

**CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
September 9, 2014
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order at 3:36 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioners DeCoster and Cruickshank.

PLAN COMMISSION MEMBERS ABSENT:

OTHERS PRESENT: CDD Keil, PP Homan, and Shawn McKibben, Miles Dominowski, Ted Dominowski, Jeffrey Lowe, Keith Sippel, Mark Kruser, Meg Roback, Steve Mayer, Patricia Wagner, Richard Fisher and Brian Moore.

3:30 PM – Public Hearing Regarding the Proposed Rezoning of the Property Located West of 1011 E Midway Road, Which Includes Parcel Numbers 7-00901-00, 7-00902-00 and 7-00903-00 from R-1 Single Family Residential to Planned Unit Development.

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

No one from the public spoke.

The hearing was closed at 3:37 PM.

C. MINUTES TO APPROVE

1. **Minutes of the August 19, 2014 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Ald. Benner to approve the August 19, 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. **Regional Bike and Pedestrian Plan**

Commissioners discussed possibilities for a Racine Street route and the apparent favoring of commuter over recreational routes.

F. DISCUSSION

1. **Bike and Pedestrian Accommodations – Oneida Street and Midway Road to Barker Farm Park**

CDD Keil stated that the pending trail extension through the proposed Oak Park Place development to Barker Park has placed new emphasis on completing the connection between Manitowoc and Midway Road through the park. Commissioners discussed the relationship to and timing of the Province Terrace trail construction north of Manitowoc Road. DPW Radtke reported that he had included the sidewalk on Manitowoc Road between Oneida Street and Barker Park in the 2016 Capital Improvement Plan. Following discussion, consensus emerged that the construction of this segment should be moved up to 2015, and that it should be constructed as a trail than a sidewalk and that the Province Terrace trail should be postponed to

be coincident with the final street paving.

G. ACTION ITEMS

1. **Proposed Rezoning of the Property Located West of 1011 E Midway Road, Which Includes Parcel Numbers 7-00901-00, 7-00902-00 and 7-00903-00 and Consideration of Planned Unit Development Plan – Senior Living Development**

Shawn McKibben presented an overview of the project. The facility will contain 40 assisted living units and 30 units of memory care with other elements to address the social and recreational needs of residents.

Persons from the gallery commented on Midway Road access, compatibility of the building with the neighborhood, parking and lighting and future expansion. Commissioners discussed the amount and orientation of parking, the trail connection between Midway Road, Cottonwood Drive and Barker Park, the retention of the tree line on the west side of the site, lighting and street access.

CDD Keil reviewed conditions that staff recommended to be made as part of the site plan approval.

Motion by Ald. Benner, seconded by Comm. Sturm to recommend approval of the rezoning of parcels 7-00901-00, 7-00902-00 and 7-00903-00 from R-1 Single Family Residential to PUD Planned Unit Development and to approve the site plan subject to 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 motion carried.

2. **Site Plan Reivew – Fox Lodge II – 2184 Midway Road**

PP Homan presented an overview of the project and described the relationship to the first phase of the development. Commissioners discussed building materials, and prospects for future expansion to the north. PP Homan reviewed conditions that staff recommended to be made as part of the site plan approval.

Motion by DPW Radtke, seconded by Comm. Schmidt to approve the site plan with the following conditions:

1. That the landscaping plan be modified to include additional canopy trees on the east side of the site.
2. That a lighting plan be submitted for staff review and approval.

The motion carried.

3. **Special Use Permit – 321 Konemac Street**

CDD Keil reviewed the issues that were identified at the August 19 Plan Commission meeting and reported that there has been communication between himself, the fire department, the building inspector and the applicant. The building inspector requested that the applicant conduct a walk-through of the building with an architect to determine what changes may need to be made to the structure to accommodate the use as an enclosed repair facility.

Applicant Miles Dominowski reported on his interactions with the Fire Department and building inspector. Commissioners discussed the change in occupancy relative to building code requirements and considerations for impacts to the neighborhood. There was consensus that the use could be compatible with certain limitations and the applicant was urged to engage a qualified professional to assess the building for code compliance as related to the proposed use.

No action was taken.

H. ADJOURNMENT

Motion by DPW Radtke, seconded by Comm. Sturm, to adjourn at 4:59 PM.

The motion carried.

Minutes respectfully submitted by CDD Keil.