

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, March 28, 2023
4:15 p.m.

Present:

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

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant	Chris Haese, Director of Community Development
Ald. Cari Lendrum		

Minutes: MSC Genett/Moore-Nokes, the Plan Commission to approve the March 7, 2023, meeting minutes. All ayes. Motion passed.

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

No one from public in attendance. Chairperson Mayor Lang closed public appearances.

Public Hearings: None

Action Items:

- a. **Zoning Code Amendment** -- Residential Driveways (Amend Sec 26-500(1))- Ord. No. 2023-03

The City Plan Commission held a public hearing and reviewed an ordinance creating residential driveway standards at its March 7, 2023, meeting. The Plan Commission ultimately voted to postpone action and requested for further clarification on how these standards would impact existing driveways.

Deputy Director Schmidt went over how primary purpose of this ordinance amendment is to create standards for residential driveways as no standards currently exist in the Municipal Code. The standards are focused on newly constructed driveways. However, this ordinance does try to address common complaints regarding existing driveways related to location, material, and size.

The proposed ordinance is intended to clarify the standards of new driveways, constructed after May 1, 2023, and existing driveways, constructed before May 1, 2023.

Deputy Director Schmidt went over the proposed new residential driveway and driveway expansions for driveway aprons (public side) and driveways (private side) constructed after May 1, 2023. Driveway aprons on a single-family lot would have a maximum width of 30 feet at the right-of-way and constructed of hard surface material. Two-family driveway aprons would have a maximum width of 36 feet at the right-of-way and constructed of hard surface material. Driveways on the private side of a single-family lot would have a maximum width of 30 feet of the front property line, extend a maximum of 8 feet beyond the garage, be constructed of hard surface material and be prohibited in front of the dwelling. Driveways on the private side of a

two-family lot would be similar, however, the maximum width of the front property line is 36 feet.

Deputy Director Schmidt went over the proposed new residential driveway and driveway expansions for driveway aprons (public side) and driveways (private side) constructed prior to May 1, 2023. Driveway aprons on a single-family lot would have a maximum width of 30 feet at the right-of-way and be constructed of hard surface material if there is an expansion or reconstruction. Two-family driveway aprons would have a maximum width of 36 feet at the right-of-way and constructed of hard surface material if there is an expansion or reconstruction. All residential driveways on the private side will have no expansion in front of the dwelling, the side yard setback can be up to but not on property line, existing gravel driveways can be maintained and expanded with gravel but subject to the limitations above, existing paved driveways can expand subject to the limitations above and must expand with hard surface.

Member Moore-Nokes asked why the total surface area of the driveway is not included in the proposed standard.

Deputy Director Schmidt went over how there currently is not a permit required for driveways and by including surface area it would require more staff hours to enforce.

Deputy Director Schmidt explained how the current code states no more than three cars in driveway. The purpose of this code is trying to keep yards open. There have been a lot of complaints of neighbors having parking lots with expanding driveways in front of dwellings.

Member Andrews asked how would existing driveways get into compliance.

Deputy Director Schmidt stated the existing driveways would be grandfathered in unless the driveway is reconstructed or expanded.

MSC Genett/Ellenberger, the Plan Commission to recommend Common Council approve Ordinance No. 2023-03, amending Section 26-550(1) of the City's Code of Ordinances related to residential driveway standards. All voting aye. Motion passed.

- b. **Zoning Code Amendment – Non-Residential Portable Storage Containers (Amend Sec. 26-550(2)) – Ord. No. 2023-04**

The Plan Commission, at its March 7, 2023, meeting, reviewed and provided comments related to the proposed ordinance creating standards for portable storage containers on non-residential property.

This ordinance proposes to allow portable storage containers, as a temporary use, on non-residential properties. The new definition expands the types of containers including shipping containers, semi-trailers and other similar containers on wheels or placed on the ground. These are not structures and therefore are not regulated as such in the Zoning Code.

Portable storage containers can assist in providing for the temporary storage of finished goods (i.e., overstock items, seasonal merchandise, or equipment) and unfinished goods (i.e. raw materials). These are typically used by large retail chains over the holiday season to store seasonal merchandise, or contractors who store equipment and materials on a construction site.

ORD NO 2023-03

ORD NO 2023-04

Deputy Director Schmidt went over the proposed standards. The portable collection containers are limited to up to 120 days in a calendar year, no more than two on a property and placed on a hard surface behind the principal structure, does not obstruct drive aisles or off-street parking, and prohibits the storage of hazardous materials, refuse materials or tires. Construction-related portable storage containers would be exempt from these standards. There is also some flexibility to extend the timeframe up to one year and have up to five containers with Plan Commission approval.

MSC Ellenberger/Steiner, the Plan Commission, to recommend to Common Council approve Ordinance No. 2023-04, amending Section 26-3 and Section 26-550(4) of the City's Code of Ordinances related to portable storage containers.

c. **Annexation #228 – 1495 Breezewood Lane (Town of Neenah)**

The owner of 1495 Breezewood Lane has submitted a petition requesting annexation of his property to the City. The property is 2.77 acres in size and includes a single-family residence, several outbuildings, and undeveloped land. The property is currently in the Town of Neenah. The owner intends to subdivide the property and sell the undeveloped portion for the development of future single-family homes. Per the Town of Neenah/City of Neenah Boundary Agreement, the subdivision of Town property in City Growth Areas is prohibited. A subdivision can only be approved if the property owner annexes to the City. Upon annexation the subject land will become part of the R-1, Single-Family Residence District. Future land division and development will require Plan Commission approval.

ORD NO 2023-06

Member Andrews asked how the proposed single-family lots would be laid out on the property.

Deputy Director Schmidt showed on map where the lots could conceptually be developed. He stated that although that was the property owner's intent, any subdivision or development of the property would have to be reviewed by Plan Commission.

MSC Betsy/Andrews the Plan Commission recommend Common Council approve Annexation #228 (Ordinance #2023-06) and the property also receive an R-1 Single-Family Residence District Zoning classification. All voting aye. Motion passed.


Discussion Items: None

Announcements and Future Agenda Items: Next meeting is April 11th, 2023.

Deputy Director Schmidt is hoping to present the Downtown Plan at the next meeting.

Adjournment: The Commission adjourned its meeting at 4:45. MSC Ellenberger/Genett. All Aye. Motion passed.

Respectfully Submitted,



Kayla Kubat

Administrative Assistant, Community Development