

It is expected that a Quorum of the Board of Public Works, Park Board, Administration Committee, and/or Common Council may attend this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
PLAN COMMISSION
Council Chambers
140 Main Street, Menasha**

**May 17, 2016
3:30 PM**

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the May 3, 2016 Plan Commission Meeting](#)

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

Five (5) minute time limit for each person

E. CORRESPONDENCE

- 1.

F. DISCUSSION

- 1.

G. ACTION ITEMS

1. [Removed from Table Pending Revised Plan – Special Use Permit – 222 Washington Street](#)

H. ADJOURNMENT

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
May 3, 2016
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. Kevin Benner, DPW Radtke and Commissioners Sturm, DeCoster, Schmidt and Cruickshank (arrived at 3:34 PM).

PLAN COMMISSION MEMBERS EXCUSED:

PLAN COMMISSION MEMBERS ABSENT:

OTHERS PRESENT: AP Englebert, CDC Heim, CDI Ramsey, Greg Muller (Owner, 222 Washington St), Doug Schmidt (Contracting Specialists, Inc.) and Dan Guse (Contracting Specialists, Inc.).

3:30 PM – Public Hearing Regarding Proposed Special Use Permit, 222 Washington Street, Parcel Number 3-00571-00.

Mayor Merkes opened the public hearing at 3:30 PM.

No one spoke.

The hearing was closed at 3:31 PM.

C. MINUTES TO APPROVE

1. **Minutes of the April 26, 2016 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. Sturm to approve the April 26, 2016 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. CORRESPONDENCE

1.

F. DISCUSSION

1.

G. ACTION ITEMS

1. **Proposed Special Use Permit – 222 Washington Street**

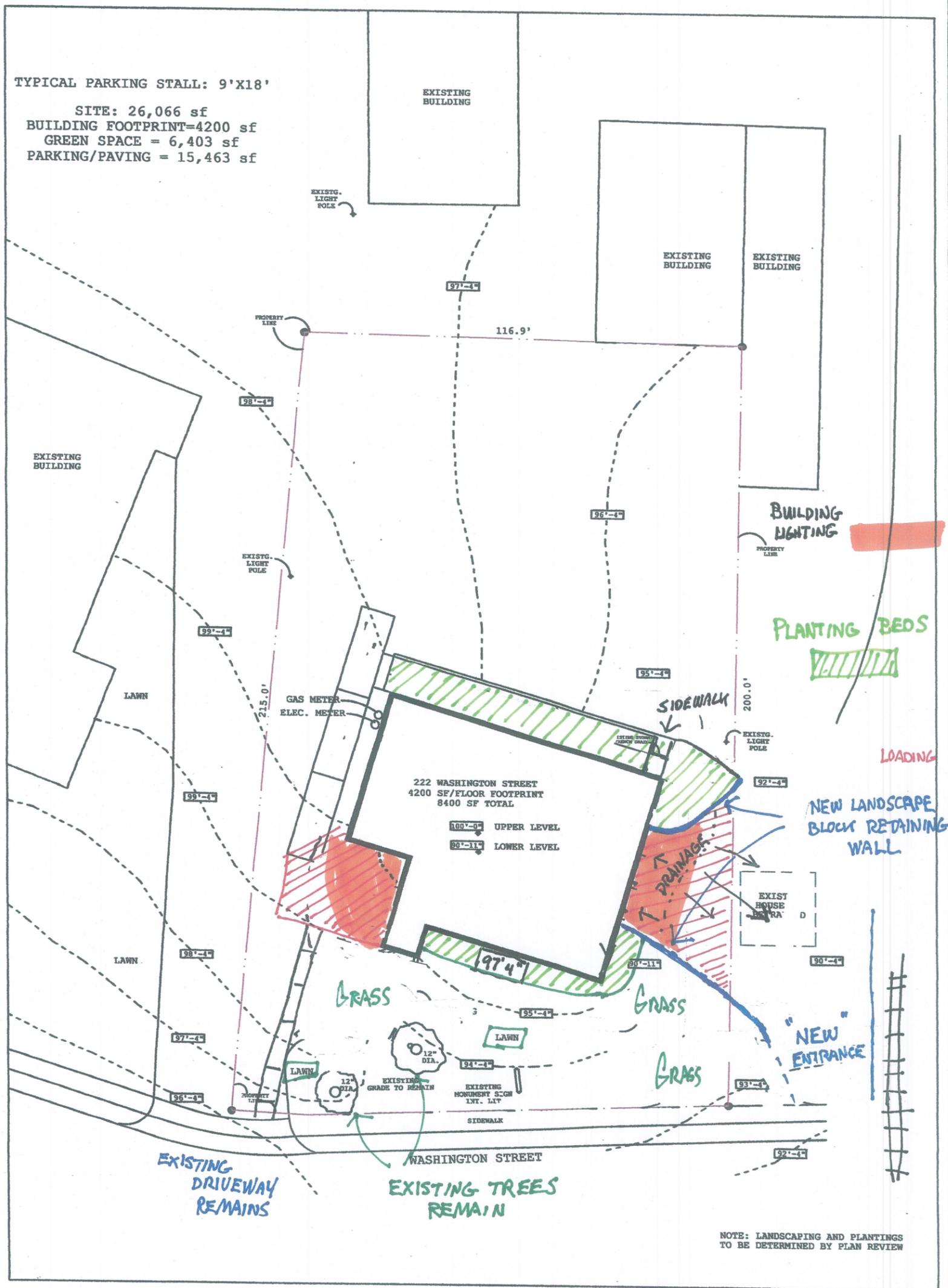
AP Englebert explained that the site is undergoing a conversion of office space to indoor storage. The site is zoned I-2 and storage is an allowable use in the district. The special use permit is required to due non-conforming site conditions to bring the site up to code or as close as possible. The Plan Commission may consider landscaping, parking, driveway access, lighting, etc., as it relates to the non-conforming site conditions.

Commissioners discussed the following:

- Driveway cross access easements with surrounding properties
- Number of parking stalls required

TYPICAL PARKING STALL: 9'X18'

SITE: 26,066 sf
 BUILDING FOOTPRINT=4200 sf
 GREEN SPACE = 6,403 sf
 PARKING/PAVING = 15,463 sf



NOTE: LANDSCAPING AND PLANTINGS TO BE DETERMINED BY PLAN REVIEW

SITE PLAN "REVISED" 5-10-16

SHEET
A1.0

DATE
 21 APR 16

PROJECT NUMBER
 16-021

PROPOSED BUILDING ALTERATIONS FOR:
WISCONSIN REAL ESTATE OPTIONS
 222 WASHINGTON ST.
 MENASHA, WI 54952

CONTRACTING SPECIALISTS INC.
 P.O. BOX 250
 NEENAH, WI 54957

PHONE:
 (920) 886-8700
 FAX:
 (920) 886-8703
 EMAIL:
 info-cs@ncw-rr.com

TYPICAL PARKING STALL: 9'X18'

SITE: 26,066 sf
 BUILDING FOOTPRINT=4200 sf
 GREEN SPACE = 6,403 sf
 PARKING/PAVING = 15,463 sf

LANDSCAPE DESIGN
 CONSULTATION
 by

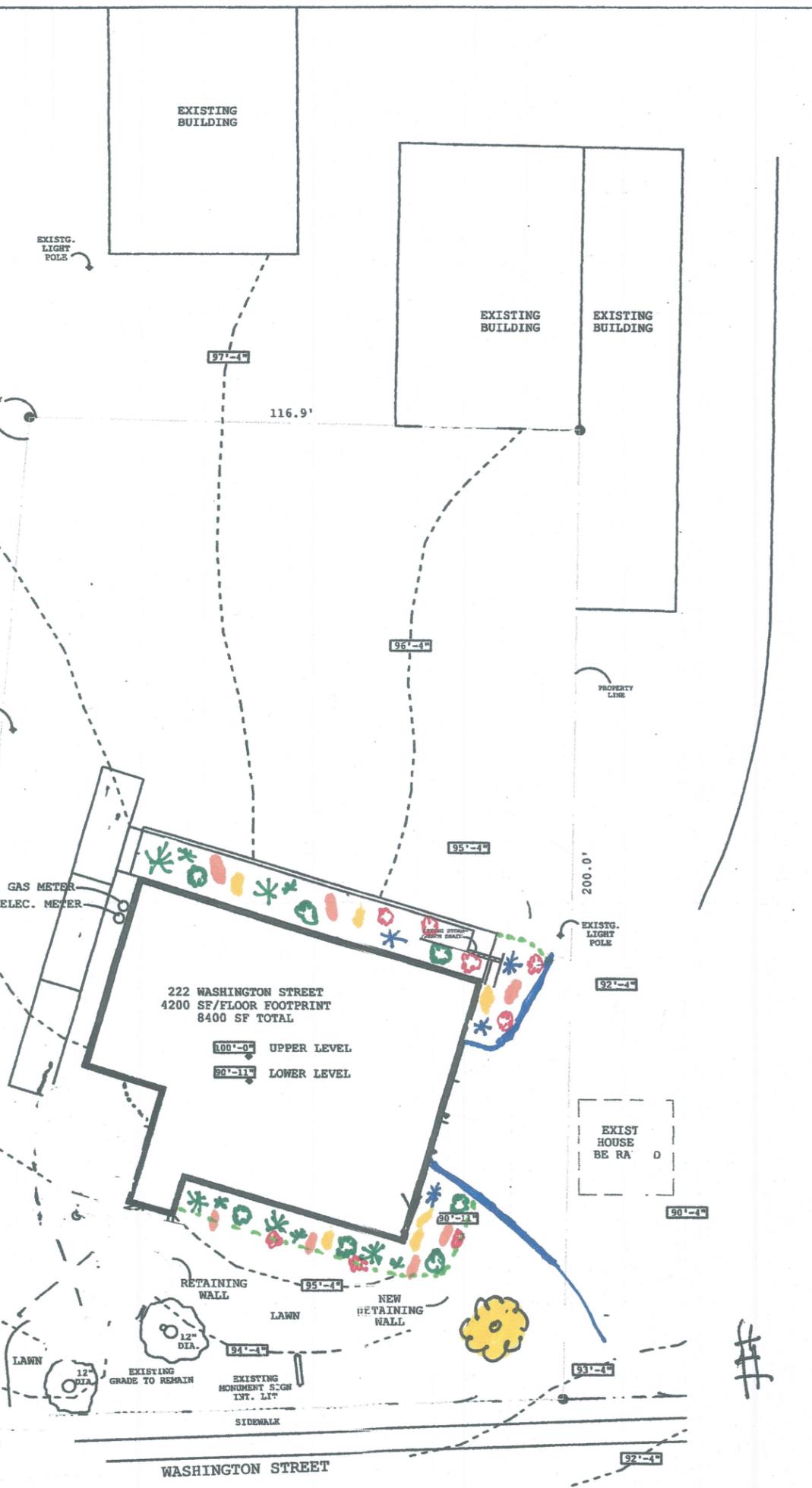


(920) 788-1051 Phone
 (920) 788-6598 Fax
 www.vanzeelandnursery.com

ROBIN VANVALIN

1715 E. Main Street
 Little Chute, WI 54140

QUANTITY	Symbol	Plant Name	Notes
8	Red circle	barberries	concord 3'x4'
7	Green circle	"	golden touch "
7	Orange circle	spirea	magic carpet "
6	Yellow circle	ivory hahlb	5'x5'
4	Star	tauton yew	5'x4'H
5	Star	arborviter	5'w x 15'H
5	Star	"	smaller
1	Yellow flower	royal red maple	



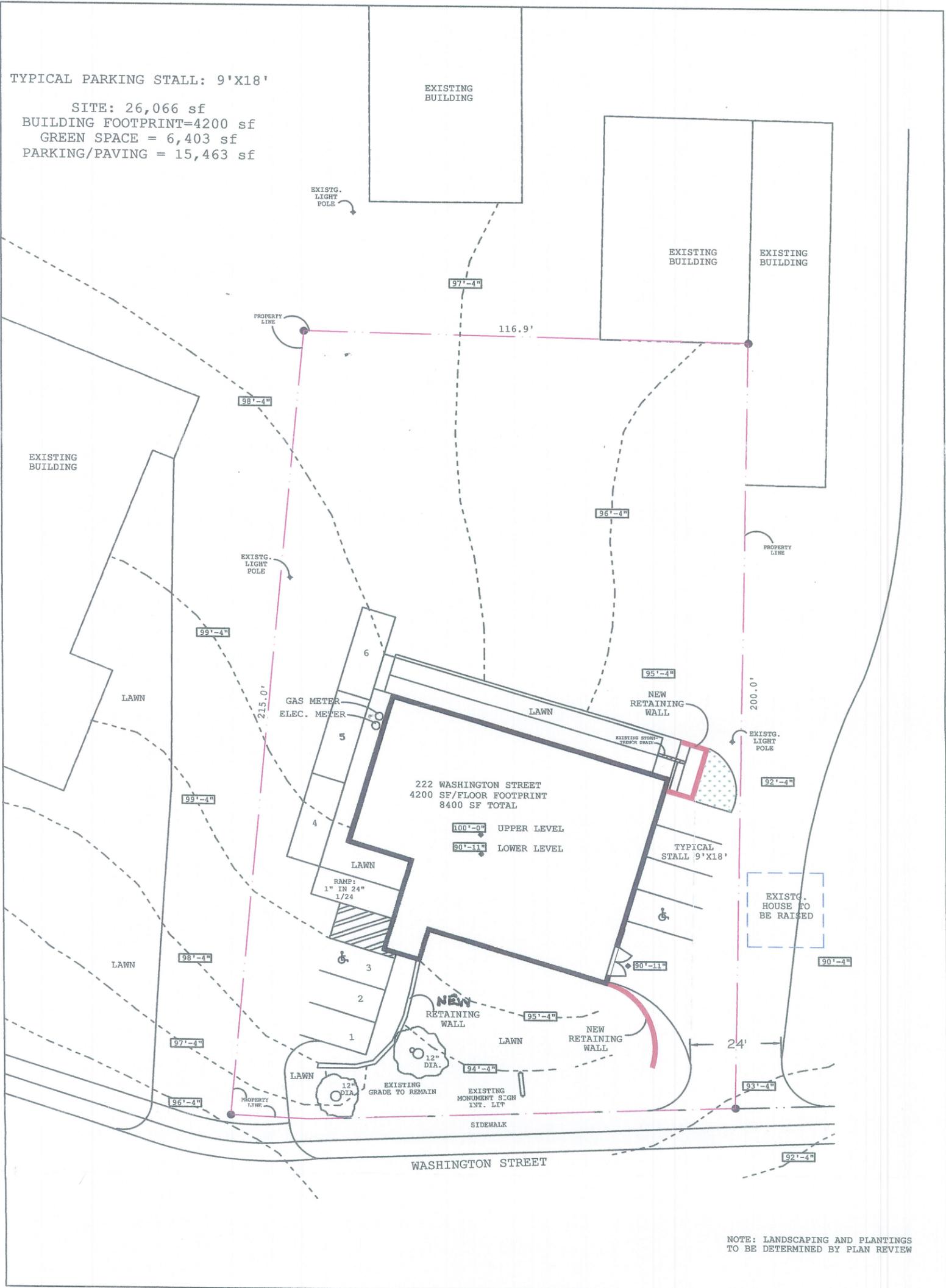
NOTE: LANDSCAPING AND PLANTINGS TO BE DETERMINED BY PLAN REVIEW

SITE PLAN



TYPICAL PARKING STALL: 9'X18'

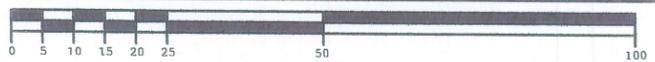
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NOTE: LANDSCAPING AND PLANTINGS TO BE DETERMINED BY PLAN REVIEW



SITE PLAN



Original

<p>SHEET A1.0</p>	<p>DATE 21 APR 16</p> <p>PROJECT NUMBER 16-021</p>	<p>PROPOSED BUILDING ALTERATIONS FOR: WISCONSIN REAL ESTATE OPTIONS 222 WASHINGTON ST. MENASHA, WI 54952</p>	<p>CONTRACTING SPECIALISTS INC. WABON 250 NEENAH, WI 54957</p>	<p>PHONE: (920) 886-8700 FAX: (920) 886-8703 EMAIL: info-csi@new.rt.com</p>
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- Landscape enhancements
- Type of storage
- Site drainage
- Site lighting
- Dumpster enclosure

Commissioners requested that this item be held and brought back for Plan Commission review with the following:

- Landscape plan showing improved landscaping on the east facade
- Lighting plan/photometrics plan
- Driveway cross easement verification

2. **Certified Survey Map – Community Way**

AP Englebert provided an overview of the proposed CSM. The parcel is owned by Community First Credit Union and would provide a second ingress/egress connection to the private street by Lake Park Fitness and, at a future time, a road into the Lake Park Villas development. The County has no objections to adding a point of ingress at this location.

Motion by Comm. Sturm, seconded by DPW Radtke to recommend approval of the Certified Survey Map at Community Way. The motion carried.

3. **Property Acquisition – 305 Chute Street, Parcel #2-00084-00**

AP Englebert explained that Winnebago County had taken ownership of this parcel on back taxes. The Plan Commission is tasked with recommending purchase of land to the Common Council. The end use of the parcel is currently undecided; however it could be used to assist future development in the long run. The parcel is zoned C-2 (Central Business District) which is consistent with the Comprehensive Plan and would allow residential or commercial use.

Motion by Ald. Benner, seconded by Comm. Sturm, to recommend acquisition of property at 305 Chute Street. The motion carried.

H. ADJOURNMENT

Motion by Comm. DeCoster, seconded by DPW Radtke, to adjourn at 4:32 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.