

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, June 10, 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	PRESENT
Gerry Andrews	ABSENT	Lindsay Clark	PRESENT		

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Michael Kading- Director of Parks and Recreation
Michael Burrows, Intern of Community Development	Alderman William Pollnow	Alderman Cari Lendrum
Alderman Flo Bruno	Greg & Kris Rothenbach- 171 Plummer Ct	Brannin Gries- 500 N Commercial St
Lee Hillstrom- 1021 Sterling Ave		

Minutes: MSC Genett/Clark, the Plan Commission, to approve the May 27, 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:

- a. **Special Use Permit** – 900 Geiger Street – School Building Addition

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

Action Items:

- a. **Special Use Permit** – 900 Geiger Street – School Building Addition

Deputy Director Schmidt provided an overview of the request for a building addition to St. Gabriel's Elementary school. This addition will provide four new classroom spaces on the south end of the building. The proposed addition is roughly 4,500 sq ft and 12 feet tall, which matches the elevation of the existing classroom space. All the building materials are consistent with the existing building. The setback is about 21 feet from the south property line where the residences are, which exceeds the zoning code standard of a 10 feet setback.

Member Cuthbert asked if this addition would require additional parking. Deputy Director Schmidt stated based on an analysis of the existing parking lot, this addition would not require a change to the parking lot.

REPORT

Member Kaiser brought up in the past there have been drainage concerns along the north lot line of the Town of Neenah properties. He states this for awareness when grading between the sidewalk and the property lines.

MSC Steiner/Kaiser, the Plan Commission, recommends Common Council approve a Special Use Permit for private school building addition located at 900 Geiger Street, subject to the conditions of the Special Use Review Letter. All voting aye. Motion passed.

b. Site Plan #9-25 – Doty Park – Statue

Deputy Director Schmidt went over the proposed statue to be placed in Doty Park. The statue location is set back from the right-of-way and out of the vision triangle for traffic.

Alderman Bruno stated this project was initiated to memorialize Roosevelt School and the schools that came before it on the Island. It was unable to go onto the old Roosevelt School site to due to unknowns with the future use of the site, however, Doty Park will provide more visibility.

Director Kading stated the Parks and Recreation commission has met on this statue and accepted the proposal to place it this location.

Member Genett asked if there will be a plaque near this statue. Alderman Bluno stated yes, there will be a plaque describing the history of Roosevelt school and the prior schools on the Island.

MSC Cuthbert/Genett, the Plan Commission, approve the location of the proposed statue within Doty Park. All voting aye. Motion passed.

c. Site Plan #10-25 – Riverside Park Statue

Deputy Director Schmidt went over the proposed statue to be placed in Riverside Park. The location is on the northwest corner of N. Park Ave and E. Wisconsin Ave. Currently, there is a paved sidewalk and a bench in this area, which after review by the Parks and Recreation, was modified to be ADA accessible. Due to vision clearance area concerns, the statue is setback further than what is required for our code.

Member Cuthbert asked how tall the statue is. Brannin Gries stated it is similar in size to others around the city.

MSC Kaiser/Cuthbert, the Plan Commission, approve the location of the proposed statue on the northwest corner of Wisconsin Avenue and N. Park Avenue in Riverside Park. All voting aye. Motion passed.

Discussion Items:

a. Neenah Housing Study and Needs Assessment

Deputy Director Schmidt went over the city-owned land. There are a total of 199 parcels with 25 of those parcels being vacant land and suitable for housing. He stated many of the lots are on or

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near or Commercial St or near overpasses. He then went over the vacant lots in the city, reason the city initially purchased the land and discussed the challenges in developing the site and the appropriate future uses.

Member Steiner asked about the restrictions of the Community Development Block Grant, one being that it only allows certain types of housing. He asked if developers are interested in pursuing that type of housing with those restrictions. Deputy Director Schmidt stated in those situations, those sites would be marketed for the specific type of housing that is allowed, which is workforce housing.

Member Cuthbert asked approximately how many units could be created with these sites together. Deputy Director Schmidt stated it is difficult to determine but enough units that would make an impact for the city in terms of housing.

Deputy Director Schmidt went over the next steps when looking at the ADUs, which includes ongoing research of surrounding municipalities who already allow ADUs and to understand best practices.

Announcements and Future Agenda Items: Next meeting is scheduled for June 24, 2025

Adjournment: The Commission adjourned its meeting at 4:33 p.m. MSC Kaiser/Genett. 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