

TOWN OF NEENAH
Plan Commission Meeting
Regular Meeting Agenda

DATE: Monday, March 16, 2026
TIME: Immediately following the 7:00 PM Public Hearing
LOCATION: 1600 Breezewood Lane, Neenah, WI 54956

The meeting will also be offered virtually via
ZOOM:<https://us02web.zoom.us/j/84887417422?pwd=fmemO8RW7391ZZuckhrbpnXaD8sBTv.1>
Meeting ID: 848 8741 7422 Passcode: 116905 Phone (312) 626-6799

1. Call Meeting to Order
2. Pledge of Allegiance
3. Public Forum
4. Approve Meeting Minutes from February 16, 2026
5. Input/Discussion/Action:
 - a. Resolution 2026-11 – Variance Request
Applicant: Sunset Terrace HOA
Agent: Ben Hamblin – McMahan Engineers
Location of Premises Affected: 718 Milkweed Court
Tax Parcel No: 010-1976-02
Legal Description: Being Outlot 2 CSM-7261 located in part of Outlot 1 Sunset Terrace in the SE1/4 of the SE1/4 of Section 30, Township 20 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin

Current Zoning: R-2 Suburban Low Density Residential
Description of proposed use: Applicant is requesting a variance for a sub standard road right of way setback
 - b. Discussion and possible action regarding partial discontinuance of Stanford Drive.
6. New Business
7. Old Business
 - Update on Homestead Acres Development
8. Future Meetings / Agenda Items
 - a. Next scheduled Plan Commission meeting, Monday April 20, 2026, including Comprehensive Plan Workshop.
9. Adjourn

Closed Session Contemplated: **NO**

Respectfully Submitted,
Ellen Skerke, Administrator-Clerk-Treasurer
March 11, 2026

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 920-725-0916

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

Notice was posted on March 11, 2026 at www.townofneenah.com and the Town of Neenah Municipal Building, 1600 Breezewood Lane,

TOWN OF NEENAH PLAN COMMISSION MEETING

Monday, February 16, 2026

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

Present for Plan Commission: Plan Commission Chair Jody Andres, Commissioner Chris Anderson, Commissioner Jeremy Kwiatkowski, Commissioner Andrea Madsen, Commissioner Russell Meerdink, and Commissioner Pere Weyenberg,

Excused: Commissioner Brandon Nielsen

Also Present: Town Board Supervisor David Bluam , Town Board Supervisor James Weiss, Town Board Supervisor Thomas Wilde, Eric Fowle, Ceder Corporation, Chad Chartre', and Administrator-Clerk-Treasurer Ellen Skerke.

Also Present Via Zoom: Carrie Sturn

J. Andres called the meeting to order at 7:00 p.m. Pledge of Allegiance was recited.

Andrea Madsen, new plan Commission member introduced herself

Public Forum

None

Approve December 15 , 2025 and January 19, 2026 Plan Commission Meeting Minutes

Motion: P. Weyenberg / C. Anderson to approve.

Motion carried by voice vote.

Input/Discussion/Action

Resolution 2026-04 – Zoning Map Amendment - Town of Utica

Résolution 2026-05 – Zoning Map Amendment - Town of Winneconne

Resolution 2026-06 – Zoning Map Amendment - Town of Black Wolf

Resolution 2026-07 – Zoning Map Amendment - Town of Vinland

Applicant: Winnebago County Planning & Zoning

Location of Premises Affected: Town Wide, Town of Utica

Town Wide, Town of Winneconne

Town Wide, Town of Black Wolf

Town Wide, Town of Vinland

Description: Petition for the above referenced towns to remain in Winnebago County General Zoning for shoreland zoning purposes.

- E. Skerke reviewed the purpose of the resolutions related to the changes in County Code as it refers to shoreland zoning. These towns want the County to continue to administer their shoreland zoning.

Motion: P. Weyenberg / J. Kwiatkowski to approve four resolutions, 2026-04, 2026-05, 2026-06 and 2026-07.

Motion carried by voice vote.

Resolution 2026-08 - Special Exception Request

Applicant: Chad H. Chartre

Agent: None

Location of Premises Affected: 637 Harvard Drive

Tax Parcel No: 010-1511 & 010-1513

- Will add a recommendation to summarize the Boundary Agreement in an understandable format.
- Moved on to the section on Agriculture, natural and cultural resources. Discussed the goals of farming, encourage maintaining farmland versus development. Is there a conflict to encourage farming while also encouraging more housing? The language should encompass that it is the farming community's decision to continue farming. The Town supports that and leaves it up to the property owners to make their decision.
- Discussed water and encouraging shared wells.
- R. Meerdink suggested the Plan Commission look at this in a bigger sense rather than the minutia. What does the Town look like in 5 years, 10 years, when the Boundary Agreement expires. E. Fowle commented that it is the Plan Commissions role to look at the specific details and have these types of details in the Comprehensive Plan. The broad picture is information we gathered through the visioning workshops and project hub comments.
- Discussed specific details about water, and possibility of providing municipal water.

New Business

- None

Old Business

- E. Skerke provided a brief update on Homestead Acres. The CSM between Homestead Acres LLC and We Energies is still a work in process, hoping that it wraps up soon and we get back to the discussions regarding the Developers Agreement.

Next regularly scheduled Plan Commission Meeting, Monday March 16, 2026 at 7:00 p.m.

Adjourn:

Motion: P. Weyenberg / R. Meerdink to adjourn. Motion carried. Adjourned at 9:08 pm

Respectfully submitted,

Ellen Skerke
Administrator-Clerk-Treasurer

Draft Pending Approval

RESOLUTION 2026-11

FOR TOWN USE ONLY

TOWN ACTION FOR VARIANCE
TOWN OF NEENAH
WINNEBAGO COUNTY, WISCONSIN

Owner(s): SUNSET TERRACE HOA

Agent: BEN HAMBLIN MCMAHON ENGINEERS

Parcel No.: 010-1976-02

Location of Premises Affected: 718 MILKWEED CT, NEENAH

Legal Description: Being Outlot 2 CSM-7261 located in part of Outlot 1 Sunset Terrace in the SE1/4 of the SE1/4 of Section 30, Township 20 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin.

Current Zoning: R-2 Suburban Low Density Residential

Description of proposed use: Applicant is requesting a variance for a sub standard road right of way setback.

| DESCRIPTION: | CODE REFERENCE: | REQUIRED: | PROPOSED: |
|--|------------------------|--------------------------------|---------------------------------|
| The road right of way setback from the nearest point of any structure shall be at least 30' unless reduced under Chapter 23.8-65(d). | Chapter 23 Exhibit 8-2 | Road right of way setback: 30' | Road right of way setback: 1.7' |

The town may recommend approval, denial, approval with conditions, or approval not as requested. Please indicate the Town's recommendation for each request.

TOWN FINDINGS:

TOWN CONDITIONS:

DATED THIS _____ DAY OF _____, 20__

SIGNED: _____

INITIAL STAFF REPORT

Sanitation: Existing; Municipal

Overlays: NONE

Current Zoning: R-2 Suburban Low Density Residential

Surrounding Zoning: North: R-2; South:R-2;R-1; East:R-2;R-1;B-3; West:R-2;

Code Reference: Chapter 23 Exhibit 8-2

Description of Proposed Use: Applicant is requesting a variance for a sub standard road right of way setback.

THE FOLLOWING INFORMATION HAS BEEN PROVIDED BY THE OWNER/APPLICANT

Describe your project, include the proposed dimensions and setbacks: SEE ATTACHED.

Describe how compliance with the requirement in question unreasonably prevents or restricts development of a permitted use on the property: SEE ATTACHED.

Describe the unique physical characteristics or limitations that prevent the property from being developed in compliance with the requirement in question: SEE ATTACHED.

Describe how the granting of the requested variance will not harm the public interest or have adverse affects on surrounding properties: SEE ATTACHED.

SECTION REFERENCE AND BASIS OF DECISION

Basis of Decision: Town/County Zoning Code: 23.7-234

When making its decision, the Board of Adjustment shall consider each of the following standards:

- (1) The requirement in question would unreasonably prevent the property owner from using the property for a permitted purpose or would render conformity with such requirement unnecessarily burdensome and such circumstances were not self-created.
- (2) The subject property has unique physical characteristics or limitations that prevent the property from being developed in compliance with the requirement in question.
- (3) The granting of the variance will not be contrary to or harm the public interest given the general purposes of the zoning regulations and the specific purposes of the requirement in question.

The board shall grant a variance only if the board can make an affirmative finding for all of the criteria listed in this section.

Variance Application Questions

Paragraph #1

The project includes the construction of a new 12'x19' generator Accessory Structure to serve an existing Minor Utility Installation. The structure is intended to house a new emergency backup generator to serve the Town of Neenah Sanitary District's lift station #8. No generator currently exists. The lift station was originally constructed in 2005 to serve only Sunset Terrace Subdivision. Since then, its service area has grown to serve approximately 170 parcels in the Sunset Terrace, Whitetail Run and Rolling Heights Subdivisions. Given the significant service area of this lift station, the Town of Neenah Sanitary District determined that an emergency generator is required. To maintain appropriate appearances and aesthetics, the Sanitary District plans on enclosing the generator, and the lift station's control panel, within the building. The work is being completed as an Accessory to an existing Minor Utility Installation (sanitary sewer lift station) located on an outlot owned by Sunset Terrace Homeowners Association. Because the proposed structure includes a footing and foundation, it cannot be classified as an Accessory Utility Cabinet and thus must comply with building setbacks. The proposed structure's street yard setback from the road right of way varies from 1.7' to 14'. It is the front yard setback for which the District is requesting an Area Variance.

Paragraph #2

The restrictive setback requirement for the proposed project is the minimum 30' distance required from a front yard property line/right of way to an Accessory Structure.

The Town Sanitary District would normally comply with this requirement, as nothing about the setback would typically prevent the construction of the proposed generator building. However, due to the unique constrained project area where the existing lift station is located, and the requirement for the proposed structure to abut the existing lift station, it is requested that an Area Variance be granted for the typical setback requirement. See paragraph #3.

Paragraph #3

In this unique situation, the constrained project site is limiting the area available to install the generator building. Several underground utilities, the stormwater pond and the existing sanitary lift station structure all limit the allowable location for the proposed Accessory to an existing Minor Utility Installation. The proposed building has been designed as small as possible to fit within the restrictive site while still providing sufficient interior space to safely house the equipment. Despite these efforts, the identified setback requirement is still restricting the proposed project, thus triggering the request for the Area Variance.

Paragraph #4

The requested variance for the proposed generator structure will not cause detriment to the public's interest any more than what is currently caused by the existing lift station structure located on the site. Rather, it is the Sanitary District's opinion that granting the variance will positively impact the public. Installation of the new generator will allow the Town's Sanitary District to provide a higher level of reliable sewage collection service to hundreds of town residents. Including a generator building serves to enclose the generator and the lift station's control panel, two features that many could consider unsightly and visually conflicting with a residential setting. The building will also reduce operating noise. The setback from the road right of way will approximately match the current setbacks from the existing lift station.

Ultimately, the completed project will result in a compact, cleanly-designed site that includes an aesthetically pleasing building that houses the generator and lift station control panel. The project will cause little harm to the public's interest. In the short-term and long-term perspectives, an overall positive impact on surrounding properties is anticipated.

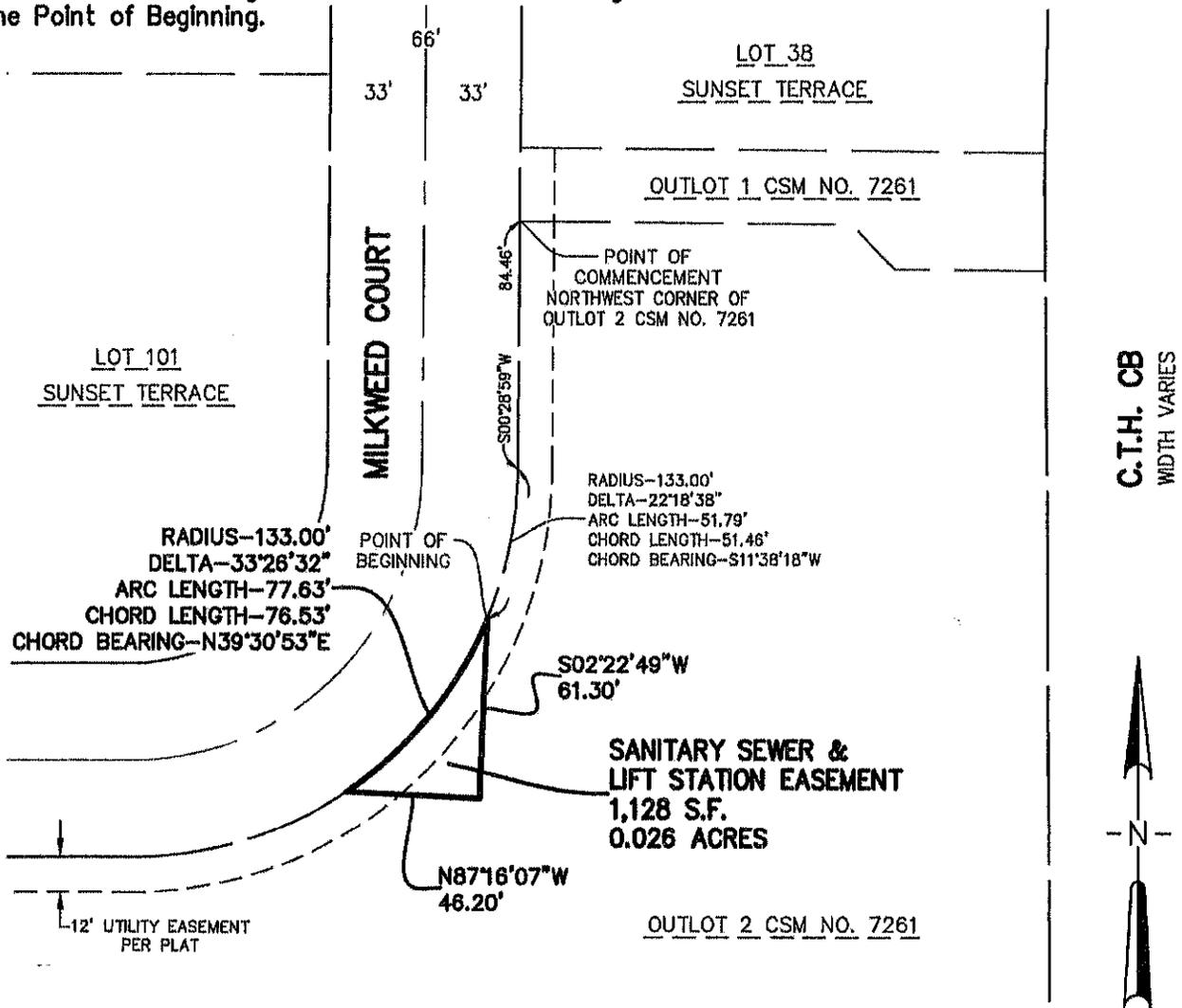
Should the variance be denied, the public will be significantly harmed. The Town of Neenah Sanitary District will not be able to enclose the new generator and the control panel. The generator will be installed outside next to the lift station, which would visually and audially conflict with the aesthetic appeal of the residential neighborhood.

EXHIBIT A

MAP AND LEGAL DESCRIPTION OF A SANITARY SEWER & LIFT STATION EASEMENT

PART OF OUTLOT 2 OF CERTIFIED SURVEY MAP NO. 7261, RECORDED IN VOLUME 1 OF CERTIFIED SURVEY MAPS ON PAGE 7261 AS DOCUMENT NO. 1750099, LOCATED IN THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4, SECTION 30, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, CONTAINING 1,128 SQUARE FEET (0.026 ACRES) OF LAND, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

Commencing at the Northwest corner of said Outlot 2 of Certified Survey Map No. 7261; Thence $S00^{\circ}28'59''W$, 84.46 feet along the West line of said Outlot 2 being the Easterly right-of-way line of Milkweed Court to the start of a 133.00 foot radius curve to the right; Thence 51.79 feet along said West line of said Outlot 2 being the arc of said curve having 51.46 foot chord which bears $S11^{\circ}38'18''W$ to the Point of Beginning; Thence $S02^{\circ}22'49''W$, 61.30 feet; Thence $N87^{\circ}16'07''W$, 46.20 feet to the Westerly line of said Outlot 2 being the Easterly right-of-way line of Milkweed Court and the start of a 133.00 foot radius curve to the left; Thence 77.63 feet along said Westerly line of said Outlot 2 being the arc of said curve having 76.53 foot chord which bears $N39^{\circ}30'53''E$ to the Point of Beginning.



McMAHON
ENGINEERS ARCHITECTS



BEARINGS ARE REFERENCED TO MATCH
CERTIFIED SURVEY MAP NO. 7261

Project No. N0004 09-25-00224

Drawn By AMS Date Jan. 2026

caddar. H:\PROJECTS\N0004\09-25-00224\10_LSB-Pumphouse Improvements\CADD\Civil3D\Survey Documents\Easement\Sanitary Sewer & Lift Station Easement.dwg, 8.5x11portrait, Plot Date: 1/29/2025 10:09 AM

1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
Tel: (920) 751-4200 Fax: (920) 751-4284

MEMORANDUM

To: Plan Commission and Town Board
From: Ellen Skerke, Administrator-Clerk-Treasurer
Date: March 13, 2026
Memo: Stanford Dr. Discontinue a portion of Stanford Dr

Attached is a map of the area for discussion of Stanford Drive. It involves numerous parcels and several possible future actions

- Parcel 0101545 = Franzoi Park
- Parcel 0101542 = "Bye" property -- (blue)
- Parcel 010154501 = Stanford Dr (one portion of the parcel) (yellow)
- Parcel 0101970 = James (Orange)
- Parcel 0101969 = Harvey (Orange)
- Parcel 0101967 = Tippens (Orange)
- Parcel 0100319 = Devereaux, small portion colored green, and a small portion with black hashtags
~~~~~

The "Bye" property was recently purchased by three families , James, Harvey and Tippens. For ease of discussion in this memo, I will continue to refer to this parcel as the Bye property.

The Devereaux property has an ingress-egress easement across the northern portion of their property (black hashtags) giving the Bye property access to Dartmouth Dr. I do not have a copy of the easement and do not know the specific language. I am not sure if the specific details are necessary for this discussion.

When the Bye property went up for sale, these 4 property owners discussed it and decided that in order to ensure that the property was not developed, they would purchase the property. Their intention is to split the Bye property into three sections and combine with their existing properties on Terra Cotta Drive and the Devereaux's wanted to get the easement removed from their parcel. They have asked the Town to vacate or discontinue the portion of Stanford Drive that abuts the Bye property.

There are numerous steps required to reach their goal:

- 1 – Vacate a portion of Stanford Drive - Town responsibility
- 2 – Certified Survey Map – Property Owner responsibility
- 3 – Zoning Map Amendment, Bye and Devereaux property – Property Owner responsibility
- 4 – Terminate the Easement - Property Owner responsibility

Each of these actions is independent of one another and have specific steps to complete; however , each of these actions is dependent on each other to allow it to happen. They need to work together simultaneously.

For example, we cannot vacate Stanford Drive as long as the Bye property exists. James, Harvey and Tippens cannot complete their CSM without vacating Stanford Drive and without the zoning map amendment. And so on.....

The Plan Commission's responsibility on March 16<sup>th</sup> is to review the request to vacate a portion of Stanford Drive and make a recommendation to the Town Board. The CSM and Zoning Map amendment will come before the Plan commission at a later date.

Stanford Drive – parcel 010154501 was originally platted with the Rolling Heights subdivision, it is 30 feet wide and originally extended from the south end of the Bye property north to Oakridge Road. In 2006, the Town vacated a portion of Stanford Drive between Radcliff Road and Dartmouth Drive. Today, Stanford Drive has two segments, the segment that runs from the Bye property to Radcliff Road and the segment that runs from Dartmouth Drive to Oakridge Road.

The current discussion is related only to the portion of Stanford Drive from the Bye property to Radcliff Road, and how much of this to vacate.

The process to vacate a road right-of-way is multiple steps, requires a Public Hearing with a waiting period so it will be several months before the process could be completed. Before we can get to the Public Hearing piece, we need a legal description of what is to be vacated. We will need the help of our Engineers and Attorney to complete the documents . Since this request has come from the property owners, our Attorney advised that these costs should be the responsibility of the property owners making the request. I have a draft agreement which I will review with the Town Board and Property Owners before the process actually gets started.

### **Vacate a portion of Stanford Drive**

My understanding is that Stanford Drive exists to give access to the Bye property, if the new owners want to combine the Bye property with their existing lots on Terra Cotta Drive, they need this portion of Stanford Drive to be vacated.

The Town needs to decide if they want to vacate Stanford Drive and if so what portion. My suggestion is we consider the entire portion highlighted in yellow on the attached map.

I spoke with Winnebago County Property lister, and if the Town vacates, the 30 feet width of Stanford Drive, it will revert back to where it originally came from which is the Rolling Heights plat, so it will revert to the two properties to the west – Franzoi Park and Bye Property.

Once vacated, the four owners James, Harvey, Tippens and Devereaux can complete the CSM to reconfigure their lots.

### **CSM / Zoning / Easement**

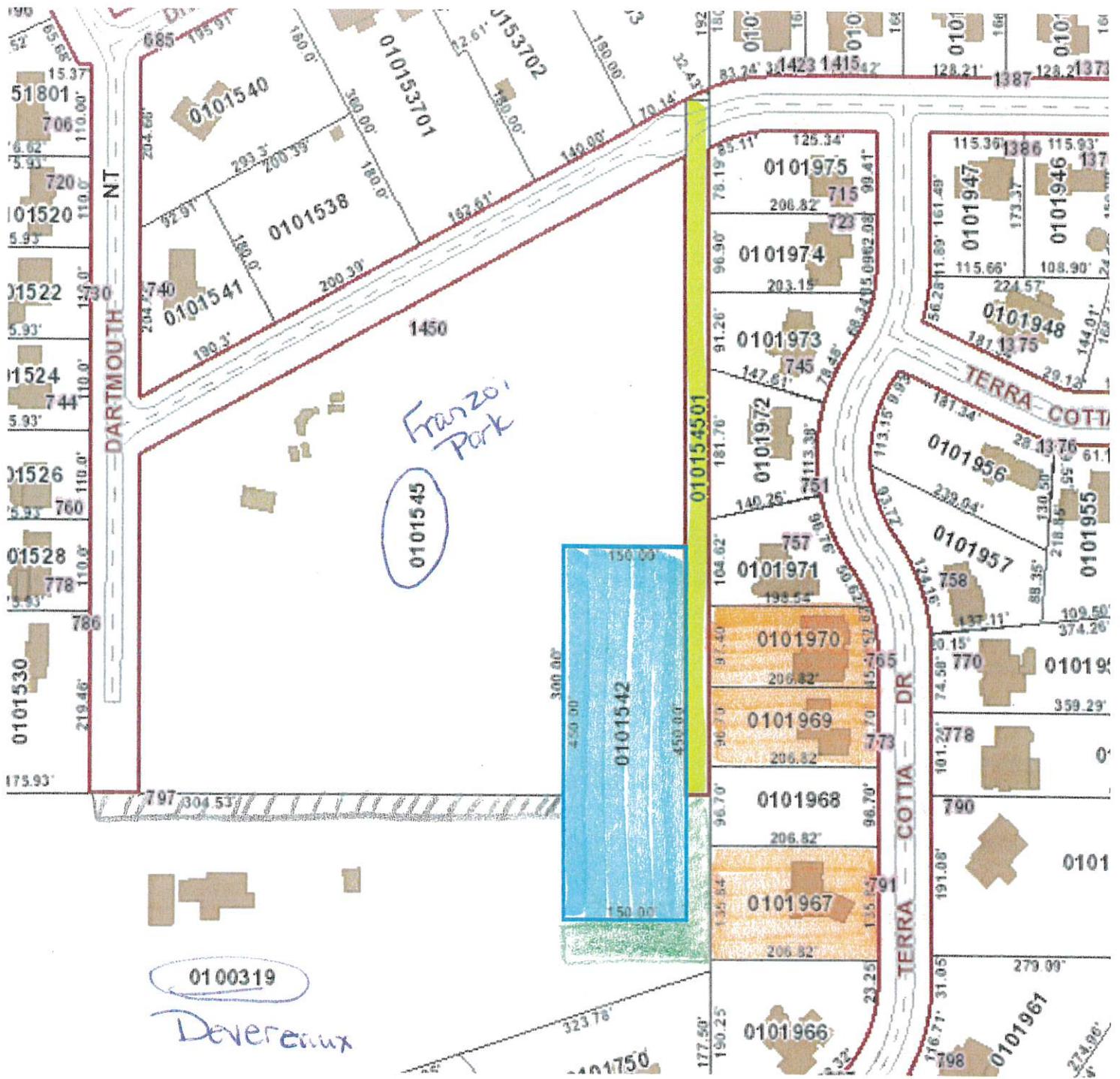
In order for the Tippens property to attach a portion of the Bye property to theirs; they need a portion of the adjacent Devereux property.

Bye property is currently dual zoned at R-2 and A-2, will need to be rezoned to R-2 to match the zoning of their current properties.

Devereaux property is zoned A-2, the portion that will attach to the Tippens will have to be rezoned to R-2

All property owners involved in the easement that runs across the Devereaux property must agree to terminate the easement. I do not know the specific process to do this,

It is my understanding that all four property owners are in agreement, in exchange for land from Devereaux to Tippens, they agree to terminate the Easement on the Devereaux property. I do not have the specific details nor is the Town involved in this particular transaction, nor does the existence or non-existence have any impact on the Town's decision regarding Stanford Drive.





300.00'

450.00'

450.00'

450.00'

150.00'

150.00'

010154501

0101542

150.00'

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190.25'

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97.40'

104.62'

181.76'

0101966

0101967

0101968

0101969

0101970

0101971

0101972

23.25'

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70'

52.82'

50.62'

140.26'

113.38'

147.61'

791

773

765

757

751

745

TERRA COTTA DR

NT

113.15'

9.93'

H

T

J

323.78'

177.50'