

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, June 13, 2023
4:15 p.m.

Present:

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

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Community Development Administrative Assistant	Calvin Tollefson, Harris and Associates, 2718 N. Meade St Appleton
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Minutes: MSC Andrews/Kaiser the Plan Commission, to approve the April 25, 2023 meeting minutes. All aye. Motion passed. Member Ellenberger abstained.

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

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

Public Hearings: None

Action Items:

a. **Site Plan #6-23 – 2474 Schultz Drive - Building Addition**

Deputy Director Schmidt went over proposed site plan for the addition to the current building. Rollmeister, Inc., working in conjunction with Harris and Associates Inc., have submitted a request to expand the current Rollmeister building, located in the South Park Industrial Center (2474 Schultz Drive). The current building is about 27,000 square feet in area. The expansion will add an additional 12,000 square feet to the north of the structure. In addition to the proposed building expansion, the site plan also includes removing the northern existing driveway section and replacing it with a new one. The new driveway will be slightly longer and will be positioned further to the north, compared to the old driveway.

Member Steiner asked if moving the driveway has any cost impact on the City. Deputy Director Schmidt stated the cost of removing and replacing the driveway is all on the property owner.

MSC Ellenberger/Andrews, the Plan Commission to approve the site proposed addition to the Rollmeister, Inc. building located at 2474 Schultz Dr subject to comments of the Site Plan Review Letter. All voting aye. Motion passed.

Discussion Items:

a. **Residential Greenhouses**

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Deputy Director Schmidt went over the possible need to have standards for residential greenhouses. We have seen an uptick of these greenhouses in the community and an uptick in complaints. While most greenhouse structures fall under the accessory structure category in the Zoning Code, structures being built over raised garden beds tend to be constructed with temporary materials and are thus deemed temporary structures in the Building Code. Deputy Director Schmidt opened the discussion for greenhouse standards.

Member Ellenberger asked if we knew what other communities are doing regarding residential greenhouses. Deputy Director Schmidt said we have not yet done research into other communities but that may be a good starting point.

Member Kaiser asked what are the current standards for temporary structures? Deputy Director Schmidt said there is a timeframe for having the structures in place.

Member Andrews asked what happens when residents stop using the greenhouse during the non-growing season? Deputy Director Schmidt stated these residential greenhouses may need to have similar standards as temporary structures with a timeframe but possibly a longer timeframe spanning the growing season.

Committee discussion regarding keeping animals out of gardens.

Member Steiner asked how many complaints does the city get regarding these types of greenhouses? Deputy Director Schmidt states not many but more are popping up so creating standards will be helpful for the future. Member Steiner said he would want good supporting evidence for standards and restrictions and not only based on aesthetics.

Announcements and Future Agenda Items: Next meeting is scheduled for June 27, 2023

-Comprehensive Plan update soon. The plan consists of nine Chapters and the thought would be to look at one chapter per upcoming meeting.

-Right-a-way Plat Review for the reconstruction of S. Commercial St. Member Kaiser states there may be a need for a special meeting due to time constraints.

Adjournment: The Commission adjourned its meeting at 4:33 p.m. MSC Ellenberger/Kaiser. All Aye. Motion passed.

Respectfully Submitted,



Kayla Kubat
Administrative Assistant, Community Development