

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, March 26, 2024**  
**4:15 p.m.**

**Present:**

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

**Also Present:**

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Alderman Cari Lendrum
Alderman Lee Hillstrom	Frank Cuthbert, 1533 Fallow Dr, Neenah	Codi Skaar, 2300 W Everett St, Appleton
Brannin Gries, 500 N Commercial St, Neenah		

**Minutes:** MSC Ellenberger/Kaiser, the Plan Commission, to approve the March 12, 2024 meeting minutes.  
All voting aye. Motion passed.

**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. Annexation #232 – 880 Bayview Road (Town of Neenah)**

Deputy Director Schmidt went over the request received from a property owner to annex their property located in the Town of Neenah. The property is 1.35 acres in size and includes a portion of the Bayview Road right-of-way and a portion of the private Bayview Lane Road as well. The intent of the property owner is to build a house on the property and connect to city water and sewer. Once the property is annexed, it would receive an R-1 Single Family residence designation. This is property located in the City of Neenah and Town of Neenah Boundary Agreement Area that's designated as the city growth area.

Member Genett asked if there is anything currently on the property. Deputy Director Schmidt stated there is nothing on the property right now.

Member Ellenberger asked for clarification that the Town of Neenah does not have any review authority over this annexation since it is located within the Boundary Agreement. Deputy Director stated that is correct, the boundary agreement states that these areas are ones expected to be annexed to the city.

Ordinance  
#2024-03

MSC Genett/Ellenberger, the Plan Commission, to recommend Common Council approve Annexation #232 (Ordinance #2024-03) and the property also receive an R-1, Single-Family Residence District zoning classification. All voting aye. Motion passed.

**b. Annexation #233 – 1730 Dixie Rd**

Deputy Director Schmidt went over the annexation request for property located at 1730 Dixie Road, which is in the South Park industrial expansion area. This land will be bought by the Community Development Authority, by authorization from the Council. This land is currently being used as a workshop by the property owners. There is a proposed development on the site. The property will be zoned as a temporary I-1 Planned Business Center District. It is temporary due to any land being annexed has to be zoned as its most minimal zoning and in this case it would be R-1 or a temporary zoning. Once it is annexed, the property can go through the rezoning process. The final intent of the property would be a warehouse distribution center with I-1 zoning. This land is also within the Town Boundary Agreement and in the City growth area. There are utilities along Dixie Road. The city had purchased 65 acres around this property in 2003. The intent has been to develop the site and now there is agreement to purchase this property from the property owner.

MSC Steiner/Ellenberger, the Plan Commission to recommend Common Council approve Annexation #233 (Ordinance #2024-06) and the property also receive a Temporary I-1, Planned Business Center District zoning classification. All voting aye. Motion passed.

**c. Project Plan Approval #1-24 – Bridgewood PDD – 1000 Cameron Way – Hotel Expansion**

Deputy Director Schmidt went over the request for the Bridgewood Hotel expansion. Overall, there are three projects on the property, expansion of the hotel, restaurant, and parking lot. Since this project plan is in the Bridgewood Plan Development District, it needs to be consistent with the overall master plan.

The hotel expansion is on the north side of the existing building, it is about 7,800 square feet in size and three stories tall. It meets all minimum setbacks of the zoning code with the building setbacks and is about 300 feet from the residents to the north and 200 feet from the residents to the east. The building is consistent in design and materials with the existing property. The building will have about 39 hotel rooms, a meeting space, and a fitness center for guests.

Deputy Director Schmidt went over the addition to the bar and restaurant, which is adding an additional 364 square feet. This area does not expand into the parking lot, but into the current landscaped area.

The last expansion would be the parking lot, adding about 59 stalls. This expansion does cross a property boundary, so a CSM would be needed to adjust that property line. Per the code in that area, the property line must include at least a five-foot landscape strip on the far west end with additional landscaping, trees, and shrubs. Also, to break up the long rows of parking, every 12 stalls would need a landscape island. There were also comments made by the fire department about fire access around the building. There will need to be discussions regarding how to meet the fire code and provide adequate access to the building expansion.

Ordinance  
#2024-06

Ordinance  
#2024-05

Vice Chairperson Alderman Steiner asked if there is any concern about making the fire lane work. Deputy Director Schmidt stated there are different options and if a building has a sprinkler system, there are changes with the requirements.

Brannin Gries, the architect of the project, stated the standard would be 150 feet of fire hose length but on a sprinklered building it would be 450 feet of hose length. He stated they are still in talks with the fire department to make sure it meets the requirements.

Member Genett asked about taking up more landscaping with surface. Deputy Director Schmidt went over in the zoning code there are maximum building coverage areas. This building meets those requirements. With impervious area and stormwater management, the city is acquiring the pond on the north end and converting it to an actual stormwater pond.

Member Genett stated with the added parking spots, there is a possibility of more salt coming into the creek around the parking lot. Deputy Director Schmidt said there is a buffer between the water draining off the parking lot and the pond. Most of the water would infiltrate the ground prior. Director Kaiser said there is 100 feet of grass area before hitting the creek, so it should catch any particles.

**MSC Ellenberger/Kaiser, the Plan Commission, to recommend Common Council approve Ordinance #2024-05, for Project Plan Approval #1-24 for the Bridgewood Planned Development District, allowing the construction of a hotel building expansion, restaurant building expansion and a parking lot expansion subject to the Project Plan Approval Letter. All voting aye. Motion passed.**

#### **Comprehensive Plan – Plan Commission Implementation Items**

Deputy Director Schmidt discussed a document from the comprehensive plan that focuses on items the plan commission can review.

Vice Chairperson Alderman Steiner asked if there are any on-going or in progress items where the plan commission can help get the project further along. Deputy Director Schmidt stated many of the on-going or in-progress items are not really ending or as straightforward as it states on the document.

Deputy Director Schmidt went over the item related to creating a zoning district for neighborhood level commercial uses. Possibly looking at what other communities have done and then bringing it to plan commission to discuss what could work in Neenah.

Deputy Director Schmidt also discussed the city only has one single-family zoning code. This zoning code is adequate for newer development but not for the older parts of the city where there are smaller lots. This zoning makes it difficult for those property owners to add onto their property and this increases the number of variance requests received.

Vice Chairperson Alderman Steiner suggested to start investigating different zoning ideas for the city.

**Announcements and Future Agenda Items:** Next meeting is scheduled for April 9, 2024.

**Adjournment:** The Commission adjourned its meeting at 4:58 p.m. MSC Kaiser/Ellenberger. All voting Aye. Motion passed.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kayla Kubat". The script is cursive and fluid, with the first name "Kayla" and last name "Kubat" clearly legible.

Kayla Kubat

Administrative Assistant, Department of Community Development