

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, July 28, 2026
4:00 p.m.

Present:

Mayor Brian Borchardt, Chairperson	ABSENT	Gerry Kaiser, Director of Public Works	PRESENT	Aldersperson Mark Neuman	PRESENT
Frank Cuthbert, Vice Chairperson	PRESENT	Karen Genett	ABSENT	Kate Hancock- Cooke	PRESENT
Gerry Andrews	PRESENT				

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Kaleb Wunderlich- 896 S Commercial St Neenah
Jeff Hill- 321 9 th St Neenah	Becky Heidke-Kwiatkowski- 1390 Eagle Feather Trail Neenah	

Minutes: MSC, Newman/Kaiser, the Plan Commission, to approve the June 23, 2026 meeting minutes. All voting aye. Motion passed. Hancock-Cooke abstained.

Public Appearances: Vice Chairperson Cuthbert opened public appearances to topics not related to the agenda.

No one in attendance spoke. Vice Chairperson Cuthbert closed public appearances.

Public Hearings:

a. Special Use Permit #2-26 – 896 S. Commercial Street- Auto Sales

Kaleb Wonderlich- 896 S Commercial St- He is requesting to sell used cars on this property. He stated there would be five cars on the lot at one time. He also does auto repairs for customers in the Fox Valley.

No one else in attendance spoke. Vice Chairperson Cuthbert closed public appearances.

b. Zoning Code Text Amendment – Sec. 26-3 – Definition of Family Day Care Homes

No one in attendance spoke. Vice Chairperson Cuthbert closed public appearances.

Action Items:

a. Special Use Permit #2-26 – 896 S. Commercial Street – Auto Sales

Deputy Director Schmidt went over the request for the special use permit. This property has been used for auto repairs but with vehicle sales, a special use permit is required. This lot is smaller than the minimum half acre lot size in the zoning code, however, the plan commission and council can waive that requirement. With the size of the lot, the number of vehicles would be limited to no more than five. There is some flexibility regarding where the cars are located, but the customer parking would be adjacent to the building, and the vision clearance triangle would remain clear for traffic on the corner of Cecil and Commercial Street.

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Member Hancock-Cooke asked how much the landscape changes on the property. Deputy Director Schmidt stated since this is a special use permit and not a site plan, there is no landscaping requirement. There is green space to the north of the site, however, it is a capped environmental site which occurs a lot of cost once digging and landscaping would start.

Director Kaiser asked if the plan review comments are incorporated into the plan review. Deputy Director Schmidt stated yes.

MSC, Hancock-Cooke/Neuman, the Plan Commission, to recommend Common Council approve a Special Use Permit for an automotive sales use located at 896 S. Commercial Street subject to the conditions of the Special Use Approval Letter. All voting aye. Motion passed.

b. Zoning Code Text Amendment – Sec 26-3 – Definition of Family Day Care Homes (Ord. No. 2026-12)

Deputy Director Schmidt went over the state law code change for Family Day Care Homes from allowing four to eight kids to now allowing four to 12 kids. This amendment would be to align more with the state law code change and to not be more restrictive than state law. There are currently five licensed facilities in the city.

Member Hancock-Cooke asked about the state law and how we cannot be more restrictive. Deputy Director Schmidt stated we could not require things the state does not require, like additional parking. These businesses get licensed through the state and not the city.

Director Kaiser asked if we knew there were five licensed in the city. Deputy Director Schmidt stated no since they are licensed through the state.

MSC, Hancock-Cooke/Neuman, the Plan Commission, to recommend Common Council approve Ordinance No. 2026-12, amending the definition of Family Day Care Home to allow care for up to twelve (12) children, consistent with Wisconsin Statute § 66.1017. All voting aye. Motion passed.

c. Site Plan #1-24 (Revision) – 1557 S. Commercial Street – Multi-Family

Deputy Director Schmidt went over the site plan revision. This is a multi-family development on S. Commercial St. The original plan approved for an 11-unit multi-family townhouse in 2024 did not move forward. The revised site plan is the same size building and orientation as the original plan but the number of units is changing from 11 to 14. All setbacks and parking standards are still met. The green space now has increased with this revision.

MSC, Kaiser/Neuman, the Plan Commission, to approve the revision to the site plan for a 14-unit townhouse located at 1557 S. Commercial Street subject to the site plan approval letter. All voting aye. Motion passed.

Discussion Items:

a. Zoning and Sign Code Re-Write

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Deputy Director Schmidt went over the status of the Zoning and Sign Code Re-write. The online survey is now closed and there were 178 survey responses. He went over what is currently happening in the process with the consultant. The joint workshop with the Plan Commission and Council is scheduled for September 2nd.

Announcements and Future Agenda Items: Next meeting is scheduled for August 11, 2026

Adjournment: The Commission adjourned its meeting at 4:27 p.m. MSC Neuman/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