: None

Action Items:

a. Neenah Housing Study and Needs Assessment – Strategy Implementation

Deputy Director Schmidt went over the next step of the housing study, which is the implementation of the strategies outlined in the study. He made comparisons between Menasha, Oshkosh, and other surrounding municipalities' zoning districts, highlighting the different lot sizes and setback minimums in the R1 and R2 districts. He suggested creating more single-family zoning districts to better accommodate smaller lot sizes and development standards.

Deputy Director Schmidt discussed the challenges of current zoning standards, including restrictive development standards for smaller lots. He proposed removing the 20-foot minimum house width requirement and reducing side yard setbacks in the R2 district. He also recommended looking at the creation of a secondary zoning district and expanding zero lot line development in the R1 district.

Member Hancock-Cooke asked how time intensive it would be to identify City Owned land. Deputy Director Schmidt went over his initial look at city-owned lots, including city water utility, Community Development Authority, and other parcels. He identified 25 developable parcels. He also discussed exploring areas that are not considered parcels, such as land acquired for overpasses.

Member Andrews asked about the advantages of having different zoning subsets versus allowing smaller lots throughout the city. Deputy Director Schmidt explained the benefits of separate districts and used the example of the Freedom Meadows subdivision versus the downtown area, which have different lots sizes and characteristics.

Member Andrews asked if the development cost study should be moved up in the implementation list if it is an easy task. Deputy Director Schmidt stated it is a challenging task and in comparison, to other municipalities, our development costs are rather reasonable already.

Member Hancock-Cooke suggested exploring the idea of zero lot line buildings, which are common in older cities and offer efficiency on smaller lots. Deputy Director Schmidt stated the challenge is trying to determine what the housing market wants. Right now, the demand is single-family housing, but it would be nice to see an introduction of new housing types.

Member Andrews asked about zero lot lines and the introduction of accessory dwelling units (ADUs). If there is the same 6 feet setback, that would cause limits to ADUs. Deputy Director Schmidt stated in a conversation he had with the City of Appleton, they mentioned there hasn't been many issues with ADUs. Director Nieforth stated when the ADU is being built new there are less problems since the ADU is being built by the building code. When residents try to retrofit the ADU, that is when problems arise.

Member Steiner asked what the next steps are for the immediate action items that were outlined. Deputy Director Schmidt went through the process of drafting an ordinance and then bringing to through this committee and council and the public notification process.

Announcements and Future Agenda Items: Next meeting is scheduled for May 13, 2025.

Adjournment: The Commission adjourned its meeting at 4:48 p.m. MSC Steiner/Kaiser. All voting Aye. Motion passed.

Respectfully Submitted,

Plan Commission Minutes

April 29, 2025

Page 3

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

Kayla Kubat

Administrative Assistant, Department of Community Development



M E M O R A N D U M

DATE: May 13, 2025
TO: Mayor Lang and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director of Community Development
RE: Zoning Code Amendments – Residential Development Standards/Commercial Permitted Uses (**Ordinance 2025-04**)

Summary

Following the completion of the City's Housing Study and Needs Assessment, Plan Commission began reviewing changes to the City's Zoning Code as proposed in the study. At the previous Plan Commission meeting, Staff suggested several changes that were easy to implement and that could help remove barriers to housing construction and make housing more affordable. The Plan Commission and Community Development Staff will continue to discuss and research the other proposed Zoning Code changes and create an implementation strategy moving forward.

Proposed Changes

1. Remove minimum dwelling width standard from residential zoning districts. The R-1, R-2, M-1, and M-2 zoning districts require a minimum dwelling width of 20 feet. Staff have not received any complaints that this requirement is restrictive, however, there doesn't appear to be a clear benefit to including a minimum dwelling width within the Zoning Code. On lots that have widths less than 60 feet, smaller houses may be appropriate. Removing the minimum dwelling width does not negate the requirements in the Uniform Dwelling Code (UDC) which regulates one and two-family construction.
2. Reduce side yard building setback in the R-2, Two-Family District from a minimum of 6 feet and an aggregate of 16 feet. The R-2 district includes many parcels within the City's historic core. Many of the parcels were platted with widths less than the current minimum 60-foot requirement. To accommodate these sub-standard lots, the proposed changes would allow lots less than 60 feet in width to reduce the side yard building setback from a minimum of 6 feet on one side and 10 feet on the other to 6 feet on both sides or a 4-foot reduction.
3. Permit existing single-family/two-family houses in the City's C-1 district. Currently, all single-family and two-family uses in commercial districts are not permitted. Existing single or two-family residences in the commercial district are considered legal, non-conforming uses or uses that have been grandfathered since they were permitted when they were built. The Zoning Code and State Statutes allow legal, non-conforming uses to continue, and structures rebuilt in the event of a fire or some other natural disaster, regardless of whether the zoning code permits the use.

May 13, 2025 – Page 2

However, some property owners and home buyers have run into issues obtaining financing for residences in commercial districts, specifically Federal Housing Administration (FHA) loans. FHA loans are intended for first time home buyers and home buyers who may struggle to obtain traditional financing. Permitting single and two-family homes in the commercial district will eliminate a potential financing barrier and provides an additional assurance that existing homes can continue to be permitted in commercial areas.

Recommendation

Appropriate action at this time is for Plan Commission to recommend Common Council approve Ordinance No. 2025-04, amending Chapter 26 of the Code of Ordinances relating to residential development standards and permitted uses in commercial districts.

Purpose

Stantec conducted a detailed review of Neenah’s zoning code and recommend changes that can address housing supply issues in the community identified in the report.

The recommendations in the ensuing slides identify particular issues and provide recommendations for zoning code reform.

Issue	Recommendation
Large minimum lot sizes and widths required in R-1	Create a new residential zoning district primarily for detached (single-family) dwellings on smaller, narrower lots (see below recommendation for R-2). The minimum lot size for this district should be such that would allow for lot splits to create new buildable lots. OR Reduce minimum lot size and width in R-1 district, including allowing zero lot-line development.
R-2 District allows duplexes, but is otherwise has the same requirements as R-1	Consider repurposing the R-2 district for not only duplexes but also smaller-lot detached homes (new district described above). Reduce minimum lot size and width to allow smaller lots than R-1.
Large minimum dwelling width	Remove minimum dwelling width in R-1 and R-2, allowing for a wider variety of homes to be built.
Large front and year setbacks	Reduce rear setback in R-1 district to 25 feet (similar to Appleton, WI). Consider similar reduction in the R-2 district (to 20 feet) or new residential zoning district described above.
Only one dwelling unit per-lot allowed in R-1	Allow ADUs as a permitted use in the R-1 district; this district has the most potential for constructing detached ADUs due to larger lot sizes. Additional standards, to be reviewed administratively, can also be included without requiring a Special Use Permit/public hearing.

Issue	Recommendation
Side setbacks prevent additions to existing homes	Remove aggregate minimum setback and establish a single minimum setback of 5-6 feet.
Neighborhood resistance to development of attached housing types.	<p>Create design standards for the R-1 and R-2 districts that regulate the bulk of attached dwelling structures. The standards should ensure that the maximum size of such attached buildings (duplex, tri-plex, quad) is similar to the maximum size of a single-family dwelling.</p> <p>Include graphics to demonstrate that bulk standards (setbacks, height) will result in structures that are compatible throughout a neighborhood.</p> <p>Create minimum off-street parking standards for ADUs in the R-1 district, to allay fears of too much street parking with increased density.</p> <p>Review the zoning map and identify locations where duplex, triplex, and quad units would be acceptable. Then edit the text of existing residential districts (as described above) to allow those housing types OR rezone areas to other districts which allow them.</p>
Lack of flexibility from zoning standards	<p>Create a section under Article 2 that allows Administrative Adjustments of 10-20% of zoning standards. This should accompany criteria for staff review of adjustment requests.</p> <p>OR</p> <p>Create provisions for administrative adjustments under certain sections of the ordinance (i.e. parking, setbacks).</p>

Issue	Recommendation
Non-conforming homes in commercial districts	Add single-family detached homes (or other housing types) constructed before the date of the ordinance to the list of permitted uses in commercial districts in question. This captures existing homes and allows them as permitted uses, so they are no longer non-conforming. This also maintains the integrity of the strictly commercial districts by not allowing new residential construction.
Impact fees – none currently required	Consider modernizing impact fees for new residential development to help offset the costs to providing services (parks, water mains, sanitary sewer, etc.).
Streamline Regulations for moving Residential Buildings	Review should look at streamlining the process by reducing the review authority and eliminating architectural review neighborhood notices.



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission
Re: Amending Neenah Code §26-152, 26-178, 26-199, 26-220, and 26-235 of the Municipal Code of Ordinances relating to residential development standards and permitted uses in commercial districts.

ORDINANCE NO. 2025-04

Introduced: _____

Committee/Commission Action: _____

AN ORDINANCE

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

Section 1. Section 26-152 of the Code of Ordinances of the City of Neenah is amended by adding the highlighted language and eliminating the stricken language to read as follows:

(5) ~~Minimum dwelling width, 20 feet.~~ **Reserved.**

Section 2. Section 26-178 of the Code of Ordinances of the City of Neenah is amended by adding the highlighted language and eliminating the stricken language to read as follows:

(2) Minimum side yard, six feet and an aggregate minimum width on both sides of 16 feet (excluding single-family attached dwellings). If an existing lot of record has a width less than 60 feet, the minimum side yard is six feet.

(5) ~~Minimum dwelling width, 20 feet.~~ **Reserved.**

Section 3. Section 26-199 of the Code of Ordinances of the City of Neenah is amended by adding the highlighted language and eliminating the stricken language to read as follows:

(2) Minimum side yard, ten feet on each side. For a single- or two-family dwelling, minimum side yards are the same as the R-42 District requirements.

~~(6) Minimum dwelling width, 20 feet.~~ **Reserved.**

Section 4. Section 26-220 of the Code of Ordinances of the City of Neenah is amended by adding the highlighted language and eliminating the stricken language to read as follows:

(2) Minimum side yard, ten feet on each side. For a single- or two-family dwelling, minimum side yards are the same as the R-42 District requirements.

~~(6) Minimum dwelling width, 20 feet.~~ **Reserved.**

Section 5. Section 26-235 of the Code of Ordinances of the City of Neenah is amended by adding the highlighted language and eliminating the stricken language to read as follows:

(4) Single-Family or Two-Family residences built before 6/1/2025.

~~(4)~~(5) Uses not explicitly enumerated in the section as permitted uses, but closely similar thereto provided that these uses are not specified elsewhere as requiring a special use permit or conditional site plan approval.

Section 6. 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 7. 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.

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

Approved:

Jane B. Lang, Mayor

Attest:

Charlotte Nagel, City Clerk

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



M E M O R A N D U M

DATE: May 13, 2025
TO: Mayor Lang and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: 2 Lot CSM – 600 Elm Street

The owner of 600 Elm Street, Shattuck Neenah, LLC, has submitted a CSM to subdivide the former Shattuck Middle School property into two lots. Lot 1, which includes the former school building, is 9.6 acres in size. Lot 2 includes the open space south of the school building and is about 7.7 acres in size. The entire area is within the R-1, Single-Family Residence District and each parcel meets the minimum lot size requirements of the district.

The purpose of the CSM is to split the school building portion of the property from the green space portion. The green space portion of the property (Lot 2) is proposed to be further subdivided into single-family lots. A preliminary plat is included on the Plan Commission agenda.

Recommendations

An appropriate action at this time is for the Plan Commission to approve the 2 lot CSM for the property located at 600 Elm Street.



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

May 07, 2025

SCOTT ANDERSEN
DAVEL ENGINEERING
1811 RACINE ROAD
MENASHA, WI 54952

RE: CSM #1-25 - 600 Elm Street - 2 Lot CSM Certified Survey Map Review () Status Conditional

Dear SCOTT ANDERSEN:

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

Sincerely,

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

Plan Review Comments

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

Conditional

Review Comments:

Advisory Comments:

Openings(doors, windows, & etc.) in buildings along proposed new lot line will need to comply with 2015 IBC Sec. 705.8.

Planning - Brad Schmidt -
bschmidt@neenahwi.gov

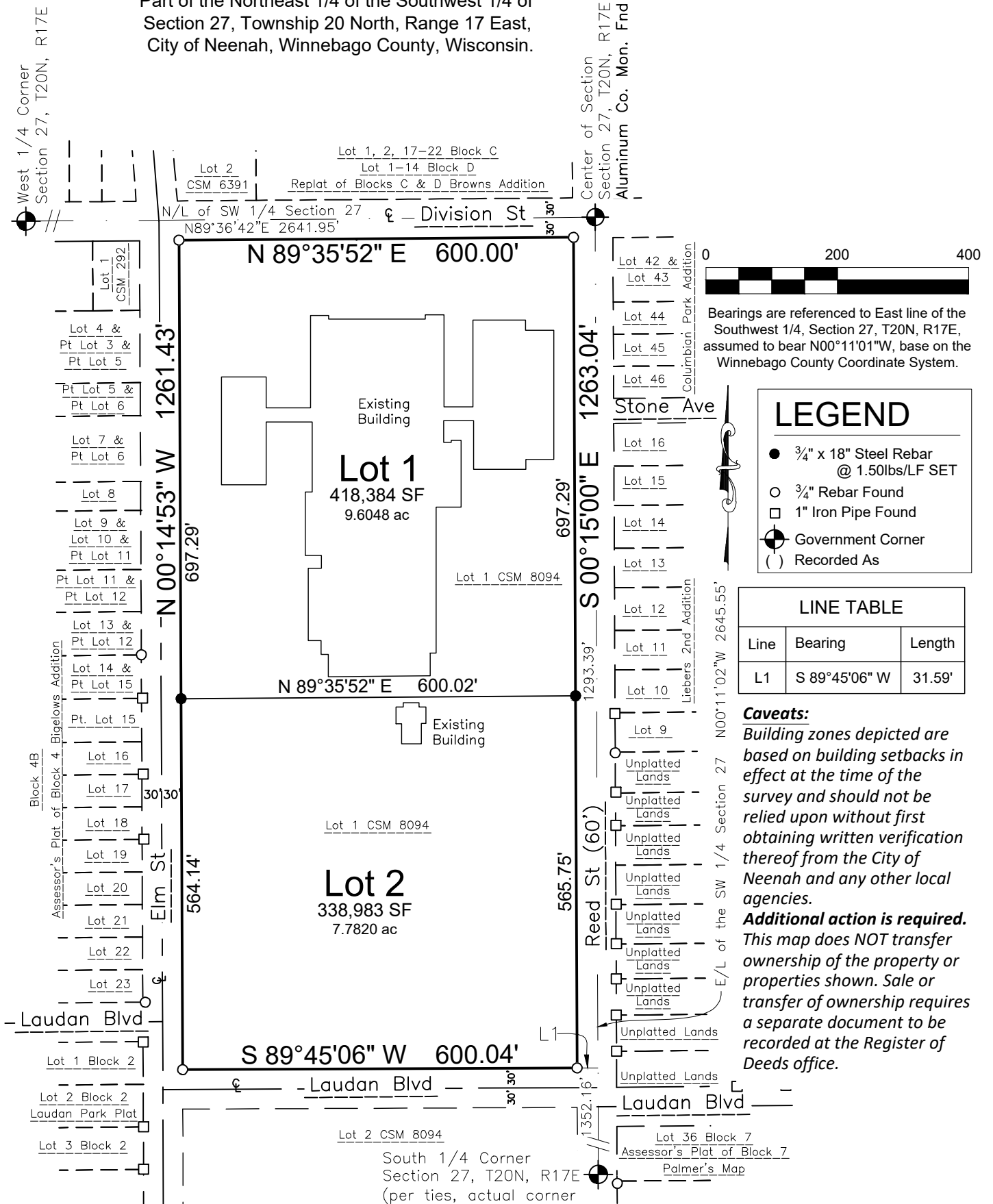
Approved

Review Comments:

1. Prior to re-use of existing building on proposed Lot 2, a site plan review may be required.

Certified Survey Map No. _____

All of Lot 1 of Certified Survey Map 8094, Located in Part of the Northeast 1/4 of the Southwest 1/4 of Section 27, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin.



File: 8059CSM.dwg
Date: 04/30/2025
Drafted By: scott
Sheet: 1 of 3

Survey for:
Shattuck Neenah, LLC
130 W. Franklin Ave #91
Neenah, WI 54957



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

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

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

Date _____

Certified Survey Map No. _____

All of Lot 1 of Certified Survey Map 8094, Located in Part of the
Northeast 1/4 of the Southwest 1/4 of Section 27, Township 20 North,
Range 17 East, City of Neenah, Winnebago County, Wisconsin.

Surveyor's Certificate

I, Scott R. Andersen, Professional Land Surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Neenah and Winnebago County, and under the direction of Shattuck Neenah, LLC, the property owners of said land, I have surveyed, divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is all of Lot 1 of Certified Survey Map 8094, Doc. 1915452, located in part of the Northeast 1/4 of the Southwest 1/4 of Section 27, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin, containing 757,367 Square Feet (17.3868 Acres) of land, and subject to all easements, and restrictions of record.

Given under my hand this _____ day of _____, _____.

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

Owner's Certificate

Shattuck Neenah, LLC, a limited liability company duly organized and existing under and by virtue of the Laws of the State of Wisconsin, as the property owner, does hereby certify that we caused the land above described to be surveyed, divided, mapped and dedicated all as shown and represented on this map.

We do further certify this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

City of Neenah

In the presence of: Shattuck Neenah, LLC

_____	_____	_____
Managing Member	Print Name	Date

State of Wisconsin)
)SS
_____ County)

Personally came before me on the _____ day of _____, 20_____, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_____ My Commission Expires _____
Notary Public, Wisconsin

Certified Survey Map No. _____

All of Lot 1 of Certified Survey Map 8094, Located in Part of the Northeast 1/4 of the Southwest 1/4 of Section 27, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin.

Common Council Resolution

Resolved, that this Certified Survey Map in the City of Neenah is hereby approved by the Common Council on

this _____ day of _____, 2025.

Mayor

Print Name _____

Clerk

Print Name _____

Certificate of Planning Department

This Certified Survey Map has been reviewed by the City of Neenah Planning Commission.

Planning Commission Representative

Print Name _____

Date _____

Treasurers' Certificate

We, being the duly elected, qualified and acting Treasurers' of the City of Neenah and Winnebago County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this certified survey map.

City Treasurer

Print Name _____

Date _____

County Treasurer

Print Name _____

Date _____

This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

the property owners of record:
Shattuck Neenah, LLC

Recording Information:
Doc. 1915890

Parcel Number(s):
808-0330-00-00

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

File: 8059CSM.dwg
Date: 04/30/2025
Drafted By: scott
Sheet: 3 of 3



M E M O R A N D U M

DATE: May 13, 2025
TO: Mayor Lang and Members of Plan Commission
FROM: Brad Schmidt, Deputy Director
RE: Preliminary Plat Review – Courtside Fields – 600/720 Elm Street

Request/Background

Shattuck Neenah, LLC, owner of 600 Elm Street and 720 Elm Street, has submitted a preliminary plat for the Courtside Fields subdivision.

Consideration

The proposed plat is located on land located at 600 and 720 Elm Street. The site includes green space and ball diamonds which were part of the former Shattuck Middle School property. The area of the site is 16.4 acres and the land is bound by Elm Street to the west, Reed Street to the east, and Laudan Boulevard bisects the proposed development. All land within the development is zoned R-1, Single-Family Residence District.

The plat includes 31 lots with an average size of 11,647 square feet (0.26 acres) and lot widths between 66 and 85 feet. The average lot size for lots adjacent to the development on Elm and Reed Streets is 9,583 square feet or about 0.22 acres. All the lot depths are 160 feet. These lot depths may vary (be reduced) by the time the final plat is submitted pending negotiations on the use of Outlot 2.

All the proposed lots will be served by existing water, sanitary sewer, and storm sewers within the Elm Street and Reed Street right-of-way. The developer is responsible for installing private infrastructure including gas and electricity. Sidewalk currently exists along Reed Street adjacent to the proposed lots, however, there is no sidewalk along the Elm Street lots. As with all new subdivisions, the developer is responsible for installing the sidewalk along Elm Street. The details of when the sidewalk is installed will be described in the development and fee agreement.

Laudan Boulevard was constructed wider than the right-of-way width to accommodate on-street parking for the ball diamonds and sports fields used by Shattuck Middle School. Lots 8 and 24 on the preliminary plat include a portion of the roadway within the lots. Laudan Boulevard is expected to be reconstructed within its actual right-of-way at the same time as the Elm and Reed Street reconstruction projects. At that time, the roadway area on Lots 8 and 24 would be removed and returned to grass. In the interim, an easement is included on these two lots to ensure public access on the roadway.

The plat includes three outlots. Outlot 3 includes a sidewalk connection from Reed Street to the tennis courts. Outlot 1 is located north of Laudan Boulevard between lots 1-7 and Lots 25-31. Outlots are typically non-buildable areas, however the proposed outlot does contain a building along the north property line. Prior to any use or reuse of the outlot and/or the building, the property owner should consult with the Community Development Department. The developers indicated Outlot 1 would be

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used for recreation purposes, possibly associated with a use in the former school building. Outlot 1 is 280 feet wide at its narrowest. It's unlikely this area could be further subdivided with a public road and similarly sized lots in the future. To ensure the greatest flexibility in terms of future subdivision, it would be advisable to decrease the lot sizes adjoining Outlot 1 to 145 feet. This would allow a 50-foot right-of-way and 130-foot-deep lots.

Outlot 2, the area south of Laudan Boulevard, is a little over four acres in area and includes about 280 feet of frontage. Negotiations are on-going between the City and developer for this land to be donated to the City to construct a regional storm water pond. The pond would serve the development and the surrounding neighborhood. In addition, a 35-foot connection to Elm Street is included for the purpose of maintaining a sidewalk/trail, which would provide access to the Tennis Courts, and accommodate a storm pipe to connect to the storm main within Elm Street. In the event a regional storm water pond is not constructed on Outlot 2, the developer will be responsible for meeting post-construction storm water management requirements.

As with every subdivision, a development and fee agreement will be negotiated and must be approved before signing the final plat. Prior to approval of a final plat, a grading and drainage plan shall be submitted for review by the Public Works Department.

The proposed plat is consistent with subdivision concept plan reviewed and approved by Plan Commission at the end of 2024. Following Plan Commission review of the plat, the next phase of the approval process includes Common Council review. After the preliminary plat has been reviewed and the conditions met, a final plat is reviewed by Plan Commission and ultimately reviewed and approved by Common Council. At the same time of final plat review, a development and fee agreement will be reviewed by the Common Council.

Recommendation

Appropriate action at this time is to recommend Common Council approve the Preliminary Plat for Courtside Fields subdivision subject to the conditions on the preliminary plat review letter.



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

May 09, 2025

SCOTT ANDERSEN
DAVEL ENGINEERING
1811 RACINE ROAD
MENASHA, WI 54952

RE: Preliminary Plat #1-25 - Courtside Fields - 31 lots Preliminary Plat Review () Status Approved

Dear SCOTT ANDERSEN:

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. Submit a draging and drainage plan for the development.
2. Identify future sidewalk along Elm Street.
3. Consider reducing lot widths from 160 feet to 145 feet to allow future subdivision of outlot 1.
4. Future use of outlot 1, including the existing strucutre, will require site plan review. Prior to re-use, please contract the Community Development Department.
5. Prior to construction of any buildings on the proposed lots, a building permit and right-of-way permit will be required. Please contact the Community Development Department and Public Works Department (886-6240) prior to construction.
6. A development and fee agreement is required prior to signing the final plat. The Community Development Department will send a draft development agreement to the developer. The development agreement requires Council approval.
7. The City intends to construct a regional storm water pond on Outlot 2. The deveoper agrees to donate the land for said pond. The city agrees to design and construct the pond and maintain the pond. The developer may utilize the future pond for the development's storm water management purposes.
8. Who will own/maintain outlot 3?

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

Approved

Review Comments:

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

Approved

Review Comments:

Public Works - Gerry Kaiser -
gkaiser@neenahwi.gov

Approved

Review Comments:

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

Approved

Review Comments:

Inspections - Building Residential Major - Kyle Pederson - 920-886-6131
kpederson@neenahwi.gov

Approved

Review Comments:



LAUDAN BLVD

LAUDAN BLVD

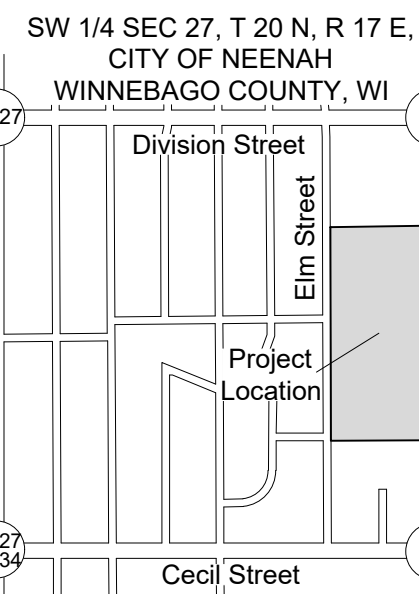
LAUDAN BLVD

ELM ST

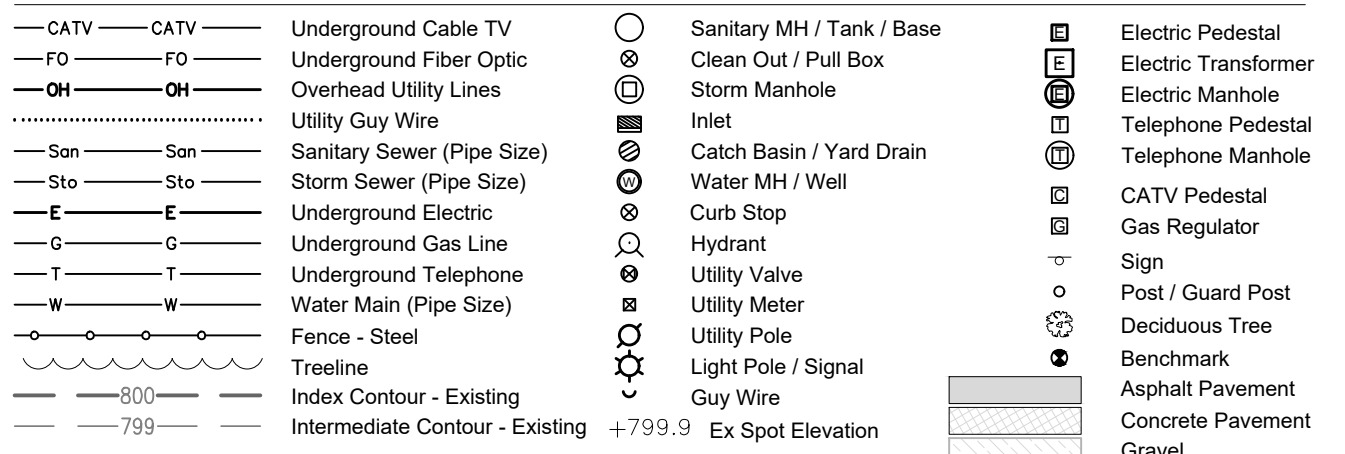
REED ST

BURR AVE

LOCATION MAP

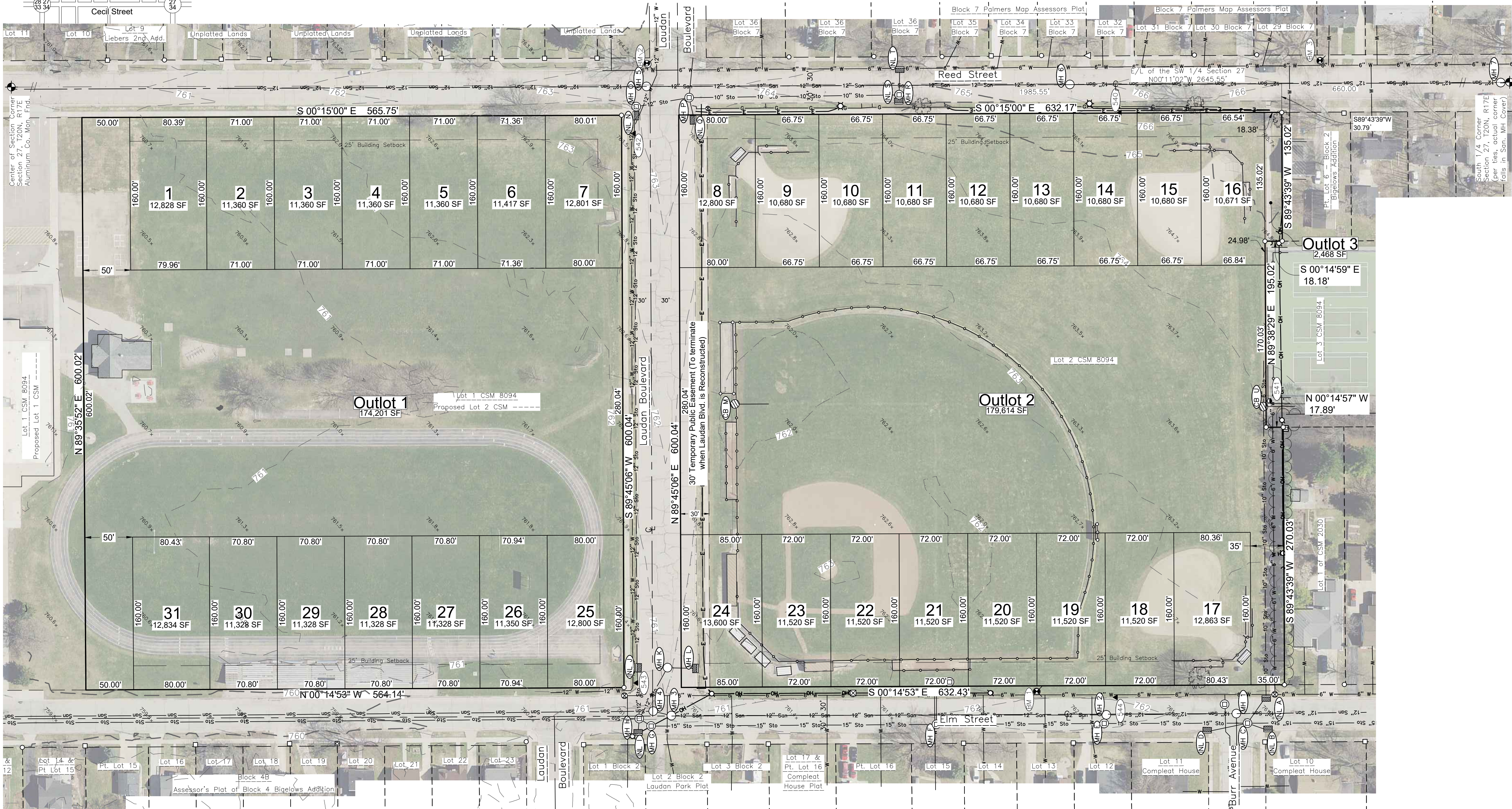


LEGEND



Preliminary Plat of
Courtside Fields

Part of Lot 1 and all of Lot 2 of Certified Survey Map 8094, Located in part of the Southeast 1/4 of the Southwest 1/4 of Section 27, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin



Horizontal Control

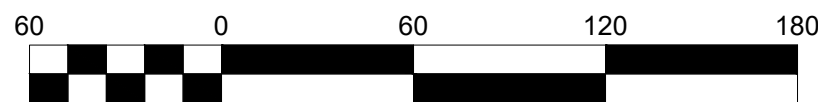
PN8059 - (City of Neenah)
2024-08-16

Davel Engineering and Environmental
Horizontal Control (Winnebago County Coordinate System)

Point Number	Northing	Easting	Description
540	529980.05	814812.11	CPT MAG
541	529823.22	814509.91	CPT MAG
542	530489.45	814790.26	CPT MAG
543	530487.01	814214.27	CPT MAG
544	529984.18	814199.16	CPT MAG

BENCHMARKS (NAVD88)

BM 0	NGS Benchmark PID - DE7578, Designation - Menasha GPS Elev 748.97'
BM 1	Fire Hydrant, Tag Bolt East R/W of Elm St. Elev 764.31'
BM 2	Fire Hydrant, Tag Bolt NE Quad of Reed St./Laudon Blvd Int. Elev 765.75'
BM 3	Fire Hydrant, Tag Bolt East R/W of Reed St. Elev 767.86'



Bearings are referenced to the East line of the
Northeast 1/4, Section 30, T20N, R17E,
assumed to bear N00°03'40"W, base on the
Winnebago County Coordinate System.

SUPPLEMENTARY DATA

Total Area = 714,880 SF 16.4114 acres
Number of Lots = 31 and 3 Outlots
Average lot size = 11,647 SF
Typical lot dimension = 66'-72"x 160'
Existing zoning = R-1
Proposed zoning = R-1

Approving Authorities
City of Neenah
Objecting Authorities
Department of Administration
Winnebago County Zoning

NOTES

- Utility and Drainage Easements will be shown on Final Plat
- Outlot 1 & 2 shall be owned by the Developer and used for open space or recreational activities. Outlot 3 is for the Public to access existing tennis courts

SURVEYOR'S CERTIFICATE

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

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

Sanitary Structures						
Structure	#	Rim	Inv	Size	Material	Direction
MH	1	761.80	751.44	8"	PVC	W
			751.44	12"	CLAY	N
			751.44	12"	CLAY	S
MH	2	762.32	751.19	12"	CLAY	N
			751.19	12"	CLAY	S
MH	3	761.19	750.15	12"	CLAY	NE
			750.15	12"	CLAY	S
MH	4	761.08	749.99	12"	CLAY	N
			749.99	12"	CLAY	SW
MH	5	763.58	751.80	12"	CLAY	N
			751.80	12"	CLAY	S
MH	6	765.74	752.69	12"	CLAY	N
			752.69	12"	CLAY	S
MH	7	764.90	753.72	12"	CLAY	N
			753.72	12"	CLAY	S
Storm Structures						
Structure	#	Rim	Inv	Size	Material	Direction
INL	A	760.14	756.13	10"	HDPE	E
			756.13	10"	PVC	NW
INL	B	760.90	757.37	10"	PVC	NE
MH	C	761.58	754.94	15"	RCP	N
			754.94	15"	RCP	S
			754.88	15"	HDPE	W
			757.37	10"	PVC	NW
			757.02	10"	PVC	SW
			756.70	10"	PVC	SE
INL	D	761.22	757.83	10"	PVC	SE
MH	E	762.20	754.84	15"	RCP	N
			754.84	15"	RCP	S
MH	F	761.87	754.67	15"	RCP	N
			754.67	15"	RCP	S
			754.89	12"	RCP	E
MH	G	760.82	754.37	15"	RCP	S
			754.37	18"	RCP	NE
MH	H	761.03	754.45	18"	RCP	N
			754.45	18"	RCP	SW
			755.47	10"	PVC	W
			755.47	12"	PVC	SE
			754.91	12"	RCP	W
INL	I	760.28	756.53	10"	PVC	E
INL	J	760.23	755.16	12"	RCP	W
			755.16	12"	RCP	E
MH	K	761.13	756.68	12"	PVC	NW
			757.28	12"	PVC	S
INL	L	760.16	757.30	12"	PVC	N
CB	M	761.59	757.74	10"	RCP	S
INL	N	762.62	757.74	12"	RCP	E
			757.74	12"	RCP	W
MH	O	762.91	757.87	12"	RCP	W
			757.87	12"	PVC	SE
MH	P	763.60	758.30	12"	PVC	NW
			759.59	10"	PVC	W
			758.40	10"	PVC	S
			758.45	10"	PVC	E
INL	Q	763.00	760.34	10"	PVC	E
MH	R	764.57	759.74	10"	PVC	N
			760.22	10"	PVC	W
			760.22	10"	PVC	E
INL	S	764.28	761.06	10"	PVC	E
INL	T	764.21	761.08	10"	PVC	W
CB	U	763.47	758.07	12"	HDPE	S
			758.07	10"	HDPE	W
			758.12	6"	PVC	E

PRELIMINARY PLAT

Courtside Fields
City of Neenah, Winnebago County, WI
For: Investment Creations, LLC



M E M O R A N D U M

DATE: May 13, 2025
TO: Mayor Lang and Members of Plan Commission
FROM: Brad Schmidt, Deputy Director
RE: Final Plat Review – 2nd Addition to Freedom Acres

Request/Background

Van Sistine Homes, LLC submitted a final plat for the 2nd Addition to Freedom Acres subdivision. The subject property was annexed on 11/20/2024 and the preliminary plat was approved on 11/20/2024.

Consideration

The final plat, 20.9 acres in size, includes 26 single-family residential lots. The average lot size is approximately 23,145 square feet which exceeds the minimum lot size for single-family residential lots. Wetland along the east portion of the plat increased the lot sizes. The lot sizes in the development are similar to the last two phases of the Freedom Acres subdivision.

The plat extends Freeman Drive south. Freeman Drive is planned to extend to the west as development occurs in the future. A proposed easement is included on Outlot 1 which will function as a truck turnaround for snowplows and garbage trucks. Freeman Drive is shown as a 60-foot-wide right-of-way which is consistent with the minimum right-of-way width for residential streets. Sidewalk will be installed on both sides of Freeman Drive.

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

Storm water will be managed through rear yard drainage swales, storm sewers and ultimately storm water from this plat will be diverted to a storm water retention pond located on the south side of the plat adjacent to County Road G. This pond is designed to manage storm water for this development and development in the 4th Addition to the Homes at Freedom Meadows.

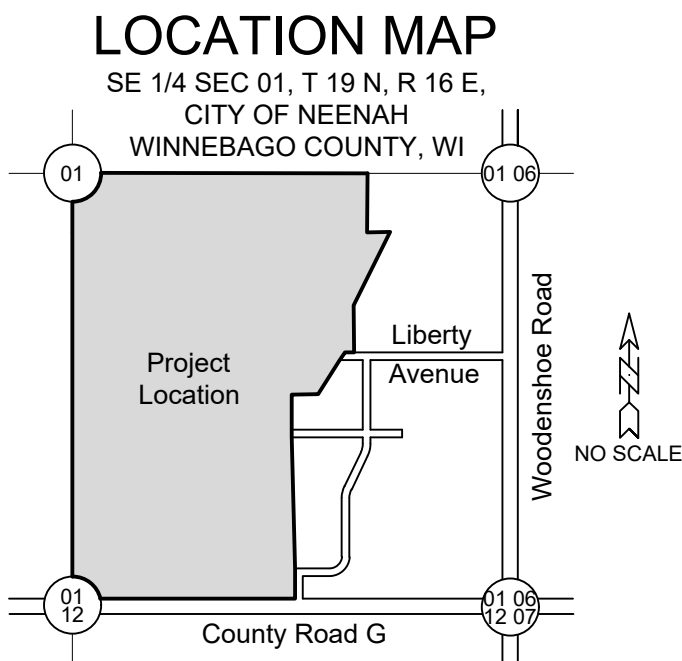
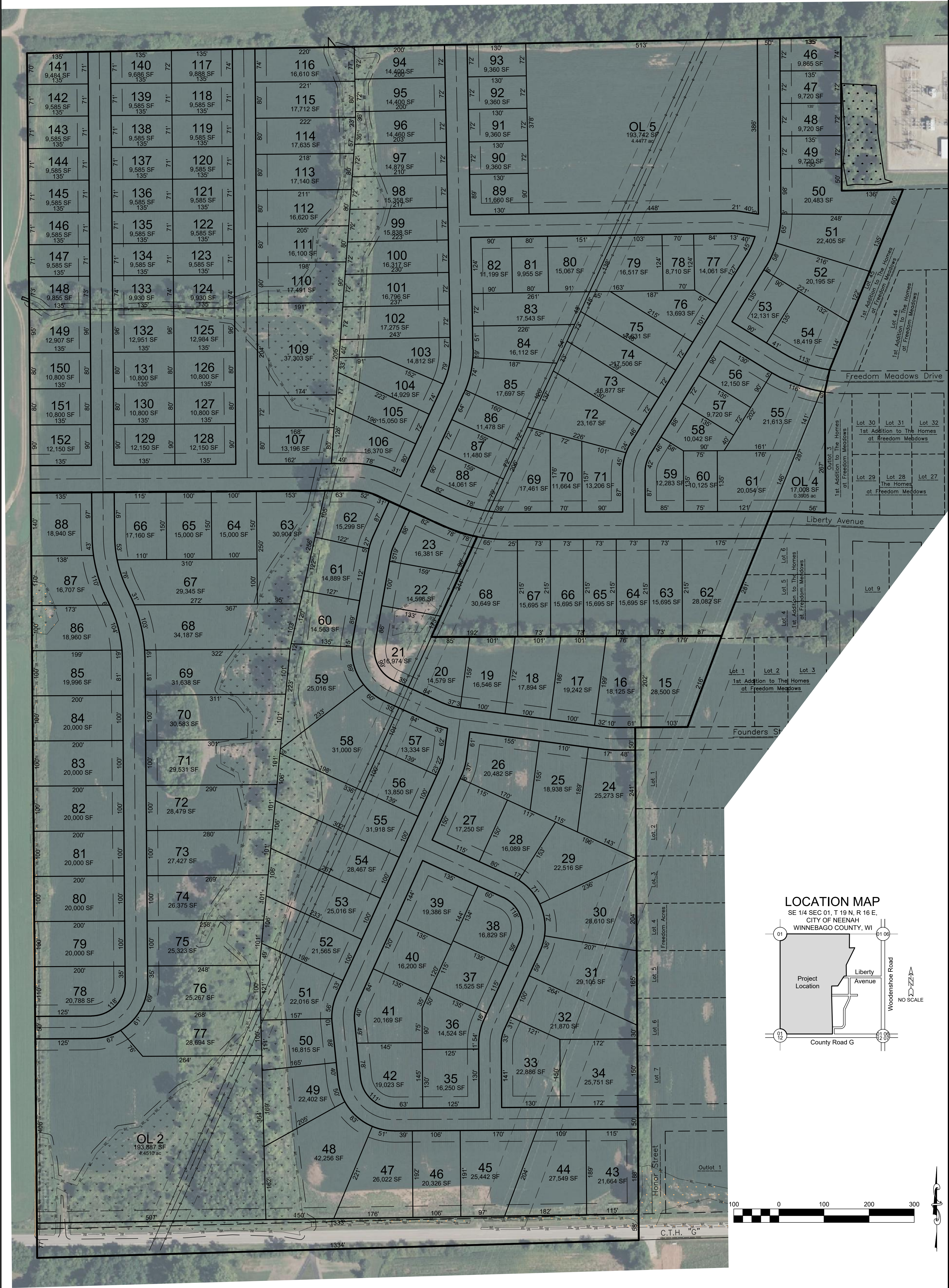
The final plat is consistent with the Freedom Acres/Homes at Freedom Meadows concept plan approved by Plan Commission. This phase represents the final phase of the Homes at Freedom Meadows/Freedom Acres development.

Recommendation

Appropriate action at this time is to recommend the Common Council approve the Final Plat for the 2nd Addition to Freedom Acres subdivision.

Concept of

The Homes at Freedom Meadows and Freedom Acres Addition

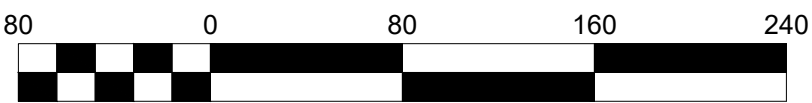
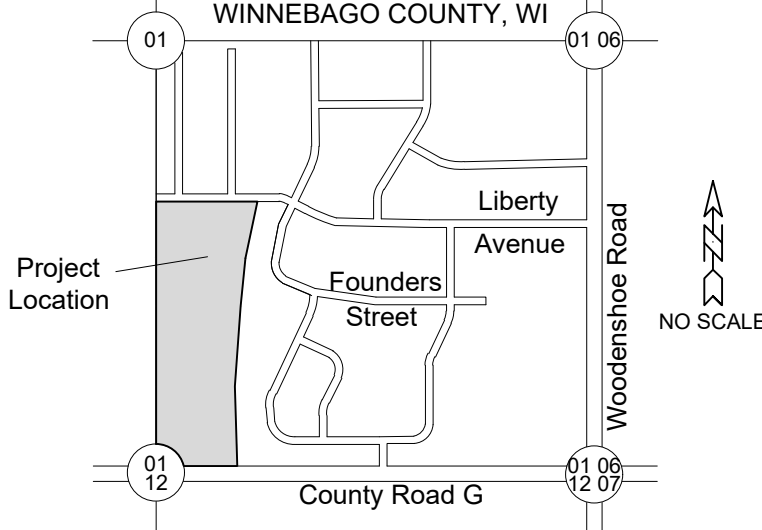


2nd Addition to Freedom Acres

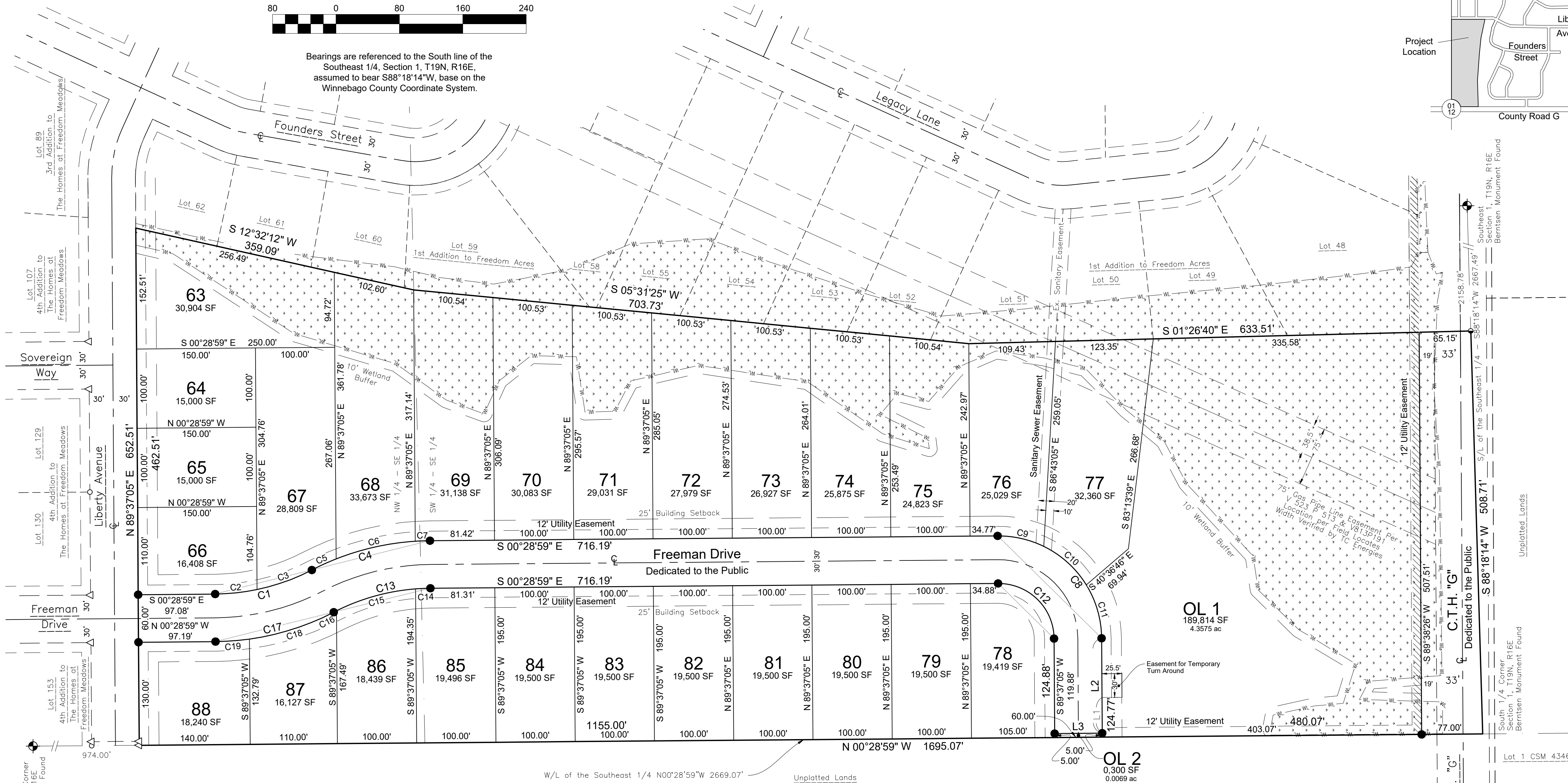
Part of the Northwest 1/4 of the Southeast 1/4 and Southwest 1/4 of
the Southeast 1/4 of Section 01, Township 19 North, Range 16 East,
City of Neenah, Winnebago County, Wisconsin

LOCATION MAP

SE 1/4 SEC 01, T 19 N, R 16 E,
CITY OF NEENAH
WINNEBAGO COUNTY, WI



Bearings are referenced to the South line of the
Southeast 1/4, Section 1, T19N, R16E,
assumed to bear S88°18'14"W, base on the
Winnebago County Coordinate System.



CURVE TABLE						
Curve	Radius	Chord Direction	Chord Length	Arc Length	Central Angle	Tangent Bearing-in
C1	270.00'	S 13°56'29" E	125.68'	126.84'	26°55'00"	S 00°28'59" E
C2	270.00'	S 06°08'07" E	53.18'	53.27'	11°18'16"	S 00°28'59" E
C3	270.00'	S 19°35'37" E	73.34'	73.57'	15°36'43"	S 11°47'15" E
C4	330.00'	S 13°56'29" E	153.61'	155.03'	26°55'00"	S 27°23'58" E
C5	330.00'	S 24°28'30" E	33.68'	33.69'	5°50'58"	S 21°33'01" E
C6	330.00'	S 12°37'51" E	102.33'	102.74'	17°50'20"	S 03°42'41" E
C7	330.00'	S 02°05'50" E	18.59'	18.59'	3°13'42"	S 03°42'41" E
C8	130.00'	S 44°34'03" W	184.01'	204.43'	90°06'04"	S 00°28'59" E
C9	130.00'	S 12°46'48" W	59.65'	60.19'	26°31'33"	S 00°28'59" E
C10	130.00'	S 42°12'07" W	72.36'	73.33'	32°19'06"	S 26°02'34" W
C11	130.00'	N 73°59'23" E	70.04'	70.92'	31°15'24"	N 58°21'41" E
C12	70.00'	S 44°34'03" W	99.08'	110.08'	90°06'04"	S 00°28'59" E
C13	270.00'	S 13°56'29" E	125.68'	126.84'	26°55'00"	S 27°23'58" E
C14	270.00'	N 02°28'04" W	18.70'	18.71'	3°58'10"	N 04°27'09" W
C15	270.00'	N 15°30'44" W	103.59'	104.24'	22°07'11"	N 26°34'20" W
C16	270.00'	N 26°59'09" W	3.90'	3.90'	0°49'38"	N 27°23'58" W
C17	330.00'	S 13°56'29" E	153.61'	155.03'	26°55'00"	S 00°28'59" E
C18	330.00'	N 17°40'08" W	111.55'	112.09'	19°27'42"	N 07°56'17" W
C19	330.00'	N 04°12'38" W	42.91'	42.94'	7°27'18"	N 00°28'59" W

LINE TABLE		
Line	Bearing	Length
L1	N 89°37'05" E	45.04'
L2	N 89°37'05" E	119.77'
L3	S 00°28'59" E	60.00'

NOTES

- All linear measurements have been made to the nearest one hundredth of a foot.
- All bearings are computed and measured to the nearest second.

LEGEND

- 1/4" x 18" Steel Rebar @ 4.30lbs/LF SET
- All other corners
- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- Masonry (PK) Nail SET
- 3/4" Rebar Found
- 1" Iron Pipe Found
- 1/2" Rebar Found
- 2.3" O.D. Iron Pipe Found
- Government Corner
- SF Lot Areas in Square Feet
- Delineated Wetlands
- Access Restricted Right-of-Way

Scott R. Andersen PLS 3169 Date

There are no objections to this plat with respect to
Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2),
Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

Department of Administration

Wetland Disturbance Note:
1. Permits or exemptions may be required prior to building on lots 63, 68-70.

Annexation Information
1. Lands were annexed from the Town of Vinland to the City of Neenah by City of Neenah Ordinance 2024-24 and Recorded as Doc. 1937721.

File: 8613Final.dwg
Date: 05/01/2025
Drafted By: scott
Sheet: 1 of 2



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

2nd Addition to Freedom Acres

Part of the Northwest 1/4 of the Southeast 1/4 and Southwest 1/4 of
the Southeast 1/4 of Section 01, Township 19 North, Range 16 East,
City of Neenah, Winnebago County, Wisconsin

Surveyor's Certificate

I, Scott R. Andersen, professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Neenah, and under the direction of Van Sistine Homes, LLC, owner of said land, I have surveyed, divided, and mapped the 2nd Addition to Freedom Acres; that such plat correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is Land being part of the Northwest 1/4 of the Southeast 1/4 and Southwest 1/4 of the Southeast 1/4 of Section 1, Township 19 North, Range 16 East, City of Neenah, Winnebago County, Wisconsin, containing 910,322 Square Feet (20.8981 Acres) of land described as follows:

Commencing at the South 1/4 corner of Section 01, Township 19 North, Range 16 East said point also being the Point of Beginning of the lands being Described; thence, N00°28'59"W, along the West line of the Southeast 1/4 said Section 01, 1695.07 feet to the southwest corner of Outlot 10, 4th Addition to The Homes at Freedom Meadows; thence, N89°37'05"E, along the south line of said Outlot 10 and along the south right-of-way line of Liberty Ave., 652.51 feet to the Northwest corner of Lot 62 of the 1st Addition to Freedom Acres; thence, S12°32'12"W along the west line of the 1st Addition to Freedom Acres, 359.09 feet; thence, S05°31'25"W along the west line of the 1st Addition to Freedom Acres, 703.73 feet; thence, S01°26'40"E along the west line of the 1st Addition to Freedom Acres, 633.51 feet to the South line of the Southeast 1/4 said Section 01; thence; along said South line, S88°18'14"W, 508.71 feet to the Point Of Beginning of the lands Described. Described lands are subject to easements and restrictions of record.

Given under my hand this _____ day of _____, _____.

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

Owner's Certificate of Dedication

Van Sistine Homes, LLC, a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said limited liability company caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat.

Van Sistine Homes, LLC, does further certify this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

City of Neenah
Winnebago County Planning and Zoning Department
Department of Administration

Dated this _____ day of _____, 20 _____.

In the presence of: Van Sistine Homes, LLC

Richard C. Van Sistine III, Managing Member

State of Wisconsin)

_____ County) ss

Personally came before me this _____ day of _____, 20 _____, the above owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_____ My Commission Expires _____

Notary Public, Wisconsin

Utility Easement Provisions

An easement for electric, natural gas, and communications service is hereby granted by

Van Sistine Homes, LLC, Grantor, to

WE Energies, Grantee,
SBC Wisconsin, Grantee,
and
Wisconsin Public Service Corporation, LLC, Wisconsin corporations, Grantee,
TDS Metrocom, LLC, Grantee
and
Spectrum, Grantee

their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone and cable TV facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "Utility Easement Areas" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across within and beneath the surface of each lot to serve improvements, thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable TV facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Structures shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "Utility Easement Areas" without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than four inches without written consent of grantees.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

Van Sistine Homes, LLC

Richard C. Van Sistine III,
Managing Member

Date

Mortgagee's Certificate

Nicolet Nation Bank, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, Mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping and dedication of the land described on this plat, and does hereby consent to the above certificate of Van Sistine Homes, LLC, owner.

IN WITNESS WHEREOF, the said Nicolet Nation Bank has caused these presents to be signed by

_____, its President, and countersigned by

_____, its Secretary or Cashier, at _____, Wisconsin, and its corporate seal to be

hereunto affixed this _____ day of _____, 20 _____.

President Date

Secretary or Cashier Date

State of Wisconsin)

_____ County) ss

Personally came before me this _____ day of _____, 20 _____, _____, President,

and _____ Secretary (cashier) of the above named corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such President and Secretary (cashier) of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

_____ My Commission Expires _____

Notary Public, Wisconsin

Common Council Resolution

Resolved, 2nd Addition to Freedom Acres, in the City of Neenah is hereby approved by the Common Council on

this _____ day of _____, 20 _____.

Mayor

Print Name

Date

Clerk

Print Name

Date

City of Neenah Planning Commission Approval Certificate

2nd Addition Freedom Acres is hereby approved by the City of Neenah Planning Commission.

Planning Commission Representative

Print Name

Date

Treasurer's Certificate

We, being the duly elected, qualified and acting Treasurers' of the City of Neenah and Winnebago County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this Subdivision Plat.

County Treasurer

Print Name

Date

City Treasurer

Print Name

Date

This Plat is contained wholly within the property described in the following recorded instruments:

Owners of record:

Van Sistine Homes, LLC.

Recording Information

Doc. No. _____

Parcel No(s):

81140000005

There are no objections to this plat with respect to
Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2),
Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20 _____

Department of Administration



File: 8613Final.dwg
Date: 05/01/2025
Drafted By: scott
Sheet: 2 of 2



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