

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, May 7, 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	PRESENT	Karen Genett	PRESENT	Betsy Ellenberger	PRESENT
Gerry Andrews	PRESENT	Alderman Dan Steiner	PRESENT		

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Chris Haese, Director of Community Development
Frank Cuthbert, 1533 Fallow Dr Neenah WI		

Minutes: MSC Kaiser/Moore-Nokes, the Plan Commission, to approve the April 23, 2024 meeting minutes. All voting aye. Motion passed. Members Ellenberger, Genett, and Hancock-Cooke abstained.

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: None

Action Items:

a. Site Plan Review (Sidewalk Café) – 218 W. Wisconsin Avenue – Layla’s Place

Deputy Director Schmidt went over the request for a sidewalk café for Layla’s Place, located at 218 W Wisconsin Avenue. The site plan submitted shows the sidewalk café extending past the building footprint, however, to meet the criteria of a sidewalk café, it cannot extend past the building footprint. Also, there cannot be any tables or chairs within two feet of the water valve that is located near the proposed sidewalk café. The sidewalk café is also requesting an extension of their liquor license, which will be reviewed by the Public Services and Safety committee. The proposal is for three tables with two chairs each.

MSC Ellenberger/Hancock-Cooke, the Plan Commission, to approve the Site Plan for the Sidewalk Generation Paulson, Inc., 218 W Wisconsin Avenue subject to the conditions of the site plan review letter. All voting aye. Motion passed.

b. Certified Survey Map #4-24 – 1712 Dixie Road – 4 Lots

Deputy Director Schmidt went over that along with the recent site plan approval for RGL Logistics, there is also realigning and creating new parcels on the 65 acre entire site. 1712 Dixie Road is on the north half of the site. The proposal is to create two lots and two outlots, which is about 30 acres. Lot 1 is part of the land that will be RGL Logistics and Lot 2 will be another development site. Outlots are non-buildable sites or remnant pieces that do not meet the design

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requirements of a typical lot at this point. Outlot 1 includes a radio tower and wetland and Outlot 2 includes the city stormwater facilities. This CSM will also officially dedicate the Dixie Road right-of-way. There is an additional easement between Lot 1 and Lot 2.

Member Steiner asked if the outlots are still owned by the city. Deputy Director Schmidt stated yes, they are still owned by the city.

Member Hancock-Cooke asked for clarification on what a dedicated right-of-way means. Deputy Director Schmidt stated even though there is a road there, dedicating a right-of-way means it becomes public right-of-way. The city is accepting that as where a street will go.

Member Hancock-Cooke asked about outlot 1 and if the city owns a lot of this kind of property where it is non-buildable. Deputy Director Schmidt stated the city does not own a lot of these types of lots. With the outlots, it is more a remnant piece of land that does not have access to it at this point but in the future, it could become part of a different lot if further development happens.

Director Kaiser asked if the tower owner is responsible for maintaining around the tower. Deputy Director Schmidt stated yes, the owner would be responsible for the 5 acres of maintenance as there is an easement between Lot 1 and Lot 2.

MSC Genett/Ellenberger, the Plan Commission, to recommend Common Council approve the 4 lot CSM for the property located at 1712 Dixie Road. All voting aye. Motion passed.

c. Certified Survey Map #5-24 – 1750 Dixie Road – 2 Lots

Deputy Director Schmidt went over the CSM regarding the southern portion of this site. There will be a creation of one lot where the 1st phase of RGL Logistics warehouse will be built and one outlot with no street access at this time.

MSC Moore-Nokes/Ellenberger, the Plan Commission, to approve the 2 lot CSM for the property located at 1750 Dixie Road. All voting aye. Motion passed.

d. Final Plat #1-24 – 3rd Addition to the Homes at Freedom Meadows

Deputy Director Schmidt went over the final plat to the 3rd addition to the Homes at Freedom Meadows. The preliminary plat was reviewed, and any recommendations or comments made during that time have now been revised and updated on this final plat.

Member Steiner asked how many total homes are being built between all the phases. Deputy Director Schmidt stated about 250 homes between all phases.

MSC Kaiser/Ellenberger, the Plan Commission, to recommend Common Council approve the Final Plat for the Third Addition to the Homes at Freedom Meadows subdivision. All voting aye. Motion passed.

Deputy Director Schmidt went over the definition of design standards and having some control over the site design with specific requirements in our code. Many codes are either city-wide or district specific. Our current zoning code has some site design requirements with landscaping, fencing, etc., however, nothing very specific with architectural requirements. He went over the goals of site and building standards such as ensuring high-quality development, enhancing commercial corridors, protecting historic areas, and promoting walkability. Some examples of potential requirements include screening of roof-top mechanical equipment, building height compatible with surrounding buildings, limiting drive-thru locations, and prohibiting blank walls on buildings and requiring more window openings. The next steps would be to review codes of surrounding municipalities and explore community-wide and district design standard options.

Member Ellenberger asked how we could do a city-wide with such different areas of the city to keep in mind, like the downtown versus the Commercial Street corridor. Deputy Director Schmidt stated the city-wide is general enough where the standards apply to all, and the district wide is more detailed in terms of what type of development can happen and how it can happen.

Announcements and Future Agenda Items: Next meeting is scheduled for May 28, 2024.

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