

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, November 25, 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	ABSENT	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	Alderman Cari Lendrum
Alderman William Pollnow	Duke Behnke- Post Crescent	Alderman Florence Bruno
Pat Fahrenkrug- Kessler Fahrenkrug Funeral Home	Hunter La Rosa- Matthew Environmental Solutions	

Minutes: MSC, Kaiser/Cuthbert, the Plan Commission, to approve the October 28, 2025 meeting minutes. All voting aye. Motion passed.

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

Pat Fahrenkrug- Kessler Fahrenkrug Funeral Home - he purchased the building next to the funeral home about a year ago and is now planning on putting a crematory facility in the building. Currently they are using a crematory in Kaukauna and he would rather have the facility on site.

Member Genett asked if there will be something done to the building to make sure smoke and odor does not escape. Hector La Rosa- Matthew Environmental Solutions, stated the machine is designed to function without generating any type of smoke or odor.

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

Public Hearings: None

Action Items:

a. Site Plan #21-25 – 314 S. Commercial Street – Change of Use

Deputy Director Schmidt went over the request submitted for the change of use. The property meets all required parking and landscaping requirements. The only update to the property would be a screen refuse area.

Director Kaiser asked about the landscaping and there would only need to be a buffer yard if there were residential homes surrounding the property and not for surrounding right-of-ways. Deputy Director Schmidt stated yes, only a buffer yard if residential homes surrounded the property.

MSC, Steiner/Kaiser, the Plan Commission, to approve the site plan for a change of use of a building located at 314 S. Commercial Street subject to the Site Plan Review letter comments. All voting aye. Motion passed.

b. CSM #10-25 – 2025 Marathon Avenue – 2 Lot CSM

Deputy Director Schmidt went over the CSM request to split the current parcel into two separate lots. There is no future plan for the lot, possibly developing the lot or possibly marketing the lot. There are a few easements on this property, one for a driveway off Marathon Ave which serves the Marathon Flats property and another for a driveway on the north side that provides access to the parking lot for the KC property. Both meet the minimum standards for frontage and lot size in this district.

Member Cuthbert asked if the property was developed, would it need a retention pond. Director Kaiser stated yes, they are over an acre in size.

Member Cuthbert asked if the property was sold, would the easement have to stay for the parking lot. Deputy Director Schmidt stated it wouldn't have to stay. Member Cuthbert asked if there would be enough parking. Deputy Director Schmidt stated yes there would be enough parking.

MSC, Cuthbert/Steiner, the Plan Commission, to approve the 2 Lot CSM for the property located at 2025 Marathon Avenue. All voting aye. Motion passed.

Discussion Items:

a. Neenah Housing Study and Needs Assessment

Deputy Director Schmidt went over the updates from the housing study. There are still items going through the legislature to keep track of before moving forward on anything.

b. Zoning Code and Sign Code Update

Deputy Director Schmidt went over that the 2026 budget did include a zoning code and sign code update. Plan Commission will be involved in this update. The current code needs to be modernized; design standards can be implemented and there can be items add things that came out of the housing study.

Director Kaiser asked when Request for Proposals would be sent out. Deputy Director Schmidt stated those would hopefully go out by the end of the year. It is important to work with the right entity and not one who creates a cookie-cutter code.

Announcements and Future Agenda Items: Next meeting is scheduled for December 9, 2025

Adjournment: The Commission adjourned its meeting at 4:25 p.m. MSC Kaiser/Cuthbert. All voting Aye. Motion passed.

Respectfully Submitted,

Plan Commission Minutes

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A handwritten signature in black ink that reads "Kayla Kubat". The signature is written in a cursive, slightly slanted style.

Kayla Kubat

Administrative Assistant, Department of Community Development