

MINUTES OF THE NEENAH PLAN COMMISSION

Tuesday, July 29, 2025

4:00 p.m.

Present:

Mayor Jane Lang, Chairperson	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Alderman Dan Steiner	ABSENT
Kate Hancock-Cooke	PRESENT	Karen Genett	PRESENT	Frank Cuthbert	PRESENT
Gerry Andrews	ABSENT	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 William Pollnow	Alderman Cari Lendrum	Troy Beyer, Galloway Co
Jeremy Wagner, Excel Engineering	Jeremy Flint, Excel Engineering	Tod Galloway, Galloway Co
Scott Becher, 1061 Green Acres Ln, Neenah		

Minutes: MSC Genett/Kaiser the Plan Commission, to approve the July 8, 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- He stated the Galloway expansion is a great improvement for the community and hopes the impact of this expansion on our streets is being taken into consideration.

Alderman Pollnow- He asked how the utilization of Douglas Pond is being monitored with the Galloway expansion.

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

Public Hearings: None

Action Items:

a. Site Plan #13-25 – 601 S Commercial Street – Building Expansion

Deputy Director Schmidt went over the request by Galloway Co for a building addition, more trailer parking and off-street parking. The building addition is about 47,000 square feet with 12 loading docks on the west side. Much of the building is 36 feet tall, with the maximum height of 51 feet tall for the elevator shaft. The trailer parking is located along Tyler Street. The parking lot adds 31 new trailer stalls for a total of 55 trailer stalls. The off-street parking will add 77 stalls for a total of 176 stalls for the site. He went over the landscape plan. The minimum frontage landscaping requirements are met with 11 shade trees and about 70 shrubs. There is a proposed fence in that area for safety from the stormwater management facility. The parking lot islands need a minimum of one shade tree on each island, which this plan does not provide, and this would be a condition of the approval.

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Deputy Director Schmidt showed these changes and expansions on a map of the property. The minimum setbacks have all been met in this request. The building expansion is being constructed in similar materials to the rest of the building.

Member Hancock-Cooke asked how the trucks will be entering and exiting the site. The applicant showed how trucks would be coming onto the site from both Commercial St and Henry St.

Deputy Director Schmidt went over the stormwater plan. The northern part of the site goes into the Harrison St Pond. The southern part of the site goes into Douglas Pond.

Member Genett asked if there is anything planned for the future of Henry St and Winneconne Ave. Director Kaiser stated there have been a few options looked at and each provides challenges with the existing infrastructure.

Member Cuthbert asked where the properties are that Galloway Co is trying to acquire. Deputy Director Schmidt showed on map the properties adjacent to the site. The applicant stated two have been acquired, one is in negotiations.

MSC Hancock-Cooke/Cuthbert, the Plan Commission, approve the site plan to construct a building expansion, trailer parking and an off-street parking lot on property located at 601 S Commercial Street subject to the conditions of the Site Plan Review Letter. All voting aye. Motion passed.

b. Site Plan #14-25 – 1080 Breezewood Lane – Fire Station 31 Improvements

Deputy Director Schmidt went over the request for a building addition, storage building and a fire training tower. The plan is to modernize the exterior and accommodate for the building additions. The building addition includes an exercise room on the south side and a hose tower in the middle. The east side also has a building addition. The storage building is 24 feet tall and the training facility is about 40 feet tall. Deputy Director Schmidt stated there has not been a landscape plan submitted, and a plan would still be required to move forward.

Member Hancock-Cooke asked about the use of solar panels on this site to help with sustainability to reduce the carbon footprint of the city.

Member Genett asked if this building is being shared with any school. Mayor Lang stated no, however, the training facility is being shared with the city of Menasha.

MSC Hancock-Cooke/Genett, the Plan Commission, approve the site plan to construct a building expansion and accessory structures on property located at 1080 Breezewood Lane subject to the conditions of the Site Plan Review Letter. All voting aye. Motion passed.

Discussion Items:

a. Tourist Housing Ordinance

Deputy Director Schmidt gave an overview of the lawsuit with the WRA and the city and how a rewrite or update to the ordinance will need to be discussed in the future.

Member Genett stated it is important for the judge in these trials to understand the WRA is only interested in the selling of homes and they do not care of the outcome of who buys them.

b. Neenah Housing Study and Needs Assessment

Deputy Director Schmidt gave an update on the status of the ADU discussion. He stated he has met with two housing developers to discuss different development opportunities in the city.

Announcements and Future Agenda Items: Next meeting is scheduled for August 12, 2025

Adjournment: The Commission adjourned its meeting at 4:37 p.m. MSC Genett/Kaiser. 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