

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, October 8, 2024**  
**4:00 p.m.**

**Present:**

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

**Also Present:**

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Troy Beyer, Galloway Company, 601 S Commercial St Neenah
Frank Cuthbert, 1533 Fallow Dr Neenah	Erich Lisser, Kwik Trip, 2533 Marathon Ave, Neenah	Ron Albrecht, Kwik Trip, 1144 Westwind Ct Neenah
Troy Mleziva, Kwik Trip, 1626 Oak St, LaCrosse	Bethanie Gengler, 210 Water St Menasha	Travis Teesch, Neenah- Menasha Fire Chief
Kurtis Geiger, 100 Camelot Drive Fond du Lac		

**Minutes:** MSC Moore-Nokes/Kaiser, the Plan Commission, to approve the September 24, 2024 meeting minutes. All voting aye. Motion passed. Member Genett abstained.

**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 – 903 S. Green Bay Road – Class “A” License**

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

- b. **Rezoning – 154 Tyler Street – R2 District to I2 District**

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

**Action Items:**

- a. **Special Use Permit – 903 S. Green Bay Road – Class “A” License**

Report

Deputy Director Schmidt went over the updated ordinance with liquor licenses, particularly regarding retail stores that sell gasoline. Prior to this update, the city prohibited the sale of alcohol at any retail store that sold gas. The Council amended the ordinance to allow a liquor license for the sale of beer or other fermented malt beverages at retail stores that sell gas with certain restrictions. As part of the liquor license, the ordinance requires the business or owner to obtain a special use permit. This added more protection that if the business wasn't meeting the conditions in the ordinance, the special use permit could be revoked.

The first applicant is Kwik Trip located at S. Green Bay Road and Winneconne Avenue. The store is about 6,600 square feet and of that, 3,600 square feet is floor area. The rest is not accessible to customers, such as storage. The proposal identifies area of 25 square feet in lockable coolers with doors accessible to guests for the sale of fermented malt beverages. This area represents less than 1% of the total sales floor area of the building.

Deputy Director Schmidt went over some of the criteria that must be met with this liquor license and special use permit.

Director Kaiser asked if the business wanted to relocate the with the same liquor square footage, would it need to be brought back to Plan Commission for approval. Deputy Director Schmidt stated yes, if the selling space is relocated or expanded, it would need another review and approval.

Member Andrews asked since Plan Commission usually deals with land use, why isn't this a staff recommended versus the need for Plan Commission approval. Deputy Director Schmidt stated since in the ordinance, it requires a special use permit and those come through Plan Commission and Common Council for approval, the liquor license would go through the same process.

**MSC Genett/Hancock-Cooke, the Plan Commission, finds the proposed floor plan meets the requirements listed under Section 4.95(f) of the Municipal Code for a Class "A" license and recommends Common Council approve a Special Use Permit for the issuance of a Class "A" license for property located at 903 S. Green Bay Road subject to the conditions of the Special Use Approval Letter. All voting aye. Motion passed.**

**b. Rezoning – 154 Tyler Street – R2 District to I2 District (Ord. No. 2024-21)**

Deputy Director Schmidt went through the request to rezone a parcel, that was recently purchased by Galloway Company, from an R2 zoning to an I2 zoning. This is part of the larger master planning happening at Galloway Company. To consolidate lots that have been recently acquired, all lots must be zoned the same. The Comprehensive Plan Future Land Use Map identifies this area as the Neenah Industrial Corridor, which is consistent with the rezoning request.

**MSC Kaiser/Moore-Nokes, the Plan Commission, to recommend Common Council approve Ordinance No. 2024-21 rezoning 154 Tyler Street to the I2, General Industrial District. All voting aye. Motion passed.**

**c. Site Plan – 601 S. Commercial Street – Parking Lot Expansion**

Deputy Director Schmidt went over that this is an amendment to a site plan reviewed in 2023. He then went over the history of this area starting in 2022 with the vacating of streets, other properties being acquired, and rezonings. This site plan is expanding the current parking area and additional trailer storage parking on the southwest side of the site.

ORDINANCE  
NO. 2024-21

With this expansion, Galloway is trying to maintain a standard 25-foot setback along Tyler Street, recognizing the three houses that are still there. This also includes tree plantings as well to create a buffer. There will also be a small storm water management pond on the site.

Director Kaiser asked if the trailer parking is intended to be permanent use or temporary. Deputy Director Schmidt stated his understanding it is more permanent. Troy Beyer from Galloway Company stated in the past they have utilized temporary parking spots but with continued growth, these would be a more permanent solution.

**MSC Hancock-Cooke/Andrews, the Plan Commission, approve the site plan to construct semi-trailer parking on property located at 601 S. Commercial Street, subject to the conditions of the Site Plan Review Letter. All voting aye. Motion passed.**

**d. Relocation Order (Amendment) – S. Commercial Street (Res. No. 2024-19)**

Director Kaiser went over the amended relocation order for S. Commercial Street. Director Kaiser gave the history of this order and that this will be the final relocation order. This amendment also incorporates some changes to ownership that have changed during acquisitions. There were also parcels that changed in size and that is now reflected.

**MSC Kaiser/Moore-Nokes, the Plan Commission, recommend Common Council approve Resolution 2024-19, the relocation order for the amended plat for the 2025 S. Commercial Street reconstruction project between Stanley Street and Tyler Street. All voting aye. Motion passed.**

Res. No. 2024-19

**Housing Study and Needs Assessment**

Deputy Director Schmidt gave an update on the Housing Study. Tom, the consultant from Stantec, gave a presentation last Plan Commission meeting and Spencer, the project lead, visited and toured the city last week Tuesday and Wednesday. This will give him an understanding of the community and where the developments are currently happening and the industries that are driving housing. Spencer also met with our Assistant Planner, Carol Kasimor to talk about low-income affordable housing options and programs in the city. Staff will meet with the consultant every other week to get progress reports and updates. They will also be sending sample community surveys.

**Announcements and Future Agenda Items:** Next meeting is scheduled for October 29, 2024.

**Adjournment:** The Commission adjourned its meeting at 4:25 p.m. MSC Genett/Kaiser. All voting Aye. Motion passed.

Respectfully Submitted,



Kayla Kubat  
Administrative Assistant, Department of Community Development