

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**

December 16, 2008

3:30 PM

AGENDA

Public Hearings:

Special Use Permit – Commonwealth Development – Midway Road
Special Use Permit – Veterans of Foreign Wars (VFW) – 546 Third Street
Rezoning – St. John’s Polish Cemetery – Valley Road

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the December 2, 2008 Plan Commission Meeting](#)

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

Five (5) minute time limit for each person

E. DISCUSSION

1. Utility Cabinet Ordinance

F. ACTION ITEMS

1. [Special Use Permit – Commonwealth Development – Midway Road](#)
2. [Special Use Permit – Veterans of Foreign Wars \(VFW\) – 546 Third Street](#)
3. [Rezoning – St. John’s Polish Cemetery – Valley Road](#)

G. ADJOURNMENT

**CITY OF MENASHA
Plan Commission
Third Floor Council Chambers
140 Main Street, Menasha**

December 2, 2008

3:30 PM

MINUTES

PUBLIC HEARINGS:

Special Use Permit – UW Fox Valley – 1655 University Drive

Mayor Merkes opened the public hearing by asking if anyone would like to speak regarding the Special Use Permit. Jim Eagon, of UW-Fox Valley explained that this would allow the school to make use of the building while they are planning the future use and layout of the site and building.

Special Use Permit – Habitat for Humanity – 1381 Midway Road

Mayor Merkes opened the public hearing by asking if anyone would like to speak regarding the rezoning. No one spoke. The hearing was closed.

Special Use Permit – Keystone Development – Parkside Drive

Cal Schultz explained that the purpose of the Special Use Permit was to allow senior housing in the C-3 district.

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

OTHERS PRESENT: CDD Keil, AP Beckendorf, Stan Martenson, Kenneth Syring, Cal Schultz, Jim Eagon, and Trevor Frank.

C. MINUTES TO APPROVE

1. Minutes of the November 18, 2008 Plan Commission Meeting.
 - a. Moved by Comm. Schmidt, seconded by Comm. Sturm to approve the November 18, 2008 Plan Commission meeting minutes. Motion carried.

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

No one from the gallery spoke.

E. DISCUSSION

1. None

F. ACTION ITEMS

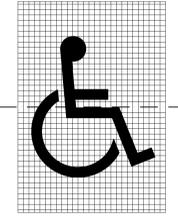
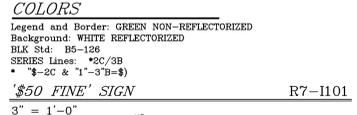
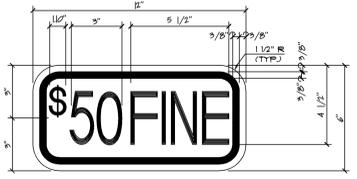
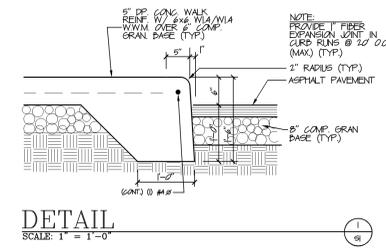
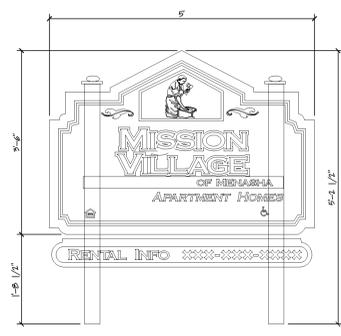
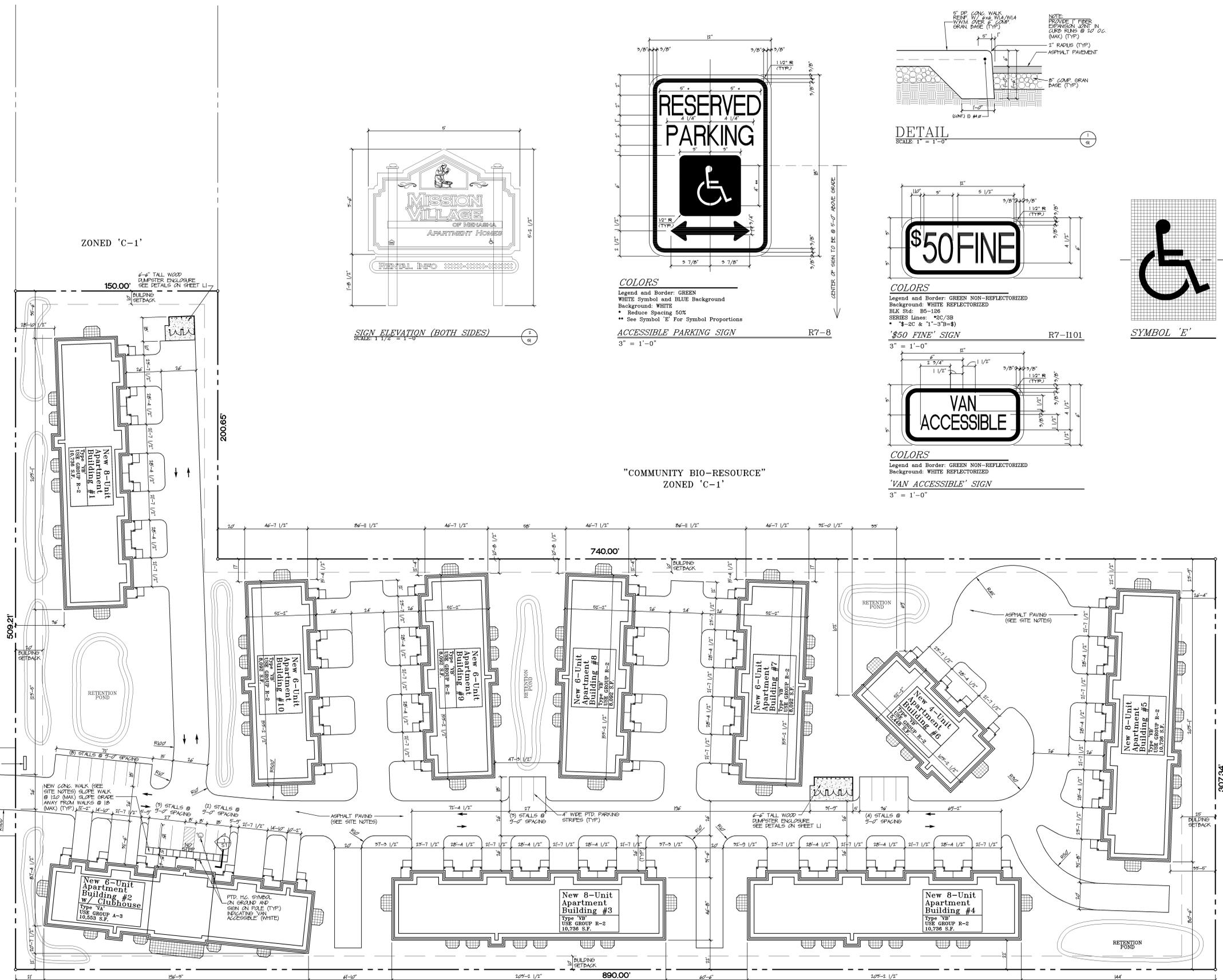
1. Special Use Permit – UW-Fox Valley – 1655 University Drive.
 - a. Commissioners discussed the following:
 - I. Rezoning the property to GU-Government Use.
 - II. Dumpster enclosure location. All refuse will be stored within the building.
 - III. Parking plan and striping of the parking lot.
 - IV. Comprehensive plan conflicts. CDD Keil explained that when the plan was completed, UW-Fox Valley did not own the property and it was marketed for industrial use.
 - b. Comm. Sturm made and DPW Radtke seconded a motion to recommend approval of the Special Use Permit for 1655 University Drive with the following conditions:
 - I. The existing gravel areas shall be paved or seeded within two years.
 - II. The existing wall lighting shall be replaced with full cut-off luminaires.
 - III. The front setback area must be landscaped to current city standards.
 - IV. The parking stalls must be striped.
 - V. The existing gravel area must not be used for parking or storage.The motion carried.
2. Special Use Permit – Habitat for Humanity – 1381 Midway Road.
 - a. AP Beckendorf described the location and reviewed the proposal. Commissioners discussed the following:
 - I. Coordination of the west landscaping with the reconstruction of University Drive.
 - II. The size and use of driveway openings.
 - III. Lighting the southeast parking lot. Stan Martenson, of Martenson & Eisele, explained that Habitat for Humanity does not intend to light the lot as it will not be used for employee or customer parking.
 - IV. Landscaping and compliance with code requirements.
 - b. Comm. Sturm made and DPW Radtke seconded a motion to recommend approval of the Special Use Permit for 1381 Midway Road with the condition that the southernmost light pole is removed to prevent light spill onto neighboring properties: The motion carried.
3. Special Use Permit – Keystone Development – Parkside Drive
 - a. CDD Keil explained that this is the third time a concept has been advanced. Each project has been contingent upon receiving tax credits. Approval based on the concept is necessary because in order to receive the tax credits, zoning must be approved. The tax credits should be announced in mid-April.
 - b. Commissioners discussed the following:
 - I. Potential future tax exempt status of the property and PILOT payments.
 - II. Special Use Permit process.
 - III. Provision of access around the building that is suitable to the fire department.
 - IV. Provision of pedestrian connections.
 - c. Comm. Schmidt made and DPW Radtke seconded a motion to recommend approval of the Special Use Permit for Keystone Development on Parkside Drive with the following conditions:
 - I. That the following plans are submitted for approval by July 31, 2009:
 - a. Lighting/photometrics
 - b. Landscaping/paving/parking
 - c. Erosion Control
 - d. Stormwater Management
 - e. Grading/Drainage

- f. Building Elevations
 - g. Dumpster Enclosure detail
 - h. Any other materials as requested by staff for site plan review
 - i. A Payment In Lieu of Taxes (PILOT) agreement
4. Consideration of Changes to Rezoning Notification Requirements.
- a. AP Beckendorf described the changes.
 - b. Ald. Benner made and Comm. Sanders seconded a motion to recommend approval of the changes to the rezoning notification requirements with the condition that “regular mail” be replaced with the term “first-class mail”. The motion carried.
5. Reconsideration of Province Terrace Greenspace.
- a. Motion by Mayor Merkes, second by Comm. Sanders to reconsider the November 18, 2008 motion to recommend retaining the south 150 feet of Lot 10, Province Terrace. The motion to reconsider carried on a roll call vote of 7-0.
 - b. Commissioners discussed the following:
 - I. Whether the city may be missing out on potential buyers that may be interested in owning the wetlands.
 - II. The advantages and disadvantages of private ownership versus public ownership of the property.
 - III. That there may be more recreational value than originally thought and that there is very little greenspace on the east side of Oneida Street.
 - c. The original motion to recommend retaining the south 150 feet of Lot 10, Province Terrace carried on a roll call vote of 7-0.

G. ADJOURNMENT

Moved by Comm. Schmidt, seconded by Comm. Sanders to adjourn at 4:35 p.m. The motion carried.

Minutes respectfully submitted by Jessica Beckendorf, Associate Planner



COLORS
Legend and Border: GREEN
WHITE Symbol and BLUE Background
Background: WHITE
• Reduce Spacing 50%
• See Symbol 'E' For Symbol Proportions

ACCESSIBLE PARKING SIGN R7-8
3" = 1'-0"

COLORS
Legend and Border: GREEN NON-REFLECTORIZED
Background: WHITE REFLECTORIZED
BLK Std: B5-126
SERIES Lines: *20/30
• 1/2" & 1"-3/8"

'\$50 FINE' SIGN R7-1101
3" = 1'-0"

COLORS
Legend and Border: GREEN NON-REFLECTORIZED
Background: WHITE REFLECTORIZED

'VAN ACCESSIBLE' SIGN
3" = 1'-0"

PARKING REQUIREMENTS

Parking Req'd	(1) 1/2 Stalls / Unit
	(1) 1/2 Stalls x 66 Units = 99 Stalls Req'd.
Parking Provided	66
Garage Stalls	66
Driveway Stalls	66
Guest Stalls	21
Total Parking Provided:	193 (199 Req'd)

BUILDING DENSITY

1500 S.F. / Unit For Multi-Family	1500 S.F. x 66 Units = 99,000 S.F. REQ'D.
Total S.F. Provided:	303,630 S.F. (199,000 S.F. REQ'D.)

SITE STATISTICS

BUILDING AREA:	9319 SQ. FT. (30.1%)
PAVED AREA:	75260 SQ. FT. (26.3%)
GREEN AREA:	132181 SQ. FT. (43.6%)
TOTAL AREA:	305,630 SQ. FT. (100%)
	6.97 acres

TOTAL UNITS

PHASE I: (4) 8-UNIT BUILDINGS
(4) 6-UNIT BUILDINGS
(1) 6-UNIT BUILDING w/ CLUBHOUSE
(1) 4-UNIT BUILDING
66 TOTAL UNITS

LEGAL DESCRIPTION

SEC. 17 T20N R12E PART OF NW-NE CORNERS AT THE NE CORNER OF SEC. 17 TH W. ALG. N. L. NE 1/4 TH S 2000 FT TO POP, TH W. 200 FT TH N 800 FT, TH E. 800 FT, TH S 200 FT, TH E. 200 FT TO POP. AKA PARCEL 'C' OF SURVEY

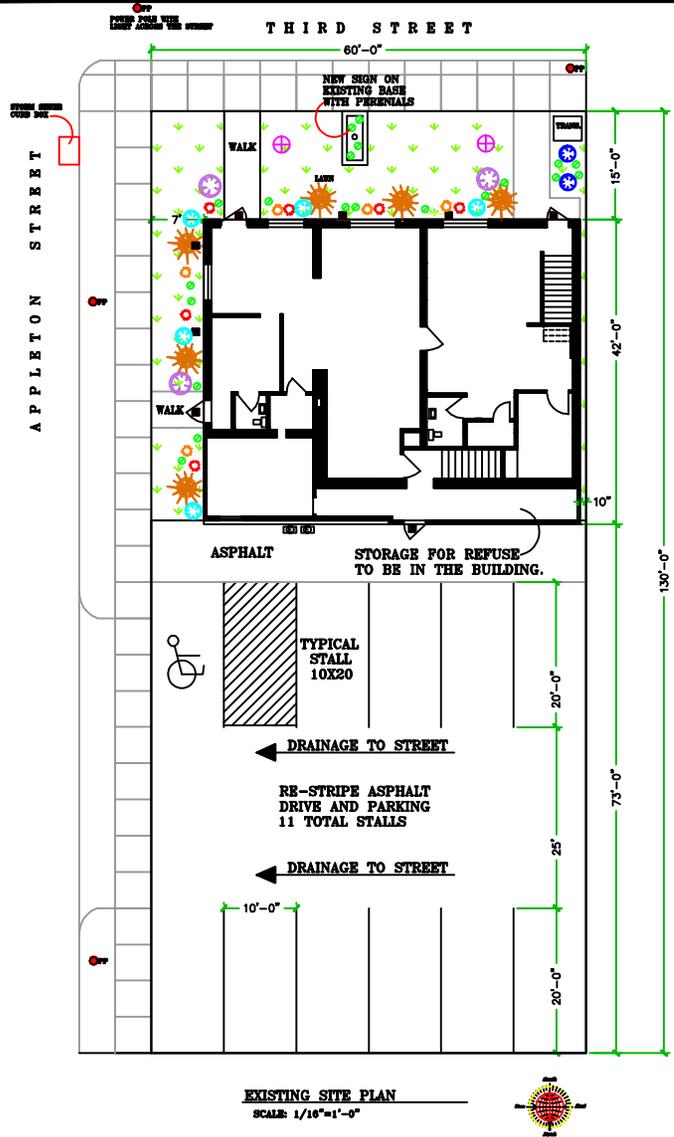
- SITE NOTES**
- NEW ASPHALT PAVING
 - NEW ASPHALT SERVICE COURSE 1 1/2" ASPHALT FINISH COURSE 1 1/2" COMPACTED AGGREGATE BASE, REQUIRED
 - ALL CONCRETE WALKS, CONCRETE PATIO, ETC. TO BE 4" DEEP CONCRETE REINFORCED w/ #4 @ 18" ON CENTER WITH 1" MIN. COMPACTED GRANULAR BASE. CONCRETE MARKS TO BE 3/8" WIDE UNLESS OTHERWISE NOTED.
 - INDICATES ACCESSIBLE ROUTE FOR PERSONS WITH WHEELCHAIRS TO THE BUILDING ENTRANCE. GLUTE TO BE NOT GREATER THAN 1/20"
 - EXISTING UTILITIES AND SERVICE LOCATIONS SHALL BE NOTED IN THE FIELD PRIOR TO CONSTRUCTION.
 - APRANGE TELEPHONE, GAS, AND ELECTRIC SERVICE CONNECTIONS WITH THE RESPECTIVE SERVICE COMPANIES.
 - ALL AREAS WITHIN CONSTRUCTION AREA TO RECEIVE A MINIMUM OF 2" OF TOPSOIL.
 - REMOVE EXISTING BLACK BERRY TREES AS REQ'D INSIDE OF CONSTRUCTION AREA.
 - GENERAL CONTRACTOR TO CALL UTILITY HOTLINE (800) 488-4889 FOR LOCATION OF CONDUIT UTILITIES BEFORE STARTING ANY CONSTRUCTION.
 - MAJORITY PROPERTY LINE BETWEEN BUILDINGS

TRASH CALCULATION PER ILHR 52.26

APARTMENT BUILDINGS #1, #3 THRU #10	80,760 S.F. x 9 CUBIC FEET PER 1,000 S.F. (RESIDENTIAL) = 727 CUBIC FEET
CLUBHOUSE (OFFICE) BUILDING #2	2,524 S.F. x 7 CUBIC FEET (OFFICE) PER 1,000 S.F. = 18 CUBIC FEET
CLUBHOUSE (6 UNIT) BUILDING #2	8,029 S.F. x 9 CUBIC FEET PER 1,000 S.F. (RESIDENTIAL) = 72 CUBIC FEET
727 + 18 + 72 = 817 CUBIC FEET TOTAL PER WEEK + 27 = 844 CUBIC FEET	844 CUBIC FEET TOTAL SITE LOAD PER WEEK
2 DUMPSTER ENCLOSURES x 8 DUMPSTERS	8 DUMPSTERS x 4 CUBIC YARD CAPACITY = 32 CUBIC YARDS PROVIDED

NOTE: TRASH COLLECTION TO OCCUR ONCE PER WEEK BY PRIVATE CONTRACTOR.





NEW BUSINESS OFFICE FOR VETERANS OF FOREIGN WARS

REMOVE ALL EXISTING BUSHES, SHRUBS AND PLANTS FROM AROUND THE BUILDING.

75W INC. CAN SOFFIT LIGHT

AREAS	
BUILDING.....	2,180 SF
PARKING AND WALKS.....	4,485 SF
GREEN SPACE.....	1,135 SF
TOTAL LOT (130'X80').....	7,800 SF

PLANT SCHEDULE			
SYMBOL	QUANTITY	PLANT NAME--COMMON	MATURE SIZE
EVERGREEN			
☀	6	ARBORVITAE - TECHNYP	15'-20' HIGH
☀	4	ARBORVITAE - GLOBE	4'-6' HIGH
TREES			
⊕	2	INDIAN SUMMER CRABAPPLE	12'-14' HIGH
SHRUBS			
⊕	5	BURNING BUSH COMPACTA	8'-10' HIGH
⊕	2	LILAC - MISS KIM	6'-7' HIGH
⊕	6	SPIRAEA - LITTLE PRINCESS (PINK)	2'-4' HIGH
⊕	5	DOGWOOD - REDOSIER	8'-12' HIGH
PERRENIALS/GRASSES/GROUNDCOVERS			
●	6	BLACK-EYED SUSAN - GOLDSTURM	24" HIGH
	2	DAYLILY - STELLA DE ORO	12" HIGH
	2	SEDUM - AUTUMN JOY	18" HIGH
	2	SALVIA - MAY NIGHT	18" HIGH
	2	CONEFLOWER - WHITE SWAN	3' HIGH
			5'-7' HIGH
			18" - 36" HIGH
		LAWN	
		MULCH	

12-12-08
DRAWN BY: RJA
CHECKED BY:

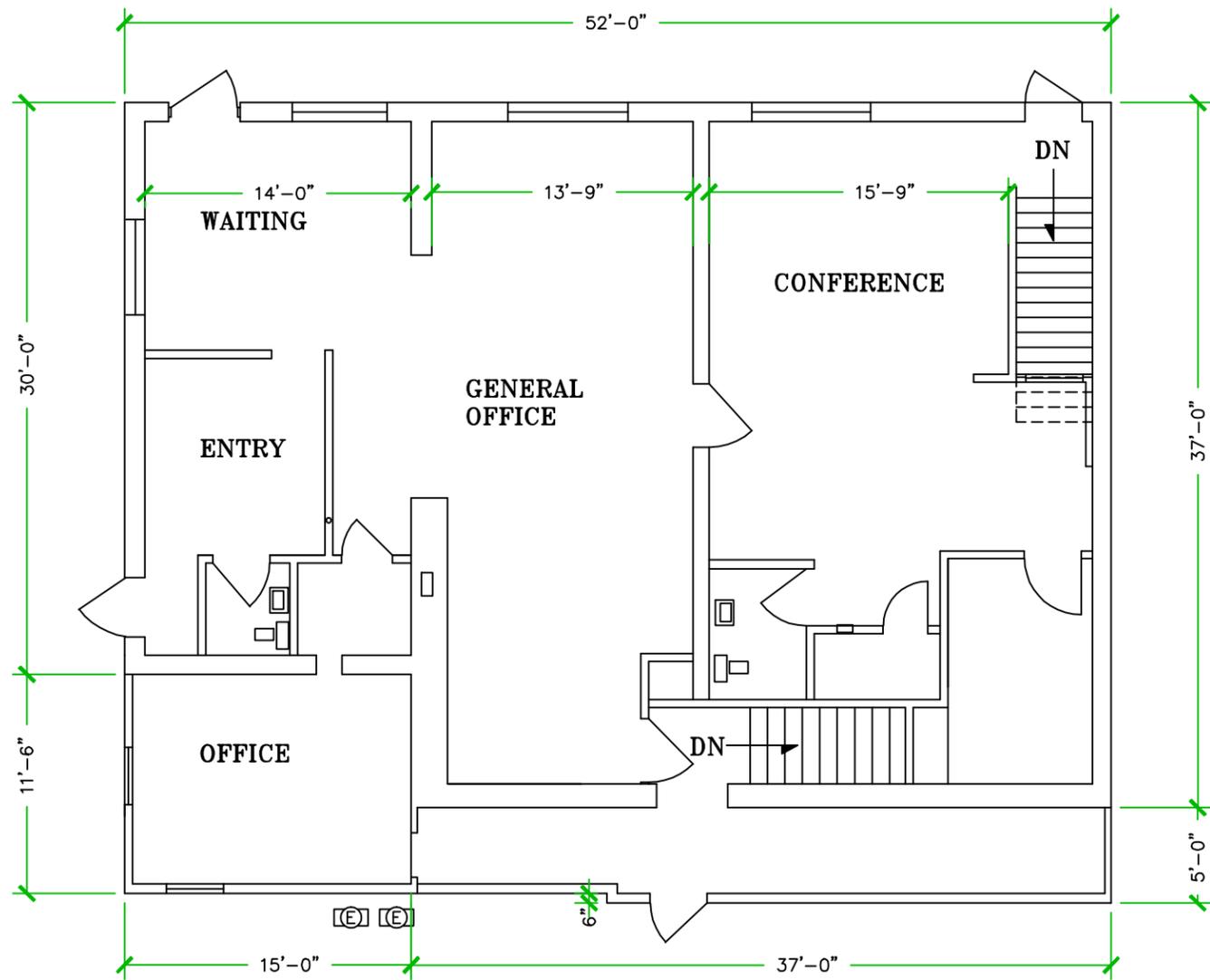
DATE

CONTRACTING SPECIALISTS INC.
325 N. COMMERCIAL ST.
MERRILL, WI 54956
PHONE: (920) 686-8700
FAX: (920) 686-8703

AS-BUILT PLANS FOR
EXISTING OFFICE BUILDING AT:
542/546 3RD STREET
MERRILL, WISCONSIN

A1.0

00000.0



EXISTING FIRST FLOOR PLAN
 SCALE: 1/16"=1'-0"

DATE: 12-10-08
 DRAWN BY: RJA
 CHECKED BY:

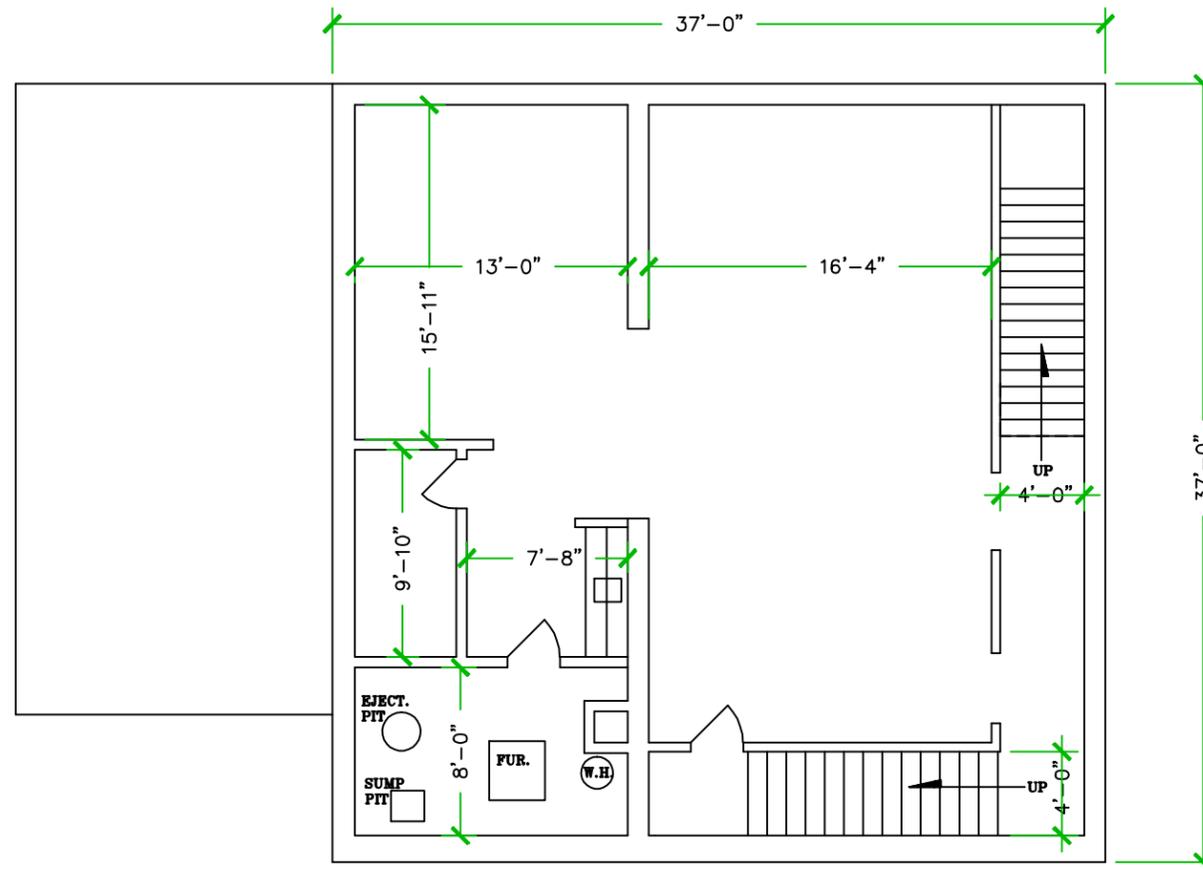
REVISION	DATE

CONTRACTING SPECIALISTS INC.
 325 N. COMMERCIAL ST.
 MENAHEA, WI 54956
 PHONE: (920) 886-8700
 FAX: (920) 886-8703

**AS-BUILT PLANS FOR
 EXISTING OFFICE BUILDING AT:**
 542/546 3RD STREET
 MENAHEA, WISCONSIN

A0.1

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EXISTING BASEMENT FLOOR PLAN

SCALE: 1/16"=1'-0"

DATE: 12-10-08
 DRAWN BY: RJA
 CHECKED BY:

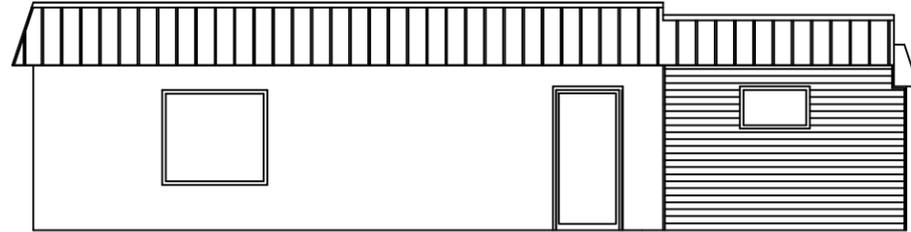
REVISION	DATE

CONTRACTING SPECIALISTS INC.
 325 N. COMMERCIAL ST.
 MENASHA, WI 54956
 PHONE: (920) 886-8700
 FAX: (920) 886-8703

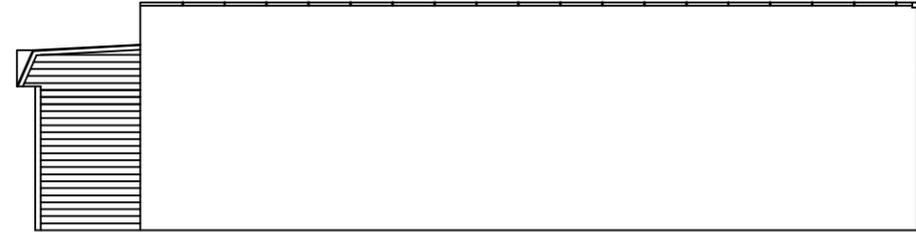
**AS - BUILT PLANS FOR
 EXISTING OFFICE BUILDING AT:
 542/546 3RD STREET
 MENASHA, WISCONSIN**

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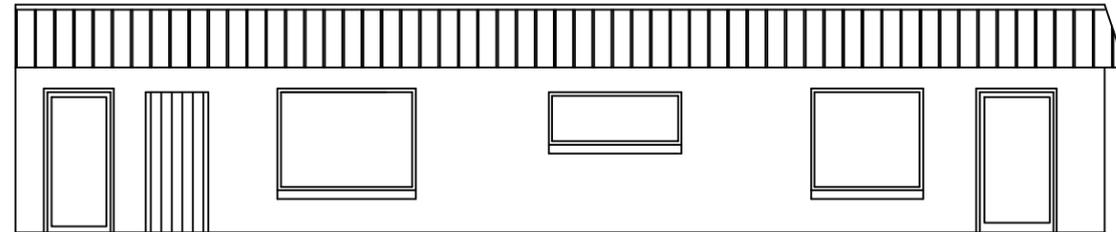
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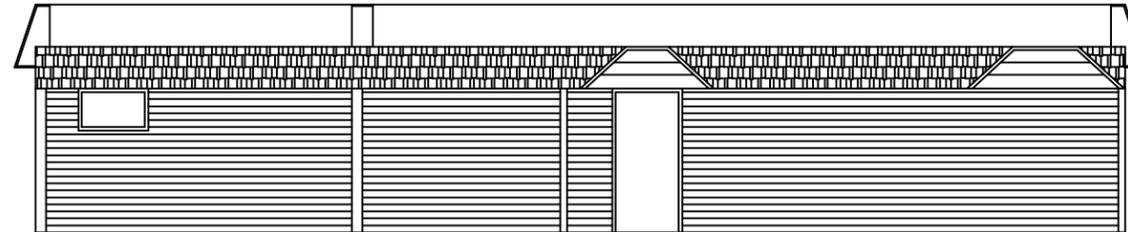
EXISTING EAST ELEVATION
SCALE: 1/16"=1'-0"



EXISTING WEST ELEVATION
SCALE: 1/16"=1'-0"



EXISTING SOUTH ELEVATION
SCALE: 1/16"=1'-0"



EXISTING NORTH ELEVATION
SCALE: 1/16"=1'-0"

DATE: 12-10-08
DRAWN BY: RJA
CHECKED BY:

DATE	REVISION

CONTRACTING SPECIALISTS INC.

325 N. COMMERCIAL ST.
NEENAH, WI 54956
PHONE: (920) 886-8700
FAX: (920) 886-8703

AS - BUILT PLANS FOR
EXISTING OFFICE BUILDING AT:

542/546 3RD STREET
CITY OF MENASHA, WISCONSIN

A0.3

00000.0









546



STOP

NO PARKING

ORDINANCE O- -08

AN ORDINANCE AMENDING TITLE 13 BY MAKING CERTAIN CHANGES IN THE DISTRICT (St. John's Polish Cemetery (part), Valley Road)

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

SECTION 1: The Zoning Ordinance Title 13 and the Zoning District made a part thereof is hereby amended by changing the following property on Valley Road from R-1 Single Family Residential to I-1 Industrial, described as follows:

Outlot 2 of CSM 6330, City of Menasha, Winnebago County, as recorded in the Winnebago County Register of Deeds office as Document #1488226.

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

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

Passed and approved this _____ day of _____, 2008.

Donald Merkes, Mayor

ATTEST:

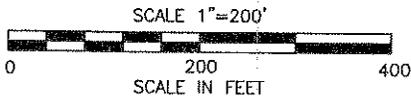
Deborah A. Galeazzi, City Clerk

CERTIFIED SURVEY MAP NO. _____

Part of the Northwest 1/4 of the Southwest 1/4, Section 2, Town 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin

Bearings are referenced to the north line of the Southwest 1/4, Section 2, assumed to bear N 89°56'14" E

Survey for:
Miron
1471 McMahon Road
Neenah, WI 54956

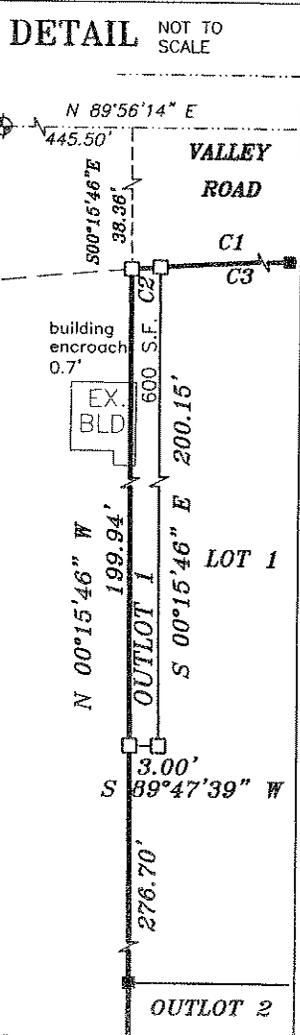
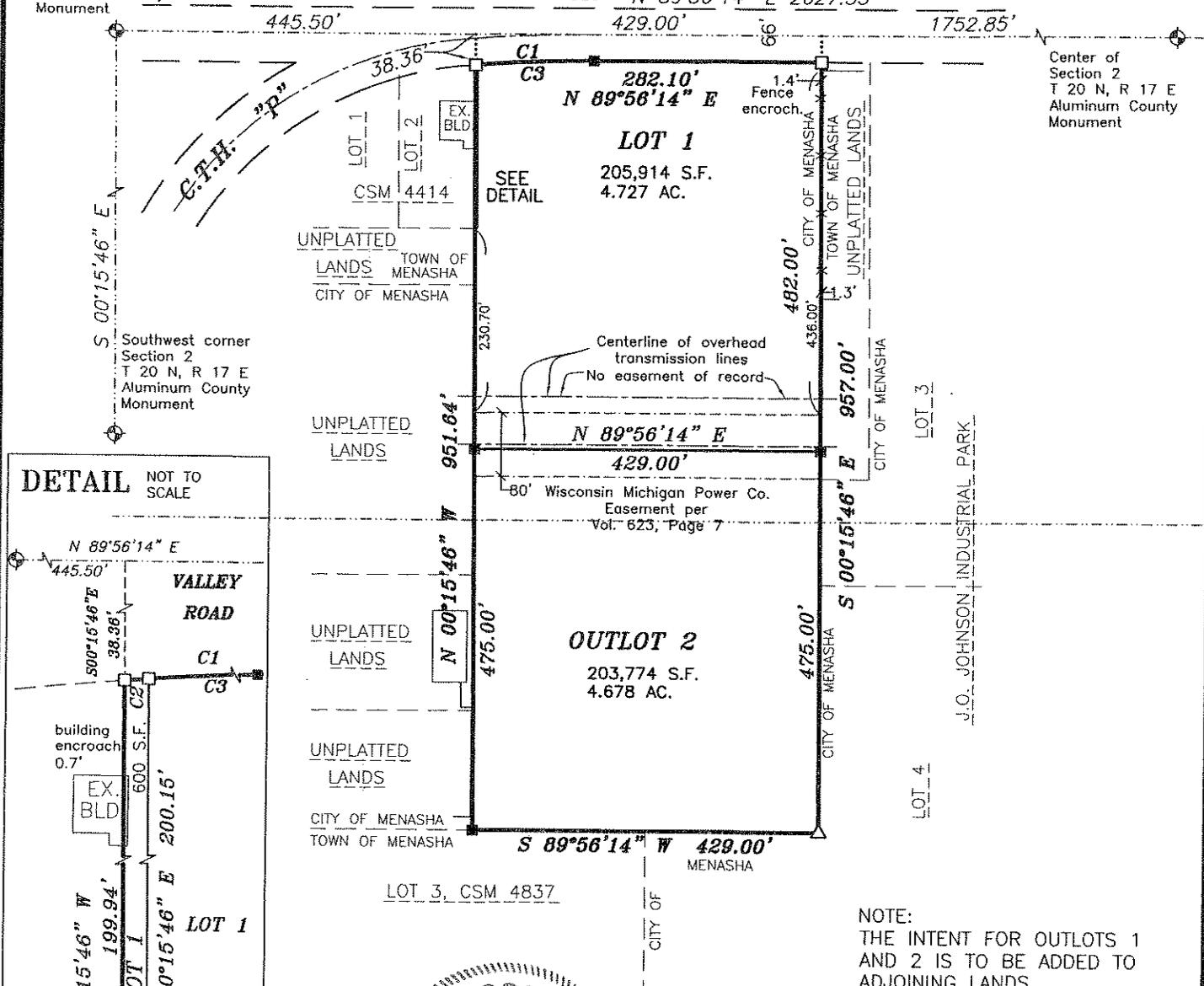


Curve	Radius	Delta	Length	Chord Bearing	Chord
1	2017.00'	004°10'34"	147.01'	N 87°50'57.0" E	146.98'
2	2017.00'	000°05'08"	3.01'	N 85°48'14.0" E	3.01'
3	2017.00'	004°05'26"	144.00'	N 87°53'31.0" E	143.97'

West 1/4 corner
Section 2
T 20 N, R 17 E
Aluminum County
Monument

VALLEY ROAD N 89°56'14" E 2627.35'

Center of
Section 2
T 20 N, R 17 E
Aluminum County
Monument



WISCONSIN
GARY A. ZAHNINGER
S-2098
STOCKBRIDGE
WI
LAND SURVEYOR
Gary A. Zahninger
10-66-08

NOTE:
THE INTENT FOR OUTLOTS 1
AND 2 IS TO BE ADDED TO
ADJOINING LANDS.

- LEGEND
- 1" O.D. IRON PIPE SET, 18" LONG, WEIGHING 1.130 LBS. PER LIN. FOOT
 - 1" O.D. IRON PIPE FOUND
 - △ 1-1/4" O.D REBAR FOUND
 - ◇ GOVERNMENT CORNER
 - *-* FENCE LINE

Martenson & Eisele, Inc.

1377 Midway Road
Menasha, WI 54952
www.martenson-eisele.com
info@martenson-eisele.com
920.731.0381 1.800.236.0381

Planning
Environmental
Surveying
Engineering
Architecture

PROJECT NO. 264-212a
FILE 264212a_csm SHEET 1 OF 3
THIS INSTRUMENT WAS DRAFTED BY: pae

CERTIFIED SURVEY MAP NO. _____

Surveyor's Certificate:

I, Gary A. Zahringer, a Registered Wisconsin Land Surveyor, do hereby certify:

that I have surveyed, mapped, and divided at the direction of Miron, part of the Northwest 1/4 of the Southwest 1/4, Section 2, Town 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin, more fully described as follows:

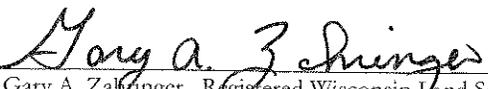
Commencing at the west 1/4 corner of Section 2; thence along the north line of the Southwest 1/4 of said Section 2, North 89 degrees 56 minutes 14 seconds East, 445.50 feet; thence South 00 degrees 15 minutes 46 seconds East, 38.36 feet to the point of beginning;

thence along the south right of way line of Valley Road, 147.01 feet along the arc of a curve to the right, having a radius of 2017.00 feet and a chord which bears North 87 degrees 50 minutes 57.0 seconds East, 146.98 feet;
thence continuing along said south right of way line,
North 89 degrees 56 minutes 14 seconds East, 282.10 feet;
thence along the west line of J.O. JOHNSON INDUSTRIAL PARK and its extension thereof,
South 00 degrees 15 minutes 46 seconds East, 957.00 feet;
thence continuing along the westerly line of said J.O. JOHNSON INDUSTRIAL PARK and along the north line of Certified Survey Map No. 4837, South 89 degrees 56 minutes 14 seconds West, 429.00 feet;
thence along the east line of Certified Survey Map No. 4414 and its extension thereof,
North 00 degrees 15 minutes 46 seconds West, 951.64 feet;
to the point of beginning, containing 410,288 square feet (9.419 acres). Subject to all easements and restrictions of record.

That I have fully complied with Chapter 236.34 of the Wisconsin Statutes in surveying, dividing, and mapping the same and the City of Menasha Subdivision Ordinances.

That this map is a correct representation of all exterior boundaries of the land surveyed and the division thereof.

Given under my hand this 6th day of October, 2008.


Gary A. Zahringer, Registered Wisconsin Land Surveyor S-2098



This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

Owners of Record:	Recording Information:	Parcel Number:
St. John's Polish Congregation	Vol. 181 Page 565	740076200

CERTIFIED SURVEY MAP NO. _____

Owner's Certificate:

I, the undersigned, hereby certify that I caused the land above described to be surveyed, divided, and mapped, all as shown and represented on this map.

Dated this _____ day of _____, 2008.

(print or type name)

(signature)

State of Wisconsin)
)SS
_____ County)

Personally came before me on the _____ day of _____, 2008, the above named owners to me known to be the persons who executed the foregoing instrument and acknowledged the same.

_____ my commission expires _____
(Notary name)

Common Council Resolution:

Resolved by the Common Council of the City of Menasha, that this Certified Survey Map is hereby approved. Passed and approved by resolution number _____

_____ this _____ day of _____, 2008.

Dated this _____ day of _____, 2008.

Mayor

City Clerk

Treasurer's Certificate:

I hereby certify that there are no unpaid taxes or unpaid special assessments on any of the lands shown hereon.

City Treasurer

County Treasurer

Date:

Date:





STOP

MEI

