

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, December 30, 2025
4:00 p.m.

Present:

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

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Michael Burrows, Intern of Community Development
Alderman William Pollnow	Alderman Florence Bruno	

Minutes: MSC, Hancock-Cooke/Genett, the Plan Commission, to approve the November 25, 2025 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 #239 – Dogwood Trail – Town of Neenah (Ord. No. 2025-16)

Deputy Director Schmidt went over the annexation request. This annexation is on the east side of Dogwood Trail. The size of this annexation is about 1.9 acres. The intent is to subdivide this into two separate lots with an R1 zoning. This land is also located in the city growth area which is part of the Boundary Agreement.

Member Cuthbert asked about an area on the annexation inquired if there was enough space for driveway access. Deputy Director Schmidt stated yes and this will also be discussed when approving the CSM.

Member Genett asked where this area will be getting water and sewer. Deputy Director Schmidt stated the water will be from the City and the sewer will be the Town Sanitary District. Both of which are located within Dogwood Trail right-of-way adjacent to the site.

MSC, Hancock-Cooke/Cuthbert, the Plan Commission, to recommend Common Council approve Annexation #239 (Ord. No. 2025-16) and the property receive an R-1, Single-Family Residence District zoning classification. All voting aye. Motion passed.

b. CMS #12-25 – Dogwood Trail – 2 Lot CSM

Deputy Director Schmidt went over the proposed CSM, which is to subdivide the annexed land into two separate lots. Both lots would be under an acre but exceed the minimum lot size of

Ordinance No.
2025-16

Plan Commission Minutes

December 30, 2025

Page 2

7,200 square feet. There is a condition regarding a certain amount of street frontage due to the subdivision ordinance, they will have to construct a shared driveway or private street that would meet the standards of the ordinance. There are public sewer and water along Dogwood Trail that can be connected via laterals to both properties. There is also a gas pipeline which runs through this subdivision so the houses would need to be setback to the east to stay out of that easement. A drainage plan would also need to be submitted to ensure that water is managed and not pushing out to neighboring properties.

Member Hancock-Cooke asked if the internal water management will still be effected in this area. Deputy Director Schmidt explained that this area was built without stormwater infrastructure, there was only natural drainage that would be directed towards a stormwater pond. This development does not need a stormwater plan since it is under the one-acre threshold.

Member Cuthbert clarified that the water is already connected to the city system. Deputy Director Schmidt stated there is a public water main along Dogwood Trail and if a house or houses are built, they would have to connect to that water main.

Alderman Steiner asked about the lot size and the driveways and that this meets the requirements since it is a private road. Deputy Director Schmidt stated there were many iterations to this development and this is the best option due to the parameters on the site.

Member Andrews asked if any of area includes wetland. Deputy Director Schmidt stated there was a wetland study done when the plat was developed. Although it would also not be required due to the size of the CSM. A small portion of wetland is located on the northeast corner of proposed lot 1.

Member Hancock-Cooke asked about the land to the south being unplatted land and if this CSM could ever be landlocked if the unplatted land was ever developed. Deputy Director Schmidt stated if that was ever the case, there would be a road or connection off County Road JJ.

MSC, Cuthbert/Hancock-Cooke, the Plan Commission, to approve the 2 lot CSM for the property located along Dogwood Trail, subject to the conditions on the CSM Review Letter. All voting aye. Motion passed.

Discussion Items:

a. 2025 Year-in-Review

Deputy Director Schmidt went over all the applications and requests reviewed by the commission over the year and the projects that will be possibly upcoming in the new year.

Announcements and Future Agenda Items: Next meeting is scheduled for January 13, 2026

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

Respectfully Submitted,

Plan Commission Minutes

December 30, 2025

Page 3

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

Kayla Kubat

Administrative Assistant, Department of Community Development