

MINUTES OF THE NEENAH PLAN COMMISSION

Tuesday, April 9, 2024

4:15 p.m.

Present:

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

Also Present:

Brad Schmidt, Deputy Director of Community Development	Samantha Jefferson, Community Development Specialist	Alderman Cari Lendrum
Frank Cuthbert, 1533 Fallow Dr, Neenah		

Minutes: MSC Kaiser/Genett, the Plan Commission, to approve the March 26, 2024 meeting minutes. All voting aye. Motion passed.

Public Appearances: None.

Public Hearings: None

Action Items:

a. Site Plan Review #3-24 – 2455 Schultz Drive – Edgewater Door Co.

Deputy Director Schmidt went over the request received from Edgewater Door to construct a new, 45,500 square foot manufacturing facility at 2455 Schultz Drive. The property is 9.8 acres in size and includes frontage along Schultz Drive in the City's Southpark Industrial Center. The subject parcel and all the land surrounding it is zoned I-1, Planned Business District. The proposed construction meets all required setbacks and is below lot coverage and height maximums. The parking and landscape plans meet or exceed the requirements. The exterior façade of the one-story office portion of the building includes architectural wall panels, and precast concrete panels. The remainder of the manufacturing portion of the building is primarily constructed with metal panels and includes several window openings. The site will include two dry ponds to help to control peak flow into the regional stormwater pond during a major rain event.

Edgewater Door currently has a facility in the city on N. Western Avenue and that operation would be relocating to this property. The company does plan to expand even beyond this first building phase and this project will be half of the full development.

Member Kaiser asked if the two dry ponds would meet the requirements for the future expansion as well as for this first phase of the development. Director Schmidt indicated that he believes that is the case.

Member Andrews asked about the future expansion and what would need to be done about the wetlands on this property. The expansion will be toward the west. The city did deal with

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wetlands on this property in the past – some of the wetland was determined to be artificial at that time.

Member Andrews also commented that some of the plants that will be used in the landscaping are being banned in other states because they are invasive and that he would like to see more diversity of plant elements in landscaping plans. Deputy Director Schmidt said that it is something that the Plan Commission will discuss as part of the Comprehensive Plan review.

MSC Andrews/Moore-Nokes, the Plan Commission, to approve the site plan for a new manufacturing facility at 2455 Schultz Drive subject to the Site Plan Review letter comments. All voting aye. Motion passed.

b. Site Plan Review (Sidewalk Café) – 207 W. Wisconsin Avenue – Urban Market

Deputy Director Schmidt went over the request from Spencer Anvelink (Urban Market Neenah, LLC) for Site Plan Approval to allow for a Sidewalk Café to serve Urban Market patrons along Wisconsin Avenue (corner of W. Wisconsin Avenue and Church Street).

Four tables, each approximately 4' by 6' in size, will be placed adjacent to the 207 W. Wisconsin Avenue building. The sidewalk width in the proposed seating location and will allow over 6 feet of sidewalk width for safe pedestrian passage. This exceeds the minimum requirement set by ordinance. The applicant is also proposing to place two tables in the alley between Urban Market and The Plaza. The location and placement of the tables meets ordinance requirements.

MSC Genett/Andrews, the Plan Commission, to approve the Site Plan for the Sidewalk Café Urban Market Neenah, LLC, 207 W. Wisconsin Avenue subject to the conditions of the site plan review 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. He suggested that Plan Commission members begin to prioritize Comprehensive Plan Implementation Items that are listed in the document and the group will discuss at the next meeting.

Announcements and Future Agenda Items: Next meeting is scheduled for April 23, 2024.

Adjournment: The Commission adjourned its meeting at 4:45 p.m. MSC Kaiser/Genett. All voting Aye. Motion passed.

Respectfully Submitted,



Samantha Jefferson

Community Development Specialist, Department of Community Development