

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, August 26, 2025
4:00 p.m.

Present:

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

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Michael Burrows, Intern of Community Development
Alderman Cari Lendrum	Troy Beyer, Galloway Co	Jemery Flint, Excel Engineering
Jeremy Wagner, Excel Engineering	Corbin Terlip- virtual attendance- 7Brew	

Minutes: MSC Andrews/Genett, the Plan Commission, to approve the August 12, 2025 meeting minutes. All voting aye. Motion passed. Members Hancock-Cooke and Clark abstained.

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. **Special Use Permit #4-25** – 521 S Commercial Street – C-Store Beer Sales

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

- b. **Special Use Permit #5-25** – 904 S Green Bay Road – C- Store Beer Sales

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

- c. **Rezoning #1-25** – 122, 126, 134 & 138 Tyler Street – R2 to I2 District

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

- d. **Zoning Text Amendment** – Sec. 26-661 – Tourist Housing

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

Action Items:

- a. **Special Use Permit #4-25** – 521 S Commercial Street – C-Store Beer Sales

Deputy Director Schmidt went over the application for 521 S Commercial Street. There will be a lockable cooler for the malt beverages within the building which takes up 20 square feet of the

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728 square feet total sales area. This area meets the requirements for the permit. All other conditions must also be met as outlined in the ordinance.

Member Andrews asked why these permits are not handled administratively. Deputy Director Schmidt stated the special use permit is an extra layer of protection so the permit can be revoked if the guidelines of the ordinance are not being met by the business. This may change in the future.

MSC, Hancock-Cooke/Steiner, the Plan Commission, finds the proposed floor plan meets the requirements listed under Section 4.95(f) of the Municipal Code for a Class “A” license and recommends Common Council approve a Special Use Permit for the issuance of a Class “A” license for property located at 521 S Commercial Street subject to the conditions of the Special Use Approval Letter. All voting aye. Motion passed.

b. Special Use Permit #5-25 – 904 S Green Bay Road – C- Store Beer Sales

Deputy Director Schmidt went over the application for 904 S Green Bay Road. There will be a lockable walk-in cooler for the malt beverages within the building, which takes up 150 square feet of the 3,744 square feet total sales area. This area meets the requirements for the permit. All other conditions must also be met as outlined in the ordinance.

MSC, Andrews/Genett, the Plan Commission, finds the proposed floor plans meets the requirements listed under Section 4.95(f) of the Municipal Code for a Class “A” license and recommends Common Council approve a Special Use Permit for the issuance of a Class “A” license for property located at 904 S Green Bay Road subject to the conditions of the Special Use Approval Letter. All voting aye. Motion passed.

c. Rezoning #1-25 – 122, 126, 134 & 138 Tyler Street – R2 to I2 District (Ord. No. 2025-09)

Deputy Director Schmidt went over the request by Galloway Company to rezone four parcels they’ve acquired along Tyler Street. The rezoning would be from an R2 District to an I2 District. This is consistent with the future land use map, which identifies this area as Neenah industrial corridor.

Member Hancock-Cooke asked about homes on Henry Street that are also located in the R-2 District but are not being rezoned. Deputy Director Schmidt stated this area includes several homes and the area being rezoned is part of the comprehensive plan that as industrial corridor while the area to the north is identified as a transitional area. The Comprehensive Plan is a guide to future development and land uses and helps to inform anyone who moves into this neighborhood the long-term future land uses.

Discussion was had regarding informing the public about land uses and the comprehensive plan.

MSC, Steiner/Hancock-Cooke, the Plan Commission, recommends Common Council approve Ordinance No. 2025-09 rezoning property located along Tyler Street to the I2, General Industrial District. All voting aye. Motion passed.

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ORDINANCE
NO. 2025-09

d. **Zoning Text Amendment – Sec. 26-661 – Tourist Housing (Ord. No. 2025-10)**

ORDINANCE
NO. 2025-10

Deputy Director Schmidt went over a meeting with the Wisconsin Realtors Association regarding the City's tourist housing ordinance and recent lawsuit. It was discussed in the meeting the judge's opinion that the requirement within the ordinance which was ruled illegal is that if you have a tourist house, it needed to be your primary residence. This was reviewed and added in 2017 when trying to find a balance between protecting neighborhoods and allowing some use of a property that may not be typically associated with neighborhoods. The first step of the process is to amend the ordinance would be to remove the section that says it has to be your primary residence. The next step is to start a conversation with this commission to modify the ordinance and try to find those ways to continue to protect neighborhoods.

Member Andrews stated our ordinance was adopted prior to the state law. Deputy Director Schmidt stated yes and at the time.

Member Andrews stated one option could be to set a limit on how many short-term rentals there can be in an area and require a permit.

Member Clark asked for the definition of a short-term rental. Deputy Director Schmidt stated it is a rental that is for less than 30 days.

Member Hancock-Cooke asked if there is any legislation at the state level that says that we can limit whether individuals or corporations are buying properties. Deputy Director Schmidt stated there is not.

MSC, Andrews/Hancock-Cooke, the Plan Commission, recommends Common Council approve Ordinance No. 2025-10, amending Section 26-661 of the Code of Ordinances relating to Tourist Housing All voting aye. Motion passed.

e. **CSM #6-25 – 828 Fox Point Plaza – 2 Lot CSM**

Deputy Director Schmidt went over the CSM request by 7Brew Coffee. This CSM would be creating the lot for 7Brews. Zoning would remain the same and access easements would be provided to ensure accessibility for the current site and for the future.

MSC, Hancock-Cooke/Genett, the Plan Commission, approves the 2 Lot CSM for the property located at 828 Fox Point Plaza. All voting aye. Motion passed.

Discussion Items:

a. **Neenah Housing Study and Needs Assessment**

Deputy Director Schmidt went over the next steps of the housing study which is the ADU ordinance. He also discussed bringing the housing study back to the commission to go over what has been happening throughout the year and how to prioritize what to accomplish next year.

Announcements and Future Agenda Items: Next meeting is scheduled for September 9, 2025

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Adjournment: The Commission adjourned its meeting at 4:33 p.m. MSC Steiner/Hancock-Cooke. 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