

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, February 8, 2022
4:15 p.m.

Present:

Mayor Dean Kaufert, Chairman	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	David Williams	ABSENT
Kate Hancock-Cooke	PRESENT	Karen Genett	PRESENT	Betsy Ellenberger	PRESENT
Gerry Andrews	ABSENT	Ald. Jane Lang, Vice Chairperson	PRESENT		

Also present:

Brad Schmidt, Deputy Director of Community Development	Rachael Eiting, Administrative Assistant, Department of Community Development	Chris Haese, Director of Community Development
Emily Bublitz, Representative on behalf of Culver's	Brian Epley, Neenah resident and School board member	Kelly Behrman, Mayoral Candidate

Minutes: MSC the Plan Commission to approve the January 25, 2021 meeting minutes. MSC Ellenberger/Lang. All aye. Motion passed.

Public Appearances:

Mayor Kaufert opened the public appearance section. Mayoral Candidate Kelly Behrman shared with the committee that she is running for mayor.

Public Hearings: None.

Action Items:

A. Westside Business District PPA #1-22 – 1161 Westowne Drive – Culver's Drive-Thru

S&L Properties Neenah, LLC, owner of 1161 Westowne Drive, submitted a project plan to construct an additional drive-thru and modify a parking lot for the Culver's Restaurant.

The Culver's restaurant was constructed in 2005. The subject property is located on the southwest corner of Winneconne Avenue and Westowne place. The 1.4 acre property includes 68 off-street parking stalls and a drive-thru on the west and south portion of the building. The north driveway provides one-way ingress onto the property while the south driveway provides one-way egress off the property.

In 2021, Culver's Restaurants began modifying their existing locations to include two drive-thru lanes to improve the guest experience with faster and smoother flow. The proposed project plan includes an additional drive-thru lane directly west of the existing drive-thru lane. The additional drive-thru lane includes a second order board. Both drive-thru lanes converge back into the existing pick-up lane.

As a result of the additional drive-thru lane, nine parking stalls will be eliminated including one along the north side of the building and eight along the west property line. The north side of the parking lot will also be modified as the parking stalls will be re-stripped to allow one-way access from the west as opposed to the east. As a result to include plantings per the City's landscaping standards. At a minimum one shade tree shall be planted in each endcap.

Member Genett asked if this set up will be similar to the McDonald's Drive-Thru set up.

Deputy Director Schmidt answered yes it will be.

Member Ellenberger asked if the orientation of the parking is the only thing that has changed from the original agenda to this meeting.

Deputy Director Schmidt answered that is correct.

Member Hancock-Cooke asked the reason for that change.

Deputy Director Schmidt answered the change was to address traffic flow issues.

Emily Bublitz, representative on behalf of Culver's, answered that site flow overall uses the lot most efficiently in this layout and causes less customer confusion.

MSC Kaiser/Lang the plan commission recommends Council approve Ordinance No. 2022-05, approving Project Plan Approval #1-22 for the Westside Business District, allowing the construction of an additional drive-thru lane for property located at 1161 Westowne Drive. All Aye. Motion Passed.

B. CSM – 544 Jensen Road – 2 Lots

Bergstrom Properties, LLC, owner of 544 Jensen Road, is proposing to divide the subject parcel into two lots. The parcel is currently 7.7 Acres in size and includes a 16,000 square-foot building on the north portion of the parcel, a parking lot west of the building, and the remainder of the land is undeveloped. The proposed CSM creates a 4.2 acre parcel which includes the existing building and parking lot and another 3.5 acre parcel with access via Progress Court. Both properties will continue to be zoned I-1, Planned Business Center District. The minimum lot size and minimum frontage for the I-1 District is exceeded with both of these proposed lots. In addition, the creation of the north parcel will not create any non-conformities related to district setbacks.

Member Hancock-Cooke inquired about the strange shape of the new parcel.

Deputy Director Schmidt answered the shape allows the parcel to maintain right of way access.

MSC Lang/Ellenberger approves the proposed 2 Lot CSM at 544 Jensen Road. All Aye. Motion Passed.

Discussion Items:

None.

Announcements and Future Agenda Items:

Next meeting: February 22, 2022.

Adjournment: The Commission adjourned its meeting at 04:33 PM MSC Genett/Ellenberger. All Aye. Motion passed.

Respectfully Submitted,



Rachael Eiting
Administrative Assistant, Community Development