

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**August 4, 2015**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:33 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Cruickshank.

OTHERS PRESENT: CDD Keil, AP Englebert, Lisa Miotke (Menasha Utilities), and Dan Gueths (2035 Manitowoc Road).

**C. MINUTES TO APPROVE**

1. **Minutes of the July 21, 2015 Plan Commission Meeting**

Motion by DPW Radtke, seconded by Ald. Benner to approve the July 21, 2015 Plan Commission meeting minutes. The motion carried 6-0.

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

1. No one spoke.

**E. DISCUSSION**

1. **Mini Storage Facilities in Commercial Districts**

CDD Keil provided an overview of the potential ramifications of allowing existing storage units to be expanded within the C-1 General Commercial District and C-4 Business Park District. Commissioners discussed the current regulations for mini storage and outdoor storage. CDD Keil indicated that the Plan Commission could consider allowing storage units as a special use in the C-1 General Commercial District and C-4 Business Park District. Mr. Gueths added that there is substantial demand for storage units. Commissioners directed staff to prepare a draft of a zoning code revision that would allow for the expansion of existing mini storage facilities as a special use in the C-1 General Commercial District and C-4 Business Park District.

**F. ACTION ITEMS**

1. **Utility Easement – 163, 165, 167 Main Street, Rear**

CDD Keil explained the need for the easement was based upon servicing the development of One Menasha Center. Commissioners discussed the process of dedicating easements.

Motion by Comm. DeCoster, seconded by DPW Radtke to recommend approval of the easement pending review by the City Attorney. The motion carried 5-0 with Mayor Merkes abstaining.

2. **Utility Easement – Broad Street Parking Lot**

CDD Keil described the proposed relocation of utility services pertaining to the Broad Street Parking Structure. DPW Radtke inquired as to the finality of utility locations for the structure. Comm. Sturm cautioned against delays in approving easements for entities that rely on them.

Motion by Comm. DeCoster, seconded by DPW Radtke to recommend approval of the easement pending review by the City Attorney. The motion carried 6-0.

3. **Land Acquisition – Woodland Developments, LLC**

CDD Keil relayed information regarding the Development Agreement approved by the Common Council with Woodland Development, LLC. The Development Agreement provides for the acquisition of lands with the purposes of future construction of a recreational trail. CDD Keil explained how the land acquisition complies with plans for the completion of a regional trail system.

Motion by DPW Radtke, seconded by Comm. Schmidt to recommend approval of land acquisition. The motion carried 6-0.

4. **Land Acquisition – 320 Chute Street**

CDD Keil explained that there is an existing Development Agreement between McClone Downtown Development, LLC and the City of Menasha for the provision of 120 parking stalls. Due to the displacement of parking stalls by construction of the Broad Street Parking Structure, there is a need for acquiring more parking stalls. Commissioners discussed the following:

- Time requirements for providing parking stalls.
- Pros and cons of acquiring the entirety of the property or only the parking lot.
- Possibility of leasing parking stalls instead of purchasing the parking lot.

Motion by DPW Radtke, seconded by Comm. Sturm to recommend approval of land acquisition for all or part of the 320 Chute Street parcel. The motion carried.

5. **Extension of Shared Use Path – Oak Park Place to Barker Farms Park**

CDD Keil discussed the need for an extension of the shared use path to better facilitate access to Barker Farms Park. Ald. Benner inquired as to future plans for a recreational trail in Barker Farms Park and whether or not the extension would connect to a future trail. Comm. Sturm asked if there would be any increased costs in delaying this item. CDD Keil stated that it would likely be cheaper if acted upon now while Oak Park Place is still being constructed. Additional information is to be gathered concerning the relationship of the proposed extension with regards to the existing trail system and other attributes within the park.

**H. ADJOURNMENT**

Motion by Comm. DeCoster, seconded by Ald. Benner to adjourn at 4:53 PM. The motion carried.

*Minutes respectfully submitted by AP Englebert.*