

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, September 8, 2026
4:00 p.m.

Present:

Mayor Brian Borchardt, Chairperson	PRESENT	Mark Rohloff, Interim Director of Public Works	ABSENT	Alderson Mark Neuman	PRESENT
Frank Cuthbert, Vice Chairperson	PRESENT	Karen Genett	PRESENT	Kate Hancock- Cooke	PRESENT
Gerry Andrews	PRESENT				

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Alderman Brian Defferding
Alderman William Pollnow Jr	Alderman Flo Bruno	Becky Heidke Kwiatkowski- 1390 Eagle Feather Trail Neenah
JP Hammerton- VT Industries	David Streu- VT Industries	Abby Maslanka- Martenson & Eisele, Inc

Minutes: MSC, Neuman/Cuthbert, the Plan Commission, to approve the July 28, 2026 meeting minutes.
All voting aye. Motion passed. Member Genett abstained.

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

No one in attendance spoke. closed public appearances.

Public Hearings: None

Action Items:

a. Site Plan #5-26 – 164 N. Lake Street – Building Addition

Deputy Director Schmidt went over the site plan for a building addition at 164 N Lake St. The site is currently zoned I2, which is the general industrial district. There was a significant expansion in 2020 and on that site plan it did show a future addition. The request is now to construct a 50,000 square foot addition. The addition is 30 feet tall and has loading docks on the west end of the site, which will allow for truck traffic and maneuverability. The stormwater pond, which was constructed in 2020, was sized appropriately for this addition.

Member Andrews asked if this requires any additional buffering for the adjacent apartments. Deputy Director Schmidt stated no, buffering is only required when adjacent to single-family or two-family. There are trees that were planted during the 2020 expansion, which will remain on the site or must be replaced if they need to be removed.

Member Hancock-Cooke asked if this would change any staffing. JP Hammerton of VT Industries stated this does not change staffing immediately.

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Member Hancock-Cooke asked about any noise increase. JP Hammerton of VT Industries stated there should not be a noise increase.

MSC, Hancock-Cooke/Neuman, the Plan Commission, to approve the site plan for a building addition on property located at 164 N. Lake Street subject to the conditions of the site plan review letter. All voting aye. Motion passed.

Discussion Items:

a. Zoning and Sign Code Re-Write

Deputy Director Schmidt went over the workshop that was with the Common Council and Plan Commission. He went over the items he is working on from the consultant. There will be a meeting with the steering committee in October.

Announcements and Future Agenda Items: Next meeting is scheduled for September 29, 2026

Adjournment: The Commission adjourned its meeting at 4:20 p.m. MSC Genett/Neuman. All voting Aye. Motion passed.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kayla Kubat".

Kayla Kubat
Administrative Assistant, Department of Community Development