

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, February 7, 2023
4:15 p.m.

Present:

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

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant	Brandon Miller- Miller Auto Towing and Recovery, LLC, 614 S Green Bay Rd
Joel Ehrfurth-Mach IV, 2260 Salschneider Ct. Green Bay	Corey Vanevenhoven-Caleb Hayes Enterprises, N179 Marion Ave. Appleton	Adam Stein-Logic Design & Architecture, 10400 Innovation Dr. Milwaukee

Minutes: MSC Kaiser/Moore-Nokes, the Plan Commission to approve the January 10, 2023 meeting minutes. Motion passed.

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 #1-23-** 614 S. Green Bay Road- Vehicle Sales
 - a. **Brandon Miller-** owner of Miller Auto Towing and Recovery, LLC in attendance. Currently, the business has a location in Omro and looking to expand into Neenah.

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

Action Items:

- a. **Special Use Permit #1-23-** 614 S. Green Bay Road- Automobile Sales and Tow Business (excluding tow lot)
 Miller Auto Towing and Recovery, LLC, is requesting a special use permit to operate an automobile sales and tow truck business located at 614 S Green Bay Road.

There are no modifications to the site other than a potential display area expansion on the north side of the building. Tow trucks cannot be stored in the front (west side) of the building and no vehicles can be brought back to the site as a tow yard is strictly prohibited. Per the site plan review letter, frontage landscaping is required as is a fence enclosure for the dumpster.

Member Genett asks if there had been discussions with the owner in regards to landscaping. Deputy Director Schmidt states yes, there have been discussions.

MSC Genett/Moore-Nokes, the Plan Commission finds the proposed use meets the findings of fact for a Special Use Permit (Sec. 26-48) and recommends Common Council approve a Special Use Permit for an

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automotive sales and tow business located at 614 S Green Bay Road subject to the conditions of the Special Use Approval Letter. All voting aye. Motion passed.

- b. **Site Plan #4-23-** 2001 Marathon Avenue- Multi-Family Residential Conversion
Park Place Holdings – Marathon Street, LLC, has submitted a request to convert a portion of the former KC South Office building, located at 2001 Marathon Avenue, into a multi-family development and construct detached garage structures.

The applicant is proposing to convert the southern portion of the existing building into 58 multi-family dwelling units ranging in size from studio (efficiency) units up to two bedroom units. The project also includes tenant amenity space, storage units and gathering space. The total area of the building to be used as residential is approximately 76,000 square feet. The north portion of the building will continue to be used by Kimberly Clark. Both uses, office and multi-family residential are permitted uses in the C-1 District. Multi-family residential uses in the C-1 District follow the development standards in the M-1, Multi-Family Residence District.

Deputy Director Schmidt states the landscape plan is still needed as well as the fire department has concerns in regards to turnaround radius.

Member Steiner asks if the Kimberly-Clark portion and the apartments will be blocked from access to each other. Deputy Director Schmidt states they will be blocked from sharing access.

Member Moore-Nokes asks if there has been any community feedback. Deputy Director Schmidt states there was a concerned citizen when the rezoning request was reviewed by Plan Commission in 2022. The concern was relating to traffic. Member Genett states in the previous discussion, it was determined Marathon Avenue could handle any additional traffic from residents in these apartments.

MSC Moore-Nokes/Genett, the Plan Commission, approve the site plan for the conversion of the building, located at 2001 Marathon Avenue, to multi-family residential dwelling units subject to the comments on the site plan review letter. All voting aye. Motion passed.

- c. **CSM #1-23-** 2001 Marathon Avenue- 2 Lot CSM
The CSM proposes to divide the parcel located at 2001 Marathon Avenue into two separate lots. The parcel is zoned C-1, General Commercial District. The subject property, located on the northwest corner of Marathon Avenue and Byrd Avenue, includes the former KC South Office building. Lot 1 of the proposed CSM would include the existing building, while Lot 2 would include the balance of the property. Lot 2 also includes an access easement from Marathon Avenue to Lot 1. The zoning of each new lot will remain C-1, General Commercial District. The C-1 District does not require a minimum lot size. Lot 1, 12.83 acres, and Lot 2, 7.97 acres, are more than sufficient in size to accommodate future development. Lot 1 is proposed to be used as multi-family residential in the former office building. There are no plans for proposed Lot 2.

MSC Steiner/Genett, the Plan Commission, approve the 2 lot CSM for the property located at 2001 Marathon Avenue subject the CSM review letter. All voting aye. Motion passed.

- d. **Project Plan Approval #1-23-** 1121 Westowne Drive- Chipotle Restaurant

DH Prime Development, Inc, owner of 1121 Westowne Drive, has submitted a project plan to construct a new Chipotle restaurant with a drive-thru pick-up lane.

The site plan proposes to remove the existing building and construct a new 2,300 square-foot Chipotle restaurant with a drive-true lane for mobile/online pick up. The majority of the site will remain as-is including the existing perimeter parking, access along Westowne Drive, and perimeter landscaping. The use of the site as a restaurant is consistent with the Westside Business District PDD Master Plan and is consistent with the surrounding commercial uses along Westowne Drive and Winneconne Avenue.

The proposed site plan will include 76 off-street parking stalls (4 handicap accessible) which is a slight reduction of 6 stalls from what is existing. Per the Zoning Code, a minimum of 33 parking stalls is required based on the use of the property. The total building coverage of the site is about 5% which is less than the maximum of 30%. Finally, the total impervious area of the property is slightly reduced and the green space on the site increases to over 26%.

Member Steiner asked about timing of project. Adam Stein, architect in attendance, stated the plan is working through state review but hoping to get started in spring 2023.


MSC Kaiser/Moore-Nokes, the Plan Commission, recommends Council approve Ordinance No. 2023-01, approving Project Plan Approval #1-23 for the Westside Business District, allowing the construction of a restaurant with a drive-thru lane located at 1121 Westowne Drive. All voting aye. Motion passed.

Discussion Items: None

Announcements and Future Agenda Items: Next meeting is March 7th, 2023

Adjournment: The Commission adjourned its meeting at 4:43 p.m. MSC Kaiser/Genett. All Aye. Motion passed.

Respectfully Submitted,



Kayla Kubat
Administrative Assistant, Community Development