

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**July 22, 2014**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:34 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Cruickshank.

PLAN COMMISSION MEMBERS ABSENT:

OTHERS PRESENT: CDD Keil, Mark Weise, Brian Moore, Steve Gries, Greg Lemke, Christopher Heywood, Weston Zulegler, and Jonathan Smith.

**3:30 PM – Public Hearing Regarding the Special Use Permit Application for 198 River Street, Parcel Numbers 3-00198-00, 3-00915-00 and 3-00927-00.**

Mayor Merkes opened the public hearing at 3:34 PM.

No one spoke.

The hearing was closed at 3:35 PM.

**C. MINUTES TO APPROVE**

1. **Minutes of the July 8, 2014 Plan Commission Meeting**

Motion by Ald. Benner, seconded by Comm. Sturm to approve the July 8, 2014 Plan Commission meeting minutes with the correction of *Mayer* Merkes to Mayor Merkes. The motion carried.

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

1. No one spoke.

**E. DISCUSSION**

1. **Potential Changes to Setbacks From Design of Drainage Ways**

DPW Radtke described his assessment of criteria that may be used to determine when the volume and velocity in drainage ways may be considered to have hazard potential. It was proposed that the following be added to Section 14-1-11(b)3: (a) Open channel drainage ways with design flows exceeding 25 cfs for a 10 year recurrence storm event require special consideration for increased easement width to ensure adequate building setback from high water flows. It was further proposed that Section 13-1-14(k), which reads as follows, be repealed: No principal structure or accessory structure erected after June 21, 2009 shall be placed within ten (10) feet of a dedicated drainage easement.

Commissioners discussed how the proposed change would affect existing properties next to major drainage ways. Staff is to prepare an inventory of major drainage ways, assess how properties may be impacted, and report back to the commission.

## F. ACTION ITEMS

### 1. **Special Use Permit – 198 River Street – Simply Incredible Foods**

CDD Keil reviewed the site plan and described the zoning nonconformities that have been addressed by the site plan, and those that will remain due to practical limitations. Weston Zuleger described the proposed phasing of the site improvements.

Motion by DPW Radtke, seconded by Ald. Benner to recommend approval of the Special Use Permit for Simply Incredible Foods - 198 River Street based on the following findings and conditions:

- The Plan Commission finds that it is not feasible to install parking lot landscaping in accordance with ordinance standards due to the current site configuration and logistical requirements related to Simply Incredible Foods operations.
- Areas designated for future demolition shall be razed by August 1, 2017.
- A revised landscaping plan and attendant site improvement agreement shall be submitted and approved for the areas east and north of the building up to the US Government Canal prior to occupancy of the Phase II building.

The motion carried.

### 2. **Site Plan Review – Sixth and Racine Street – Boys and Girls Club**

CDD Keil reviewed the site plan and commented on several items that need to be addressed. Steve Gries described the building materials, parking arrangements, and expected site utilization. Greg Lemke described hours of operation, expected attendance by various age groups, expected methods of transportation to the site, seasonal variations and provisions for management/supervision of planned activities.

Commissioners discussed:

- Proximity of parking and drop off areas as related to the building entrance.
- Location of the basketball court related to adjoining properties.
- Site lighting standards.
- Dumpster location and access.
- Provision of bike racks.

Motion by Ald. Benner, seconded by Comm. Sturm to approve the site plan for the Boys and Girls Club at Sixth and Racine Street with the following conditions:

- That a bike/pedestrian and maintenance agreement for a walkway between School Court and Sixth Street be approved and recorded prior to the vacation of the existing sidewalk.
- That security lights be installed at the rear doors.
- That the grading, storm water and erosion control plans be reviewed and approved by the Public Works Department.
- That light poles greater than 15 feet in height be set back 30 feet from residential properties.
- That a revised lighting plan be submitted which conforms to ordinance standards.

The motion carried.

### 3. **Site Plan Review – Senior Center**

This item was held over until the next Plan Commission meeting.

## H. ADJOURNMENT

Motion by Comm. DeCoster, seconded by Ald. Benner, to adjourn at 5:08 PM. The motion carried.