

**CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
November 22, 2011
DRAFT MINUTES**

3:30 PM *Informal Public Hearing – Special Use Permit – Outdoor Storage and Parking, Manitowoc Road, Parcel No. 7-00011-08*

Mayor Merkes opened the public hearing at 3:36 PM. No one spoke. Mayor Merkes closed the public hearing at 3:37 PM.

3:30 PM *Informal Public Hearing – Student Apartment Housing, Midway Road, Parcel No. 7-01262-15*

Mayor Merkes opened the public hearing at 3:37 PM. No one spoke. Mayor Merkes closed the public hearing at 3:38 PM.

A. CALL TO ORDER

The meeting was called to order at 3:38 p.m. by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Commissioner Sturm, DPW Radtke and Ald. Benner.

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Cruickshank and Schmidt.

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: PP Homan; Doug Bodway, Valley Marine; Tim Carlson, True North Architecture; Rod Fisk, Development Partners; Brad Lamers, Lamers Realty Inc; Al Lamers, Lamers Realty Inc; Michael King, Post Crescent; and Daniel Gueths, 7255 Manitowoc Road.

C. MINUTES TO APPROVE

1. **Minutes of the November 8, 2011 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Ald. Benner to approve the November 8, 2011 Plan Commission meeting minutes as presented.

The motion carried.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

1. No one spoke.

E. DISCUSSION

1. **Annual Comprehensive Plan Review**

Motion by DPW Radtke to hold this discussion item to the next Plan Commission meeting due to the length of the agenda, seconded by Mayor Merkes.

The motion carried.

F. ACTION ITEMS

1. **Special Use Permit – Outdoor Storage and Parking – Manitowoc Road, Parcel 7-00011-08**
PP Homan provided an overview of the history of the parcel, including how the Special Use Permit application was initially brought before Plan Commission in November 2009. She referred to minutes from that meeting which outline the issues that Commissioners had at the time, resulting in them holding a decision and directing Mr. Gueths to work with staff to return with a revised site plan.

Mr. Gueths described his revised site plan, which includes eliminating the western berm, reducing the size of the southern berm, adding a grassy area behind the parking area, providing landscaping on the north and south side of the property, and installing a stone collection basin at the southwestern part of the property to address stormwater runoff.

Plan Commissioners discussed the following items:

- How stormwater would be handled. The proposed gravel area is not adequate; an engineered biofilter would be a cost effective solution for the site.
- Concerns with access to the property should the parcel to the east be sold.
- The gravel nature of the parking area, and whether that could be considered dust free material.
- The need for screening of the western lot line given proposed removal of the western berm.
- The need for a complete and properly submitted Site Plan.

The direction of the Plan Commission was that the information presented was not a complete site plan that they could base a decision on, and that Mr. Gueths should work with staff to address the items below, and return to Plan Commission when addressed:

- Develop adequate screening of the outdoor storage through properly constructed berms, fences, and/or landscaping;
- Address site access issues;
- Determine how the parking area can be durable and dust free;
- Develop professionally engineered stormwater mitigation plan; and
- Submit a complete site plan prior to returning to Plan Commission.

2. **Special Use Permit – Student Apartment Housing – Midway Road, Parcel 7-01262-15**

PP Homan provided staff analysis of the special use permit and associated site plan. This included a discussion on the provision of automobile parking as well as planned and future pedestrian connectivity; site layout zoning compliance; site grading and drainage; landscaping and lighting provisions; and façade treatment.

Mr. Carlson provided an overview of the development and outlined the selected building materials and façade treatment.

PP Homan stated that it was staff's recommendation to approve the special use and associated site plan with several conditions.

Motion by DPW Radtke, seconded by Ald. Benner to recommend approval of the Special Use Permit and Site Plan for Student Apartment Housing at Midway Road, Parcel 7-01262-1, allowing for fiberboard cement facing on the north façade, and with the following conditions:

- Developer submits a final lighting plan to Community Development staff for review and approval;
- Developer submits a final site plan with building setbacks indicated; and,
- Approval of Stormwater and Erosion Control Plans by Public Works/Engineering staff.

The Motion carried.

3. **Lease of Water Street Property Adjacent to Valley Marine Mart**

PP Homan described that community development staff has been working with Valley Marine to renegotiate the terms of the lease of riverfront property adjacent to a vacated portion of Water Street. PP Homan informed commissioners that the details of a lease agreement were still being worked out between the City and Valley Marine, and that staff was seeking for the Plan Commission recommended to council that the land should be leased to Valley Marine.

Commissioners discussed whether the new lease would allow access to the water as it had in the past.

Motion by Comm. Sturm, second by DPW Radtke to direct staff to continue to work on the proposed lease.

The motion carried.

G. ADJOURNMENT

Motion by DPW Radtke, seconded by Mayor Merkes to adjourn at 5:10 p.m.

The motion carried.

Minutes respectfully submitted by Kara Homan, Principal Planner.