

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, May 26, 2026
4:00 p.m.

Present:

Mayor Brian Borchardt, Chairperson	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Aldersperson Tami Erickson	PRESENT
Frank Cuthbert, Vice Chairperson	PRESENT	Karen Genett	PRESENT	Kate Hancock- Cooke	PRESENT
Gerry Andrews	PRESENT				

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Cari Lendrum- 419 11st St Neenah
Alderman William Pollnow	Alderman Flo Bruno	Alderman Brian Defferding
Mark Neuman- 509 Chatham Ct Neenah	Debbie Ludka – 324 Castle Oak Dr Neenah	Robert Tollefson- Harris & Associates
Devin Maynard- PCA Rollmeister	Preston McOmber- Fisher CGI	Becky Heidke Kwiatkowski- 1390 Eagle Feather Trail Neenah

Minutes: MSC, Genett/Andrews, the Plan Commission, to approve the April 28, 2026 meeting minutes. All voting aye. Motion passed.

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

Debbie Ludka 324 Castle Oak Dr- She is interested in the open District 2 Alderman seat.

No one in attendance spoke. Chairperson Mayor Borchardt closed public appearances.

Public Hearings: None

Action Items:

a. Site Plan #2-26 – 2474 Schultz Drive – Building Expansion

Deputy Director Schmidt went over the request for a building expansion at 2474 and 2490 Schultz Drive. The applicant is Packaging Corporation of America; the former Rollmeister Incorporated. The proposed building addition is about 105,000 square feet. The setback requirements are met as well as the building height and green space requirements. The building expansion elevation will match the existing building.

Deputy Director Schmidt went over the comments made on the site plan review letter. One note was about the landscaping and that it needs to be brought into compliance with this building expansion. The current site plan does not reflect the minimum requirements of shade trees or shrubs. There are also the screening requirements for refuse, which requires a minimum of a six-foot tall fence or wall. There is a large driveway opening on the south side of the property and ideally this would be shortened to avoid trucks backing into the site. Also, there is a DNR

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identified wetland on the southeast side of the site, which does include the building addition. Due to this, a wetland delineation will be required to verify boundaries. Lastly, a CSM is required to combine 2474 and 2490 Schultz Drive into one parcel. This CSM has been submitted by the applicant.

Alderman Erickson asked how soon the building expansion will start once this site plan is approved. Devin Maynard from PCA Rollmeister stated they are hoping to start in July.

Alderman Erickson asked how many additional jobs will be created. Devin stated about 25 additional jobs with the acquisition of another facility in Appleton and hiring new employees for the expansion.

Alderman Erickson asked how long construction will take. Devin stated about a year and a half for full completion.

Vice Chairperson Cuthbert asked if due to the wetland location if there will be an issue with the stormwater plan. Deputy Director Schmidt stated as part of the site plan, the applicant did submit a storm water management plan. There is currently a storm water pond on the north side of the building that was constructed with the last addition, which will need to be relocated. The proposed stormwater facility is on the north end of the site and another along the west side of the property.

Devin stated they have the process started for the wetland delineation. The fieldwork is done and the locations are marked out.

MSC, Cuthbert/Erickson, the Plan Commission, to approve the site plan for a building expansion to a facility located at 2474 Schultz Drive subject to the Site Plan Review letter comments. All voting aye. Motion passed.

Discussion Items:

a. **Zoning and Sign Code Re-Write**

Deputy Director Schmidt discussed the kick-off meeting with the consultants that happened last week. The consultants were here for a full day, which included a meeting with city staff, a city tour and stakeholder meetings. In the coming weeks there will be a public workshop on June 15th at City Hall from 6:00-7:30PM which is open to the public and an online survey which will be available after the public workshop meeting.

Announcements and Future Agenda Items: Next meeting is scheduled for June 9, 2026

Adjournment: The Commission adjourned its meeting at 4:16 p.m. MSC Erickson/Cuthbert. All voting Aye. Motion passed.

Respectfully Submitted,

Kayla Kubat

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Kayla Kubat

Administrative Assistant, Department of Community Development