

**CITY OF MENASHA
NEW COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
TUESDAY, April 21, 2015
6:00 PM
AGENDA**

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

Moment of Silence

Oath of Office – Newly Elected Officials

C. ROLL CALL/EXCUSED ABSENCES

D. PUBLIC HEARING

1. Proposed Rezoning of Property located immediately north of 1737 Racine Road, Parcel #4-00762-03, C-1 General Commercial District to I-1 Heavy Industrial District
2. Proposed Rezoning of Property located immediately east of 1233 Midway Road, Parcel #6-01635-00, C-3 Business and Office District to C-4 Business Park District
3. Proposed rezoning of the properties in proximity to 165 Main Street, Parcels #3-00818-00, #3-00818-01, #3-00820-00, #3-00816-01, #3-00817-01, C-3 Central Business District to Planned Unit Development (PUD) and Amending Planned Unit Development District (PUD) Plan for Parcel #3-00798-00, #3-00790-00 adjacent to Marina Place.
4. Proposed Amendment to Title 13 of the Menasha Code of Ordinance pertaining to permitted uses and parking requirement in the Planned Unit Development (PUD) District.

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

(five (5) minute time limit for each person)

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. CDD Keil & Menasha Downtown Development, LLC – Presentation on Office Tower Project and Related Improvements in the downtown.
2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:

Minutes to receive:

- a. Plan Commission, 4/7/15; 4/14/15

Communications:

- b. VFW Nicolet Post No. 2126, 4/1/15; Invitation to Armed Forces Day Celebration.
- c. PRD Tungate, 4/15/15; New Eastside Park Sponsorships.
- d. CDD Keil, 4/16/15; Rezoning of Parcels in the vicinity of Main & Mill Streets from C2 to PUD.
- e. CDD Keil, 4/16/15; Schedule of Public Hearings on Zoning Changes.

G. CONSENT AGENDA

(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and placed immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)

Plan Commission, 04/7/15 – Recommends the Approval of:

1. Rezoning of vacant parcel immediately east of 1233 Midway Road, Parcel #6-01635-00 from C-3 Business and Office District to C-4 Business Park District.

Plan Commission, 04/14/15 – Recommends the Approval of:

2. Amendment to the Planned Use Development (PUD) ordinance as submitted

H. ITEMS REMOVED FROM CONSENT AGENDA

I. RESOLUTIONS

1. [R-15-15 Resolution Providing for the Method of Selecting Certain Council/Committee Officials \(Introduced by Ald. Taylor\)](#)

J. ACTION ITEMS

K. APPOINTMENTS

1. Common Council Appointments
 - a. Council President (1 year term effective immediately)
 - b. An Alderman Member to the Plan Commission (1 year term effective immediately)
 - c. An Alternate Alderman Member of the Plan Commission (1 year term effective immediately)
 - d. [City Attorney – Pamela Captain](#)
 - e. [City Clerk – Deborah A. Galeazzi](#)

L. RECESS TO COMMITTEES

Administration Committee, Board of Public Works, Personnel Committee

M. APPOINTMENTS

1. Common Council Appointments
 - a. NM Fire Rescue Joint Finance and Personnel Committee:
 - 1) Council President (No action necessary)
 - 2) Personnel Committee Chair or Administration Committee Chair (If necessary)
 - b. Information Systems Steering Committee (If necessary)
2. Mayor's Appointments
 - a. City Assessor – Associated Appraisal Consultants, Inc.
 - b. Approval of Ald. Zelinski to Parks & Recreation Board (1 year term effective immediately)
 - c. Approval of Ald. Langdon to the Landmarks Commission (1 year term effective immediately)
 - d. Approval of Ald. Taylor to the NM Fire Rescue Joint Finance and Personnel Committee (1 year term effective immediately)
 - e. Approval of Ald. Krautkramer to the Heckrodt Wetland Reserve Board (1 year term effective immediately)
 - f. Re-appointment of Sheila Brooks, 238 Butte des Morts Drive, At Large Member to Heckrodt Wetland Reserve Board (1 year term effective immediately)
 - g. Re-appointment of Jim Liebahuser, 1004 Grove Street, Menasha to Neenah-Menasha Joint Fire Commission for the term 5/1/15 to 5/1/18
 - h. Re-appointment of Tony Gutierrez, 1234 Darlene Drive, Menasha to Police Commission for the term 5/1/15 to 5/1/20
 - i. Re-appointment of Catherine Cruckshank, 1056 Tahoe Court, Menasha to Plan Commission for the term 5/1/15 to 5/1/18
 - j. Re-appointment of Kathy Wichowski, 341 Willow Lane, Menasha to Library Board for the term 7/1/15 to 7/1/18
 - k. Re-appointment of Ken Kubiak, 1214 Fieldview, Menasha to Board of Appeals for the Term 4/22/15 to 2/1/18
 - l. Appointment of Rebecca Nichols, 402 Elm Street, Menasha to Redevelopment Authority for the term 4/22/15 to 8/31/17
 - m. [Accept resignation of David J. Rodriguez from Board of Appeals](#)
 - n. Appointment of Kara Homan, 3086 Winnipeg Street, Menasha to Board of Appeals for the term 4/22/15 to 2/1/16
 - o. [Accept resignation of Nicholas Kiley from Library Board](#)
 - p. Appointment of Jim Englebert, 1209 Greendale, Menasha to Library Board for the terms 4/22/15 to 7/1/15 and 7/1/15 to 7/1/18

- q. [Accept resignation of Rebecca Nichols from Library Board](#)
- r. Appointment of Melissa Rollins-Jump, 1016 Stardust Drive, Menasha to Library Board for term 4/22/15 to 7/1/16.
- s. [Appointment of Tami Lee, 519 Riverway, Menasha to Ad-Hoc Sustainability Board.](#)

N. CLAIMS AGAINST THE CITY

O. ORDINANCE

- 1. [O-6-15 An Ordinance Amending Title 13 by Making Certain Changes to the District \(Midway Road, Parcel #6-01635-00\) \(Introduced by Mayor Merkes on the recommendation of the Plan Commission\)](#)
- 2. [O-7-15 An Ordinance Amending Title 13, Article C of the Municipal Code of Ordinances Planned Unit Development \(PUD\) District \(Introduced by Mayor Merkes on the recommendation of the Plan Commission\)](#)

P. HELD OVER BUSINESS

Q. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA
(five (5) minute time limit for each person)

R. ADJOURNMENT

MEETING NOTICE

Monday May 4, 2015 – Council Chambers – 6:00 pm
Committee meetings to follow Common Council

Following adjournment there will be a social at The Source Public House 890 Lake Park Road, Menasha. The public is invited.

CITY OF MENASHA
Public Hearing

NOTICE IS HEREBY GIVEN that the City of Menasha will be holding a public hearing regarding the proposed rezoning of property located immediately north of 1737 Racine Road, which includes parcel number 4-00762-03.

Rezoning of the property from C-1 General Commercial District to I-1 Heavy Industrial District is proposed based on a recommendation of the Plan Commission associated with review of the City of Menasha Comprehensive Plan.

Public hearings will be held as follows:

Plan Commission

Date of Hearings: Tuesday, April 7, 2015

Time of Hearings: 3:30 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Common Council

Date of Hearings: Tuesday, April 21, 2015

Time of Hearings: 6:00 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Deborah A. Galeazzi
City Clerk

Publish: April 3 & 13, 2015

CITY OF MENASHA
Public Hearing

NOTICE IS HEREBY GIVEN that the City of Menasha will be holding a public hearing regarding the proposed rezoning of property located immediately east of 1233 Midway Road, which includes parcel number 6-01635-00.

Rezoning of the property from C-3 Business and Office District to C-4 Business Park District is proposed based on a recommendation of the Plan Commission associated with review of the City of Menasha Comprehensive Plan.

Public hearings will be held as follows:

Plan Commission

Date of Hearings: Tuesday, April 7, 2015

Time of Hearings: 3:30 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Common Council

Date of Hearings: Tuesday, April 21, 2015

Time of Hearings: 6:00 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Deborah A. Galeazzi
City Clerk

Publish: April 3 & 13, 2015.

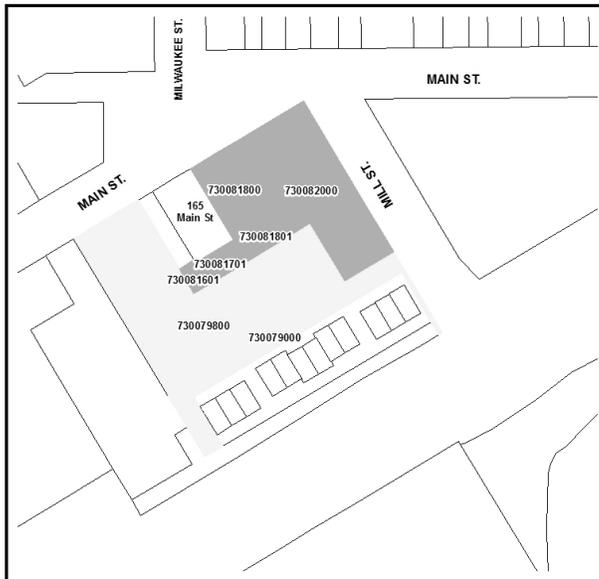
CITY OF MENASHA
Public Hearing

NOTICE IS HEREBY GIVEN that the City of Menasha Plan Commission and Common Council will hold public hearings regarding the following proposed actions: Rezoning of the properties in proximity to 165 Main Street, which includes Parcel Numbers 3-00818-00, 3-00818-01, 3-00820-00, 3-00816-01, and 3-00817-01 from C-2 Central Business District to Planned Unit Development (PUD) and Amending the Planned Unit Development District (PUD) Plan for Parcel Number 3-00798-00 and 3-00790-00 adjacent to Marina Place. The requested is to enable the construction of a new eight story office building and associated parking.

Proposed Rezoning

C-2 to Planned Unit Development
Parcel #3-00818-00, 3-00818-01
3-00820-00, 3-00816-01
and 3-00817-01

Amend Planned Unit Development
Parcel #3-00798-00 and 3-00790-00



Legend

■ C-2 Central Business District to Planned Unit Development
■ Amend Planned Unit Development



Plan Commission

Date of Hearings: Tuesday, April 14, 2015

Time of Hearings: 3:30 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Common Council

Date of Hearings: Tuesday, April 21, 2015

Time of Hearings: 6:00 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

All persons interested in commenting on the proposed amendment are invited to attend.

Deborah A. Galeazzi

City Clerk

Publish: April 11 and 14, 2015

**City of Menasha
Public Hearings**

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on the proposed amendments to Title 13 of the Menasha Code of Ordinances pertaining to permitted uses and parking requirements in the PUD (Planned Unit Development) District.

Public hearings will be held as follows:

Plan Commission

Date of Hearings: Tuesday, April 14, 2015

Time of Hearings: 3:30 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Common Council

Date of Hearings: Tuesday, April 21, 2015

Time of Hearings: 6:00 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

All persons interested in commenting on the proposed amendment are invited to attend.

Deborah A. Galeazzi, WCMC
City Clerk

Run: April 11 and 14, 2015

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
April 7, 2015
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:30 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Comm. Cruickshank

OTHERS PRESENT: CDD Keil, CDC Heim, Jim Stahl, Miron Construction, Steve Borsenik, Gries Architectural, Dave Mix, VFW Post 2126, Carl and Ilene Anderson, 1831 Northridge Court, Steve Radich, Gold Cross Ambulance, Steve Grenell and Lisa Miotke, Menasha Utilities.

3:30 PM - Informal Public Hearing Regarding the Proposed Rezoning of Vacant Parcel Immediately East of 1233 Midway Road – Parcel #6-01635-00

Mayor Merkes opened the public hearing at 3:31 PM.

CDD Keil gave a review of the Kwik Trip development and parcel history. Purpose of the rezoning is to become consistent with the zoning classification with the other parcels purchased by Kwik Trip.

No one else spoke.

The hearing was closed at 3:32 PM.

3:35 PM – Informal Public Hearing Regarding the Proposed Rezoning of Parcel Immediately North of 1737 Racine Road – Parcel #4-00762-03

Mayor Merkes opened the public hearing at 3:33 PM.

CDD Keil gave previous rezoning and parcel history.

Carl Anderson, 1831 Northridge Court, asked for verification of what the lot would be used for.

CDD Keil explained the proposed use by Miron Construction as a storage yard and addressed surfacing of the area, buffer zone and frontage for neighboring properties.

No one else spoke.

The hearing was closed at 3:38 PM.

C. MINUTES TO APPROVE

1. Minutes of the March 17, 2015 Plan Commission Meeting

Motion by DPW Radtke, seconded by Ald. Benner to approve the March 17, 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. **Lighting Standards for Residential Properties**

CDD Keil explained he has drafted some language for the Police Department to review; will bring it back to Plan Commission once that review has taken place.

2. **April 14, 2015 Meeting Quorum**

Commissioners discussed the agenda items and time sensitivity of the meeting. There was consensus to schedule the meeting pending receiving of all necessary materials in ample time to allow commissioners to review.

F. ACTION ITEMS

1. **Proposed Rezoning of Vacant Parcel Immediately East of 1233 Midway Road – Parcel #6-01635-00**

Motion by Ald. Benner, seconded by Comm. DeCoster to recommend the proposed rezoning of vacant parcel immediately east of 1233 Midway Road, Parcel #6-01635-00 from C-3 Business and Office District to C-4 Business Park District. The motion carried.

2. **Proposed Rezoning of Parcel Immediately North of 1737 Racine Road – Parcel #4-00762-03**

CDD Keil reported that conditional zoning on parcels cannot be done. Rezoning of the parcel would be a continuation of the industrial zoning on surrounding properties and that deed restrictions will be applied to ensure sufficient buffering for the commercial property to the north and the residential properties to the west.

Commissioners discussed the following:

- Timing of the rezoning in relationship to amending the comprehensive plan
- Restrictive covenants to address the buffering of parcels to the north and west was well as taking into account the restrictions of planting material allowed under the high voltage wires and site lines for the driveway access on to CTH P.
- Fencing

Ald. Benner requested that the recommendation of the rezoning be held until the amendment of the comprehensive plan is brought to the commission. This would allow a landscape plan and site plan to be brought to the commission for review. It was recommended that the amendment of the Comprehensive Plan continue. No further action was taken.

3. **Site Plan Amendment – 600 Racine Street, Additional Parking and Stormwater Management Facilities**

CDD Keil reported that the site plan meets requirements relating to the addition of the parking lot to the north, lighting, landscape and fencing on the north side be consistent with the height requirement of 4' 6" within the 20' right-of-way. The stormwater calculations have been submitted to the Public Works department for review.

Commissioners discussed the following:

- Fencing height and materials
- Number of entrances off Racine Street
- Landscape materials
- Lighting

Motion by Ald. Benner, seconded by Comm. Sturm to approve the amended site plan for 600 Racine Street for the additional parking and stormwater management facilities with the following conditions: lighting be brought to compliance, tapering of the fence within the 20' right-of-way, remove some of the maple trees and bring in two additional species of trees and approval of the stormwater calculations by Public Works. The motion carried.

4. **Proposed Street Name Change – Province Link**

Mayor Merkes indicated that a proposed street name change to Province Link would be to promote and honor the first Menasha High School football state championship. School district members along with the football coach and team members were approached with the idea.

The two ideas for the street name change were Korth Pass and Championship Lane.

Commissioners discussed the following:

- Association with school and this location
-
- Other streets that would be closer to school or stadium
- Effect on residents living on a street if a name change occurs
- Honorary street sign instead of changing a street name

The consensus of the commission was to research the topic and bring it back for consideration. No further action was taken.

5. **Relocation of Veterans Memorial from Menasha Public Library to Isle of Valor, Smith Park – Recommendation from Parks and Recreation Board**

Dave Mix, Veterans of Foreign Wars, presented the site plan for the relocation of the Veterans Memorial. Mr. Mix informed commissioners that the VFW Post 2126 has worked with the Library Board as well as the Park Board on this project. The area will be handicapped accessible and allow for veterans bricks to be placed in front of the memorial and purchased bricks to be placed behind the memorial. Mr. Mix also explained that a Historical Marker will be placed on the Isle of Valor by the Wisconsin Historical Society. Once the Letter of Understanding is signed, it will be brought to the city.

Motion by Comm. Sturm, seconded by Ald. Benner to recommend the relocation of Veterans Memorial from Menasha Public Library to Isle of Valor consistent with the recommendation from Park Board. The motion carried.

H. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. DeCoster, to adjourn at 4:40 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
April 14, 2015
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:39 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner and Comm. Cruickshank

OTHERS PRESENT: CDD Keil, CDC Heim, Charles Wees, 108 First Street, George Driessen, 169 Marina Place, Gary Zahringer, Martenson & Eisele, Wil Krautkramer, 1226 Appleton Street, Dan Pamerter, Vertigo, 167 Main Street, Christopher Evenson, 523 Broad Street, Kim Vanderhyden, Bakalor Properties, 334 Park Street, Joe Nemecek, Aspen Maui Adv., 180 Main Street, Sandra Dabill Taylor, 545 Broad Street, Dan Zelinski, 647 Paris Street, Peter Hoelzel, 169 Marina Place, Becky Nichols, 402 Elm Street, Michele Tortelli, 175 Marina Place, Joe Zuehlke, 175 Marina Place, Don Smith, 161 Marina Place, Jeff Thistle, 173 Marina Place, Steve Grenell, Menasha Utilities, Jen Zettel, The Post Crescent, John Hogerty, Menasha Downtown Development, LLC and Todd Hietpas, Performa, 124 N Broadway, DePere.

3:30 PM - Informal Public Hearing Regarding the Proposed Amendment to Title 13 of the Menasha Code of Ordinances pertaining to Permitted Uses and Parking Requirements to PUD (Planned Unit Development) District

3:35 PM – Informal Public Hearing on the Proposed Rezoning Regarding the Following Proposed Actions:

- **Rezoning of the properties in proximity to 165 Main Street, which includes Parcel Numbers 3-00818-00, 3-00818-01, 3-00820-00, 3-00816-01, and 3-00817-01 from C-2 Central Business District to Planned Unit Development (PUD)**
- **Amending the Planned Unit Development District (PUD) Plan for Parcel Number 3-00798-00 and 3-00790-00 adjacent to Marina Place**

Mayor Merkes opened the public hearings at 3:40 PM.

Due to related subject matter comments were received relating to both the amendments to the zoning district standards and the proposed rezoning of parcels from C-2 to PUD.

CDD Keil gave an overview of the purpose of the rezoning and how the rezoning relates to the project proposed to parcel numbers 3-00818-00, 3-00818-01, 3-00816-01 and 3-00817-01 as well as the amendment to the PUD for parcel numbers 3-00798-00 and 3-00790-00.

Sandra Dabill Taylor, 545 Broad Street, regarding proper public notice for the scheduled public hearings before the Plan Commission and Common Council and asked that no action be taken.

Dan Pamerter, 167 Main Street, indicated that he had not been given notice or knowledge to the construction plans. He expects more loyalty as a downtown business owner.

CDD Keil explained that the properties proposed for rezoning include the former hotel and bank building and city owned properties in and adjacent to the Marina Place parking lot.

No one else spoke.

The hearings were closed at 3:51 PM.

C. MINUTES TO APPROVE

1. **Minutes of the April 7, 2015 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. DeCoster to approve the April 7, 2015 Plan Commission meeting minutes. The motion carried.

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

1. Sandra Dabill Taylor, 545 Broad Street, spoke regarding the proposed Amendment to the PUD District ordinance stating that half of the ordinance has been retracted. Questioned why the C-2 zoning district was not modified so any new buildings in the C-2 district could exceed 6 stories. Feels that we are changing the ordinance to fit the development. She is protesting the amendments to the PUD District as she doesn't feel the public hearings should be taking place.

E. DISCUSSION

1. None.

F. ACTION ITEMS

1. **Certified Survey Map – Winnebago Avenue**

CDD Keil informed the Commission that the land had been purchased, the existing ARC building has been razed and the Certified Survey Map prepared to create four residential lots. Access to Lot 1 is via a recorded easement over a portion of Winnebago Court, which is a private street. The lots proposed do meet the minimum lot size and minimum lot width per the zoning code. Motion by Comm. Sturm, seconded by DPW Radtke to approve the Certified Survey Map on Winnebago Avenue. The motion carried.

2. **Amendment to Planned Unit Development (PUD) Ordinance**

CDD Keil explained the intention of going through the PUD zoning amendment. He also explained that the building has been presented to the Landmarks Commission where they unanimously approved a Certificate of Appropriateness and that the Landmarks Commission agreed that the proposed building is compatible and harmonious with the Upper Main Street Historic District. Motion by DPW Radtke, seconded by Comm. Sturm to approve the amendment to the Planned Use Development (PUD) ordinance to the Common Council as submitted. The motion carried.

3. **Rezoning of Parcels (including Site Plan Review) from C-2 Central Business District to Planned Unit Development (PUD) and Amendment to PUD Plan**

Mr. Hogerty, Menasha Downtown Development, LLC, gave an overview of the project which included the office building development and the parking structure. He stated that the Landmarks Commission found the design of the office building to be harmonious and compatible to the downtown. Pending final approval of the development agreement and site plans, construction is ready to start as soon as possible.

Mr. Hietpas, Performa, gave an overview of the building materials, architectural elements and business entrances.

Discussion ensued with members of the gallery and Commissioners regarding:

- Additional parking
- Grade of the new drive-thru and parking lot to rear of office building
- The location of the building in relationship to Main Street and current Main Street businesses
- Traffic changes
- Tenants of the building and if any retail or restaurants were proposed
- Public hearings and public notification
- Safety of adjacent building at 167 Main St

- Size of the proposed PUD

CDD Keil stated that staff comments had been prepared concerning project details which the developer has not had an opportunity to respond to. The Plan Commission can recommend approval of the rezoning to PUD with the site plan brought back with further detail to the April 28, 2015 Plan Commission meeting.

Motion by Comm. Sturm, seconded by DPW to recommend rezoning of parcels from C-2 Central Business District to Planned Unit Development (PUD) and Amendment to PUD Plan to the Common Council. Motion carried on roll call 5-0.

4. **Sale/Transfer of City Owned Property – Marina Place Parking Lot**

Commissioners discussed the concern brought forward regarding proper notice on sale of city owned property. It was the consensus of the commission that this item be reviewed at the April 28, 2015 Plan Commission meeting. No action was taken on this item.

5. **Ground Lease of City Owned Property – Broad Street Parking Lot (part)**

Consensus by the commission that the ground lease of city owned property in the Broad Street parking lot is vital for the progress of this project and that this item be reviewed at the April 28, 2015 Plan Commission meeting. No action was taken on this item.

6. **Site Plan Review – Broad Street Parking Lot – Multi-level Parking Structure**

Consensus by the commission that the proposed site plan for the parking structure in the Broad Street parking lot be brought back at the next Plan Commission meeting for recommendation. No action was taken on this item.

7. **Temporary Use of City Owned Property for Construction Staging and Contractor Parking**

Commissioners discussed the need for designated areas to be used by the contractors for use staging and laydown areas and contractor parking. Concerns were expressed about the impact on customer parking for the Main Street businesses. Consensus by the commission was to review the materials at the next Plan Commission meeting on April 28, 2015. No action was taken on this item.

H. ADJOURNMENT

Motion by Comm. Sturm, seconded by Comm. DeCoster, to adjourn at 5:17 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.

VETERANS OF FOREIGN WARS

NICOLET POST NO. 2126

P.O. BOX 312 • MENASHA, WISCONSIN 54952-0312

April 1, 2015

Menasha City Council
140 Main St.
Menasha, WI 54952

Dear Council Members:

We would like to invite you to celebrate this year's Armed Forces Day with us on Saturday, May 16 at noon at the Isle of Valor, across from Smith Park, in Menasha. This celebration honors all men and women in the armed forces, both living and deceased. A guest speaker will give a short presentation on the importance of this day. The six military flags will also be raised on the flag poles as a tribute to the branches of service.

We hope you can join us for this day to honor all who have served or are currently serving our country.

Respectfully,



Twin City Veterans Organizations





MEMORANDUM

To: Common Council

From: PRD Tungate

Date: April 15, 2015

RE: New Eastside Park Sponsorships

As you know, the City of Menasha is actively pursuing the development of a new park on the City's rapidly expanding east side. In 2012, the City was awarded a Stewardship grant to acquire an approximately 5 acre parcel near the intersection of Villa Way and Lotus Trail. Since that time, the City has introduced plans (along with neighborhood input) to develop the land into a park for community use. The City has also developed an understanding between the Park Board and Menasha Rotary Club for the purpose of collaboratively fundraising and soliciting in-kind services to turn the plans to reality over the next several years.

Typically, in order to receive naming rights, an organization would contribute at least 50% of the value of the amenity to be named after the group. The naming rights would be awarded for the expected life of the amenity.

Sponsorship Levels for the park include:

| | |
|--|-------------------|
| Naming rights for both play areas | \$80,000 |
| Naming rights for park shelter | \$75,000 |
| Naming rights for large play area | \$50,000 |
| Naming rights for small play area..... | \$35,000 |
| Naming rights for "gathering patio"..... | <u>\$15,000</u> |
| | \$170,000-175,000 |

In addition, there are opportunities for \$125,000 of in-kind labor to assist in the construction of the park shelter (\$75,000) and playground (\$50,000), as well as smaller amenities including drinking fountain, bike rack, benches, etc.

As approved in the 2015 budget, the first phase of the development will be the purchase and installation of play equipment. If all goes as planned, this is expected to occur in the fall of 2015. At this point, Menasha Rotary has committed to installing the equipment during a "Community Build" (tentatively scheduled for late fall), where club members actually install the equipment with oversight from the equipment vendor. Additionally, Menasha Rotary will begin a campaign to raise money and obtain major sponsorship funding in conjunction with the City with a goal to raise at least \$200,000 in cash and in-kind services. If the goals are met, it is expected that the Park Board will offer the name of "Menasha Rotary Woodlands Park".

The development of the park is being eagerly awaited by the residents of Menasha's growing east side. We look forward to working with Menasha Rotary as we move forward with this partnership to improve our community and provide yet another reason to choose Menasha as a place to call home.



Memorandum

TO: Common Council
From: Greg Keil, CDD *GRK*
Date: April 16, 2014
RE: Rezoning of Parcels in the vicinity of Main and Mill Street from C2 to PUD

It has been called to my attention that a procedural error was made in notifying neighboring property owners of the proposed rezoning. Accordingly, the proposed ordinance rezoning the properties is not being advanced at this time. We have scheduled new public hearings for April 28, 2015 before the Plan Commission and May 4, 2015 before the Common Council. Proper notice of these hearings has been sent to neighboring property owners.



Memorandum

To: Common Council
From: Greg Keil, CDD *GK*
Date: April 16, 2014
RE: Schedule of Public Hearings on Zoning Changes

Public hearing notices were published on the proposed zoning changes prior to the meeting time of the current Common Council being changed from 6:00 PM to 5:00 PM. The hearing times were scheduled for 6:00 PM or shortly thereafter. Therefore the public hearings and action items associated therewith are on the new council agenda.

These items include the rezoning of the parcel adjacent to 1233 Midway Road, and the amendment to the PUD Zoning District Standards. The ordinance effecting the rezoning of the parcels in the vicinity of Main and Mill streets is being deferred due to a procedural error in the notification of neighboring properties as described in my other memo accompanying this agenda.

FOR THE NEW COUNCIL

RESOLUTION R-15-15

A RESOLUTION PROVIDING FOR THE METHOD OF SELECTING CERTAIN
COUNCIL/COMMITTEE OFFICIALS

Introduced by Alderman James Taylor

WHEREAS, it is desirous to provide a method for selection of the Council President, Administration Committee Chair, and Vice-Chair, Board of Public Works Chair and Vice-Chair, and Personnel Committee Chair and Vice-Chair, Alderman Member of the Planning Commission, and an Alternate Alderman Member of the Planning Commission; and,

WHEREAS, it is desirous that ground rules be laid prior to such selections; and

NOW, THEREFORE, BE IT RESOLVED, that the above-named officials be selected in the following manner:

1. In order for an alderman to be a candidate for any office, that alderman must be nominated and seconded by another alderman.
2. Should there be only one nominations for any office, the Clerk shall cast a unanimous ballot for a particular candidate and such candidate shall be declared elected, unless there is objection from another alderman.
3. Should there be more than one nomination for any office, the City Clerk shall pass out ballots for written vote and any candidate receiving the least votes shall be eliminated until there is one remaining who shall win the election.
4. The Mayor shall not have the authority to break a tie. In the case of a tie, successive ballots shall be passed out until the tie is broken up to three (3) rounds if necessary. In the event a tie still remains, the winner shall be drawn from a container holding four (4) ballots from each nominee.
5. All officers shall be for a period of one year.

Passed and approved this 21st day of April, 2015.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



MEMORANDUM

Date: April 16, 2015

To: Common Council
From: Pamela A. Captain, City Attorney

RE:  Appointment of the City Attorney

Please consider my interest in being reappointed to act as the City Attorney for the City of Menasha. Over this past three-year term we have achieved great success towards the City's economic recovery including the transfer of the steam plant facility and redevelopment projects. With additional redevelopment projects in progress this is an exciting period in Menasha's history and demonstrates this community's resiliency. I am proud to be a part of it.

Let me express my continued commitment to working with you and this community towards ensuring that Menasha prepares for the future and finds itself in a strong economic position. I believe that I can contribute to this endeavor as a valued team member and I look forward to working with you to achieve excellence. Thank you for your support.



MEMO

To: Common Council
From: Debbie Galeazzi, Clerk
Subject: City Clerk Appointment
Date: April 15, 2015

I would appreciate your support for my re-appointment as City Clerk for the City of Menasha. I have enjoyed the position of City Clerk since 2004 and wish to continue.

It is important to me that the day to day operations of the City Clerk's office run smoothly and I feel that is happening in the Menasha Clerk's office. I continue to advance my education when it comes to clerk related topics, which has greatly helped the clerk's office run smoothly.

As a member of the Wisconsin Municipal Clerks Association (WMCA), I am in my fourth year as the District VI Co-Director. Through that position I meet with other municipal clerks around Wisconsin to discuss matters pertaining to the clerk's office. I help other clerks by teaching a clerk's class at the Clerks and Treasurers Institute through UW-Green Bay. The past three years have been busy with elections and I feel the City of Menasha elections are conducted in a very professional manner.

I enjoy working with the residents of the City of Menasha and I have always tried to treat each resident on a fair and equal basis. I feel I do a good job at that.

I look forward to the opportunity to continue as City Clerk and to meet new and exciting challenges in the future.

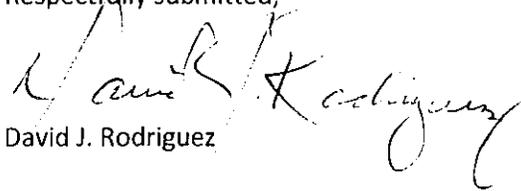
October 31, 2014

Mr. Donald Merkes
Mayor City of Menasha
140 Main St
Menasha WI 54952-3151

Dear Don,

I regret to inform you I must tenure my resignation from the City of Menasha "Board of Appeals" to be effective on or before November 30, 2014. My wife and I have purchased a home out of the area and will be moving by the end of the year. I wish to express my appreciation for the opportunity to serve on the board for the past two years.

Respectfully submitted,



David J. Rodriguez

Debbie Galeazzi

From: Vicki Lenz <lenz@menashalibrary.org>
Sent: Wednesday, April 15, 2015 3:19 PM
To: Debbie Galeazzi; Don Merkes
Subject: FW: Library Board

From: Nick [<mailto:nick78football4u@yahoo.com>]
Sent: Thursday, October 02, 2014 8:59 AM
To: Vicki Lenz; Kathy Dreyer
Subject: Library Board

Due to family issues and my schedule, I am resigning my position on the library board.

Sent from my Verizon Wireless 4G LTE DROID

--

This message has been scanned for viruses and dangerous content by MailScanner, and is believed to be clean.

Don Merkes

From: Rebecca Nichols
Sent: Thursday, April 16, 2015 3:41 PM
To: Don Merkes
Subject: Library Board Resignation

Mayor Merkes,

This letter is to inform you of my resignation from the Library Board. While I have enjoyed my time there and have learned a lot, I look forward to working on other boards/commissions in Menasha.

Sincerely,
Rebecca Nichols

Don Merkes

From: Tami Lee <tamisuelee@gmail.com>
Sent: Thursday, April 02, 2015 3:47 PM
To: Don Merkes
Subject: Re: Sustainability Board

Ever since I can remember, I have been interested in the "outdoors." This led me to pursue an education in Geography, which is a unique study bridging the social sciences (human geography) and natural sciences (physical geography). To me, this is where sustainability lies. That is, it is upon us as humans to sustain our physical environment for us and future generations. To aid this effort, I bring over 15 years of nonprofit fundraising, communications and project management for environmental, social, and arts organizations. I look forward to applying this experience to achieve Menasha's sustainability goals.

Tami

ORDINANCE 0-6-15

AN ORDINANCE AMENDING TITLE 13 BY MAKING CERTAIN CHANGES TO THE DISTRICT (Midway Road, Parcel #6-01635-00)

Introduced by Mayor Merkes on the recommendation of the Plan Commission.

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: The Zoning Ordinance Title 13 and Zoning District made a part thereof is hereby amended by changing the property on Midway Road, Parcel #6-01635-00 from C-3 Business and Office District to C-4 Business Park District, described as follows:

Midway Road Parcel #6-01635-00 MIDWAY BUSINESS PARK PLAT OUTLOT 1

SECTION 2: All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed.

SECTION 3: this Ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this _____ day of April, 2015.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

ORDINANCE O-7-15

Introduced by Mayor Merkes at the recommendation of the Plan Commission.

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Repeal and recreate Title 13, Article C, SEC. 13-1-33(a) and SEC. 13-1-33(c) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

TITLE 13 – ZONING

CHAPTER 1

Zoning Code

ARTICLE C

Zoning Districts

SEC. 13-1-33 PUD (PLANNED UNIT DEVELOPMENT) DISTRICT.

- (a) **INTENT.** It is the intent of the City of Menasha that planned development be encouraged for those areas of the community now developed or undergoing redevelopment, and in those areas which, in time, would be annexed to the City. More specifically, it is the intent to:
- (1) Promote and permit flexibility that will encourage a more creative and imaginative approach in development and result in a more efficient, aesthetic, desirable and economical use of land, while maintaining intensity of use consistent with the adopted comprehensive plan.
 - (2) Provide minimal effect upon adjacent properties and existing development. To this end, the Plan Commission may make appropriate requirements.
 - (3) Promote development that can be conveniently, efficiently and economically served by existing municipal utilities and services or by their logical extension.
 - (4) Promote flexibility in design, placement of buildings and use of open space, pedestrian and vehicular circulation facilities and off-street parking areas in a manner that will best utilize the potential of sites characterized by special features of geography, geology, topography, size or shape.
 - (5) Provide, where it is shown to be in the public interest, for the preservation of historical features and such natural features as streams, drainage ways, floodplains, ponds, lakes, topography, rock outcroppings, unique areas of vegetation, stands of trees and other similar natural assets.

- (6) Provide for more adequate recreational facilities and other public and common facilities than would otherwise be provided under conventional land development.
- (7) Provide for the enhancement of the natural setting through careful and sensitive placement of man-made facilities and plant materials

...

(c) **DESIGN STANDARDS.** Even though PUD's purpose is to permit flexibility of design, certain standards must be applied to insure compatibility of the project with the intent of this Chapter. These standards are:

- (1) Permitted Uses. Uses eligible for inclusion in the PUD include any use listed as a permitted use or special use in the zoning district that the subject property (ies) was (were) located within immediately prior to the requested zoning classification change to PUD. ~~Normal permitted uses are those of a residential character including single family (detached or attached), two (2) family and/or multiple family dwellings, churches and the usual accessory buildings, such as garages, storage space, maintenance structures and buildings for recreational purposes. Commercial uses, limited to those specifically approved by the Common Council, are permitted, provided that such uses are primarily for the service and convenience of the residents of the development. Such commercial uses are encouraged to be located within residential buildings. However, if such uses are proposed to be contained with a separate freestanding structure:~~
 - a. ~~They must be so designed to reflect the residential character of the development; and~~
 - b. ~~They may contain an identification sign of no more than four (4) sq. ft., placed flush on one (1) wall and generally not observable from the periphery of the development.~~
- (2) Harmony With Surrounding Uses: The uses and designed of the PUD will be harmonious with the character or the surrounding area in terms of density, intensity of use, size and heights of buildings, architecture and other impacts.
- (3) Tract. Size. The minimum size tract for a PUD is one (1) acre.
- (4) Parking. All parking ~~must meet~~ shall generally comply with the requirements as set forth in Article E. Any variation from these requirements shall be noted on the PUD plan and any subsequent approval thereof. Parking lot design consideration shall be as follows:
 - a. Parking areas shall be treated as an integral part of the development in scale, location and character;
 - b. Parking areas shall be so arranged to discourage through traffic;
 - c. As appropriate, parking areas shall be screened from adjacent structures and streets with hedges, plantings, fences, earth berms, changes in grade and/or other similar examples; and
 - d. Parking areas shall be so designed to allow for drainage of surface water without erosion, flooding and other inconveniences.

- ~~(5) — Harmony With Surrounding Uses: The uses and designed of PUD will be harmonious with the character or the surrounding area in terms of density, intensity of use, size and heights of buildings, architecture and other impacts.~~
- (5) Open Space. A major portion of any PUD is its open space. The desirability is closely tied to the integration of open space with the total development. The intent statement of this Section sets forth the overall objective desired for PUDs. Therefore, no quantitative standards are stated in this Section. Quality standards acknowledge the separate and multiple functions of open space: active recreation, passive recreation and preservation of natural site amenities. In designing the PUD, consideration shall be given to such functions.
- (6) Shoreland Setbacks.
 - a) For parcels annexed to the City of Menasha after May 7, 1982 the following standards shall apply:
 - 1) Shoreland setback area for a principal building - 50 feet as measured from the ordinary high water mark, except that a principal structure may be constructed or placed within the shoreland setback area if all of the following apply:
 - a) The principal building is constructed or placed on a lot or parcel of land that is immediately adjacent on each side to a lot or parcel of land containing a principal building.
 - b) The principal building is constructed or placed within a distance equal to the average setback of the principal building on the adjacent lots or 35 feet from the ordinary high-water mark, whichever distance is greater.

...

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this ___ day of April, 2015.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk