

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, October 10 2023**  
**4:15 p.m.**

**Present:**

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

**Also Present:**

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	David Rashid, City Attorney
Chris Haese, Director of Community Development	James Merten, Traffic Engineer of Public Works	Bob Johnston- Sandbox, LLC, 2495 Schultz Dr

**Minutes:** MSC Ellenberger/Moore-Nokes, the Plan Commission, to approve the September 26, 2023 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:**

- a. Official Street Map Amendment – CTH II -- Town of Clayton

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

- b. Rezoning – Tyler Street parcels – Galloway Company

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

- c. TID No. 9 Amendment 3 – Project Plan and Amended District Boundaries

Bob Johnston- 2495 Schultz Dr- would like more information on what is happening after receiving the neighborhood letter in the mail.

Deputy Director Schmidt discussed this area is currently in a TIF district and the amendment is to include the properties on Schultz Dr. This would allow the City to capture any new tax increment that is generated through new construction or an increase in property value in this area, so those funds can be utilized in that district. The utilization could be improving intersections or improving streets. He let the property owner know this does not affect him at all.

Bob Johnston asked when he bought the property in 2000, there were discussions about eliminating the road in this area that leads to the Animal Shelter and he is questioning if this is still in the works. He is hopeful of this happening as it would allow him access on the backside of

his property. Director Haese stated he is hoping the elimination of this road will happen in the future. Also, with the animal shelter moving, this may be a good time to have this conversation again regarding this road. In addition, with the new TID happening, more funds will be available for these projects.

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

**Action Items:**

a. **Official Street Map Amendment – CTH II – Town of Clayton (Ord. No. 2023-15)**

ORDINANCE NO.  
2023-15

Deputy Director Schmidt went over the City's Official Street Map identifies street reservations in the area between County Road II and Larsen Road in the Town of Clayton. The request of this amendment was from a developer who is looking to develop the property in the Town of Clayton. The reservations include both north-south and east-west reservations which are 66 feet wide. Due to challenges with a stream which bisects the plat, the street layout within the plat is slightly modified. The proposed plat contains a north-south street connecting County Road II and an east-west road which allows for further extensions. The City's extraterritorial authority requires the review of land divisions outside of City limits.

Member Andrews asked what the density of this proposed development will be. Deputy Director Schmidt stated there is a planned multi-family development and it may be a bit dense for the Town of Clayton but the water and sewer is available. This development would also be close to the new high school.

Director Kaiser asked with the east-west connection from Highway 76 to Clayton, we're okay if that connection is made at an offset at a number of points? Deputy Director Schmidt said we have been looking at our street extension map, which was created in 1992. This area is different due to being in our extraterritorial jurisdiction, but it overlaps with the Village of Fox Crossing, who has stated they will not be exercising their extraterritorial rights. While this area may not be as important to the City, it is important to look at the regional connections to this area.

Director Haese added Winnebago County wouldn't allow access off II due to an existing driveway and their spacing requirements. This would be the reason the streets are being moved to the East from where it was mapped.

**MSC Ellenberger/Moore-Nokes, the Plan Commission, recommend Common Council approve Ordinance 2023-15, amending the Official Street Map by removing the 66-foot-wide street reservations between County Road II and Larsen Road in the Town of Clayton. All voting aye. Motion passed.**

b. **Rezoning – Tyler Street parcels – Galloway Company (Ord. No. 2023-16)**

ORDINANCE NO.  
2023-16

Deputy Director Schmidt went over the rezoning of the properties along Tyler and Henry St. Galloway Company submitted a CSM to create this bigger lot. Now they are bringing in the rest of the land bought on Tyler St. This rezoning needs to be consistent with the comprehensive plan and future land use map. We are taking precautions with Galloway Company to understand how

their development and their traffic and truck movement impacts the surrounding residential properties. With those items in mind, there will be landscape buffers, restricting access points onto Henry St.

**MSC Ellenberger/Kaiser, the Plan Commission, recommend Common Council approve Ordinance No. 2023-16 rezoning property located along Henry Street and Tyler Street to I-2, General Industrial District. All voting aye. Motion passed.**

**c. TID No. 9 Amendment 3 – Project Plan and Amended District Boundaries (PC Resolution No. 2023-01)**

Deputy Director Schmidt went over the amending of TID district No. 9, which originally started with Menasha Corp on the West side of Highway 41. This amendment is to look at a proposed development on one of the properties on Schultz Dr. Currently, this property is City-owned and we're working with Edgewater Door to purchase this site it and they will develop it. This property is currently in the Industrial Park and this project would all be industrial, keeping consistent with the comprehensive plan.

Director Haese stated there was about an additional \$150,000 in infrastructure dollars to help potentially with the intersection improvements at Highway G and Schultz Dr. However, those dollars could potentially help with the issue brought up earlier with the road off Highway G to the Animal Shelter.

Director Kaiser stated since this is the third amendment to this district, there is opportunity for one more amendment. Would another district need to be created if there were opportunities after a fourth amendment. Director Haese explained there were discussions about creating a new district, however, TIF districts have a timeframe to them. The idea of amending TID No. 9 to handle this area and then any future development in the surrounding area would allow for the creation of a new district to maximize the new districts timeframe.

**MSC Ellenberger/Andrews, the Plan Commission, approve Plan Commission Resolution No. 2023-01 amending Project Plan and amending Tax Increment District #9 boundaries, and recommend the Neenah Common Council approve Resolution 2023-27. All voting aye. Motion passed.**

**d. Amended Relocation Order for S. Commercial Street Construction (Resolution No. 2023-24)**

Traffic Engineer Merten went over the amended relocation order for the S. Commercial Street Corridor. The consultant for this project stated there were some adjustments that needed to be made as well as corrections. He showed the revised proposed plat with these updates. Most come in terms of Temporary Limited Easements, which would provide access to the project via private property and once the project was completed, these easements would be eliminated. This resolution would give the ability to start talking to property owners about these acquisitions.

Member Moore-Nokes asked if any of this is out of the ordinary. Director Kaiser stated none of this is out of the ordinary.

RESOLUTION  
NO. 2023-27

RESOLUTION NO.  
2023-24

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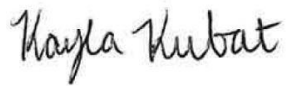
MSC Kaiser/Moore-Nokes the Plan Commission, recommend Common Council approve Resolution 2023-24, the relocation order to amend the plat for the 2025 S. Commercial Street reconstruction project between Stanley Street and Tyler Street. All voting aye. Motion passed.

**Announcements and Future Agenda Items:** Next meeting is scheduled for October 24, 2023.

Continue reviewing the Comprehensive Plan

**Adjournment:** The Commission adjourned its meeting at 4:40 p.m. MSC Ellenberger/Kaiser. 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