

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, August 12, 2025**  
**4:00 p.m.**

**Present:**

Mayor Jane Lang, Chairperson	ABSENT	Gerry Kaiser, Director of Public Works	PRESENT	Alderman Dan Steiner Vice Chairperson	PRESENT
Kate Hancock-Cooke	ABSENT	Karen Genett	PRESENT	Frank Cuthbert	PRESENT
Gerry Andrews	PRESENT	Lindsay Clark	ABSENT		

**Also Present:**

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Michael Burrows, Intern of Community Development
Kelly Nieforth, Director of Community Development	Alderman Cari Lendrum	Alderman William Pollnow
Sarah Moore-Nokes, 645 Elm St	Aaron Roecker- 605 Elm St	Lee Hillstrom- 1021 Sterling Ave
Kevin Schmoldt- virtual attendance- 7Brew	Devin Winter- Excel Engineering	Tommy Pennington- 7Brew
Corbin Terlip- virtual attendance- 7Brew	Justin Stambuk- New Springs Christian Academy	Mandy Stambuk- New Springs Christian Academy
Bethanie Gengler- Neenah News		

**Minutes:** MSC, Kaiser/Genett, the Plan Commission, to approve the July 29, 2025 meeting minutes. All voting aye. Motion passed.

**Public Appearances:** Vice Chairperson Steiner opened public appearances to topics not related to the agenda.

No one in attendance spoke. Vice Chairperson Steiner closed public appearances.

**Public Hearings:**

**a. Special Use Permit #2-25 – 828 Fox Point Plaza – Drive-thru Coffee**

No one in attendance spoke. Vice Chairperson Steiner closed this public hearing.

**b. Special Use Permit #3-25 – 600 Elm Street – School Playground**

Justin Stambuk- Board President of New Springs Christian Academy gave an overview of the new school. This is a newer Christian based school which will occupy a portion of the former Shattuck Middle School building. They have been cleaning, painting and modernizing their portion of the building. This school will have preschool through eighth grade with around 110 students currently enrolled for the school year. The playground equipment was donated, and they are looking to place the equipment on the northwest corner of the property.

Sarah Moore-Nokes 645 Elm St- she is wondering if there will be any tree removal to accommodate the new playground. Applicant Justin Stambuk stated there will be no tree removal

and the playground will be placed around the existing trees. He did mention in the future placing a fence around the perimeter but not at this time.

Aaron Roeker 605 Elm St- he asked what the positive impact this playground will have on the community and the new school. Applicant Justin Stambuk stated he wants to revitalize the neighborhood and the school by building a place for families and neighbors to congregate.

Aaron Roeker- he asked if the community can also use the space. Applicant Justin Stambuk stated his intention would be for anyone to use the playground.

Aaron Roeker- he asked the reason the northwest corner was chosen for the playground instead of other sites on the property. Applicant Justin Stambuk stated this space is near the part of the building where the school occupies and this area provides shade.

Aaron Roeker- he asked about a timeline for this playground. Applicant Justin Stambuk stated once they are through the approval stages, then they will start the installation.

Aaron Roeker asked about a long-term vision of the school. Applicant Justin Stambuk stated their current plan is to stay in the building for a while with the lease he signed.

No one else in attendance spoke. Vice Chairperson Steiner closed this public hearing.

**Action Items:**

**a. Special Use Permit #2-25 – 828 Fox Point Plaza – Drive-thru Coffee**

REPORT

Deputy Director Schmidt went over the request for a special use permit to establish a drive-thru coffee business within the C1 commercial district. The new business, 7Brew Coffee, would be in the excess parking lot of 828 Fox Point Plaza. There would be a proposal to subdivide and create a separate lot for the coffee business. The proposal includes the construction of two buildings. The primary building is drive-thru only, no walk-in customers and would be about 530 square feet. The secondary building is a storage cooler, which is 240 square feet. These two buildings are attached with a cover. Access to the site would come from Fox Point Plaza from the roundabout on the west side of the site and there is access on the southeast side from the adjoining parking lot. The access off Winneconne on the north end would close as part of this project. The main concern with any drive-thru business is the queuing impact on public streets. This drive-thru would be able to accommodate 17 cars and there is excess space on the property for any overflow beyond that. All setback requirements, building footprint maximums, and landscaping requirements are met. There is a suggestion to add a buffer between the drive-thru vehicles and the sidewalk traffic.

Member Cuthbert asked where the entrance and exit are on the site. Deputy Director Schmidt showed on a map the driveway onto Winneconne which will be removed and how the vehicles will maneuver on the site from the roundabout and the existing parking lot.

Member Genett asked if this will be going into the parking lot of the current pizza restaurant. Deputy Director Schmidt stated it will be in a part of the current parking lot that is being

underutilized. He stated there are about seven employees working per shift at 7Brew, which the applicant provided seven parking stalls for employees.

Director Kaiser asked how the business operates by being drive-thru only. Deputy Director Schmidt stated there is no order board, the staff take the orders on tablets and deliver the order when it is ready.

**MSC, Kaiser/Cuthbert, the Plan Commission, finds the proposed use meets the findings of fact for a Special Use Permit (Sec. 26-48) and recommends Common Council approve a Special Use Permit for a drive-thru coffee business located at 828 Fox Point Plaza subject to the conditions of the Approval Letter. All voting aye. Motion passed.**

**b. Special Use Permit #3-25 – 600 Elm Street – School Playground**

REPORT

Deputy Director Schmidt went over the request for a playground at New Springs Christian Academy. In an R1 district, a playground needs to be 25 feet away from a sidewalk. The playground is located near the West wing, which is near where New Springs will be occupying inside the building. The site plan shows where the equipment will go on the site. In the future, if the applicant places a fence around the site, a review is not needed but it would require a fence permit.

Member Genett asked if the asbestos has been removed from the school since that was one of the reasons it could not be torn down. Applicant Justin Stambuk stated their school occupies primarily the west wing, which did not have any conclusive test of positive asbestos.

Member Cuthbert clarified that a fence is not required to go around a school playground. Deputy Director Schmidt stated, no, a fence is not required.

**MSC Cuthbert/Andrews, the Plan Commission, finds the proposed use meets the finds of fact for a Special Use Permit (Sec. 26-48) and recommends Common Council approve a Special use Permit for a playground located at 600 Elm Street subject to the conditions of the Special Use Review Letter. All voting aye. Motion passed.**

**c. Site Plan #15-25 – 202 N Green Bay Road – Storage Building**

Deputy Director Schmidt went over the site plan request by Bergstrom Chevrolet-Buick-Cadillac to tear down the existing structure and construct a new storage building on the site. The parking lot on the north and south end will remain the same. There will also be a connected drive lane around the building. The new building will be about 5000 square feet and there will be loading doors on the south end of the building. This request meets all minimum setback requirements. There has not been a landscape plan submitted, which would be required.

Member Andrews asked about landscaping along N Green Bay Road. Deputy Director Schmidt stated yes, that would be a requirement.

MSC Genett/Cuthbert, the Plan Commission, approve the site plan to construct a storage building located at 202 N Green Bay Road subject to the site plan review letter. All voting aye. Motion passed.

**Discussion Items:**

**a. Neenah Housing Study and Needs Assessment**

Deputy Director Schmidt went over the next step in the discussion involving ADUs, which is drafting an ordinance of what ADUs could look like in the city and different regulations. Intern Burrows gave a presentation on drafting an ordinance around ADUs, including that this ordinance would likely go into the zoning code and a possibly ordinance structure.

Member Genett stated there is currently a height restriction on a garage. If someone were to put an apartment above a garage, would that restriction remain the same. Intern Burrows stated it would need to be looked at if the city were to possibly allow carriage houses and if the ordinance would provide an exception to the height requirement or amending the actual accessory structure height requirement. Deputy Director Schmidt stated if it is an attached garage, it cannot be higher than the principal structure. If it is a detached garage, it would most likely have a height restriction. The building code creates the barrier for all garages to be converted into ADUs.

Member Cuthbert asked if the ADU would have a different address from the primary structure. Intern Burrows stated he looked at ordinances in other cities and it is either not mentioned in the ordinance or it is stated the creation of a separate address is prohibited. Deputy Director Schmidt stated it would be a discussion with the post office and their preference.

Member Cuthbert asked about having language in the ordinance regarding building code standards. DD stated there would be a pamphlet with information regarding the ordinance, building code and zoning code requirements.

Director Kaiser asked if ADUs would go through the site plan review process. Deputy Director Schmidt stated at the beginning it would go through that process but possibly as time goes on, they can be reviewed internally.

Deputy Director Schmidt stated the next step would require a public hearing and invite different stakeholders to have input as well.

Member Genett asked about what happens if a resident builds an ADU for an elderly relative and then that person leaves and now it becomes a rental. Deputy Director Schmidt stated rentals are a possibility, but it would be difficult to enforce.

**Announcements and Future Agenda Items:** Next meeting is scheduled for August 26, 2025

**Adjournment:** The Commission adjourned its meeting at 4:50 p.m. MSC Kaiser/Cuthbert. All voting Aye. Motion passed.

Respectfully Submitted,

Plan Commission Minutes

August 12, 2025

Page 5

A handwritten signature in black ink that reads "Kayla Kubat". The script is cursive and fluid, with the first name "Kayla" and last name "Kubat" clearly legible.

Kayla Kubat

Administrative Assistant, Department of Community Development