

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
November 19, 2013
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, DPW Radtke and Commissioners, Schmidt and DeCoster.

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner; Commissioners Sturm and Cruickshank.

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, Brian Adesso and David Elliott of the Menasha Joint School District, Abie Khatchadourian with Eppstein Uhen Architects, Scott Grohouski with Point of Beginning, and Vern Green with Neenah/Menasha Fire Rescue.

3:30 PM – Public Hearing Regarding Proposed Ordinance O-8-13 Relating to Setbacks to Drainage Easements

Mayor Merkes opened the informal public hearing at 3:35 PM.

No one spoke.

Mayor Merkes closed the public hearing at 3:36 PM.

C. MINUTES TO APPROVE

1. **Minutes of the October 29, 2013 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. DeCoster to approve the October 29, 2013 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. **Menasha High School Site and Building Plans**

PP Homan provided commissioners with an overview of the preliminary site plan, which included the location of the proposed additions, anticipated removal of existing homes on Racine St, and required provisions for landscaping, lighting, future parking lot configurations, and the extent of the site plan boundary.

Mr. Grohouski of Point of Beginning Engineering & Surveying indicated that all required items and code provisions will be included in the submitted with the Special Use Permit. He also noted that they anticipate the final plans will have no addition of impervious surface from the current state.

Mr. Khatchadourian of Eppstein Uhen Architects provided an overview of the architectural features of the proposed addition and renovation. The design of the additions are context sensitive and seek to honor the original architecture while not being an exact replica.

Commissioners inquired about building materials, glass transitions, preservation of interior

architectural features, window openings for the original gymnasium, the timeline for construction, and parking needs during construction.

Mr. Katchadourian indicated the bricks will be matched as much as possible; the glass transitional areas will make it harder to distinguish between the new and old bricks. Their intention is to preserve as much of the original floor tile as possible and ensure proper transitioning from old surfaces to new surfaces within the interior of the building. Where possible corridors have been placed to allow for the exposure of original walls and window openings that are adjacent to the new addition, which will serve both aesthetic and fire-protection purposes.

Mr. Elliot indicated they will be reopening the old gymnasium windows and installing windows that compliment the original design of the windows to the extent possible. Work on the addition is scheduled to begin winter break of this year, with final occupancy anticipated August 2015. They are looking into their options for construction worker parking, which includes off site parking at Calder Stadium.

2. **Amendment to Ordinance 13-1-52(b)(1) and (2) Relating to Driveway Surfacing**

CDD Keil provided an overview of potential revisions to the driveway ordinance as it relates to requiring paving upon construction of a new garage, and also as it relates to single and two family homes located in non-single family or two-family zoning districts.

Motion by Comm. Schmidt, seconded by DPW Radtke to approved the language contained in the proposed amendment to Ordinance 13-1-52(b)(1) and (2) for official consideration at a future Plan Commission Meeting.

The motion carried.

3. **Proposed Amendment to Driveway Installation Policy – Establishing Maximum Driveway Width**

PP Homan provided an overview regarding the potential revision to the driveway installation policy as it relates to maximum width of a driveway where it meets the property line. This is being proposed to ensure that zoning restrictions relative to driveway widths match public works regulations pertaining to driveway aprons in the right of way.

Commissioner Schmidt inquired about the relationship between the installation policy and the municipal code and the enforceability. PP Homan indicated that the policy is referenced in the ordinance and must be approved by council.

Motion by Commissioner DeCoster, seconded by DPW Radtke to approve the language contained in the proposed amendment to the Driveway Installation Policy for official consideration at a future Plan Commission Meeting.

The motion carried.

4. **Alternative Methods for Designing Drainage Easements**

CDD Keil provided an overview of responses received from inquiries to the Northeast Wisconsin Stormwater Consortium and the Wisconsin chapter of the American Planning Association. Potential methods included utilizing legal instruments such as outlots.

ACTION ITEMS

1. **Amendments to Proposed Ordinance O-8-13 Relating to Setbacks to Drainage Easements**

PP Homan provided an overview of the proposal to repeal section 13-1-14(k).

Commissioners discussed the following issues that the proposed ordinance will help alleviate:

- Differences between drainage easements, such as those containing ditches versus swales, and how the current code does not distinguish the two.
- Constraints added to site usage with additional setbacks off of the easements, particularly in side yards.
- Inability for a property owner to easily discern additional setback restrictions prior to purchasing a property if not contained within the subdivision plat.

Commissioners took no action on this item, as it was their desire to ensure that prior to recommending repeal of this provision to the Common Council, alternative methods for protecting property owners are simultaneously proposed at a future Plan Commission meeting. Commissioners instructed staff to further research alternative provisions that may better accomplish the intent of protecting property owners from heavy volumes of stormwater flow.

2. **Province Terrace Trail Location North of Manitowoc Road**

Commissioners discussed pros and cons of locating the trail on either side, including the crossing at Manitowoc Rd, proximity to driveway entrances, and to the city's stormwater facility and adjacent wetlands and woodlands.

DPW Radtke indicated that he has not yet finished his analysis on the best alternative for the trail location.

No action was taken.

3. **Amendment to Alpha Prime Site Plan Condition Pertaining to Stormwater Management – 835 Valley Road**

PP Homan indicated that a condition was placed on the Site Plan Amendment for Alpha Prime stating that all stormwater management shall occur on-site.

DPW Radtke indicated that, upon further analysis and consultation with the engineers for the site, he is recommending that a drainage swale should be allowed to be situated at the lot line. This is standard practice in many subdivisions, and both parcels are owned by the same property owner.

Motion by DPW Radtke, seconded by Comm. DeCoster to amend the condition applied to the Site Plan Amendment approval for 835 Valley Road, Alpha Prime, allowing for stormwater management to be accomplished along the lot line.

The motion carries.

G. ADJOURNMENT

Motion by Comm. Schmidt, seconded by DPW Radtke to adjourn at 4:56 p.m. The motion carried.

Minutes respectfully submitted by PP Homan.