

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

**DATE:** MONDAY, November 20, 2023

**TIME:** Immediately Following the 7:00 p.m. Public Hearing

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

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

Meeting ID: 885 3935 2021 / Passcode: 355572 Phone (312)626-6799

Zoom Link: <https://us02web.zoom.us/j/88539352021?pwd=T0pDRkloU1kzTlFaVUI0ZVpqMSt3dz09>

1. Call Meeting to Order / Pledge of Allegiance.
2. Public Forum
3. Approve Meeting Minutes from September 18, 2023 Plan Commission Meeting
4. Input/Discussion/Action:
  - a. Resolution 2023-34 – Zoning Map Amendment,  
Applicant: Seegers, Steve  
Agent: Seegers, Steve Patron Properties  
Location of Premises Affected: 1730 Oakridge Road  
Tax Parcel No: 010-029807
  - b. Resolution 2023-35 - Certified Survey Map, Larsen Road  
Applicant: Rosenfeldt, Thomas and Deborah  
Location of Premises Affected: 1326 Larsen Road, Neenah, WI 54956  
Tax Parcel No: 010-031001
5. New Business
6. Old Business
7. Future Meetings / Agenda Items
  - a. Next Plan Commission Meeting Monday, December 18, 2023.
8. Adjourn

Closed Session Contemplated: **NO**

Respectfully Submitted,



Ellen Skerke  
Administrator-Clerk-Treasurer  
November 15, 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 November 15, 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, September 18, 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.

**Also Present:** Ellen St. Pierre, Josef Staniszweski, Dennis Drewa, Carol Toeppler, Michael Malesa, Town Board Supervisor David Bluma, Carrie Sturn (via Zoom), Gerri Van Handel (via Zoom), Deputy Clerk-Treasurer Vicki Boushele and Administrator-Clerk-Treasurer Ellen Skerke.

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

## Public Hearing for Zoning Map Amendment

<i>Applicant:</i>	<i>E ST PIERRE</i>
<i>Agent:</i>	<i>NONE</i>
<i>Location of Premises Affected:</i>	<i>507 VASSAR LN</i>
<i>Tax Parcel No:</i>	<i>010-0315-02</i>
<i>Current Zoning:</i>	<i>A-2 General Agriculture</i>
<i>Proposed Zoning:</i>	<i>R-1 Rural Residential</i>
<i>Explanation:</i>	<i>Applicant is requesting a zoning change from A-2 (General Agriculture) to R-1 (Rural Residential) for the creation of two new parcels.</i>

**The Following Comments were made at the Public Hearing:**

- Ellen St Pierre stated she mailed a letter to the neighboring properties to explain what she was doing; The notice was confusing with the statement that two new lots were being created. She is creating one new lot; her existing lot and the new lot will each be under 5 acres and will no longer meet the criteria for A2 zoning. It will likely be two years before building and both parties plan to keep the properties wooded as is, as much as possible.
- Dennis Drewa, 780 Harvard Drive, stated he had several concerns with the request. There is a lot of bedrock in the area and older homes in the area. The new home will have to blast for a basement and that is a concern. P. Weyenberg stated blasting is not allowed for basements in the Town of Neenah.
- D. Drewa asked about sewer, is it on the property? E. St. Pierre responded it will go to center of lot and she will hook up also.
- D. Drewa stated he is concerned about losing the woods, and the loss of wildlife in the area.
- Michael Malesa, 787 Harvard Drive, asked how the process works. P. Weyenberg explained the approval process – Approved the CSM contingent on County Zoning approve the zoning request. Plan Commission approves the request. It next goes to the Town Board, and the Town Board makes a recommendation to Winnebago County, and the County Board makes the final decision to approve or deny.

- M. Malesa stated that this would change the character of the neighborhood.
- M. Malesa inquired why it was approved without contacting the residents in the neighborhood to what was happening. He expressed concerns that the neighboring properties were not notified of the change to the property to create a new lot prior to its approval. What are the benefits of this action to the people that live in the neighborhood? P. Weyenberg stated he could not speak to the benefits of the people of the neighborhood. He further stated that a Town resident came to be Plan Commission with a request which fit the criteria for County Zoning.
- M. Malesa inquired if the same thing could happen to other large parcels in the neighborhood. P. Weyenberg responded yes if it fits within County Zoning guidelines.
- B. Armstrong stated as a landowner she has the right to do this on her property.
- P. Weyenberg stated the meeting was part of the process of notifying the residents prior to approving the request for a zoning change.

Having no one else interested in speaking, Chair P. Weyenberg closed the Public Hearing at 7:25 p.m.

## Plan Commission Meeting

Plan Commission Meeting was called to order at 7:25 p.m.

### **Approve August 21, 2023, Plan Commission Meeting Minutes**

**Motion:** J. Andres / B Armstrong to approve.

Motion carried by voice vote.

### **Input/Discussion/Action**

#### **Certified Survey Map**

##### *Resolution 2023-22 – Zoning Map Amendment*

*Applicant:* Ellen St. Pierre  
*Agent:* Martenson & Eisele, Inc.  
*Location of Premises Affected:* 507 Vassar Lane, Neenah, WI 54956  
*Tax Parcel No:* 010-0135-02

- D. Nussbaum commented that the property owner has gone through all the steps and her request is within her rights. He will vote in favor.

**Motion** D. Nussbaum / B. Armstrong to approve 2023-22 Zoning Map Amendment.

- J. Andres asked E. St. Pierre to explain how she would ensure the larger than required setbacks would be followed. E. St. Pierre responded that the covenant for her parcel has built in setbacks higher than the County's. County setbacks are 12 feet, but she is setting at 25 feet on her side and will require that the new home is situated closer to her lot line rather than the other neighboring lot line.

- J. Andres asked how these setback requirements would be documented? E. St. Pierre responded she was not yet sure how it would be documented; they are working through that process. The intention of both parties is to remove as few trees as possible and to continue planting new trees. She planted over 150 trees this year and intends to plant again next year. She further stated that there is deadwood in the wooded area that will be removed.
- P. Weyenberg recommended that an easy way to document the agreed upon setbacks would be with a deed restriction.

**Motion carried by voice vote.**

P. Weyenberg highlighted the next steps in the process, Town Plan Commission recommends approval, this now moves to the Town Board on Monday, September 25<sup>th</sup>. Town Board will review what was discussed and the findings of the Plan Commission. The Town Board then makes their decision, and their recommendations are sent to the County.

E. Skerke clarified that the Town recommendation will go to County Planning and Zoning. County Planning and Zoning has a Public Hearing on Tuesday, September 26, if approved, County Zoning forwards it to the County Board for final approval. The County Board meeting is October 17.

**New Business**

- None

**Old Business**

- None

Next regularly scheduled Plan Commission Meeting, pending agenda items, Monday October 16, 2023, at 7:00 p.m.

**Adjourn**

**Motion:** J. Andres / J. Lautenschlager to adjourn.

Motion carried. Meeting Adjourned at 7:35 pm

Respectfully submitted,

Vicki Boushele  
Deputy Clerk-Treasurer

Approved: DRAFT – Pending Approval

**FOR TOWN USE ONLY**

**RESOLUTION 2023-34**

TOWN ACTION FOR ZONING MAP AMENDMENT  
TOWN OF NEENAH  
WINNEBAGO COUNTY, WISCONSIN

RE: Petition for proposed zoning map amendment listed below affecting the Winnebago County Zoning Ordinance and the Office Map of the Town of NEENAH.

**Owner(s):** SEEGERS, STEVE

**Agent:** SEEGERS, STEVE PATRON PROPERTIES LLC

**Parcel No.:** 010-029807

**Location of Premises Affected:** 1730 OAKRIDGE RD

**Legal Description:** Being part of the NE 1/4 of the NE 1/4 of Section 30, Township 20 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin.

**Current Zoning:** A-2 General Agriculture

**Proposed Zoning:** I-1 Light Industrial

**Explanation:** Applicant is requesting a zoning change from R-1 (Rural residential district) to I-1 (Light industrial district).

Resolved, by the Town Board of the Town of NEENAH, Winnebago County, Wisconsin, that the above indicated proposed amendment to the Town/County Zoning Code (Chapter 23) be and the same is hereby:

- Approved
- Disapproved

**TOWN FINDINGS:**

- Town has an adopted land use plan
- Town does not have an adopted land use plan
- Action agrees with town land use plan
- Action does not agree with town land use plan

Other: \_\_\_\_\_  
\_\_\_\_\_

I, Ellen Skerke, Town Clerk of the above named town, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Town Board of the Town of NEENAH.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

SIGNED: \_\_\_\_\_

INITIAL STAFF REPORT

**Sanitation:** Existing; Municipal

**Overlays:** NONE

**Current Zoning:** A-2 General Agriculture

**Proposed Zoning:** I-1 Light Industrial

**Surrounding Zoning:** North: R-1;A-2; South: R-1; East: R-1;A-2; West: R-1;

THE FOLLOWING INFORMATION HAS BEEN PROVIDED BY THE OWNER/APPLICANT

**Describe present use(s):** Existing structure built in 1972 was rented to a tenant who uses it as office space and storage.

**Describe proposed use(s):** Keep existing tenant throughout the time they want to remain a tenant.

**Describe the essential services for present and future use(s):** This unit does not currently have sewer or water to it. Water is able to be provided but at present it is not currently hooked up.

**Describe why the proposed use would be the highest and best use for the property:** The proposed use would be best for the property because the current tenant is not using it in a manner that is affecting the neighboring residences at all. They use the building to store inventory and as a place for their employees to meet before they go out and perform electrical work in the community. Our tenant is really happy with this location.

**Describe the proposed use(s) compatibility with surrounding land use(s):** This unit has been there since 1972 and used privately with the residential parcel located at 1740 Oakridge Rd in Neenah. The existing tenant is not interfering with the quiet enjoyment of any of the surrounding units. All of the properties are managed by the same team and there has never been any complaints about this tenant.

SECTION REFERENCE AND BASIS OF DECISION

**23.7-5 Basis of Decision**

Zoning map amendment initiated by a property owner. If a proposed zoning map amendment is initiated by a property owner and would change the zoning classification of a parcel not classified as A-1, the Planning and Zoning Committee in making its recommendation and the Board of County Supervisors in making its decision shall consider the following factors:

- (1) whether the amendment is consistent with the county's comprehensive plan, including any future land use maps or similar maps;
- (2) the extent to which the lot and structures on the subject property conform to the dimensional standards that apply to the proposed zoning district; and
- (3) any other factor not specifically or generally listed, but deemed appropriate by the committee or board given the particular circumstances.

○ = SITE

Application #23-ZC-6510

Date of Hearing:

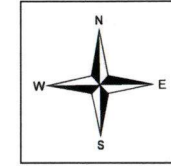
December 20, 2023

Owner(s):

PATRON PROPERTIES LLC

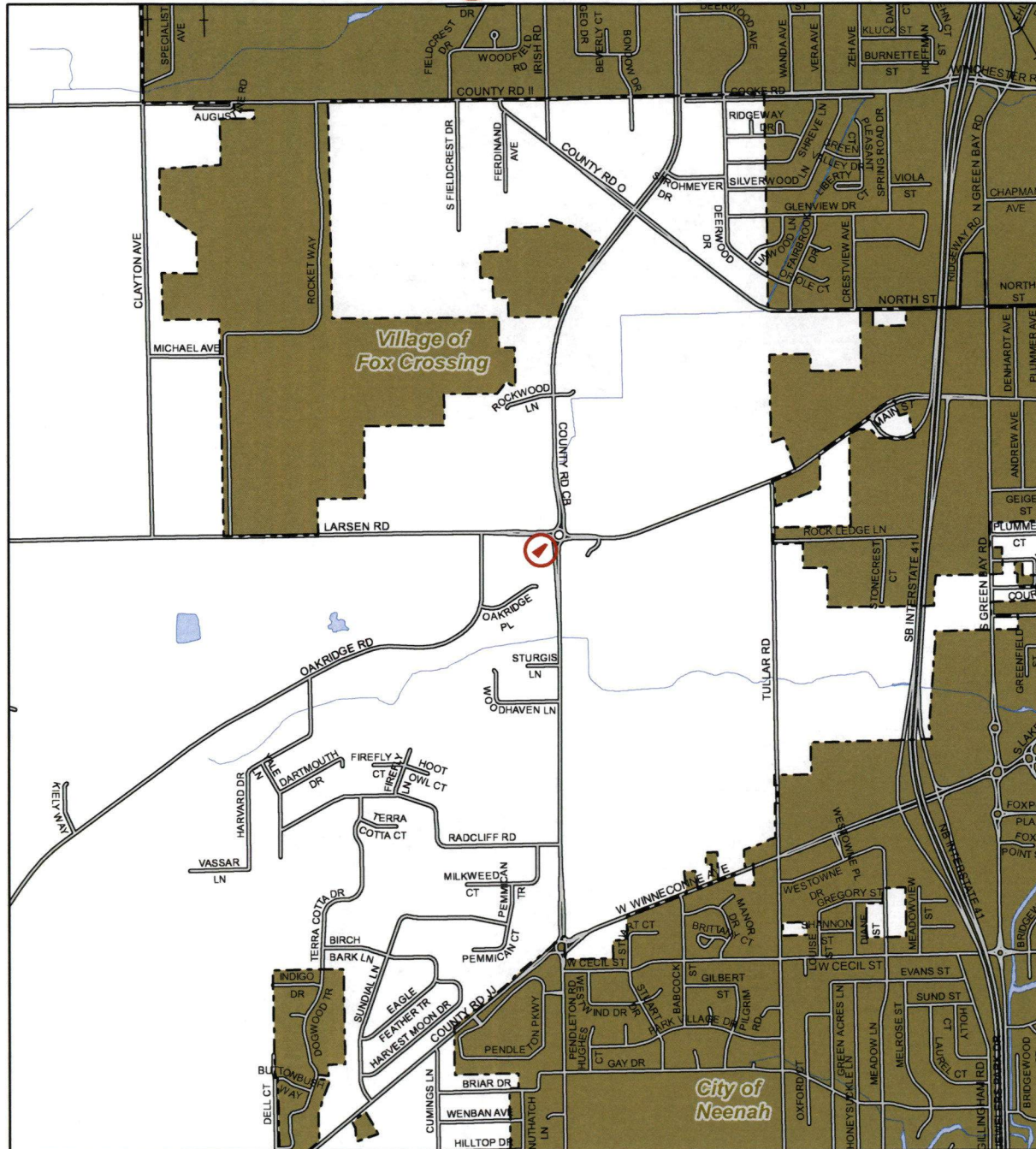
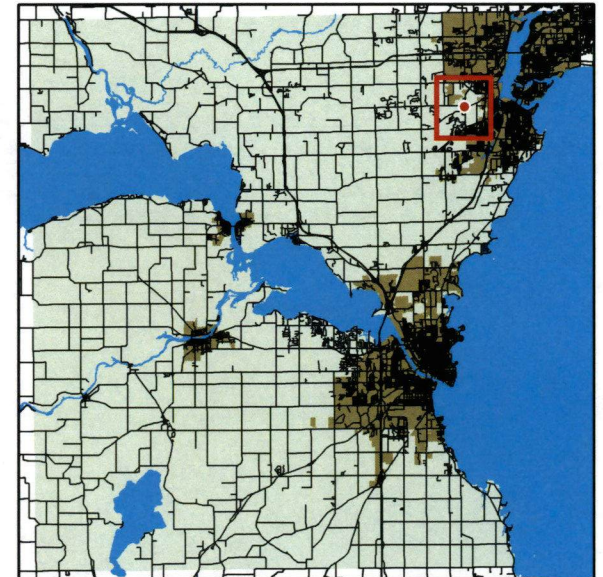
Subject Parcel(s):

010029807



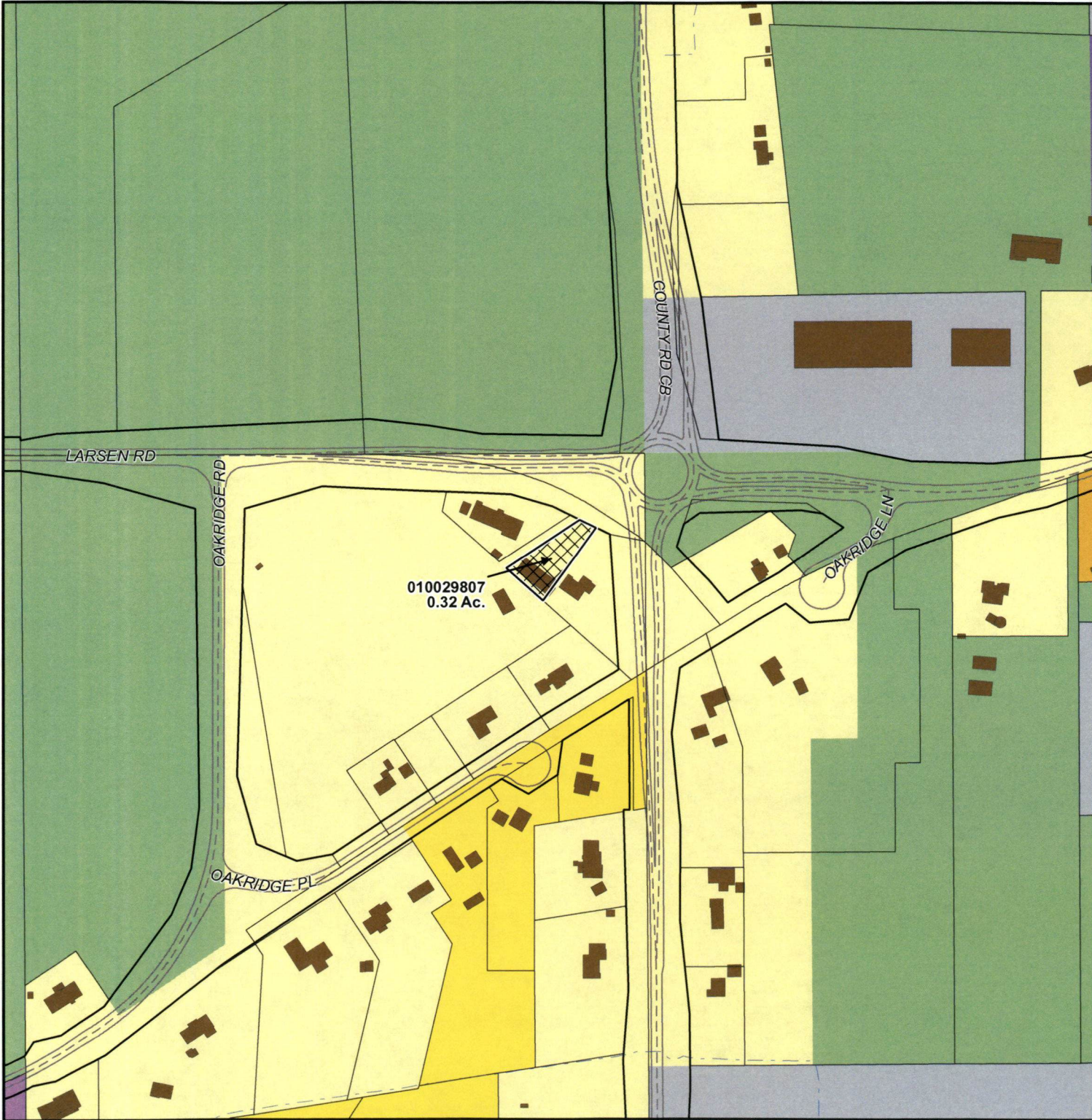
Winnebago County  
WINGS Project

● = SITE



1 inch : 2,000 feet

WINNEBAGO COUNTY

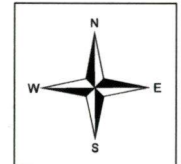


**Application #23-ZC-6510**

Date of Hearing:  
December 20, 2023

Owner(s):  
PATRON PROPERTIES LLC

Subject Parcel(s):  
010029807



Winnebago County  
WINGS Project

**Scale**  
1 inch : 300 feet

**County Zoning Districts**

R-1	PDD	B-1
R-2	A-1	B-2
R-3	A-2	B-3
R-4	I-1	M-1
R-8	I-2	Town Zoning

City of Oshkosh Extraterritorial  
Zoning Jurisdiction

Incorporated Area



**TOWN OF NEENAH  
WINNEBAGO COUNTY, WISCONSIN  
RESOLUTION 2023-35**

**RESOLUTION APPROVING CERTIFIED SURVEY MAP  
FOR 1326 LARSEN ROAD  
WINNEBAGO COUNTY PLANNING AND ZONING CSM Log # 6336**

WHEREAS, Winnebago County Planning and Zoning submitted CSM Log # 6336 for Town review, as attached as Exhibit 1; and

WHEREAS, on November 20, 2023, the Town of Neenah Plan Commission held a meeting on a Certified Survey Map (CSM) filed by Carow Land Surveying Co. Inc on behalf of property owners Thomas and Deborah Rosenfeldt to create to create two lots as described on the attached CSM in the Town of Neenah, Winnebago County Planning and Zoning CSM Log # 6336; and

WHEREAS, at the meeting, the Plan Commission recommended approval of the above mentioned CSM; and

NOW THEREFORE BE IT RESOLVED that the Town Board approves the CSM for 1326 Larsen Road, County Planning and Zoning CSM Log # 6336.

FURTHER RESOLVED that The Town Chairman and Town Administrator-Clerk-Treasurer are authorized to sign the above mentioned CSM.

Dated this 27<sup>th</sup> day of November 2023.

TOWN OF NEENAH

By: \_\_\_\_\_  
Robert Schmeichel,  
Town Chairperson

Attest:

\_\_\_\_\_  
Ellen Skerke,  
Town Administrator-Clerk-Treasurer

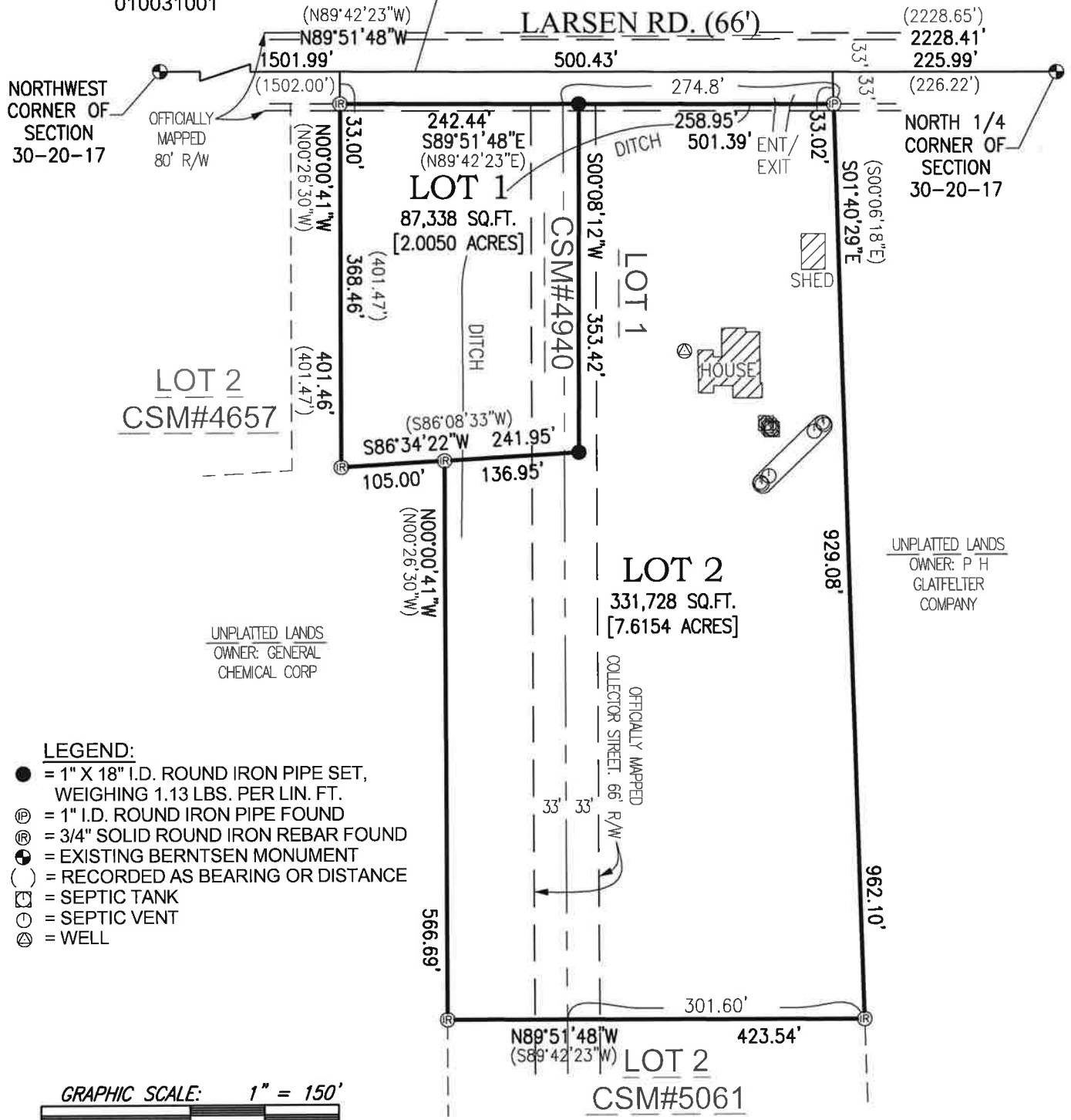
# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 4940 AS RECORDED IN DOCUMENT NO. 1168036, LOCATED IN THE NORTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4 OF SECTION 30, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN

OWNER(S) OF RECORD:  
 THOMAS W. & DEBORAH A.  
 ROSENFELDT LIVING TRUST

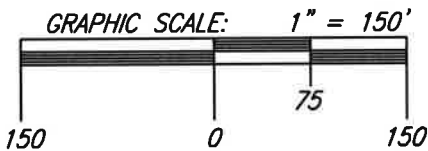
PARCEL NO.:  
 010031001

NORTH LINE OF THE  
 FRACTIONAL NORTHWEST 1/4  
 OF SECTION 30-20-27



**LEGEND:**

- = 1" X 18" I.D. ROUND IRON PIPE SET, WEIGHING 1.13 LBS. PER LIN. FT.
- ⊕ = 1" I.D. ROUND IRON PIPE FOUND
- Ⓡ = 3/4" SOLID ROUND IRON REBAR FOUND
- ⊙ = EXISTING BERNTSEN MONUMENT
- ( ) = RECORDED AS BEARING OR DISTANCE
- ☒ = SEPTIC TANK
- = SEPTIC VENT
- ⊗ = WELL



MATTHEW C. REIDER, PLS-3245 DATED  
 CAROW LAND SURVEYING CO., INC.  
 615 N. LYNNDAL DR., APPLETON, WI 54914  
 N5841 STATE HIGHWAY 47-55, SHAWANO, WI 54166  
 PHONE: (920)731-4168  
 A2306.49 TJS/AW DATED: 10-11-2023

SHEET 1 OF 3 SHEETS

NORTH IS REFERENCED TO THE NORTH LINE OF THE FRACTIONAL NORTHWEST 1/4 OF SECTION 30, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, WHICH BEARS N89°51'48"W PER THE WISCONSIN COUNTY COORDINATE SYSTEM (WINNEBAGO COUNTY)



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

BEING ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 4940 AS RECORDED IN DOCUMENT NO. 1168036, LOCATED IN THE NORTHEAST ¼ OF THE FRACTIONAL NORTHWEST ¼ OF SECTION 30, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

**SURVEYOR’S CERTIFICATE:**

I, MATTHEW C. REIDER, PROFESSIONAL WISCONSIN LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 4940 AS RECORDED IN DOCUMENT NO. 1168036, LOCATED IN THE NORTHEAST ¼ OF THE FRACTIONAL NORTHWEST ¼ OF SECTION 30, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF ANGIE DEMPEWOLF, W3546 ROCK RD., FREEDOM, WISCONSIN 54913.

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND SURVEYED AND THE DIVISION OF THAT LAND.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION ORDINANCE OF WINNEBAGO COUNTY AND THE TOWN OF NEENAH.

\_\_\_\_\_  
MATTHEW C. REIDER, PLS-3245                      DATED  
CAROW LAND SURVEYING CO., INC.  
615 N. LYNNDALE DR., APPLETON, WI 54914  
PHONE: (920)731-4168  
A2306.49 (RFR) 10-11-2023

**NOTES:**

- (1) THIS CSM IS ALL OF TAX PARCEL NO. (S): 010031001.
- (2) THE PROPERTY OWNER (S) OF RECORD IS (ARE): THOMAS W. AND DEBORAH A. ROSENFELDT LIVING TRUST.
- (3) THE CSM IS WHOLLY CONTAINED WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENT (S): DOCUMENT NUMBER 1819719.

**VILLAGE BOARD CERTIFICATE:**

WE HEREBY CERTIFY THAT THE VILLAGE OF FOX CROSSING VILLAGE BOARD OF TRUSTEES ADOPTED RESOLUTION NO. \_\_\_\_\_, AT THE REGULAR MEETING OF \_\_\_\_\_, APPROVING THE CERTIFIED SURVEY MAP WITH/WITHOUT CONDITIONS AS STATED IN THE RESOLUTION.

\_\_\_\_\_  
VILLAGE PRESIDENT

\_\_\_\_\_  
VILLAGE CLERK

**COUNTY PLANNING AND ZONING COMMITTEE APPROVAL:**

PURSUANT TO THE WINNEBAGO COUNTY SUBDIVISION ORDINANCE, ALL REQUIREMENTS FOR APPROVAL HAVE BEEN FULFILLED. THIS CERTIFIED SURVEY MAP WAS APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
CHAIRPERSON, WINNEBAGO COUNTY PLANNING AND ZONING COMMITTEE.

**TOWN OF NEENAH BOARD CERTIFICATE:**

WE HEREBY CERTIFY THAT THIS CERTIFIED SURVEY MAP WAS APPROVED BY THE TOWN BOARD OF THE TOWN OF NEENAH ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
TOWN CHAIRMAN

\_\_\_\_\_  
TOWN CLERK

