

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, April 11, 2023
4:15 p.m.

Present:

Mayor Jane Lang, Chairperson	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Sarah Moore-Nokes	ABSENT
Kate Hancock-Cooke	ABSENT	Karen Genett	PRESENT	Betsy Ellenberger	ABSENT
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
Les Muck, N1142 Neuman Rd Fremont	Jim Reiser, 154 Villa Dr, Neenah	Ald. Cari Lendrum
Ron Klatt, 202 Grant St, Neenah		

Minutes: MSC Andrews/Genett, the Plan Commission to approve the March 28, 2023 meeting minutes.
All aye. Motion passed.

Public Appearances: Chairperson 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. **Site Plan** – 1215 Gillingham Road - Self-Storage Building

The subject site is approximately 1.72 acres in size and includes an indoor self-storage facility (16,000 square feet) and two mini-storage buildings (2,000 square feet and 3,000 square feet) in the rear of the property. The area south of the main building includes an asphalt parking lot with access to the property along Gillingham Road. The property is zoned I-2, General Industrial District. Land north and south of the property is also zoned I-2 District, while land to the west is zoned C-1, General Commercial District and directly east of the property is Interstate 41.

The I-2 district identifies self-storage facilities as Special Uses. In 2022, a special use permit was granted for the use of the property as self-storage. The site plan proposes to construct a 5,950 square-foot self-storage building along the south property line.

Deputy Director Schmidt went over development standards and landscaping requirements.

Member Kaiser asked if there is any other expansion available on this property.

Deputy Director Schmidt said there could be an addition to the existing building, but it's limited.

MSC Genett/Steiner, the Plan Commission to approve the site plan to construct a mini-storage building on property located at 1215 Gillingham Road subject to the conditions of the Site Plan Review Letter. All voting aye. Motion passed.

b. **Final Plat – 1st Addition to the Homes at Freedom Meadows**

The proposed plat, 9.10 acres in size, includes 15 single-family residential lots, two outlots, and a lot that will be used by the Neenah Water Utility. The land is currently zoned R-1, Single-Family Residence District. The average lot size is approximately 14,500 square feet which exceeds the minimum lot size for single-family residential lots. The residential lots range in width from 60 feet to 125 feet. The Homes at Freedom Meadows, south of the proposed plat, includes lots that are similar in size.

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. Storm water will be managed through rear yard drainage swales, storm sewers and ultimately storm water from this plat will be diverted to storm water retention pond located along Freedom Meadows Drive within the development. Lot 45 on the plat is intended to be owned by the City's Water Utility. Outlot 3 will also be dedicated to the City as this land includes underground water, sanitary sewer, and storm sewer utilities. The City reserves the right to construct a sidewalk/trail through this outlot to connect Freedom Meadows Drive to Liberty Avenue.

Deputy Director Schmidt said the original concept plan of The Homes at Freedom Meadows will be updated and brought to Plan Commission for approval.

MSC Andrews/Genett, the Plan Commission, to recommend to Common Council approve the Final Plat for the First Addition to the Homes at Freedom Meadows subdivision. All voting aye. Motion passed.

c. **Neenah Next – Downtown Master Plan**

Deputy Director Schmidt gave an overview of the Neenah Next Downtown Master Plan. This plan highlights connectivity, development, waterfront, and neighborhoods for the future of the Downtown. There was input from the community, downtown stakeholders, and steering committee to help create this plan and the planning consultants, RDG Planning and Design and Neighborhood Planners brought all these ideas together.

Deputy Director Schmidt discussed a few key points regarding all the themes highlighted in the master plan. Connecting residents and tourists to and from the downtown with the use of a cycle track, which is separated from traffic and different from the bike lane, and showing the options of the realignment Millview Dr and Columbian Ave. A rendering of the potential development options with the Hafemeister building if it comes up for sale in the future was included in the plan. In terms of waterfront, the plan showed options of connecting Arrowhead Park with the downtown and also different uses of Hewitt Island. Finally, how to improve but also preserve the neighborhoods surrounding downtown with possible grants or low-interest loans.

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The Downtown Master Plan also includes a retail and housing analysis. Deputy Director Schmidt discussed what retail gaps are in downtown and future housing options.

Member Steiner asked about housing needs. Deputy Director Schmidt said for the analysis the City was looked at as a whole and then it was determined how many new housing units can be sustained in the downtown.

Deputy Director Schmidt said this plan will need to be marketed and promoted to developers, so they know a master plan exists for the Downtown and how their development could fit within the master plan. This is also a living document and will need to be evaluated and adjusted as needed in the future.

Alderman Lendrum asked when a developer contacts the City do we send them the plan? Deputy Director Schmidt answered that we would send and promote the plan with developers.

Member Steiner said he appreciated the ability to visualize the Plan with all the graphics provided. He then asked if there is an idea of what the first project would be? Deputy Director Schmidt said there have been conversations regarding parking structures and it also depends on what developers bring in.

Member Andrews asked where are plans for Arrowhead Park. Mayor Lang said she is hoping next month to have an initial plan.

Director Haese explained we are providing the plan and developers come and decide where they want their project to fit into the plan. Also, not every development brought could be a good fit for the Downtown.

MSC Genett/Andrews, the Plan Commission recommend Common Council accept and place on file the Neenah Next Downtown Master Plan. All voting aye. Motion passed.

Discussion Items: None

Announcements and Future Agenda Items: Next meeting is April 25th, 2023

Adjournment: The Commission adjourned its meeting at 5:05. MSC Kaiser/Steiner. All Aye. Motion passed.

Respectfully Submitted,



Kayla Kubat
Administrative Assistant, Community Development