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 21, 2010
3:30 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE
   1. Minutes of the December 7, 2010 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. Comprehensive Plan Annual Review
   2. Student Housing Concept Plan – Midway Road/University Drive (to be received)

F. ACTION ITEMS
   1. Proposed Driveway Paving Ordinance
   2. US 10 Highway Corridor Study Recommendation on Preliminary Alternatives
   3. Ordinance Relating to the Keeping of Fowl (recommended by Sustainability Board)

G. ADJOURNMENT

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Community Development Department at 967-3650 at least 24-hours in advance of the meeting so special accommodations can be made.

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
December 7, 2010
DRAFT MINUTES

3:30 PM – Informal Public Hearing – Driveway Paving Requirements

No one spoke.

A. CALL TO ORDER

The meeting was called to order at 3:35p.m. by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Cruickshank

OTHERS PRESENT: CDD Keil, PP Kester and Peter Kemps

C. MINTUES TO APPROVE

1. **Minutes of the November 10, 2010 Plan Commission Meeting**
Motion by Comm. Sturm, seconded by Comm. Schmidt to approve the November 10, 2010 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. **Comprehensive Plan Annual Review**
CDD Keil stated that the Annual Comprehensive Plan Review process has been initiated and invited commissioners to identify those issues that should be considered in this year's review. Commissioners asked that they be provided with the list of items from last year's review and further requested information on the proposed USH 10 Corridor Study.

2. **Student Housing Concept Plan – Midway Road/University Drive**
The developer requested that this item be held.

F. ACTION ITEMS

1. **Proposed Driveway Paving Ordinance**
PP Kester reviewed the proposed ordinance relating to the paving of driveways and explained that Engineering Department Staff were taking an inventory of all driveways in the city and noting which were unpaved, and or had unpaved driveway aprons. Commissioners discussed:
    - The minimum amount of paved surface and where it is to be located
    - Options for promoting the use of permeable paving.
    - The maximum allowable amount of paved driveway surface in the rear yard area.
    - Implementing the paving requirements in the instance of shared driveways.

- The number of properties that may be affected and the associated workload.
- The permissible number of driveway openings per lot
- Permitting procedures.

This item was held pending the receipt of additional information pertaining to the items as discussed above.

2. **Site Plan Review – 23 Main Street – Jitters Lounge**

Peter Kemps described his intentions regarding the proposed Outdoor Alcohol Service area at Jitter's Lounge. Commissioners discussed:

- Whether the site included the both the parcel upon which the building is located and the adjoining parcel which is used for parking and the lighting and landscaping standards that may be applicable thereto.
- The architectural compatibility of the proposed structure relative to the existing building include the type of roof and its pitch, the relationship of the roof to existing window openings, the type and color of roofing materials and the type of brick to be used in enclosing the columns
- Accessibility and building code requirements
- The type of fencing to be used for the dumpster enclosure and outdoor seating area

The business operator is to work with staff and bring back a complete site plan that addresses the aforementioned discussion items.

G. ADJOURNMENT

Motion by Comm. Homan, seconded by Ald. Benner to adjourn at 5:10 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, Community Development Director.

Community Development Department
Preliminary Listing of Priorities Related to the 2010 Comprehensive Plan Review

Issues and Opportunities
- Integrate sustainability principals into comprehensive plan policies

Population and Housing
- Work with developers to evaluate the feasibility of a mixed-use/mixed income senior housing project in central Menasha
- Prepare criteria for certain types of exterior alterations funded with housing rehab funds
- Develop a strategy for using TIF resources and other potential funding sources for maintaining/improving housing stock in older neighborhoods

Transportation
- Engage property owners along the proposed Friendship Trail extension in discussions about trail location, property acquisition – advance proposed route to DNR for appraisals/acquisition
- Engage residents along trail segments in trail planning/development

Utilities and Community Facilities
- Facilitate siting and development of Neenah Menasha Fire Rescue Station #36
- Develop materials and promote installation of passive stormwater management practices on residential properties
- Continue efforts to document energy utilization and promote conservation practices

Agricultural, Natural, and Cultural Resources
- Collaborate with the Community Garden Partnership in identifying opportunities for establishing and/or promoting community gardens
- Facilitate Landmarks Commission work plan initiatives
- Continue efforts related to planning and engineering shoreline/channel restoration at the Gilbert site

Economic Development
- Support broker efforts to market city-owned properties
- Develop and distribute materials to brokers and other parties discussing Menasha's attributes as a desirable place to live, work, visit
- Develop and use the city's website as a marketing and economic development tool
- Engage downtown merchants and property owners in discussions about the process for and benefits of creating a business improvement district
- Identify and explore opportunities for redevelopment projects

Intergovernmental Cooperation
- Continue efforts to coordinate development of a regional park in northwest Calumet County
- Continue efforts to coordinate planning for STH 47 commuter bike route
- Continue relationships with regional organizations including the Fox Cities Economic Development Partnership, Northeast Wisconsin Stormwater Consortium, East Central Regional Planning Commission and others

Land Use

- Initiate rezoning of properties in the Province Terrace corridor north of Manitowoc Road from R-1 and R-2 to C-1
- Evaluate applicability of mixed-use zoning and/or form-based code applicable to the downtown area and redevelopment sites
- Address R-1 uses in C-2 district

ORDINANCE O-18-10
AN ORDINANCE RELATING TO PAVING OF DRIVEWAYS

Introduced by Aldermen Taylor and Zelinski.

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

SECTION 1: Amend Title 13, ARTICLE E, SEC.13-1-51(b)(1) and (2) and (e)(3) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 13 - Zoning

ARTICLE E

Traffic Visibility, Loading, Parking and Access

SEC. 13-1-51 OFF-STREET PARKING.

(b) **DISTRICT REGULATIONS**. The following regulations shall be applied to each of the described zoning districts:

(1) R-1, R-1 A, R-2 and R-2 A Districts

…

e. All driveways, parking areas, and driveway aprons shall be surfaced with asphalt, concrete, brick, or other durable dust-free material acceptable to the Department of Public Works in compliance with the minimum standards set forth in the City of Menasha Driveway Installation Policy as approved by the Common Council. This requirement shall not apply to parking areas utilized solely for storage of recreational vehicles in compliance with Sec. 13-1-52.

1. For new one and two family residential structures, such surfacing shall be completed within nine (9) months of receiving an occupancy permit. Driveway aprons shall be paved within nine (9) months of installation of the permanent street.
2. For residential properties with existing driveways, parking areas, and driveway aprons that are not surfaced with a durable dust-free material, such surfacing shall be completed prior to the sale of the property or within nine (9) months of sale of the property.

f. A Driveway Permit from the Department of Community Development and a Grade Request from the Department of Public Works shall be obtained prior to installation of any driveway, driveway extension, or parking area. Permit applications shall include a site plan drawn to scale showing the location and dimensions of the driveway in relation to all property lines, structures, service walks, sidewalks, and street rights of way along with specifications showing proposed materials and cross sectional dimensions.

g. An Excavation Permit from the Department of Public Works shall be required prior to installation of any driveway apron per Sec. 6-2-3.

City of Menasha
Driveway Installation Policy

1. This Driveway Installation Policy has been adopted by the Common Council as a supplement to Section 13-1-51(b)(1) of the Municipal Code and applies to R-1, R-2, and R-2A zoning districts. It is intended to assist with interpretation and application of the section but may not cover all situations encountered.

2. A Driveway Permit and Zoning Permit from the Building Inspection Office and a Grade Request from the Department of Public Works shall be obtained prior to installation of any driveway, driveway extension, or parking area. Permit applications shall include a site plan drawn to scale showing the location and dimensions of the driveway or parking area in relation to all property lines, structures, service walks, sidewalks, and street rights of way along with specifications showing the proposed materials and cross sectional dimensions.

3. The following standards shall apply:

   a. All driveways, driveway extensions, parking areas, and driveway aprons shall be surfaced ("paved") with a durable dust-free material acceptable to the Department of Public Works. Alternative materials shall be approved prior to installation by the Director of Public Works as part of the Driveway Permit application. This paving requirement shall not apply to parking areas utilized solely for storage of recreational vehicles in compliance with Sec. 13-1-52.

   b. Approved paving materials include concrete, asphalt, brick, and similar durable, dust free materials acceptable to the Department of Public Works. Durable, dust free pervious paving materials specifically designed to reduce stormwater runoff are encouraged and may be utilized upon approval by the Director of Public Works.

   c. The minimum width of any paved driveway or parking area shall be nine (9) feet. If a property does not have a garage, carport, or rear yard parking area, the property owner shall be required to have a minimum area of 320 square feet of paved area per dwelling unit. The minimum paved area shall be adjacent to the driveway apron.

   d. The following minimum installation standards shall apply:

      - Concrete shall be finished to a minimum thickness of 4" and installed on a minimum 4" base of ¾' crushed aggregate;
      - Asphalt shall be finished to a minimum thickness of 2 ½" and installed on a minimum 6" base of ¾" crushed aggregate;
      - Paving bricks shall be no less than 2 ¼" thick and installed on a minimum 4" base of approved granular material.

- Similar durable, dust-free materials approved by the Department of Public Works shall be installed in a manner that is consistent with professional installation standards.

e. The following restrictions apply to the front yard area:

- In no case shall a driveway be widened to extend in front of the dwelling unit in the front setback for parking or driving purposes.
- Paved pedestrian walkways in the front yard that are immediately adjacent to a driveway and lead to an entry or service door may be approved by the Zoning Administrator and/or designee at the time of permit application. Such walkways may not be utilized for parking or driving purposes.
- Pavers and similar decorative surfaces installed in the front yard as landscaping or aesthetic amenities shall not be used for parking or driving purposes.

4. Any other areas beyond the minimum requirements that are used for parking or driving purposes must either be paved according to the standards above or converted to a grass/lawn surface by completely removing any gravel or non-conforming driveway surface and installing a minimum of 2" of topsoil prior to seeding.

5. If a driveway is to be completely removed, the driveway apron shall also be completely removed and the area restored to grass/lawn area as stated above and the full curb section reinstalled. Replacing the curb requires an Excavation Permit and must be performed in accordance with City specifications.

6. Repairs to existing hard surfaced driveways shall be made with materials of the same type as the existing hard surface unless the entire driveway is being replaced.

7. Extent of Surfacing Requirements:
   a. All driveway aprons shall be paved in accordance with City specifications.
   b. When a garage is present, the entire length of driveway from the street right of way to the face of the garage must be paved.
   c. When a carport is present, the entire length of the driveway from the street right of way along with the base of the carport must be paved.
   d. When no garage or carport is present, any portion of the driveway or parking area that falls within the front and/or side yards of the property and any portion leading to a rear parking area must be paved.

Maximum rear yard paving?
Shared driveways?

Wisconsin Department of Transportation

US 10 Corridor Study

November 2010

Contact information:

WisDOT NE Region
944 Vanderperren Way
Green Bay, WI 54304
Phone: (920) 492-5643
Fax: (920) 492-5640

Tammy A. Rabe, P.E.
Planning Project Manager
Phone: (920) 492-5661
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Tammy.Rabe@dot.wi.gov

Kim A. Rudat, APR
Communications Manager
Phone: (920) 492-5743
Email:
Kim.Rudat@dot.wi.gov

Mission Statement:
To provide leadership in the development and operation of a safe and efficient transportation system.

Contents:

- US 10 study updates
- Potential corridor improvements
- Potential intersection improvements
- Public information meeting invitation

Schedule:

- Fall 2010 - Public meeting #2
- Winter 2010/2011 - Alternatives development & analysis
- Spring/Summer 2011 - Public meeting #3
- Winter 2011/2012 - Selection of preferred alternative

US 10 update
Preliminary design is underway

The Wisconsin Department of Transportation (WisDOT) is conducting a long-range planning study to address the corridor needs through the year 2035 for US 10 from Midway Road to the US 10/WIS 114 split. Preliminary alternatives have been developed for the corridor and will be on display at the public information meeting. No construction has been scheduled.

In June, the project team met with a stakeholders group consisting of local officials and business owners located in the project area. At that meeting, the group developed a vision for the future of the highway and brainstormed potential preliminary alternatives. The stakeholders identified intersection improvements, access management and congestion relief as their top priorities. Based on this input and input from the first public information meeting, preliminary alternatives for the US 10 corridor were developed.

The next step for the US 10 corridor study is to complete the field investigations to determine design constraints. Investigations for archaeological and historical resources, wetlands, threatened and endangered species and hazardous materials are underway. This winter, WisDOT will use the results of these investigations along with citizen input to refine the alternatives.

Public Meeting Scheduled for December 1, 2010

You are invited to attend the second public information meeting regarding the US 10 corridor study. The meeting will be held in an open-house format with a short presentation. Exhibits displaying preliminary project alternatives will be available for review.

When: December 1, 2010
5 p.m. to 7 p.m.
Presentation at 5:15 p.m.

Where: Maplewood Middle School
Community Room
1600 Midway Road
Menasha, Wisconsin

What happened to the WIS 114 study?

US 10 and WIS 114 are important transportation facilities working in tandem to serve a busy and growing Fox Valley area. It was WisDOT's intention to study these facilities together; however, due to the unique needs of each corridor, the studies were separated. The US 10 corridor study will focus on improving the safety and mobility of the existing corridor from Midway Road to the US 10/WIS 114 interchange. The WIS 114 corridor study will explore increasing roadway capacity from US 10 to the WIS 114/WIS 55 split south of Sherwood.

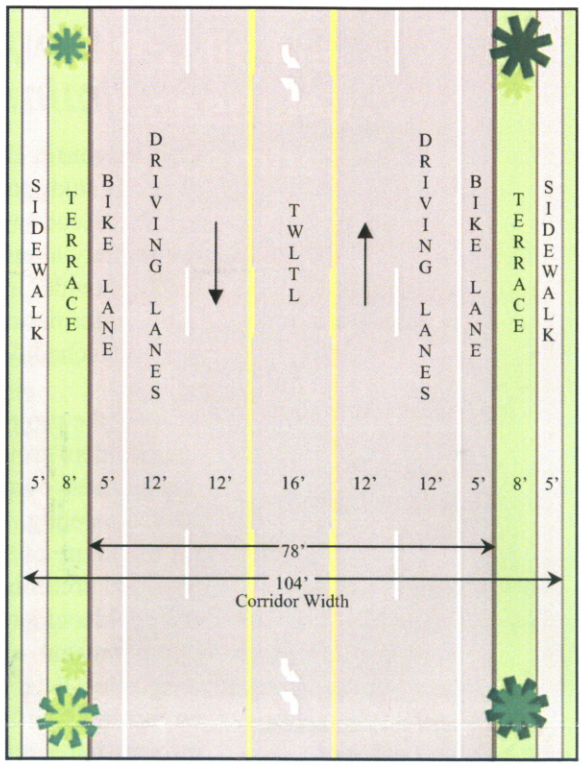
If you would like to continue receiving information regarding the WIS 114 corridor study, please contact Tammy Rabe, the WisDOT project manager, at Tammy.Rabe@dot.wi.gov. Include your full name and mailing address in your request.

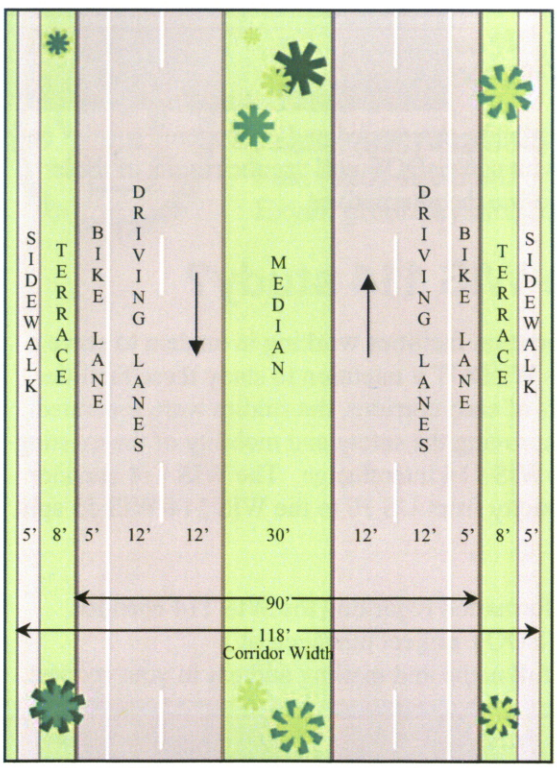
Potential improvements to Oneida Street

Alternative 1: Two-way Left Turn Lane (TWLTL)

- Width of travel lanes and TWLTL increased to accommodate large trucks and increase mobility.
- Pedestrian and bicycle facilities are included.
- TWLTL provides full access to most businesses and residential properties.
- TWLTL roadways are associated with higher crash rates than roadways with a raised median because of an increased number of conflict points.

Memorial Drive - Appleton, WI





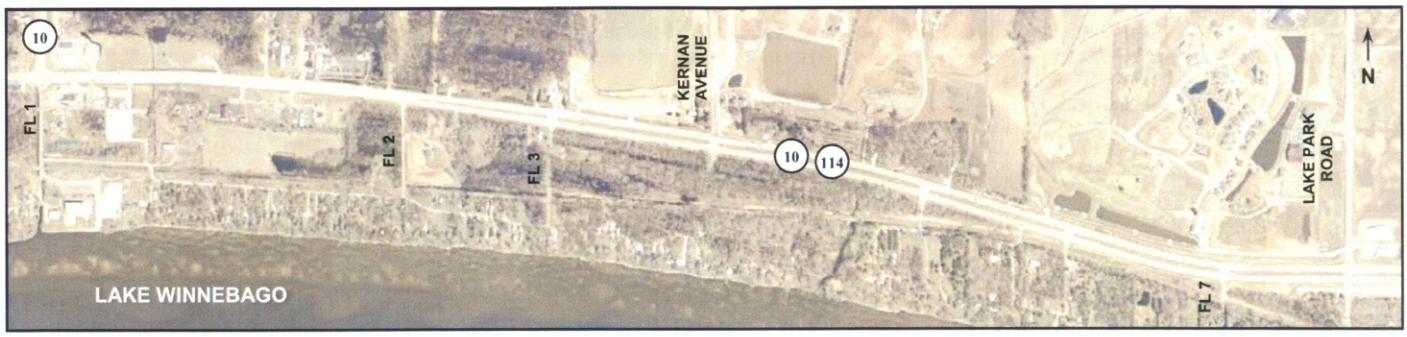
Alternative 2: Raised Median

- Raised center median helps control access on Oneida Street.
- Pedestrian and bicycle facilities are included.
- Raised median roadways are associated with lower crash rates than roadways with a TWLTL.
- Raised center median can accommodate trees and shrubs to promote an aesthetically pleasing corridor.
- Raised median will safely serve higher traffic volumes than the TWLTL alternative.

WIS 26 - Watertown, WI

What about improvements to US 10 east of Oneida Street?
We want to hear your ideas!

East of Oneida Street, US 10 has two distinct typical sections. On the west end between Oneida Street and Fire Lane 2, the typical section is a rural two-way left turn lane (TWLTL) which gives businesses access to US 10. Similar to the urban portion of US 10, the potential improvements in this area include an enhanced TWLTL and a raised median. This study will look to improve traffic operations by consolidating access points and exploring frontage and backage roads. The project team looks forward to hearing your improvement ideas at the public meeting.



East of Fire Lane 3, the highway is rural with a grass median. Access is limited to side streets. No changes to the typical section are anticipated in this area. Intersection improvements at Lake Park Road and Eisenhower Drive are being studied and will be on display at the public meeting. This winter, alternatives will be developed for the US 10/WIS 114 interchange.

Signals and roundabouts being considered

Safe and efficient intersections are important to the future of US 10. No one likes waiting in traffic, but without improvements, excessive backups and long delays will occur. The project team has developed preliminary designs of both signalized and roundabout intersections at the following locations: Manitowoc Road, WIS 114/Plank Road, Lake Park Road and Eisenhower Drive. The remaining intersections in the corridor will be stop controlled from the side road.

To ease congestion, all signalized intersection designs will include dedicated right and left turn lanes and all roundabout designs will include multiple through lanes as well as right turn bypass lanes at select locations. Exhibits displaying these alternatives will be available for viewing at the public information meeting.

Each intersection alternative will be evaluated on the following criteria:

- Traffic operations
- Additional right-of-way needed
- Cost
- Pedestrian and bicycle accessibility
- Public input
- Safety
- Relocations
- Environmental concerns
- Feasibility

The evaluation will also look at overall traffic operations for the corridor as a whole. A preferred intersection alternative for each location will be chosen prior to the public information meeting in the spring/summer of 2011.

US 10 Corridor Study

Preliminary alternatives for US 10 corridor proposed
We need your input!

WisDOT is conducting a study of US 10 from Midway Road to the US 10/ WIS 114 interchange in Calumet County. We have developed preliminary alternatives for the corridor and we want to share them with you.

Please join us on **Wednesday evening, December 1st** so we can discuss the preliminary alternatives for the US 10 corridor study with you and get your input. The meeting will be held from **5 p.m. to 7 p.m.**, at **Maplewood Middle School - Community Room, 1600 Midway Road,** Menasha.

A short presentation is scheduled at **5:15 p.m.** There will be exhibits and project team members available to discuss the project. Since the meeting is an open house, please stop in when it would be convenient for you during the times listed.

Help us determine the future of this important roadway.

Public Meeting Scheduled for December 1, 2010

You are invited to attend a public information meeting regarding the US 10 corridor study. The meeting will be held in an open-house format with a short presentation. Exhibits displaying preliminary alternatives will be available.

When: December 1, 2010
5 p.m. to 7 p.m.
Presentation at 5:15 p.m.

Where: Maplewood Middle School
Community Room
1600 Midway Road
Menasha, Wisconsin

Wisconsin Department of Transportation

944 Vanderperren Way
Green Bay, WI 54304

Phone: (920) 492-5643
Fax: (920) 492-5640
Email: greenbay.dtd@dot.wi.gov

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US POSTAGE

Mr. Greg Keil
Director of Community Development
City of Menasha
140 Main St.
Menasha, WI 54952

5455233130 C001

Wisconsin Department of Transportation

US 10 Corridor Study

Preliminary Alternatives

Name_____

Representing_____

North-South Corridor (Midway Road to WIS 114/Plank Road)

Alternative 1: Two-way left turn lane (TWLTL)

_____

_____

_____

Alternative 2: Raised median

_____

_____

_____

East-West Corridor (Oneida Street to US 10/WIS 114 split)

Alternative 1: Two-way left turn lane (TWLTL)

_____

_____

_____

Alternative 2: Raised median

_____

_____

_____

Rural area

_____

_____

_____

Intersections

Manitowoc Road

WIS 114/Plank Road

Lake Park Road

Eisenhower Drive

US 10/WIS 114 Interchange

SEC. 7-1-16 KEEPING OF FOWL

(a) DEFINITIONS.

(1) **Fowl.** For the purposes of this section, fowl shall include chickens, ducks, and turkeys. Domesticated fowl similar in size and nature may be approved by the Zoning Administrator and/or designee; however, roosters, peacocks, ostriches, and emus are not permitted. Pet birds kept exclusively within a residential structure shall be exempt from these requirements.

(2) **Fowl Enclosure.** Any coop, cage, yard, run, cote, hutch, or similar structure or area designed or used to shelter or harbor fowl as defined in this section.

(b) PERMITS REQUIRED.

(1) No person shall own, harbor, or keep any fowl or build, erect, maintain, or use any fowl enclosure within the City without first obtaining a Zoning Permit from the Community Development Department. Applicants shall submit the following information:

a. A Zoning Permit application.

b. A Zoning Permit fee as established by the Common Council.

c. A description of the number and type of fowl to be kept on the property.

d. A site plan drawn to scale showing the location and design of the proposed fowl enclosure and any related facilities including but not limited to fencing, mobile enclosures, and food and supply storage areas. The site plan shall show the setbacks and distances of the fowl enclosure in relation to all lot lines, structures, and residential structures located on adjacent properties.

e. Any additional information as deemed necessary by the Community Development Department.

(2) A Zoning Permit shall be approved or denied in writing by the Zoning Administrator within thirty (30) days of application.

(c) STANDARDS. Fowl and fowl enclosures permitted under this section shall be subject to the following requirements:

(1) A Zoning Permit for the keeping of fowl may be granted for owner-occupied residential properties in the R-1 Single Family, R1A Single Family, and R-2 Two Family Residence Districts. No more than one (1) such Zoning Permit shall be granted per property and may only be issued to the owner-occupant.

(2) All fowl enclosures must be in compliance with the applicable zoning district requirements for accessory structures and the standards of this section.

(3) Fowl enclosures shall be located in the rear yard area only and setback a minimum of twenty (20) feet from any residential structure on an adjacent lot.

(4) No more than four (4) individual fowl (of any type and in any combination) shall be kept at a property.

(5) No person shall own, harbor, or keep any fowl which habitually and loudly calls or crows to the great discomfort of the peace and quiet of the neighborhood or in such a manner as to materially disturb or annoy persons in the neighborhood who are of ordinary sensibilities.

(6) Fowl shall be provided regularly with fresh, clean water and food.

(7) Fowl shall be provided with a covered, protective enclosure and must be kept within the covered enclosure or a fenced enclosure at all times.

(8) Fowl enclosures shall be designed to meet the following standards:

a. Allow for protection from the elements and predators;

b. Provide regular access to the outdoors and natural light;

c. Provide sufficient space for free movement and behavior;

(9) All fowl enclosures shall be maintained in a clean, sanitary condition, free from all objectionable odors, and designed to prevent waste from contaminating stormwater runoff.

(10) Feed shall be stored in secure containers protected from rodents, insects, and other animals.

(11) No person shall slaughter any fowl outside of a principal structure or accessory building.

(d) ENFORCEMENT.

(1) All fowl enclosures and related premises are subject to inspection by the Zoning Administrator and/or designee.

(2) The Zoning Administrator and/or designee shall enforce this section in accordance with Sec. 13-1-133.

(3) Failure to comply with the standards of this ordinance may subject the permit holder to the penalties listed in Sec. 1-1-7 and/or revocation of the Zoning Permit.

(4) Decisions by the Zoning Administrator and/or designee based on this ordinance shall be subject to appeal to the Board of Appeals.