

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
October 7, 2014
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, Ald. Kevin Benner, DPW Radtke and Commissioners Schmidt and DeCoster

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Cruickshank and Sturm.

OTHERS PRESENT: CDD Keil, PP Homan, Shawn McKibben, Mark Kruser and Brian Moore.

C. MINUTES TO APPROVE

1. **Minutes of the September 30, 2014 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Ald. Benner, to approve the September 30, 2014 Plan Commission meeting minutes.

The motion carried.

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

1. No one spoke.

E. COMMUNICATION

1. None.

F. DISCUSSION

1. None.

G. ACTION ITEMS

1. Site Plan Review - Oak Park Place - Midway Road,

CDD Keil reviewed the conditions that were established as part of the site plan approval and PUD rezoning recommendation that was made at the September 9, 2014 Plan Commission meeting. All conditions have been addressed by the revised site plan submitted for this meeting except the following:

- The temporary and permanent easements related to the construction of a bike/pedestrian trail are yet to be completed.
- The post construction storm water management plan has not been reviewed and approved by the Public Works Department.

Commissioners discussed site access and construction worker parking with consensus being that the use of Cottonwood Drive for these purposes should be kept to the absolute minimum. The emergency access from Cottonwood Drive was also discussed with the consensus being that pavement be minimized and substituted with geogrid, and that the proposed gate should be eliminated and replaced with fold-down bollards. Staff is to confirm design considerations with the Fire Department.

The obligations of the developer to dedicate land or pay fees in lieu thereof for park land

purposes were also discussed. Consensus was that the developer is to contribute land for the trail easement and to construct and pave the trail at its expense. The land donation value and the trail construction cost are to be deducted from the fee in lieu of parkland dedication which was computed to be \$38,500. If the land value and trail construction/paving cost are less than that amount, the balance of the fee owed is to be paid prior to an occupancy permit being granted.

Motion by DPW Radtke, seconded by Ald. Benner seconded approve the revised site plan for the Oak Park Place development with the following conditions:

1. That a bike/pedestrian easement not less than 15 feet in width connecting the existing path in the Midway Road right of way to Cottonwood Drive and/or Barker Park be granted to the City of Menasha prior to an Occupancy Permit being granted.
2. That a temporary easement be granted to the City of Menasha not less than 30 feet in width for the purpose of constructing the bike/pedestrian path.
3. That a site grading and erosion control plan be submitted for review and approval by the Public Works Department.
4. That a storm water management plan meeting the post construction storm water management requirements of Chapter 7 of the Menasha Code of Ordinances be submitted for review and approval by the Public Works Department.
5. That a site lighting plan meeting the requirements of Section 13-1-12(h) of the Menasha Code of Ordinances be submitted for review and approval by the Plan Commission.
6. That a landscaping plan meeting the requirements of Section 13-1-12(g) of the Menasha Code of Ordinances be submitted for review and approval by the Plan Commission.
7. That a description or samples of building materials meeting the requirements of Section 13-1-12 (f) of the Menasha Code of Ordinances be submitted to the Plan Commission for review and approval.
8. That a detail drawing of the dumpster enclosure and mechanical equipment enclosure (if any) be submitted to the Plan Commission for review and approval.
9. That a CSM be created to combine the three parcels prior to final building plan approval.

The motioned carried.

H. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. DeCoster, to adjourn at 4:01 PM.

The motion carried.

Minutes respectfully submitted by CDD Keil.