

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, May 27, 2025
4:00 p.m.

Present:

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

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Assistant Chief Bernice
Alderman Cari Lendrum	Alderman William Pollnow	Alderman Flo Bruno
Cattee VanLinn- 421 E Doty Ave	Michael Leidig- Robert E Lee & Associates	Scott Roh-821 Kensington Rd

Minutes: MSC Andrews/Kaiser, the Plan Commission, to approve the May 13, 2025 meeting minutes. Four voting aye. Motion passed. Members Clark, Genett abstain.

Public Appearances: Chairperson Mayor Lang opened public appearances to topics not related to the agenda.

Cattee VanLinn 421 E Doty Ave- She had questions about the grant usage for the Alta Alley project. She also expressed concerns about RICO violations and mentioned ongoing investigations in Florida related to human trafficking.

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

Public Hearings:

No one in attendance spoke. Chairperson Mayor Lang closed public hearings.

Action Items:

a. CSM #2-25 – 982 Byrd Avenue – 2 Lot (Zero Lot Line Development)

Deputy Director Schmidt went over the CSM request that was received for the site. The proposal is to take one lot that is currently on Meadow Ave and Byrd Ave and subdivide it into two separate parcels with the intent of creating a zero-lot line duplex. Currently, the CSM does meet all the minimum standards with minimum lot size and width. There are certain covenants that are required with a zero-lot line development, such as maintenance of the building and shared driveway maintenance. Prior to the final signature of the CSM, those covenants would need to be submitted to the city to make sure those standards are met.

Member Genett asked who does the approval of the covenants. Deputy Director Schmidt stated the zoning code requires minimum standards that talk about maintenance and architectural

standards of the house. Similarly, if one side received damage, it would need to be reconstructed with similar materials and architectural features as the other side.

MSC Andrews/Kasier, the Plan Commission, to approve the proposed 2 lot CSM at 982 Byrd Avenue subject to CSM review letter. All voting aye. Motion passed.

b. CSM #3-25 – 2455 Schultz Drive – 2 Lot CSM

Deputy Director Schmidt went over the CSM to split off a small western portion of this property. Last year, this property was purchased from the city by Edgewater Door. The purpose of the CSM is the property to the south, American Colloid Company, located in the Town of Neenah, has deposited soil and other material onto this site in the past. American Colloid Company has worked with Edgewater Door to split off this piece of land as opposed to removing this soil. This land would become an outlot, which is unbuildable.

Director Kaiser asked if the outlot will still be in the city and American Colloid will remain in the Town. Deputy Director Schmidt stated yes.

Member Andrews asked if there has been issues with the soil that has been deposited. Deputy Director Schmidt stated if there were concerns with the soil, Edgewater Door would have been made aware of it in the past. This solution is in lieu of moving the soil from the site.

Director Kaiser asked if the depositing of soil will continue to happen on this site. Deputy Director Schmidt stated these soils were deposited many years ago and it isn't an ongoing area for depositing materials by American Colloid Company.

MSC Genett/Kaiser, the Plan Commission, to approve the proposed 2 Lot CSM at 2455 Schultz Drive Subject to the CSM review letter. All voting aye. Motion passed.

c. Site Plan #7-25 – 2111 Marathon Avenue – Police Station Shed

Deputy Director Schmidt went over the proposal received by the Neenah Police Department to construct a 2,800 square foot shed on the southwest portion of their property. This area is currently the location of outdoor storage for stolen bikes or other found items. The shed will be used for storing different items, such as trailers, the new barriers and other items being stored inside the garage of the police station. The proposed building meets the standards of the district. The one item that would need to be updated would be the relocation of the garbage disposal area would need to be screened with a six-foot fence.

Member Genett asked if the relocation of the garbage bins would be closer to the residential area. Deputy Director Schmidt stated it is not closer; it is being shifted about 5-10 feet.

Member Andrews asked what the exterior of the building is going to look like. Engineer Michael Leidig stated the building will have metal siding.

MSC Genett/Andrews, the Plan Commission, to approve the site plan to construct an accessory building located at 2111 Marathon Avenue subject to the site plan approval letter. All voting aye. Motion passed.

Discussion Items:

a. Neenah Housing Study and Needs Assessment – Accessory Dwelling Units (ADUs)

Deputy Director Schmidt went over accessory dwelling units (ADUs). He went over the different types of ADUs, in-home, attached, modular, or detached and as well the potential benefits or challenges with each. Some of the challenges include zoning and meeting building codes and potential regulations, such as deed restrictions and parking requirements. During this process, it is important to look to other municipalities on how they are handling ADUs and what challenges they have faced.

Member Steiner suggested the need to breakdown the specific obstacles and challenges and look at them individually, so the meetings do not become overwhelming. Deputy Director Schmidt stated the intent would be to look at surrounding communities and compare what they have for regulations.

Member Genett has concerns about the legislature potentially taking away more regulatory power. She also suggested including deed restrictions to ensure owners are aware of property rights and potential abuses, such as using these as short-term rentals and garage conversions. She stated the need to set standards to prevent these issues.

Director Kaiser brought up Appleton's lack of interest in ADUs and was wondering if there were too many hurdles for residents to get through to create ADUs on their property. Deputy Director Schmidt stated the setback requirements are very prohibited.

Member Andrews asked if any of the homes on Wisconsin Ave with carriage houses have expressed interest in the past about ADUs. Deputy Director Schmidt stated yes, however, currently it cannot be a separate dwelling unit.

Announcements and Future Agenda Items: Next meeting is scheduled for June 10, 2025.

Adjournment: The Commission adjourned its meeting at 4:37 p.m. MSC Kaiser/Andrews. All voting Aye. Motion passed.

Respectfully Submitted,



Kayla Kubat
Administrative Assistant, Department of Community Development