

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
October 2, 2012
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:35 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Cruickshank.

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, PRD Tungate, Vern Green, NMFR, City Attorney Captain.

C. MINUTES TO APPROVE

1. **Minutes of the September 11, 2012 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by DPW Radtke to approve the September 11, 2012 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. **Acquisition of Army Reserve Building and Intended Uses – Jefferson Park**

City Staff provided Commissioners with an overview of the status of the Army Reserve Building on the east end of Jefferson Park, and potential for re-use of the site pending termination of the lease and removal of the structures by the Army Reserve. This included:

- The nature and history of the lease agreement between the City and the Army Reserve, and the ability to terminate the agreement.
- Current status of the building and site, and their suitability for reuse.
- Potential future uses for the site, such as expanded parkland or redevelopment site.

Commissioners discussed the following items as they pertain to the potential acquisition of the Army Reserve building:

- The status of the buildings mechanical systems and structural integrity.
- The city's use of the site before Army use.
- The desire of the Parks and Recreation Board to return the site to parkland.
- The need to utilize planning to determine what to use the site for in the future.
- Potential environmental hazards on the site, including asbestos, storage tanks, and whether an environmental assessment had been done.
- The need for the Army to return the site to its previous condition prior to the city accepting it back, as specified in the lease agreement, to include closure of utility lines, removal of any footings, and mitigation of environmental contamination, if any.

Motion by Alderman Benner, seconded by Commissioner Schmidt, to recommend terminating the lease and accepting the Army Reserve Property with the following conditions:

- The building is demolished by the Army and returned to its previous state per the lease agreement, to include removal of any underground footings, utilities, storage tanks,

- pavement or other structures, and grading and seeding of the site.
- The Army demonstrates that there's no contamination resulting from their use of the property.

The motion carried.

ACTION ITEMS

1. Certified Survey Map – Lake Road

PP Homan explained the intent of the CSM was to expand the lot to the north, and leave a smaller buildable parcel to the south. The owners of the parcel to the south intend to demolish the existing structure that straddles proposed lots 1 and 2 once a new home they are renovating is complete. A new home would then be built on the southern lot and sold to the public. She advised the Plan Commission to make their recommendation for approving the CSM conditioned upon demolition of the existing structure that spans proposed lots 1 and 2 to ensure that there would be no structure that would straddle the new lot lines, once recorded.

Motion by Commissioner Schmidt, seconded by DPW Radtke, to recommend approval of the Lake Road CSM conditioned upon demolition of the existing structure that straddles proposed lots 1 and 2 before recording the CSM.

The motion carried.

G. ADJOURNMENT

Motion by DPW Radtke, seconded by Comm. Sturm to adjourn at 4:35 p.m.

The motion carried.

Minutes respectfully submitted by PP Homan.