

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, January 25, 2022
4:15 p.m.

Present:

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|---------------------------------|---------|---|---------|-------------------|---------|
| Mayor Dean Kaufert, Chairman | PRESENT | Gerry Kaiser, Director of Public Works | PRESENT | David Williams | ABSENT |
| Kate Hancock-Cooke | PRESENT | Karen Genett | PRESENT | Betsy Ellenberger | PRESENT |
| Gerry Andrews | PRESENT | Ald. Jane Lang, Vice Chairperson | PRESENT | | |

Also present:

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| Brad Schmidt, Deputy Director of Community Development | Rachael Eiting, Administrative Assistant, Department of Community Development | |
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Minutes: MSC Andrews/Kaiser the Plan Commission to approve the January 11, 2021 meeting minutes. Members Ellenberger and Hancock-Cooke Abstain. Motion passed.

Public Appearances:

Mayor Kaufert opened the public appearance section. No one from the public spoke.

Public Hearings: None.

Action Items:

A. CSM – 100 W. Wisconsin Avenue – 2 Lots

The CSM proposes to split off and recreate the original Lot 3 of the Plat of Winnebago Rapids. The property located at 100 W. Wisconsin Avenue includes the Associated Bank building, a parking lot south of the building, and another building attached to the main building. In the late 1980's Associated Bank purchased this attached building and renovated it for office space. In 2011, the parcel with the attached building was combined with the Associated Bank parcel. Lot 1 of the proposed CSM is approximately 2,900 square feet in size and includes the existing building and a portion of a shared sidewalk and parking lot in the rear of the building. Lot 2, the remaining portion of the Associated Bank parcel is approximately 19,250 square feet in size. The purpose of the CSM is to create a new parcel for in order to sell the property. Both parcels would maintain the C-2, Central Business District Zoning Designation.

Member Hancock-Cooke asked about the number of parking spaces that will be allocated to the new parcel raising concerns about regulations and providing adequate parking.

Deputy Director Schmidt answered there are no required off-street parking requirements for properties zoned C-2. It is his understanding that an agreement for shared parking is in negotiation between the two parcels.

Mayor Kaufert enquired regarding the shared heat and electric systems throughout the buildings.

Deputy Director Schmidt replied the two buildings would each require standalone heat and electric. These items are planned to be mitigated.

Member Genett asked if the Fire Department will need to approve as well.

Deputy Director Schmidt answered that the Fire Department will be included as final approval process progresses.

Member Genett asked about requirements to install fire sprinklers.

Deputy Director Schmidt replied although this is a unique situation all codes will need to be met to the Fire Department's satisfaction.

Mayor Kaufert asked about the aerial photo and visible discrepancy between the building image and parcel lines.

Deputy Director Schmidt answered the angle of the photo is misleading.

Alderman Lang added the Neenah Historical Society has artifacts from the old Elwer's Pharmacy which used to be located in that building.

MSC Lang/Genett, the Plan Commission approves the 2 lot CSM for the property located at 100 W. Wisconsin Avenue. All aye. Motion passed.

B. Annexation #225 - Woodenshoe Road – City of Neenah

The City of Neenah, under Wisconsin State Statute Sec. 66.0223, is proposing to annex land contiguous to the City for the Purpose of future single-family residential development. The proposed annexation area is part of the next phase of the residential development along County Highway G. Upon annexation, the property will be zoned R-1, Single-Family Residence District. The next development, The Homes at Freedom Acres, will consist of smaller residential lots with access along Woodenshoe Road and County Highway G via Honor Street.

The City's Comprehensive Plan Future Land Use Map (2017) currently identifies the annexation area as Residential Neighborhood Investment Area. The propose of the Residential Neighborhood Investment area future land use category is to protect and strengthen residential neighborhoods in the City. The proposed use is consistent with the City's Comprehensive Plan.

The Plan Commission's role in reviewing annexation requests is to determine whether the proposed annexation is consistent with established City Plans. The City's Finance and Personnel Committee reviews the financial impacts an annexation might have on City services.

MSC Genett/Kaiser, the Plan Commission recommends Common Council approve Annexation #225 (Ordinance #2022-03) and the property also receive an R-1, Single-Family District zoning classification. All aye. Motion Passed.

C. Annexation #226 – County Highway G – The Way to Succulents

The Way to Succulents Properties, LLC, under Wisconsin State Statute Sec. 66.0217(2) unanimous approval, is proposing to annex land contiguous to the City along County Highway G in the Town of Neenah. The petitioner is proposing to establish a business in the growing and selling of succulent plants on the northern portion of the subject property. The southern half would continue to be used for agricultural purposes in the short-term. Long-term, the land may be developed and used for light industrial purposes.

The proposed annexation includes one parcel which is 13.48 acres in size. The parcel, located along the south side of County Highway G and just east of Towerview Drive, is currently undeveloped and used primarily for agriculture purposes. Access to the property is via a driveway opening along the east side of the site. The land directly east, south and west include residential and agriculture uses, while land to the north include the City's Southpark Industrial Center and several residential uses. Water and sanitary sewer utilities will need to be extended to the site from Towerview Drive and Schultz Drive.

The City's Comprehensive Plan Future Land Use Map (2017) currently identifies the annexation area as the Neenah Industrial Corridor. As with all annexations, land is automatically placed in the zoning R-1, Single-Family Residence District or identified as a temporary district. Once the property has been annexed, the standard rezoning process is initiated to place the property in a permanent zoning district, if different than R-1. This process includes proper notifications to surrounding property owners and public notification in the newspaper. In this case, the appropriate zoning district for the intended use of the property is I-1, Planned Business Center District. The I-1 District is consistent with the Comprehensive Plan Future Land Use category.

The Plan Commission's role in reviewing annexation requests is to determine whether the proposed annexation is consistent with established City Plans. The City's Finance and Personnel Committee reviews the financial impacts an annexation has on City services. Finally, the proposed annexation area is located in the Town of Neenah and subject to the Town/City Boundary Agreement (2003). Per the agreement, this area is located within a City Growth Area, allowing for the annexation to the City.

Mayor Kaufert asked if this parcel touch the property that is already in the City on Dixie Road.

ORD #2022-03

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Deputy Director Schmidt answered no.

Member Hancock-Cooke asked what is east of the property in question.

Deputy Director Schmidt replied the Town of Neenah is east.

Mayor Kaufert clarified that the property owners would be responsible for the cost of extending city sewer and water to the property.

Deputy Director Schmidt answered yes, that is correct.

Mayor Kaufert asked if the city would be looking to oversize these services.

Deputy Director Schmidt answered not at this time.

Mayor Kaufert asked if annexing this property would increase our road maintenance and snow removal costs.

Director Kaiser answered no, this location is under the jurisdiction of the county.

Member Hancock-Cooke enquired about the piece of land not included in the annexation.

Deputy Director Schmidt confirmed it is a single family dwelling.

ORD #2022-04

MSC Andrews/Hancock-Cooke, the Plan Commission recommends Common Council approve Annexation #226 (Ordinance #2022-04) and the property also receive a temporary I-1, Planned Business Center District zoning classification. All aye. Motion Passed.

D. Final Plat – Woodenshoe Road – The Homes at Freedom Meadows

The Department of Community Development has received a final plat from The Homes at Freedom Meadows subdivision. The preliminary plat was approved by Common Council in May 2021.

The final plat, 14 acres in size, includes 29 single-family residential lots and one outlier. The land is zoned R-1, Single-Family Residence District. The average lot size is approximately 12,800 square feet (0.30 acres) which exceeds the minimum lot size requirement for single-family residential lots (7,200 square feet). The lots in this phase of the development are smaller than the Freedom Acres development to the south (0.68 acre average size). This development is being marketed for smaller homes and is intended to be part of a home owners association (HOA) where the maintenance of grass, driveways and sidewalks would be centralized. The proposed outlier will include a storm water management pond that will be constructed to serve the development and land west of the development.

Honor Street is proposed to be extended north from the Freedom Acres subdivision through the proposed development and connecting to Liberty Avenue which will serve as the main east/west street through the development. Liberty Avenue will connect to Woodenshoe Road on the east side of the development. Finally, Founders Street will be dedicated as part of this plat and will provide access to future Phase III of the development to the west and future development to the east.

The developer will be responsible for installing all public utilities (water, sanitary sewer, and storm sewer) as well as constructing all roads within the plat. As with all subdivisions in the City, an agreement outlining the fees and responsibilities of the City and the developer will be negotiated. That agreement will be reviewed by the Finance Committee and the Board of Public Works and ultimately approved by Common Council.

The Homes at Freedom Meadows is the second of six phases within the larger development plan. The City is currently the owner of the subject land and the remaining 100 acres adjacent to this development.

Member Genett asked if the plans for the houses include two car garages.

Deputy Director Schmidt answered most likely yes, based on this developers previous projects.

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Member Genett voiced concerns about on-street parking.

Mayor Kaufert asked if the City is allowed to govern HOA covenants.

Deputy Director Schmidt answered no.

Member Ellenberger clarified the city does have minimum standards for those covenants.

Deputy Director Schmidt confirmed that was accurate.

Member Ellenberger asked what the city can do about areas that do not follow our recommendations.

Deputy Director Schmidt clarified in circumstances pertaining to site plans Community Development deals with enforcement action up to and including having special use permits revoked and ordering citations. However, it is more difficult for Plats. The city ordinances do not cover architecture.

CA

MSC Ellenberger/Lang, Plan Commission recommends Common Council approve the Final Plat for The Homes at Freedom Meadows Subject to the Comments on the plat review letter. All aye. Motion passed.

Discussion Items:

None.

Announcements and Future Agenda Items:

Next meeting: February 8, 2022.

Adjournment: The Commission adjourned its meeting at 4:45 PM MSC Kaiser/Andrews. All Aye. Motion passed.

Respectfully Submitted,



Rachael Eiting
Administrative Assistant, Community Development