

**TOWN OF NEENAH  
Plan Commission  
Regular Meeting Agenda**

**DATE:** MONDAY, July 17, 2023

**TIME:** 7:00 p.m.

**LOCATION:** 1600 Breezewood Lane, Neenah WI 54956

The meeting will be held in person with an option to join virtually

Meeting ID: 816 7186 1510 / Passcode: 549915 Phone (312)626-6799

Zoom Link: <https://us02web.zoom.us/j/81671861510?pwd=L1NVMFJJblcwWXVzOUUp1YtZmSTA0Zz09>

1. Call Meeting to Order / Pledge of Allegiance.
2. Public Forum
3. Approve Meeting Minutes from June 19, 2023 Plan Commission Meeting
4. Input/Discussion/Action:
  - a. Resolution 2023-160 – Certified Survey Map, Vassar Lane  
Applicant: St Pierre, Ellen  
Location of Premises Affected: 507 Vassar Ln, Neenah, WI 54956  
Tax Parcel No: 010-010031502
5. New Business
6. Old Business
7. Future Meetings / Agenda Items
  - a. Next Plan Commission Meeting, pending agenda items, Monday, August 21, 2023.
8. Adjourn

Closed Session Contemplated: **NO**

Respectfully Submitted,



Ellen Skerke  
Administrator-Clerk-Treasurer  
July 12, 2023

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Town Clerk at 725-0916

A quorum of Town Board, Sanitary Commissions or other committees may attend, but no official action will be taken by them.

Notice was posted on July 12, 2023 at [www.townofneenah.com](http://www.townofneenah.com) and Town of Neenah Municipal Building, 1600 Breezewood Lane,

**TOWN OF NEENAH PLAN COMMISSION MEETING**

Monday, June 19, 2023

Held at Town of Neenah Municipal Building, 1600 Breezewood Lane and offered via Zoom.

**Present for Plan Commission:** Plan Commission Chair Pete Weyenberg, Commissioner Jody Andres, Commissioner Brett Armstrong, Commissioner Joshua Lautenschlager, and Commissioner Don Nussbaum.

**Excused:** Commissioner Russ Meerdink.

**Also Present:** Anthony Jessup , Rita Jessup, Carrie Sturn (via Zoom) and Administrator-Clerk-Treasurer Ellen Skerke.

Plan Commission Chair Pete Weyenberg called the Plan Commission Meeting to order at 7:00 p.m. Pledge of Allegiance was recited.

**Approve May 15, 2023 Plan Commission Meeting Minutes**

**Motion:** D. Nussbaum / J. Andres to approve with minor correction.

Motion carried by voice vote.

**Public Forum**

- Anthony Jessup spoke regarding the potential conditional use permit for the property at 1475 Green Valley Road. He is a private pilot, and they are considering purchasing the property to operate a private airport, potential maintenance of small aircraft and to build their home on the property. Also provide an opportunity for EAA traffic and camping for EAA.
- P. Weyenberg questioned if the maintenance piece was for his own purpose or as a business. Anthony responded perhaps as a business.
- B. Armstrong inquired about FAA regulations. A. Jessup responded the property is listed as a private airport. He has not done any more research, nor has he had any communications with EAA/Wittman Airport yet. He is in the initial stages of considering the potential.
- Anthony Jessup stated the Conditional Use Permit is required to operate a private airport and to allow camping. Camping would be for EAA week only.

**Input/Discussion/Action****Conditional Use Permit**

*Discussion regarding potential use and a possible conditional use permit request for parcel 010-0149, 1475 Green Valley Rd.*

- P/ Weyenberg stated that in his opinion the planned use for a private airport is the highest and best use of the property. It is a nice use of the property. There are no adjacent neighbors , the owner would have to check in with FAA and EAA for potential use as an airstrip.
- E. Skerke noted that the property is in "City Growth" per the Boundary Agreement. A Conditional Use Permit request will also go to the City for their recommendation of approval or denial.
- J. Andres recommended that the property owner confer with County Planning and Zoning to make sure buildings follow the correct set back requirements.
- This is a discussion only, not an action item. By general consensus, the Plan Commission agreed this would be a good use of the property.

**Zoning Map Amendment**

*Update on status of Resolution 2023-07 – Zoning Map Amendment for Hot Head Properties LLC located at 1577 Deerwood Drive, Parcel Id: 010-0203-03 requesting a Zoning Map Amendment to rezone from B-3 (Regional Business) to I-1 (light Industrial).*

- E. Skerke provided a brief update of the status of the application. Plan Commission recommended Approval, Town Board recommended approval only if the property owner agreed to a self-imposed deed restriction to prohibit outside storage and provide a landscape buffer. County Planning and Zoning recommended approval, however, did not include the requirement for a self-imposed deed restriction and passed it along to Winnebago County Board with a notation that the Town approved the zoning map amendment request. Chairman Schmeichel wrote a letter to The County Board to clarify the Town's position.
- B. Armstrong noted that there was no definition of outside storage, does this prohibit vehicles and construction equipment?
- E. Skerke noted that the Town Board had no issues with the proposed use, the Board was attempting to protect future uses, once a property is zoned I-1, any I-1 use is permissible and does not need to come before the Plan Commission or Town Board for approval. She cited an example of an I-1 parcel zoned I-1 along CTH O.
- E. Skerke noted this item will go before the County Board on Tuesday June 20, 2023. Chairman Schmeichel's letter requested that the item be sent back to the Town for further comment.
- P/ Weyenberg stated these types of uses are popping up all over, there is a need for construction yard type storage facilities.
- P. Weyenberg noted this is a discussion only, not an action item.

**Old Business**

- None

**New Business**

- None

Next regularly scheduled Plan Commission Meeting, pending agenda items, Monday July 17, 2023 at 7:00 p.m.

**Adjourn**

**Motion:** J. Andres / J. Lautenschlager to adjourn  
Motion carried. Meeting Adjourned at 7:50 pm

Respectfully submitted,



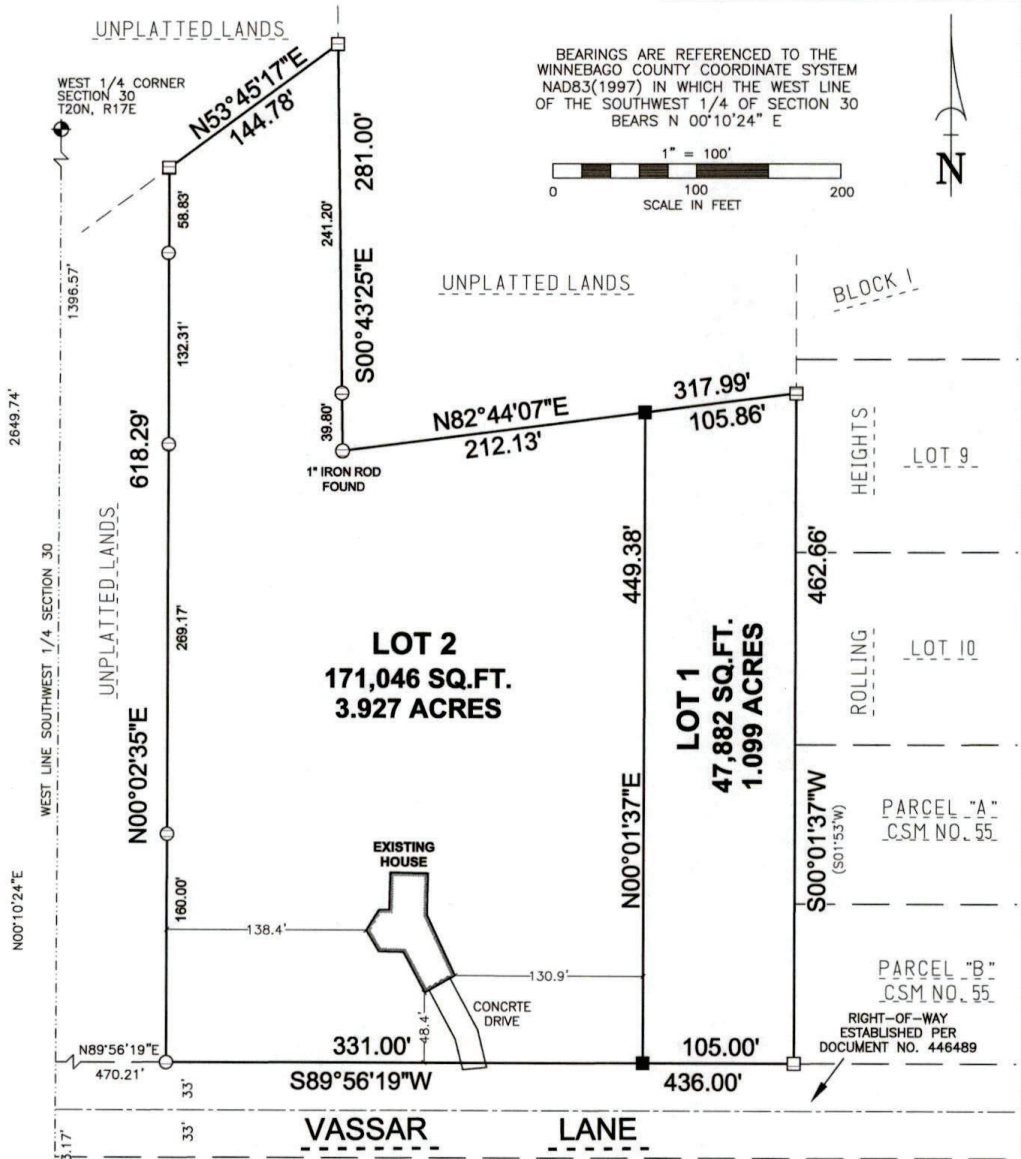
Ellen Skerke  
Administrator-Clerk-Treasurer

Approved: DRAFT – Pending Approval

#31775

C. Rowe  
Log # 6308

CERTIFIED SURVEY MAP NO. \_\_\_\_\_  
PART OF THE WEST 1/2 OF THE SOUTHWEST 1/4 OF  
SECTION THIRTY (30), TOWNSHIP TWENTY (20) NORTH,  
RANGE SEVENTEEN (17) EAST, TOWN OF NEENAH,  
WINNEBAGO COUNTY, WISCONSIN.



LEGEND

- 1" O.D. IRON PIPE SET, 18" LONG, WEIGHING 1.130 LBS. PER LIN. FOOT
- 3/4" IRON ROD FOUND
- 1" O.D. IRON PIPE FOUND
- ⊕ GOVERNMENT MONUMENT
- ( ) PREVIOUSLY RECORDED AS

Martenson & Eisele, Inc.



1377 Midway Road  
Menasha, WI 54952  
www.martenson-eisele.com  
info@martenson-eisele.com  
920.731.0381 1.800.236.0381

Planning  
Environmental  
Surveying  
Engineering  
Architecture

SURVEY FOR:  
ELLEN A. ST. PIERRE  
507 VASSAR LANE  
NEENAH, WI 54956-3532

PROJECT NO. 1-1804-001  
FILE 1-1804-001CSM SHEET 1 OF 3  
THIS INSTRUMENT WAS DRAFTED BY: G.SMITH



CERTIFIED SURVEY MAP NO. \_\_\_\_\_

**PART OF THE WEST 1/2 OF THE SOUTHWEST 1/4 OF SECTION THIRTY (30),  
TOWNSHIP TWENTY (20) NORTH, RANGE SEVENTEEN (17) EAST, TOWN OF NEENAH,  
WINNEBAGO COUNTY, WISCONSIN.**

**SURVEYOR'S CERTIFICATE:**

I, MICHAEL L. ROUBAL, LAND SURVEYOR, DO HEREBY CERTIFY:

THAT I HAVE SURVEYED, MAPPED, AND DIVIDED AT THE DIRECTION OF ELLEN A. ST. PIERRE, THAT PART OF THE WEST 1/2 OF THE SOUTHWEST 1/4, SECTION 30, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT SOUTHWEST CORNER OF SAID SECTION 30; THENCE NORTH 00 DEGREES 10 MINUTES 24 SECONDS EAST ALONG THE WEST LINE OF SAID SECTION 30, A DISTANCE OF 1253.17 FEET; THENCE NORTH 89 DEGREES 56 MINUTES 19 SECONDS EAST ALONG THE NORTH RIGHT-OF-WAY OF VASSAR LANE, A DISTANCE OF 470.21 FEET, TO THE POINT OF BEGINNING; THENCE NORTH 00 DEGREES 02 MINUTES 35 SECONDS EAST, A DISTANCE OF 618.29 FEET; THENCE NORTH 53 DEGREES 45 MINUTES 17 SECONDS EAST, A DISTANCE OF 144.78 FEET; THENCE SOUTH 00 DEGREES 43 MINUTES 25 SECONDS EAST, A DISTANCE OF 281.00 FEET; THENCE NORTH 82 DEGREES 44 MINUTES 07 SECONDS EAST, A DISTANCE OF 317.99 FEET; THENCE SOUTH 00 DEGREES 01 MINUTES 37 SECONDS WEST ALONG THE WEST LINE OF ROLLING HEIGHTS SUBDIVISION AND LOTS "A" AND "B" OF CERTIFIED SURVEY MAP NUMBER 55, A DISTANCE OF 462.66 FEET; THENCE SOUTH 89 DEGREES 56 MINUTES 19 SECONDS WEST ALONG THE NORTH RIGHT-OF-WAY OF VASSAR LANE, A DISTANCE OF 436.00 FEET, TO THE POINT OF BEGINNING. CONTAINING 218,928 SQUARE FEET [5.027 ACRES] SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE FULLY COMPLIED WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND WITH THE TOWN OF NEENAH AND WINNEBAGO COUNTY SUBDIVISION ORDINANCE IN SURVEYING, MAPPING AND DIVIDING THE SAME.

THAT THIS MAP IS A CORRECT REPRESENTATION OF ALL THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE COMBINATION THEREOF.

GIVEN UNDER MY HAND THIS 26TH DAY OF JUNE, 2023.

\_\_\_\_\_  
MICHAEL L. ROUBAL, REG. WI LAND SURVEYOR S-2442

THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENTS

OWNERS OF RECORD:  
ELLEN A. ST. PIERRE

RECORDING INFORMATION:  
DOCUMENT NO. 1846251

PARCEL NUMBERS:  
010031502

**CITY OF NEENAH EXTRA TERRITORIAL APPROVAL:**

THIS CERTIFIED SURVEY MAP WAS APPROVED BY THE CITY OF NEENAH.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

\_\_\_\_\_  
CITY CLERK

