

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, April 28, 2026
4:00 p.m.

Present:

Mayor Brian Borchardt, Chairperson	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Aldersperson Tami Erickson	ABSENT
Kate Hancock-Cooke	PRESENT	Karen Genett	PRESENT	Frank Cuthbert	PRESENT
Gerry Andrews	ABSENT	NJSD Member (Not appointed)	ABSENT		

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Kelly Nieforth, Director of Community Development
Alderman Flo Bruno	Alderman William Pollnow	Mamadou Coulibaly- 2680 Marathon Ave Neenah
Hiram Haney- 2687 Marathon Ave Neenah	Mark Neuman- 509 Chatham Ct Neenah	

Minutes: MSC, Kaiser/Cuthbert, the Plan Commission, to approve the April 7, 2026 meeting minutes. All voting aye. Motion passed.

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

Mark Neuman - 509 Chatham Court- He states he is here to learn as he is interested in the open council seat.

Hiram Haney- 2687 Marathon Avenue- He states he can answer questions regarding the application for the school at the mosque as well as Dr. Coulibaly.

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

Nomination of Plan Commission Vice-Chairperson

Mayor Borchardt called for nominations. Director Kaiser asked for clarification that this isn't an aldermanic position. Deputy Director Schmidt stated it is not; it just happened to be that way in the past. He explained the Vice Chairperson serves as the chair in the absence of the Chairperson.

Member Genett nominated Member Cuthbert, Director Kaiser second. All voting aye.

Public Hearings:

- a. **Special Use Permit #1-26 – 2680 Marathon Avenue – Private School**

No one in attendance spoke. Mayor Borchardt closed this public hearing.

- b. **Text Amendment – Sec. 26-26 – Plan Commission Composition – Ord. 2026-06**

Alderman Pollnow- he reached out to Dr. Harrison, the superintendent of the Neenah Joint School District, and he stated it is always good to have different avenues of communication from the city to the school, but the hindrance is that the school board member for the committee needs to be a resident of the city. If the ordinance could be updated to state just a school board member and not a resident, that would help with communication between the school board and the city.

No one else in attendance spoke. Mayor Borchardt closed this public hearing.

c. Text Amendment – Sec. 22-161 – Shoreland-Wetland Zoning – Ord. 2026-08

No one in attendance spoke. Mayor Borchardt closed this public hearing.

d. Text Amendment – Chapter 22 – Shoreland Zoning – Ord. 2026-09

No one in attendance spoke. Mayor Borchardt closed this public hearing.

Action Items:

a. Special Use Permit #1-26 – 2680 Marathon Avenue – Private School

REPORT

Deputy Director Schmidt went over the request to establish a Kindergarten-1st grade private school within the current building located at 2680 Marathon Avenue. This would be one classroom, and up to 10 students. If the number of students were to increase in the future, that would need another approval through this committee. There are no other modifications to the interior or exterior to the space, but it would need to go through State plan review in which an architect would review and make sure the space is adequate and meet state international building code standards.

Member Genett asked about facilities such as toilets and sinks for young children in the building. Deputy Director Schmidt stated those items would be part of the building code review.

Member Cuthbert asked if there would be changes to parking or issues with additional traffic. Deputy Director Schmidt stated there is adequate parking and enough access for drop-off and pick-up. If the school becomes larger, then those things would be taken into consideration.

MSC, Cuthbert/Kaiser, the Plan Commission, to recommend Common Council approve a Special Use Permit for a private school located at 2680 Marathon Avenue subject to the conditions of the Special Use Review Letter. All voting aye. Motion passed.

b. Text Amendment – Sec. 26-26 – Plan Commission Composition – Ord. 2026-06

ORDINANCE
NO. 2026-06

Deputy Director Schmidt went over the process behind this change. He went over the current composition of the Plan Commission, which is the Mayor, Director of Public Works, Parks and Recreation Chairperson, City Alderman, Board of Education member and three city residents. This change is to get both the zoning code and the administrative side into alignment. Deputy Director Schmidt went over the history of having the school board member on the committee. The code states the need for seven members on the committee. In conversations with Dr. Harrison, there

have not been regular updates from the school board representative in the past and the city already has semi-regular meetings to update the school.

Mayor Borchardt stated in a recent conversation with Dr. Harrison, he would like to increase the frequency of the city and school board meetings.

Member Genett asked if the addition of the school board member added anything to the committee. Deputy Director Schmidt stated there have been school board members in the past that provided feedback, but those members were also involved in other aspects of the city.

Member Hancock-Cook stated she was in favor of lessening the number of committee members and making it easier to get a quorum together.

MSC, Cuthbert/Kaiser, the Plan Commission, to recommend Common Council approve Ordinance No. 2026-06, amending Chapter 26 of the Code of Ordinances relating to Plan Commission membership. All voting aye. Motion passed.

c. Text Amendment – Sec. 22-161 – Shoreland- Wetland Zoning – Ord. 2026-08

ORDINANCE
NO. 2026-08

Deputy Director Schmidt went over the history of the shoreland zoning. In 2013, state law let cities adopt their own shoreland zoning regulations. For land annexed after May 7, 1982, if a city does not adopt its own ordinance, that land falls under county shoreland zoning. The city has applied shoreland setbacks in practice but has never had a specific ordinance for shoreland zoning. The proposed amendment formally adopts the standards the city has applied which establishes a minimum 50-foot setback from the high-water mark and clarifies that shoreland and shoreland-wetland areas annexed after May 7, 1982, are regulated under the city rather than the county.

Member Cuthbert asked who established the boundary for the wetland area. Deputy Director Schmidt stated the DNR created their wetland inventory map in the 1980's.

Member Cuthbert asked how often the wetland maps are updated. Deputy Director Schmidt stated typically when there is development. If a developer is proposing a subdivision, they have to do a wetland delineation, which maps all the wetlands on the site. Member Cuthbert asked when this delineation happens, are they set forever. Deputy Director Schmidt stated the boundaries can change when further development occurs.

MSC, Kaiser/Cuthbert, the Plan Commission, to recommend Common Council approve Ordinance No. 2026-08, amending Chapter 22 of the Code of Ordinances Shoreland-Wetland Zoning. All voting aye. Motion passed.

d. Text Amendment – Chapter 22 – Shoreland Zoning – Ord. 2026-09

ORDINANCE
NO. 2026-09

Members discussed this item in conjunction with the previous item. No further discussion.

MSC, Kaiser/Genett, the Plan Commission, to recommend Common Council approve Ordinance No. 2026-09, creating Article VI (Chapter 22) Shoreland Zoning. All voting aye. Motion passed.

Discussion Items:

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

Deputy Director Schmidt gave an update on the status of the Zoning and Sign Code rewrite. The consultant will be visiting the city to meet with city staff and tour of the city. There will also be a public workshop and public survey developed to gather feedback.

Announcements and Future Agenda Items: Next meeting is scheduled for May 12, 2026

Adjournment: The Commission adjourned its meeting at 4:35 p.m. MSC Genett/Cuthbert. 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