

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, June 25, 2024
4:00 p.m.

Present:

Mayor Jane Lang, Chairperson	PRESENT	Sarah Moore-Nokes, Vice Chairperson	ABSENT	James Merten, Director of Public Works designee	PRESENT
Kate Hancock-Cooke	PRESENT	Karen Genett	PRESENT	Betsy Ellenberger	ABSENT
Gerry Andrews	ABSENT	Alderman Dan Steiner	PRESENT		

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Chris Haese, Director of Community Development
Michael Burrows, Intern of Community Development	Frank Cuthbert, 1533 Fallow Dr Neenah WI	Alderman Lee Hillstrom

Minutes: MSC Steiner/Hancock-Cooke, the Plan Commission, to approve the May 7, 2024 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. Tax Increment District #13 – Creation

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

Action Items:

- a. Project Plan Approval (Amendment) – Bridgewood Luxury Apartments

Deputy Director Schmidt went over the request to slightly modify the project plan for the Bridgewood Luxury Apartments. The new proposal is to reorient the office recreation building, add additional parking and add an outdoor swimming pool. The pool is located along the north shared property line with the Bridgewood condominiums. It will be surrounded by a wrought iron fence for safety and then additionally a six-foot white vinyl fence will be located along the shared property line, creating a buffering for the neighbors.

Member Hancock Cooke asked if the residents around this property know about this plan. Deputy Director Schmidt stated the surrounding residents know about the development. For an amendment like this, however, there are no notification procedures, but the developer did indicate he was going to talk to the neighbor to let them know of this amended plan.

Member Genett asked about the distance from the pool to the existing property. Deputy Director Schmidt stated the pool decking is located about 25 feet from the property line and the pool itself is an additional 10-15 feet.

ORDINANCE
#2024-11

Member Genett asked if we know if there will there be rules of use. Deputy Director Schmidt stated there probably will be since it is intended for residents of the development and their guests.

Member Hancock-Cooke asked about lighting surrounding the pool for safety. Deput Director Schmidt stated the developer would need to meet any standards for lighting and landscaping.

MSC Hancock-Cooke/Genett, the Plan Commission, to recommend Common Council approve Ordinance #2024-11, for the amendment to Project Plan Approval #1-22 for the Bridgewood Planned Development District, allowing the modification to the office building layout and the addition of an outdoor swimming pool subject to the Project Plan Approval Letter. All voting aye. Motion passed.

b. Tax Increment District #13 – Review of Proposed Boundaries and Project Plan

Deputy Director Schmidt went over the creation of the 7th active TID and the 13th overall. This area is located south of County Highway G and was part of TIF district 6, which was closed last year. This district is created as an industrial development. The district itself is 70 acres and is currently undeveloped. The southern half of the district is the RGL Logistics development, which is currently under construction.

Deputy Director Schmidt went over maps that are included in the project plan. One map shows all the parcels within the district and the boundaries. Another map shows the current land use of the existing parcels, and the last map shows future land uses and proposed projects within the district. Some of the proposed projects were the signalization at County highway G and Dixie Road. There is also roadway work proposed on Dixie Road to urbanize.

Deputy Director Schmidt also added this TIF district is proposed to close early. Per statutes it can remain open for 20 years, however, the anticipated closure would four years earlier.

Member Steiner asked for more information and what is the criteria regarding closing this district four years early. Deputy Director Schmidt showed a spreadsheet that looked at project costs and the incremental value of the projected assessment of the property.

Member Hancock-Cooke asked about the half mile buffer mentioned. Deputy Director Schmidt stated within a TIF district, we need to identify the area within a half mile so we can have projects within a half mile.

Member Hancock-Cooke asked about wetlands. Deputy Director Schmidt stated there have been identified wetlands and the developer will take care of the wetlands, they will assume those costs and get reimbursed until a certain amount of time.

MSC Steiner/Genett, the Plan Commission, to approve the boundaries of the Tax Increment District #13 and recommend Common Council approve Resolution 2024-10 creating Tax Increment District #13. All voting aye. Motion passed.

RESOLUTION
2024-10

Housing Study and Needs Assessment

Deputy Director gave an update on the housing study and needs assessment that came out of the discussion of the comprehensive plan. After receiving 10 proposals from consulting firms around the United States, Stantec was ultimately chosen. One reason this firm was chosen was their vast data collection and data analysis phase of their project. Stantec will also develop strategies specific to the Neenah market.

Member Hancock-Cooke asked who implements the action items from the strategies. Deputy Director Schmidt stated it would be most likely be Plan Commission or Council depending on the strategies being implemented.

Member Steiner asked when we could anticipate having a final product. Deputy Director Schmidt stated by end of this year or early next year according to their proposed calendar.

Design Standards

Intern Burrows gave a presentation of wider options for design standards, what design standards Neenah already has as well as look at what other communities have implemented. He went over the existing design standards, such as lot sizes, setbacks, and driveway standards. The City of Oshkosh regulates general standards and design standards that are based on uses. The city is addressing major concerns specific to each use rather than creating widespread standards. The City of Janesville has outlined standards for physical developments within their zoning code with the intent for developments to match up with surrounding buildings.

Intern Burrows then went over other design elements not seen in surrounding municipalities. Street standards regulate what new street construction or street reconstruction will look like by making requirements such as with street trees, pavement markings, and bike lanes. Another consideration would be bird friendly design standards which reduce the fatality buildings have on birds by adding lines to glass and reducing trapping forms. Lastly, sustainable design standards which is trying to get homes to be more passive in their energy consumption by increasing insulation and secure air enclosures.

Concluding the presentation showed examples of existing buildings and how the building could have been enhanced to create a more cohesive feel with the surrounding buildings and how city staff negotiates to keep best design practices in mind.

Sidewalk Furniture

Deputy Director Schmidt let the Commission know of the review of the sidewalk furniture ordinance, which regulates such things as planter boxes and benches. The hope is to streamline the process to make it easier for businesses and property owners.

Announcements and Future Agenda Items: Next meeting is scheduled for July 9, 2024.

Adjournment: The Commission adjourned its meeting at 4:54 p.m. MSC Genett/Hancock-Cooke. All voting Aye. Motion passed.

Respectfully Submitted,

Plan Commission Minutes

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A handwritten signature in black ink that reads "Kayla Kubat". The signature is written in a cursive, slightly slanted style.

Kayla Kubat

Administrative Assistant, Department of Community Development