CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
April 26, 2016
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:31 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner and Commissioner DeCoster.

OTHERS PRESENT: AP Englebert, CDC Heim, CDD Intern Dan Ramsey, Ald. Becky Nichols and Ald. Arnie Collier.

C. MINUTES TO APPROVE

1. **Minutes of the March 22, 2016 Plan Commission Meeting**
Motion by Comm. Sturm, seconded by Comm. Cruickshank to approve the March 22, 2016 Plan Commission meeting minutes. The motion carried.

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

1. Community Development Intern Dan Ramsey was introduced to the Commission.

E. CORRESPONDENCE

1. None.

F. DISCUSSION

1. None.

G. ACTION ITEMS

1. **Preservation of Topography – 377 Winnebago Avenue**
AP Englebert explained the Preservation of Topography ordinance and how it relates to the request of the property owner at 377 Winnebago Avenue in relationship to the proposed retaining wall along the south property line. Per the ordinance, the property owner obtained written consent from the owner of the abutting property and is now seeking approval from the Plan Commission.

Commissioners discussed the current grade and if the proposed retaining wall will cause any drainage issues in the future.

Motion by Comm. Cruickshank, seconded by DPW Radtke to approve the grading change as shown on the documents presented with the finding that no adverse effect will exist to the adjoining property owner and that the neighbor has provided written support of the plan. The motion carried.

2. **Easement for Trail Extension from Oneida Street (U.S.H. "10") to Province Terrace**
AP Englebert and DPW Radtke provided an overview of the trail extension and the reasoning to support obtaining the easement. Staff is seeking recommendation to approach the property owner at 1109 Oneida Street (Parcel #7-00011-02) to acquire the easement.

Motion by Comm. Sturm, seconded by DPW Radtke to recommend the easement for the trail extension from Oneida Street to Province Terrace based on the following findings:

a. the easement provides sufficient terrace width without interfering with the existing utility poles
b. the easement provides sufficient trail width to accommodate trail users and the trail will connect the east and west sides of the city

The motion carried.

3. **Property Acquisition for Loop the Lake Trail – Parcel #3-00700-00, 100 Fox Street**

AP Englebert provided an overview of the Loop the Lake Trail project and reasoning for the acquisition of the property when tasked with parking, assessing the end use of the property and the most desirable entrance and exit to the trail. Staff is now seeking authorization to proceed with the purchase of the property.

Commissioners discussed the following:

- Park Board meeting with residents of the neighborhood and the impact the trail may have
- Desire of the neighborhood as well as the Park Board and Plan Commission to push the trail as far east as possible

Motion by Comm. Strum, seconded by Mayor Merkes to recommend approval of property acquisition of parcel #3-00700-00, 100 Fox Street, for the Loop the Lake Trail.

Further discussion by the Commission ensued:

- The necessity of purchasing the entire parcel versus the portion of the lot needed for the trail
- Current site zoning requirements along with the complexity of the floodplain requirements and the need for variance in order to build on the lot
- Concerns over purchasing a portion of the lot regarding who would maintain the remnant portion of the parcel and the risk of creating greater non-conformities
- The neighborhood may find that property values may increase because of the trail
- Importance of listening to those affected (neighborhood residents) and their desire to make the trail aesthetically pleasing and gain that value for the neighborhood and community
- Suggestion that the space aquired be named after the property owner

Motion by Comm. Sturm, seconded by Mayor Merkes to recommend to the Common Council the property acquisition for the Loop the Lake Trail at 100 Fox Street with the following findings:

a. Having the entrance/exit of the trail as far east as possible minimizes pedestrian/automotive safety concerns
b. The addition of parking stalls minimizes neighborhood parking concerns
c. Landscaping improvements would provide desirable entry into the city and the neighborhood from the bridge.

The motion carried on roll call 6-0.

H. ADJOURNMENT

Motion by Comm. Schmidt, seconded by DPW Radtke, to adjourn at 4:10 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.