

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, September 23, 2025
4:00 p.m.

Present:

Mayor Jane Lang, Chairperson	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Alderman Dan Steiner Vice Chairperson	PRESENT
Kate Hancock-Cooke	PRESENT	Karen Genett	ABSENT	Frank Cuthbert	PRESENT
Gerry Andrews	PRESENT	Lindsay Clark	ABSENT		

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Alderman Cari Lendrum
Alderman William Pollnow	Scott Becher, 1061 Green Acres Ln Neenah	Bethanie Gengler- Neenah News
Duke Behnke- Post Crescent	Alderman Brian Borchardt	Tina Riehl- 1041 S Crocus Ln
Samuel Ifft- 611 Properties LLC	Jordan Marters- 611 Properties LLC	Tim Bergstrom- 856 Bayview Rd Neenah
John Bergstrom- 150 N Green Bay Rd	Joel Ehrferth- Mach IV, 2260 Salscheider Ct	Brannin Gries- Gries Architectural
Jonah Dorsey- 309 2 nd St	Netta Dorsey- 309 2 nd St	

Minutes: MSC, Kaiser/Cuthbert, the Plan Commission, to approve the August 26, 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 1061 Green Acres Ln- He thinks the ThedaCare apartments are a great development for Doty Island. He hopes it increases retail and service industries on the island to create a vibrant community.

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

Public Hearings:

- a. Rezoning #2-25-** 215 E. Forest Avenue – R2 District to CH District

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

- b. Official Street Map Amendment –** E. North Water Street

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

- c. CH District Master Plan Amendment #1-25 and Project Plan Approval #1-25 –** CH District- Multi-Family Housing – 215 E. Forest Avenue

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

Deputy Director Schmidt went over all the action items and how each relate to one another with the overall new development, which is a housing development on the former Roosevelt school site. The overall site will have four townhouse buildings with a total of 56 units. This is a two-phase development. The first phase is the west side, which is the former Roosevelt school site. Phase two is the east side of the site and that is planned for next fall.

Action Items:

a. Rezoning #25-25 – 215 E. Forest Avenue – R2 District to CH District (Ord. No. 2025-13)

Deputy Director Schmidt went over the rezoning of the property. It is currently zoned R2, two family resident district and would be rezoned as CH, community health district. Schools were a permitted use in the R2 district. The east side of the site was zoned CH as part of the ThedaCare expansion and there was a lease with the school for the playground.

Member Hancock-Cooke asked if once it is zoned CH does it need to be rezoned again. Deputy Director Schmidt stated no, the CH district was created to support ThedaCare’s development plans but also protect the neighborhood, so it has very specific language in terms of permitted uses. Multi-family is a permitted use in the district.

Member Andrews questioned the land directly across from the hospital, which used to be a medical clinic and is not part of the CH zoning. Deputy Director Schmidt stated this property did not want to be part of the CH district but there are covenants in place that make it the same as the CH district. Now that ThedaCare owns the property, if they look to redevelop that property beyond the current use, it will need to be rezoned to CH.

MSC, Hancock-Cooke/Cuthbert, the Plan Commission, recommends Common Council approve Ordinance No. 2025-13 rezoning property located at 215 E. Forest Avenue to the CH, Community Health District All voting aye. Motion passed.

b. Official Street Map Amendment – E. North Water Street (Ord. No. 2025-12)

Deputy Director Schmidt went over the official street map amendment. The city has an official street map, which identifies the existing right-of-way with future planned street extensions and future expansions of street right-of-way. There is currently a slight offset of the right-of-way, and the request is to shift the right-of-way to be consistent with the right-of-way on the east side of E North Water Street. This will make it easier for the development to meet setback requirements. Our Public Works department states there are no utilities in this area.

MSC, Kaiser/Cuthbert, the Plan Commission, recommends Common Council approve Ordinance 2025-12, amending the Official Street Map to narrow the E. North Water Street right-of-way from 82 feet to 70 feet between First Street and the vacated portion of Second Street. All voting aye. Motion passed.

c. CSM #7-25- 215 E. Forest Avenue – Lot Consolidation (Right-of-Way) Dedication

Deputy Director Schmidt went over the CSM request. This would include getting a sidewalk on the corner of 1st Street and E Forest Avenue as public right-of-way as opposed to private

ORDINANCE
NO. 2025-13

ORDINANCE
NO. 2025-12

CONSENT
AGENDA

property. There are also adjustments with the right-of-way northeast of the roundabout. The CSM is also changing the property from two lots to one lot.

MSC, Hancock-Cooke/Kaiser , the Plan Commission, recommend Common Council approve the one lot CSM and accept the dedication of public right-of-way along First Street for the property located at 215 E. Forest Avenue. voting aye. Motion passed.

- d. **CH District Master Plan Amendment #1-25 and Project Plan Approval #1-25- CH District – Multi-Family Housing – 215 E. Forest Avenue (Ord. No. 2025-14)**

ORDINANCE
NO. 2025-14

Deputy Director Schmidt went over the CH Master Plan Amendment. The amendment is to include this new development. The project plan approval must be consistent with the district standards like uses, setbacks, and building coverage. This is a two-phase multi-family development. The first phase on the west side of the site has 28 units. There is additional off-street parking, stormwater facilities and other amenities. Access to the site is the existing driveways and no further access will be coming off 1st Street or 3rd Street. The building setbacks are all met in the proposed development. The building height is consistent with the buildings in the surrounding area. Parking is also met with most of the parking being in garages and off-street parking. Refuse is screened with a gate. The townhomes are consistent with the neighborhood homes in terms of architecture. The garages are located in the back of the property.

Member Cuthbert asked if there are any restrictions or requirements on who can live in these townhomes. Brannin Gries, the architect, stated the main purpose of the townhomes is for the ThedaCare residency program, which they are starting next year. There are some additional units that ThedaCare would have up to their discretion. Member Cuthbert clarified that these would not be sold as condos or similar. Brannin Gries stated these would not be used for condos.

Member Cuthbert asked for clarification on the stormwater biofilter system. Joel Ehrfurth, the engineer from Mach IV, stated the biofilter is a storm water treatment system the DNR accepts. It is a sand filter to direct the storm water to a biofilter. There are plants in it and wood mulch on the top. It flows through a mixture of sand and compost, then there is a drain underneath there that collects the water. Member Cuthbert asked if that is the only drainage on the site or are there other parking lot drainage areas. Joel Ehrfurth stated most of the water is draining to the biofilter.

Director Kaiser asked if this approval is only for the first phase of this development. Deputy Director Schmidt stated yes, phase two will come for approval at a later date.

MSC, Cuthbert/Kaiser, the Plan Commission, recommend Common Council approve Ordinance #2025-14, approve the Master Plan Amendment #1-25 and Project Plan Approval #1-25 for the ThedaCare Medical Center Community Health District, amending the ThedaCare Master Plan and allowing for the construction of a multi-family development located at 215 E. Forest Avenue. All voting aye. Motion passed.

Discussion Items:

- a. **Neenah Housing Study and Needs Assessment**

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Deputy Director Schmidt gave updates on the Housing Study and the items being worked on internally. He discussed changes to the moving house permit, which updated to an administrative approval instead of a council approval. He also went over two Request for Proposals that have been sent out to developers. One proposal would be for the property on S Commercial St which used to be Harn's Barn. The other would be the warehouse site downtown which is west of Solaris and Main St. He also went over the current housing statistics, new homes and new multi-family, in comparison to last year. Updates were also given on city-owned land and the potential future uses of this land.

Director Kaiser asked about RFP distribution. Deputy Director Schmidt stated it was sent to specific developers. He stated this might be a better question for Director Nieforth.

Member Steiner asked if there has been a scenario where we receive RFPs back and we do not feel they are sufficient quality, does the city go beyond our standard distribution list. Deputy Director Schmidt said if we receive responses back and we are not satisfied, we could go out and ask for other requests. He also stated this might be a better question for Director Nieforth.

Announcements and Future Agenda Items: Next meeting is scheduled for October 7, 2025

Adjournment: The Commission adjourned its meeting at 4:37 p.m. MSC Cuthbert/Kaiser. All voting Aye. Motion passed.

Respectfully Submitted,



Kayla Kubat
Administrative Assistant, Department of Community Development