

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
October 20, 2015
DRAFT MINUTES

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 (3:48PM), Commissioners Sturm, DeCoster and Schmidt.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Cruickshank.

OTHERS PRESENT: CDD Keil, AP Englebert, Paul Klister (Commercial Horizons), Gary Zahringer (Martenson & Eisele), Mike Siewert (Martenson & Eisele), Jack Richeson (Martenson & Eisele), Theresa Lehman (Miron Construction), John Oates (Somerville), Neil Yunk (Somerville), Michael Hagens (Woodland Hills), Dave Schmalz (McMahon Associates).

C. MINUTES TO APPROVE

1. **Minutes of the October 6, 2015 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Comm. Schmidt to approve the October 6, 2015 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. None.

F. ACTION ITEMS

1. **Site Plan Review – Commercial Horizons – Festival Foods – Oneida Street and Midway Crossing (Parcel #'s 7-00052-13, 7-00052-14 and 7-00052-15)**

AP Englebert introduced the Site Plan for the proposed Festival Foods grocery store and noted that the lighting plan did not yet meet ordinance requirements. CDD Keil explained the need for a sidewalk to be incorporated into the site plan for pedestrian access. DPW Radtke informed the Plan Commission that he was still working with Martenson and Eisele to review the stormwater management plan.

Mayor Merkes inquired about the architectural materials. Theresa Lehman (Miron Construction) explained that the developer was working with Miron to use eco-friendly construction practices in their design. The concrete masonry units are made up of 40% recycled materials and sourced from a local company. CDD Keil indicated that the materials presented meet design requirements.

Motion by Comm. DeCoster, seconded by Ald. Benner to approve the Site Plan for Festival Foods with the following conditions:

- Staff approval of a new lighting plan.
- The addition of a sidewalk adjacent to the eastern boundary of the cross-access easement extending from the north property line to the pavement in front of the building and additionally from the south property line to the pavement in front of the building.
- Staff approval of the stormwater management plan.

The motion carried.

2. **Certified Survey Map – Oneida Street and Midway Crossing**

CDD Keil introduced the proposed CSM for the Oneida Street and Midway Crossing corridor. Paul Klistner (Commercial Horizons) explained there was a need to reconfigure the existing lots to accompany the Festival Foods development. CDD Keil stated that there is a need for a variance to the subdivision code to disallow construction of a cul-de-sac due to the cross-access easement provided to the public.

Motion by Comm. Sturm, seconded by DPW Radtke to approve the Certified Survey Map subject to the conditions described herein and to recommend approval of the variance to the subdivision code based on the following:

1. The variance will not be detrimental to the public safety, health or welfare or injurious to other property or improvements in the neighborhood in which the property is located;
2. The conditions upon which the request for a variation is based are unique to the property for which the variation is sought and are not applicable generally to other property;
3. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result

The approval of the Certified Survey Map is conditioned on the submittal of an ingress-egress easement to the benefit of the public as well as the relocation of a sidewalk easement to exist as a five foot easement along the north and west lot lines of Lot 3. The motion carried.

3. **Certified Survey Map – Oneida Street and Province Link**

AP Englebert explained the need for the CSM was to reconfigure the remaining lots in the Oneida Street and Province Link Corridor. CDD Keil explained that there is a need for a variance to the subdivision code to disallow construction of a cul-de-sac due to the cross-access easement provided to the public.

Motion by Comm. Sturm, seconded by DPW Radtke to approve the Certified Survey Map subject to the conditions described herein and to recommend approval of the variance to the subdivision code based on the following:

1. The variance will not be detrimental to the public safety, health or welfare or injurious to other property or improvements in the neighborhood in which the property is located;
2. The conditions upon which the request for a variation is based are unique to the property for which the variation is sought and are not applicable generally to other property;
3. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result

The approval of the Certified Survey Map is conditioned on the submittal of an ingress-egress easement to the benefit of the public as well as the relocation of a sidewalk easement to exist as a five foot easement along the west lot line of Lot 2. The motion carried.

4. **Certified Survey Map – Woodcrest Heights**

CDD Keil explained that there is a temporary easement for a cul-de-sac on Woodcrest Hills Drive that would allow for the City to construct a cul-de-sac if the street was terminated.

Motion by DPW Radtke, seconded by Comm. Schmidt to recommend approval of the Woodcrest Heights CSM. The motion carried.

5. **Preliminary Plat Review – Lake Cottage Estates**

CDD Keil introduced the preliminary plat for Lake Cottage Estates. Commissioners discussed the following:

- Setbacks for Wetland Protective Areas
- The width of Lake Cottage Court and fire truck access
- Lot dimensions and front yard widths
- Stormwater management plan and maintenance of the stormwater pond
- Need for the demarcation of a recreational trail on the plat

- Need for a variance from Subdivision Ordinance Street Design Standards for minimum street width, cul-de-sac right-of-way radius, and inside curb radius.

No action was taken.

H. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. DeCoster to adjourn at 4:35 PM. The motion carried.

Minutes respectfully submitted by AP Englebert.