

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, October 29, 2024
4:00 p.m.

Present:

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

Also Present:

Chris Haese, Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Jaswinder Singh, 700 Main Street, Neenah WI 54956
Neha Patel, 1013 Main St, Neenah WI 54956	David Stark, 303 Seldon Rd, Iron River MI 49935	Kelly Schoepke, 767 Birch St, Neenah 54956

Minutes: MSC Andrews/Moore-Nokes, the Plan Commission, to approve the October 8, 2024 meeting minutes. All voting aye. 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 – 700 Main Street – Class “A” License

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

b. Special Use Permit – 1013 Main Street – Class “A” License

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

c. Special Use Permit – 1305 S. Commercial Street – Class “A” License

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

Action Items:

a. Special Use Permit – 700 Main Street – Class “A” License

Director Haese went over the application for 700 Main Street. There will be four coolers for the malt beverages within the building taking up 25 square feet of the building total 850 square feet. This area meets the requirements for the permit. These coolers also must be locked up at 9:00 p.m. each evening and that is up to the business owner to determine how that is done.

Director Kaiser asked about locking the cooler and that is up to the owner. Will that be inspected by someone to know it is being done? Director Haese stated it will be inspected, but unsure at this time who will be doing the inspecting.

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Member Andrews asked if the inspection aspect was part of the ordinance. Director Haese stated yes, it was part of the ordinance and very clear that it is a requirement.

MSC Genett/Andrews, 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 700 Main Street subject to the conditions of the Special Use Approval Letter. All voting aye. Motion passed.

b. Special Use Permit – 1013 Main Street – Class "A" License

Director Haese went over the application for 1013 Main Street. The malt beverages within the building take up 27 square feet of the building total 1,944 square feet. This area meets the requirements for the permit. All other conditions must also be met as outlined in the ordinance.

MSC Moore-Nokes/Andrews, 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 1013 Main Street subject to the conditions of the Special Use Approval Letter. All voting aye. Motion passed.

c. Special Use Permit – 1305 S. Commercial Street – Class "A" License

Director Haese went over the application. The malt beverages within the building take up 27 square feet of the building total 2,300 square feet. This area meets the requirements for the permit. All other conditions must also be met as outlined in the ordinance.

Member Andrews asked if non-alcoholic beers need to be in the coolers. Director Haese stated no, only alcoholic malt beverages need to be in the lockable coolers.

MSC Kaiser/Andrews, 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 1305 S. Commercial Street subject to the conditions of the Special Use Approval Letter. All voting aye. Motion passed.

Announcements and Future Agenda Items: Next meeting is scheduled for November 12, 2024.

Adjournment: The Commission adjourned its meeting at 4:10 p.m. MSC Genett/Kaiser. All voting Aye. Motion passed.

Respectfully Submitted,



Kayla Kubat
Administrative Assistant, Department of Community Development

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