CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
July 12, 2011
MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:35 p.m. by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: None

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Kester, Bruce Herwig, Tom Larsen, Tony Piette and Lonnie Pichler

C. MINTUES TO APPROVE

1. **Minutes of the June 21, 2011 Plan Commission Meeting**
Motion by Comm. Homan, seconded by Ald. Benner to approve the June 21, 2011 Plan Commission meeting minutes.

The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. None

F. ACTION ITEMS

1. **The Ponds of Menasha Preliminary Plat Review**
CDD Keil reviewed the staff comments on the preliminary plat. These related to access easements around the ponds, future sidewalk locations, lot configurations, street names, and right of way widths. Commissioners discussed these items along with other considerations with the consensus being that the developer be requested to review the following considerations prior to the next Plan Commission meeting:

    1. Provide connection to parcels to the north via an extension of Lotus Trail. This is to provide a connection to a possible future park site and to maintain a reasonable spacing of street connections.
    2. Consider revamping the layout of the NW corner of the plat. This is to minimize impact on the woodlot and increase lot yield (see attached).
    3. Add a 15' maintenance easement around the perimeter of the stormwater pond within Outlot 1. The easement should extend from the top of slope.
    4. The preferred sidewalk locations are shown in yellow on the attached.
    5. Verify that sufficient access exists for maintenance of the pond in Outlot 2. Add a 15' maintenance easement around the perimeter of the pond.

6. Confirm reasoning for changing Whisper Falls Lane to Whisper Falls Drive.
7. Confirm reasoning for widened ROW at Lots 115-117.
8. 15' Trail easement in SW corner of plat should terminate at Snowberry Way
9. Temporary cul de sac needed at western terminus of Villa Way.

Other questions include how the owners abutting Outlot 2 are to be made responsible for their share of the maintenance costs of the pond.

2. **The Ponds of Menasha Variance Request**
This item was held pending the outcome of Item 1, above.

3. **Disposition of Former Neenah-Menasha Fire Rescue Station – 901 Airport Road**
Mayor Merkes reported that NMFR Station 36 was relocated to Manitowoc Road in May, and that the building is no longer needed for that purpose. The building sustained about $40,000 in damage as a result of the wind storm that occurred in early May. CDD Keil stated it is the staff's opinion that the city's interests would be best served by razing the building and making the site available for other use. The adjoining property owners have been contacted and there may be possibilities of consolidating the properties into a larger development site.

Commissioners discussed:
- Possible alternative uses of the building.
- The relationship of the site to adjoining properties.
- Future use of the site.
- Selling the building as-is.

Ald. Benner made, and DPW Radtke seconded a motion to recommend that the site be cleared and that the lot be marketed for an appropriate use.

The motion carried.

4. **Landscaping Plan Amendment – Exopack – 171 River Street**
CDD Keil reported that a revised landscaping plan is being submitted in response to the revised site plan for the building addition. The original landscaping plan included some off-site areas in the green space calculations, and the actual amount of green space is closer to 3.5 % compared with the 4.8% that was claimed.

Bruce Herwig explained the efforts that have been made to add/improve site landscaping. Existing parking areas would need to be removed to accommodate more green space.

To achieve compliance, either additional green space would need to be added to the site, or the Plan Commission would need to reduce the required percentage of green space.

Commissioners discussed the location of the existing and proposed landscaping and the possibility of adding street trees within the terrace. The fencing/landscaping of an area around the steam line was also discussed.

Motion by Mayor Merkes, seconded by Comm. Homan to approved the revised landscaping plan consisting of a total of approximately 3.3% total green space with the condition that Exopack installs street trees acceptable to the City Forester for the area beginning at the first landscaped island and extending westward to the west end of the building addition.

The motion carried.

5. **Lighting Plan Amendment – Dollar General – Appleton Road**
CDD Keil stated that the lighting plan was held pending provision of a revised photometric plan. Tony Piette explained that the plan had been revised to account for lighting provided by the

existing street lights. The on-site lighting will consist of full cutoff fixtures.

Motion by DPW Radtke, seconded by Comm. Sturm to approve the lighting plan as submitted with the condition that if there are changes in off-site lighting, the owner will need to provide a new lighting plan and install lighting that is compliant with ordinance requirements.

The motion carried.

G. ADJOURNMENT

Motion by Comm. Schmidt, seconded by Comm. Cruickshank to adjourn at 4:57 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, CDD.