

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, May 13, 2025
4:00 p.m.

Present:

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

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Michael Burrows- Community Development Intern
Alderman Cari Lendrum	Alderman William Pollnow	Alderman Flo Bruno
Judd Stevenson- 1467 Whitetail Dr	Scott Roh- 821 Kensington Rd	Kevin and Maribeth McCann- 671 Elm St
Jeff Hill- 321 9 th St	Scott Becher- 1061 Green Acres Ln	Umer Sheikh

Minutes: MSC Andrews/Kaiser, the Plan Commission, to approve the April 29, 2025 meeting minutes. All voting aye. Motion passed.

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

Scott Becher 1061 Green Acres Ln- He supports the Courtside Fields proposal, citing the recent housing study showing a demand for more single-family homes.

Judd Stevenson 1467 Whitetail Ln- He is glad the developer is keeping the integrity of the Shattuck Middle School neighborhood and the current zoning. He is in support of the Courtside Fields plan.

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

Public Hearings:

- a. **Zoning Code Amendments-** Residential Development Standards & Permitted Uses in Commercial Districts – **Ord No. 2025-04**

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

Action Items:

- a. **Zoning Code Amendments** – Residential Development Standards & Permitted Uses in Commercial Districts – **Ord No. 2025-04**

Deputy Director Schmidt went over minor changes recommended to the zoning code, including removing the 20-foot minimum dwelling width and reducing side setbacks in the R2 district. This is to hopefully reduce the number of variances requested with the current standards and allow substandard lot width more flexibility to build or add onto their existing homes. He also recommended permitting single-family and two-family houses in commercial districts to address

ORDINANCE
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non-conforming residential properties. These properties have had a difficult time obtaining mortgages.

Member Cuthbert asked if there is already a 6-foot setback for R1 since this update is for R2. Deputy Director Schmidt stated the R1 district would still require the 6-foot and 10-foot setback. Most of the lots in the R1 district or new lots usually are over 60 feet.

Member Cuthbert asked if this update would create a new named R2 district. Deputy Director Schmidt stated we will keep it named R2 since that encompasses both single-family and two-family development.

Member Andrews asked if the side setback is 5-6 feet. Deputy Director Schmidt stated the suggestion was to look at 5-6 feet, however, based on research in other communities, 6-feet seems to be standard.

Member Hancock-Cooke asked if there was a reason we would not have this update in the R1 district. Deputy Director Schmidt stated based on research in our R1 district, most lots are above 60 feet in width so there are not the same issues with setbacks as in the R2 district, which tend to have smaller lot sizes.

MSC Steiner/Andrews, the 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. All voting aye. Motion passed.

b. Certified Survey Map #1-25 – 2 Lot CSM – 600 Elm Street

Deputy Director Schmidt went over the CSM regarding splitting the north end of the Shattuck lot into two lots. The purpose of the CSM to separate the portion of the property with the former Shattuck school building from the green space to the south.

MSC Kaiser/Cuthbert, the Plan Commission, to approve the 2 lot CSM for the property located at 600 Elm Street. All voting aye. Motion passed.

c. Preliminary Plat #1-25 – Courtside Fields – 600 Elm Street

Deputy Director Schmidt went over the preliminary plat for Courtside Fields. There are 31 lots planned, all zoned R1 single-family district. He went over the 3 outlots, which includes recreational green space, potentially a regional storm pond south of Laudan Blvd, and sidewalk access to the tennis courts. The lot sizes range from 66 feet to 85 feet. There is no plan for additional infrastructure, all the storm water, water main and sanitary sewer is all within Reed St and Elm St.

Member Steiner asked about the discussion during the concept plan review about the potential to have a road through the middle with additional homes. Deputy Director Schmidt stated there is no intent by the current owner to do this, the intended use of outlot one would be recreational green space, however, it is set-up for the opportunity for redevelopment in the future.

Member Andrews asked what the area next to lots 31 and 1 are intended for. Deputy Director Schmidt stated those are part of outlot one.

Member Hancock-Cooke asked if the little building on the property was going to stay. Deputy Director Schmidt stated it is going to stay as-is and any future change would require a review.

MSC Hancock-Cooke/Kaiser, the Plan Commission, to recommend Common Council approve the Preliminary Plat for Courtside Fields subdivision subject to the conditions on the preliminary plat review letter. All voting aye. Motion passed.

d. Final Plat #1-25 – 2nd Addition to Freedom Acres – 1900 Liberty Avenue

Deputy Director Schmidt went over the final plat to the 2nd Addition to Freedom Acres. There would be 26 lots with one street, which is the extension of Freeman Drive. There is a stormwater pond that serves both the 2nd Addition of Freedom Acres and the 4th Addition to the Homes at Freedom Meadows. There are wetlands on the east side, which is why those lots are deeper and slightly larger.

Member Steiner brought up from the housing study the need for about 90 new units each year over the next few years. He suggested it would be helpful to keep a count of how many new units are being built throughout the years. Deputy Director Schmidt he has been keeping track the past few years but the challenge is the need for more land.

MSC Steiner/Andrews, the Plan Commission, to recommend the Common Council approve the Final Plat for the 2nd Addition to Freedom Acres subdivision. All voting aye. Motion passed.

Discussion Items:

a. Neenah Housing Study and Needs Assessment – Strategy Implementation

Deputy Director Schmidt went over the list he compiled from what the commission members had provided. The higher priority items to be looked at would be affordable multi-family housing, missing middle, ADUs, city-owned land inventory.

Member Hancock-Cooke asked about ADUs and if homeowners associations cannot permit them or if the city has any overarching authority. Deputy Director Schmidt stated the city does not have the authority to overrule any private covenants.

Member Steiner asked even within the municipal code; it is only the state that can override a private covenant. Deputy Director Schmidt stated yes.

Member Cuthbert asked if the ADU must be an outside structure or can it be inside a basement or home. Deputy Director Schmidt stated it can be either outside the home or inside the home.

Member Andrews brought up the item of vacant or dilapidated lots and that it could possibly go along with city-owned land and could have the same priority.

CONSENT
AGENDA

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Announcements and Future Agenda Items: Next meeting is scheduled for May 27, 2025.

Adjournment: The Commission adjourned its meeting at 4:27 p.m. MSC Kaiser/Steiner. All voting Aye. Motion passed.

Respectfully Submitted,

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

Kayla Kubat

Administrative Assistant, Department of Community Development