

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, April 23, 2024
4:15 p.m.

Present:

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

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Frank Cuthbert, 1533 Fallow Dr Neenah WI
Larry Langohr, 522 Muttart Road Neenah WI	David Schultz, 530 Muttart Rd Neenah WI	Christine Schultz, 530 Muttart Rd Neenah WI
Chris Haese, Director of Community Development	Brandon Robaidek, 1250 Centennial Centre Blvd Hobart WI	Brad Tilque, W1249 County Rd HR Brillion WI
Ryan Scray, 4365 Hilton Head Ct Oneida WI	Tom Thibodeau, 1050 Broadway St Wrightstown WI	Jamie Sprutles, 1919 Hillcrest Dr Green Bay WI

Minutes: MSC Andrews/Moore-Nokes , the Plan Commission, to approve the April 9, 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.

Election of Vice Chair: Chairperson Mayor Lang opened up nominations for the position of Vice Chair.

MSC Steiner/Andrews, to nominate Member Moore-Nokes as Vice Chair of the Plan Commission. All voting aye. Motion passed.

Meeting time change

Chairperson Mayor Lang discussed the change of the standing Public Services and Safety meeting from 6:30 p.m. to now 5:00 p.m. The proposal would be to change the Plan Commission meeting to 4:00 p.m.

MSC Andrews/Moore-Nokes, to approve the Plan Commission meeting time change from 4:15 p.m. to 4:00 p.m. All voting aye. Motion passed.

Public Hearings:

a. Rezoning #1-24 – 1730 Dixie Road – I1, Planned Business Center District

Larry Langohr 522 Muttart Road- He stated owns a barn, performance riding arena and storage facilities across from the proposed site plan. He stated several concerns and hopes the developers will be able to answer. He would like to know what the traffic pattern will be on the

site. Will there be an entrance off Muttart or can the business function with traffic coming only off Dixie Road. He also asked if the building could be moved back 10-15 feet to accommodate a berm with evergreens. His last concern was how the water was going to be moved from the property, especially on the southeast side. He stated the water currently gets backed up and he is concerned with any additional water.

David Schultz 530 Muttart Road – He stated he has documents of standards from when N&M Transfer did a similar site plan, which was placing a berm and no traffic coming onto Muttart. He is also concerned about water drainage and the walking trail. He believes a berm would cut down on the noise. Lastly, he addressed the lighting on the south side, which would be visible from his home.

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

Action Items:

a. Site Plan Review #4-24 – 1750 Dixie Road – RGL Logistics

Deputy Director Schmidt went over the site plan for a warehousing distribution facility located on the northeast corner of Dixie Road and Muttart Road. The property is currently zoned I-1, Planned Business Center District. The first phase of this development is located on about 20 acres. There is a second phase to this development that isn't being approved as part of this site plan but it will be brought to this committee in the future. The proposal is to construct a 357,500 square foot facility. The facility is located on the southern end of the site towards Muttart Road. The building would be setback about 75 feet at its minimum from Muttart Road, 197 feet from Dixie Road, and 22 feet on the north side of the site, which is where the plan property line will be, and 330 feet from the east.

He went over the site complication with the existing wetlands. The question about shifting the building location is complicated because of where the wetlands are located. There is also a proposal to install a 420 square foot guard shed along Dixie Road. With the guard shed and the building, it covers about 40% of the property and green space is about 20%.

Vice Chairperson Member Moore-Nokes asked what a guard shed is. Deputy Director Schmidt stated it is where any trucks coming into the site would check into first.

Deputy Director Schmidt went over landscaping on the site. When there is an industrial development, it must have a minimum of one shade tree and three shrubs for every 40 linear feet. In this proposal, the minimum is met and exceeded. A berm is not required, however, if there was a change from deciduous trees to evergreens, there would need to be two evergreens for each deciduous tree.

Deputy Director Schmidt questioned where the location of a dumpster would go on the site. One of the plans showed it on the east side of the building but no other plans did. In moving forward, the dumpster location would need to be known and that it's properly screened with a minimum six-foot-tall fence. The building itself is going to be made of precast concrete panels around the entire building. There will be loading docks on the east and the west side of the building totaling 28 loading docks, which is where the primary truck action will be. In addition, within the building,

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there is about 10,000 square feet of office and forklift charging and storage area as well. The building has a wall height of about 33 feet. The guard shed will be constructed of primarily metal panels, but it will have a stone veneer on the exterior.

He went over the drainage on the site with two stormwater ponds. This will help maintain the stormwater that is on the site and collected. One pond will be on the corner of Dixie Road and Muttart Road and one pond planned further north on the site. All the stormwater collected on the east side of the building will go north and discharge into the north stormwater pond and then to the city's regional pond on Dixie Road and County Highway G.

Deputy Director Schmidt lastly went over the traffic pattern on the site, which is proposed as a clockwise pattern around the building with trucks entering off of Dixie Road.

Chairperson Mayor Lang wanted clarification the trucks will be entering on Dixie. Deputy Director Schmidt stated the trucks can either come off Dixie Road and go around the building or enter off Muttart and go around the building.

Vice Chairperson Member Moore-Nokes asked about the nature trail near this site. Deputy Director Schmidt stated it is a paved trail on Dixie Road. The trail is located along the entire length of the proposed site. Vice Chairperson Member Moore-Nokes asked if the concern is pedestrians walking while traffic is turning into the driveway. Deputy Director Schmidt stated there are minimal concerns, however, this trail also extends into the industrial park and there has not been an issue with safety.

Deputy Director Schmidt went over the lighting on the property. All the lighting fixtures in the parking lot must be full cut off fixtures, not spotlights. The security lighting, which tend to be less intense lighting, does not need to be full cut off.

Member Andrews asked if the entire site fenced. Deputy Directory Schmidt stated there is no fence around the property.

Tom Thibodeau stated the building height will be approximately 40 feet at the peak. He went over the guard shed will have a full block veneer to make a cohesive look with the other building on site. The fire department requested an emergency vehicle access driveway on the southeast corner. This driveway would be used on by emergency vehicles, the intent it to have all traffic directed to the west side of the building and check in at the guard shed.

Ryan Scray went over the traffic intent is to direct the truck traffic in and out of Dixie Road. They may look into putting a gate at the driveway at the southwest corner. There was not a plan to use Muttart Road for entering or exiting of traffic. He stated they can be flexible with the proposed trees.

Brandon Robaideh went over the stormwater and wetland. There is a ridge that cuts through the middle of property and that water currently goes to the wetland and drains to the north. Most of the water will be going into the pond in the north.

Member Andrews asked if the future phase is to the north and wanted to know how that will work with the wetlands. Deputy Director Schmidt showed on the site plan the second phase building footprint in relation to the wetlands.

Director Kaiser stated there was a traffic study done incorporating this development along with other potential developments. This looked at the overall traffic impact and where improvements are potentially needed.

Member Andrews asked if the storm sewer is sized for the development that is happening in this area. Director Kaiser stated yes, it is sized appropriately.

Vice Chairperson Member Moore-Nokes asked about the updated traffic study and how long it may take to start seeing improvements. Director Kaiser stated it would be a few years.

Larry Langohr stated he has done development in the past and would still like to have the developer look at moving the building back 10-15 feet to place a berm on the property.

Member Andrews stated a three-to-four-foot berm does help with the traffic noise but does not do much for blocking. However, adding trees would be more helpful in both aspects.

MSC Kaiser/Andrews, the Plan Commission, to approve the site plan for a new warehouse facility located at 1750 Dixie Road subject to the Site Plan Review letter comments. All voting aye. Motion passed.

b. Certified Survey Map #3-24 – 2001 Marathon Avenue – 3 Lots

Deputy Director Schmidt went over the certified survey map received to subdivide 2001 Marathon Avenue, which is currently owned and operated by Marathon Flats. This lot was originally split into two separate lots with the intention of developing multi-family on the east side of the property. This property is zoned C1, which offers a variety of uses on the site. All the lots being created or proposed to being created have a minimum of 60 feet of frontage.

Member Andrews asked what the need for this CSM is. Deputy Directory Schmidt stated the applicant would like to develop the site in the future.

Director Kaiser asked about stormwater easement drainage and if it will be shared between the lots. Deputy Director Schmidt stated it is currently a large parking lot, but working with the developer on whatever gets built on the site will be utilizing a shared stormwater pond.

MSC Moore-Nokes/Andrews, the Plan Commission, to approve the 3 lot CSM for property located at 2001 Marathon Avenue. All voting aye. Motion passed.

c. Rezoning #1-24 – 1730 Dixie Road – I1, Planned Business Center District

Deputy Director Schmidt went over the land the city purchased and then annexed into the City. When annexation happens, the land comes in as either a Residential R1 zoning or as a temporary zoning district, since the zoning cannot modify until the property is in the city. This rezoning

would be to make the temporary I1 zoning, as the permanent zoning of this land. This land will be used for a storage warehouse facility and part of the larger RLG Logistics plan.

MSC Kaiser/Moore-Nokes, the Plan Commission, to recommend Common Council approve Ordinance No. 2024-05 placing a permanent zoning designation of I-1, Planned Business Center District for the property located at 1730 Dixie Road. All voting aye. Motion passed.

Comprehensive Plan – Plan Commission Implementation Items

Deputy Director Schmidt went over priorities with zoning related to the comprehensive plan.

Frank Cuthbert 1533 Fallow Dr- He brought a handout of suggestions with items to focus on from the comprehensive plan (see attached document).

Alderman Steiner stated it may be best to look at one item from the document to focus on as it may get overwhelming focusing on more than one item. He suggested the zoning items could be looked at first.

Deputy Director Schmidt stated a lot of higher priority items were to look at zoning, however, a lot of the zoning changes dealt with housing. Due to being in the process of putting together a housing study, this may change some of our zoning. It may be better to wait on the zoning until after the study is done. He brought up the lack of general design standards in the current zoning code, not only in looks but how buildings are built throughout the city.

Chairperson Mayor Lang would like to look at the priority list but agrees starting with the design standards is the good idea.

Announcements and Future Agenda Items: Next meeting is scheduled for May 7, 2024.

Adjournment: The Commission adjourned its meeting at 5:21 p.m. MSC Andrews/Kaiser. All voting Aye. Motion passed.

Respectfully Submitted,



Kayla Kubat
Administrative Assistant, Department of Community Development

Suggestions of Items to focus on from the Comprehensive Plan

Submitted by Frank Cuthbert – 1533 Fallow Drive, Neenah

1. Table 10-2; Implementation – Plan Commission

LU 1.4.3 / H 1.4.3 Create a zoning district for neighborhood level commercial uses. Develop a New zoning district.

LU 1.4.3 / H 3.1.1 Establish progressive resource protection standards that new neighborhood developments should follow, to insure that natural features function to both enhance the value of adjoining property and continue their environmental purpose.

ED 2.2.6 / LU 1.5.5 Protect the historic character of the downtown area by adopting historical preservation design standards to enhance and preserve the historical significance of the Central Business District.

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IO 1.8.2 Identify districts/areas within the City that would benefit from consistent design standards.

H 2.2.6 Consider establishing a historical regulated district in various locations within the City.

2. Review of ordinances to update

IO 1.7.4 Review local ordinance for restrictions (guidelines) for murals.

LU 1.9.1 Review zoning ordinances for community gardens / urban farms.
AG 2.1.6/2.1.8

IO 1.7.2 Develop art selection guidelines (ordinances), and approval process.

NR 1.2.5 Update zoning ordinance to include language to protect trees during construction.

LU 1.10.2/1.10.4 Review existing development codes, ordinances to improve mgmt. of stormwater.

CR 1.4.7
NR 2.1.10
IO 1.3.1

T 2.1.5 Develop a 'complete streets' policy (ordinance).

IO 1.5.1/1.5.3 Develop (complete) signage code that was updated in 2023, and adopted in 1977.

3. Review of future development

CF 1.3.2 Develop a sanitary sewer replacement plan.

CF 1.3.4 Identify an equitable distribution of costs for future systems extensions.

LU 1.8.4 Consider acquiring vacant building for a community center.

CF 4.4.1

IO 1.2.3 Pursue a plan to promote burial of existing overhead lines. Coordinate

NR 1.4.2 effort with a terrace tree planting program.

NR 1.2.2

NR 1.2.6