

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, August 30, 2022**  
**4:15 p.m.**

**Present:**

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

**Also present:**

Brad Schmidt, Deputy Director of Community Development	Samantha Jefferson, Office Manager	Diane Eparvier, 669 Elm Street
Chris Haese, Director of Community Development	Bob Rossi, North Star Commercial Group	Kevin Beauchamp, Galloway Company
John Gruszynske, JG Custom Cabinetry and Design	Gerry Niccolai, 903 Henry Street	Other Members of the Public
Judd Stevenson, 632 Reed Street		

**Minutes:** MSC Ellenberger/Moore-Nokes, the Plan Commission to approve the August 9, 2022 meeting minutes. Motion passed. Member Hancock-Cooke abstaining.

**Public Appearances:** Diane Eparvier (669 Elm Street) said that she hopes that the commission will listen to the opinions of the neighborhoods that their decisions are affecting. She also would like to thank whoever is taking care of the grounds at Shattuck. Member Moore-Nokes will pass that along.

**Public Hearings:**

- a. **Rezoning** – Galloway Company – C1, General Commercial District and R2, Two-Family Residence District to I2, General Industrial District (**Ord. No 2022-17**)

Mayor Lang opened the public hearing.

Seeing no comments, Mayor Lang closed the public hearing.

- b. **Street Discontinuance (Vacation)** – Jackson Street, McKinley Street, and Austin Avenue

Mayor Lang opened the public hearing.

Seeing no comments, Mayor Lang closed the public hearing.

**Action Items:**

- a. **Rezoning** – Galloway Company – C1, General Commercial District and R2, Two-Family Residence District to I2, General Industrial District (**Ord. No 2022-17**)

Galloway Company (601 S. Commercial Street) has submitted a request to rezone multiple parcels from the R-2, Two-Family Residence District and C-1, General Commercial District to the I-2, General Industrial District.

The subject parcels are located along Henry Street, Tyler Street, S. Commercial Street, Jackson Street, and McKinley Street. All of the parcels are owned by Galloway Company. The purpose of this request is to consolidate all of the parcels into the 601 S. Commercial Street parcel which is zoned I-2 District. The City's Zoning Code prohibits multiple zoning districts on one parcel. The rezoning and lot consolidation will help facilitate Galloway Company's future building expansion projects and help improve site efficiency and on-site traffic/truck circulation. The future land use map identifies this area as the Neenah Industrial Corridor and a small portion as Regional Commercial. The I-2 zoning district is consistent with the Comprehensive Plan's future land use map.

Ord. No. 2022-17

Member Hancock-Cooke commented that the Parks and Recreation Commission does discuss the access to Douglas Park quite frequently and wondered if better park access was considered as these changes are being made. Deputy Director Schmidt and Director Haese said that this is talked about among staff on a regular basis. The current park plan does include potential acquisitions of property as it becomes available along the park boundaries (when properties come up for sale). Potentially this park could be utilized for stormwater purposes which would then drive the necessity for better access.

**MSC Genett/Hancock-Cooke, the Plan Commission recommends Common Council approve Ordinance 2022-17 rezoning property located along Henry Street, Tyler Street, S. Commercial Street, Jackson Street, and McKinley Street to the I-2, Single-General Industrial District. All voting aye. Motion passed.**

**b. Street Discontinuance (Vacation) – Jackson Street, McKinley Street, and Austin Street**

Over the last several years, Galloway Company has purchased and demolished all of the properties along Jackson Street, McKinley Street, and Austin Avenue adjacent to their property at 601 S. Commercial Street. The purpose of these acquisitions and the street vacation petition is to provide the opportunity for future building expansions and better site efficiency and traffic/truck circulation.

In 2013, Austin Avenue was vacated and the street relocated further west. Then in 2014, the City vacated a portion of Jackson Street between Austin Avenue and S. Commercial Street. Both of these actions were done to facilitate building projects for Galloway Company. The remaining portion of Jackson Street, relocated Austin Avenue, and McKinley Street do not provide connectivity beyond the small neighborhood they served. Vacating these streets will not have a negative impact on the street network nor will it limit the ability of any property owner from accessing their property.

Public utilities are currently located within the Jackson Street and McKinley Street right-of-way. Public sanitary sewer and storm sewer main would become private and all maintenance of this infrastructure would be the responsibility of Galloway Company when the street vacation is approved. The water main would remain public following the street vacation, however, an easement shall be identified over the existing main to allow for regular maintenance.

Res. No. 2022-15

In addition to this street vacation petition, Galloway Company has also submitted a request to consolidate the parcels along Jackson Street, McKinley Street and Austin Avenue into the main parcel located at 601 S. Commercial Street. Once the streets are vacated, the land is transferred to owners of the property fronting the street. In this instance, the land would be transferred to Galloway Company. The City's Comprehensive Plan identifies the land around the proposed street vacation as future Industrial Corridor meaning that this land is planned for industrial/manufacturing land use.

**MSC Kaiser/Moore-Nokes, the Plan Commission to recommend the Common Council discontinue Jackson Street, McKinley Street, and Austin Avenue and approve Resolution 2022-15. All voting aye. Motion passed.**

**c. Certified Survey Map – 601 S. Commercial Street – Lot Consolidation**

Galloway Company has submitted a Certified Survey Map (CSM) to consolidate 18 separate parcels (all owned by Galloway Company) and three vacated streets (Jackson Street, McKinley Street and Austin Avenue) into the larger Galloway Company parcel located at 601 S. Commercial Street.

The proposed lot is approximately 13.6 acres in size. The purpose of the lot consolidation is to facilitate future building expansion projects, improve site efficiency and internal traffic/truck circulation. Previously in this meeting, the Plan Commission approved recommendations that Council approve the rezoning ordinance and street vacation needed for this CSM.

The proposed lot includes frontage along S. Commercial Street, Tyler Street, and Henry Street.

Finally, the CSM includes water main along the vacated Jackson Street and McKinley Street. The water main continues to be public and therefore the CSM shall include an easement over the water main to ensure maintenance can continue.

CA

**MSC Genett/Kaiser, the Plan Commission recommend Common Council approve the 1 lot CSM consolidating parcels along S. Commercial Street, Henry Street and Tyler Street into 601 S. Commercial Street and that the public water main easements be accepted. All voting aye. Motion passed.**

**d. Site Plan Review – 2320 Industrial Drive – Change of Use**

The City has received a site plan review application on behalf of JG Custom Cabinetry and Design to relocate a cabinet business in the former Lakeland College building located at 2320 Industrial Drive. The subject property is 2.75 acres in size and is located south of Bell Street and along the east side of Industrial Drive. The property is zoned I-1, Planned Business Center District and is part of the Southpark Industrial Center. The site includes a 20,525 square-foot building that was constructed in 1989 and has been used as classroom space since then. Parking is located north and south of the building while access to the site is from three driveways along Industrial Drive. The north driveway is shared with the property to the north (Community First Credit Union).

Land north, south and west of the subject property is also zoned I-1 District and includes a credit union to the north and manufacturing businesses to the south and west. The land to the east is zoned R-1, Single-Family Residence District and includes a single-family neighborhood.

A site plan review is required since the use of the property is changing from an educational use to the manufacturing use. The applicant is proposing to occupy the building with a cabinet manufacturer. The I-1 District lists manufacturing uses as permitted. The building will include a shop area, which accounts for about 2/3 of the total building area, and an office and showroom area. The building is not currently sprinkled, but will be as part of the new occupancy.

There are only minor changes being proposed for the property including the relocation of three handicap accessible parking stalls, the creation of a frontage landscaping peninsula along Industrial Drive, and the addition of a dust collection system along the northwest portion of the building. The dust collection system will also be enclosed with a 20-foot tall block wall to ensure any noise related to the dust collection system is directed away from the residential neighborhood. In addition, the enclosure area will be screened with a sight-tight fence along the west and part of the north sides. Hours of operation for the business are expected to be Monday through Thursday from 6:00AM to 4:00 PM and Friday from 6:00AM to 12:00PM.

Member Kaiser asked about the rear lot line encroachment. Deputy Director Schmidt said that this is a lot line encroachment by the residential properties adjacent to the properties and it was important that it be noted.

Member Hancock-Cooke asked Deputy Director Schmidt to confirm that noises and dust will not disturb the neighboring residential properties. Deputy Director Schmidt said that the applicant has been working hard to make sure that their operation will not cause any disturbance.

**MSC Ellenberger/Kaiser, the Plan Commission approves the site plan to occupy 2320 Industrial Drive with a cabinet manufacturer business subject to the conditions of the site plan review letter. All voting aye. Motion passed.**

**Discussion Items:**

**a. City of Neenah Comprehensive Plan 2040**

Deputy Director Schmidt asked members to familiarize themselves with the Comp Plan 2040 (can be found on the city's website) and to begin thinking of things that should be on the Comp Plan update and how these things should be prioritized. This plan is required by state statutes. Every 5 years, a review must be completed of this plan and Plan Commission will play a role in this. In the coming months, Deputy Director Schmidt will be bringing more about this to Plan Commission.

**b. Zoning Code Discussion**

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Deputy Director Schmidt explained that in future meetings, he plans to discuss certain parts of the Zoning Code with the Commission such as the codes regarding driveways, cargo/semi-trailers for storage, etc. Commission members also suggested looking into the fence code and boat parking.

**Announcements and Future Agenda Items:** Next meeting is September 13, 2022

Adjournment: The Commission adjourned its meeting at 4:50 p.m. MSC Ellenberger/Genett. All Aye. Motion passed.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Samantha Jefferson", with a long horizontal flourish extending to the right.

Samantha Jefferson  
Office Manager, Community Development