

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**

**February 16, 2010
3:30 PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the February 2, 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. Complete Streets Policy
 - 2. Mixed Use Zoning Districts and Form-Based Codes
 - 3. [Comprehensive Plan Review – Prioritization of Issues](#)
 - 4. Abby Street Substation
 - 5. Natures Way Easement
 - 6. Dedication of Access Easements as Public Streets – Midway Crossings Development – Bob Drifka
 - 7. [STH 47 Trail Concept Development Process](#)
- F. ACTION ITEMS
 - 1. [Extraterritorial Plan Review – Lakeshore Manor, Tayco Road – Town of Menasha](#)
- G. ADJOURNMENT

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
February 2, 2010
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: None

OTHERS PRESENT: CDD Keil

C. MINTUES TO APPROVE

1. **Minutes of the January 19, 2010 Plan Commission Meeting**

Moved by Comm. Homan, seconded by Comm. Schmidt to approve the January 5, 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. **Complete Streets Policy**

Commissioners viewed a slide show presentation on the benefits of adopting and implementing complete street guidelines and discussed implications relative to the city's current sidewalk policy and related safety, cost, homeowner preference considerations.

Staff is to assemble examples of policies adopted by other communities.

2. **Mixed Use Zoning Districts and Form Based Codes**

Mayor Merkes and Comm. Homan reported that they had made some preliminary contacts with other communities who have had experience with form based codes and more information would be forthcoming.

3. **Comprehensive Plan Review – Prioritization of Issues**

CDD Keil stated that he had not completed this task and that the suggested priorities would be available at the next Plan Commission meeting.

4. **Abby Street Substation**

CDD Keil reported that he had further discussions with WE Energies concerning the potential acquisition of the site. They are planning on some limited environmental site assessment work and will be giving further consideration to the city's inquiry about donating the site or reaching some other accommodation for public use.

CDD Keil is to report back with any new developments.

5. **Natures Way Easement**

CDD Keil reported that the individual requesting the easement release had not responded to contacts, and that no new information is available. He is to make follow-up contacts and report back at the next Plan Commission meeting.

6. **Dedication of Access Easements as Public Streets – Midway Crossings Development – Bob Drifka**

CDD Keil reported that neither the Department of Transportation nor Calumet County responded to his inquiry regarding permitting conversion of the existing driveway access from private driveways to public streets. He is to make follow-up contacts with DOT and Calumet County and report back at the next meeting.

G. ACTION ITEMS

1. None

H. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. Schmidt to adjourn at 4:53 PM.

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

Fox Cities Greenways, Inc.



Fostering the Development and Preservation of Trails and Greenways

February 11, 2010

Mr. Don Merkes
Mayor
City of Menasha
140 Main Street
Menasha, WI 54952

RE: STH 47 Trail Concept Development Process

Dear Don,

Thank you for your support of the continued STH 47 Trail Concept. At our meeting last month we discussed having the four communities sign on to a common Letter of Understanding as we move forward developing the STH 47 Trail. An introductory letter and sample agreement letter are attached to this note. Once the community is ready to sign on to the Letter of Understanding please contact me and I will bring copies to you for signature. Once each individual community has signed the letter I will deliver the fully executed copies back to each individual community.

Please let me know if there is anything I can help you with as we move ahead. I look forward to hearing from you soon and again, thank you for your help in moving this project forward.

Sincerely,

A handwritten signature in red ink that reads "Tom Walsh". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Tom Walsh
Fox Cities Greenways, Inc.



ACTIVATE **FOX CITIES**



The Corridors and Connectivity Committee of Activate Fox Cities has been working with representatives of the Cities of Appleton, Menasha and Neenah, the Town of Menasha and Fox Cities Greenways to determine a safe and practical bicycle/pedestrian transportation corridor connecting the four municipalities.

The concept for this route extends from the existing bike facilities at First Street and STH 114 in the City of Neenah on the south to the intersection of Valley Road and STH 47 (Memorial Drive) in the City of Appleton on the north (see attached map). Portions of the proposed route already have sidewalk and bike route/lanes in place. A preliminary review of this route indicates it is currently being used by bicyclists and pedestrians. There are also numerous commercial, industrial and educational destinations points along this route that will be served by the creation of this bicycle/pedestrian corridor. The proposed transportation corridor also would provide a vital link to public transportation routes.

Activate Fox Cities and Fox Cities Greenways are asking for support from the four individual municipalities as one combined community to continue development of this concept. This letter of support will be used to inform other agencies and organizations of your intent to develop this bicycle/pedestrian corridor concept plan through its eventual implementation.

A representative from either Activate Fox Cities or Fox Cities Greenways would be glad to attend your council/board meeting to present a power point presentation on the proposed transportation corridor. To make arrangements please contact Tom Walsh at 687-0104 or twalsh@new.rr.com. To continue the process we respectfully request that you, and your community, sign the letter of support and return by April 30, 2010.

Sincerely,

Bill Brieder

A handwritten signature in cursive script that reads 'Bill Brieder'.

President
YMCA of the Fox Cities

Dave Muench

A handwritten signature in cursive script that reads 'Dave Muench'.

President
Fox Cities Greenways, Inc.

Activate Fox Cities has been encouraging the communities of the Fox Cities to develop and implement methods, procedures and policies to make the Fox Cities the healthiest area in the State of Wisconsin. We, the City of Neenah, City of Menasha, Town of Menasha and City of Appleton, see these principals as worthy of support from the perspective of our individual municipalities as well as the Fox Valley Region.

More specifically, we support the continued development of bicycle and pedestrian facilities through each of our individual municipalities to connect us along a common route. This bicycle/pedestrian route will connect the City of Neenah to the City of Appleton via the City of Menasha and the Town of Menasha along the proposed transportation corridor of:

- First Street in the City of Neenah
- Washington Street (STH 114), Tayco Street, First Street and De Pere Street in the City of Menasha
- Appleton Road (STH 47) in the City of Menasha and Town of Menasha
- Memorial Drive (STH 47) in the City of Appleton

As this proposed bicycle/pedestrian transportation corridor crosses multiple jurisdictional boundaries, we are also supporting the development of a joint conceptual design process for these improvements. To show this support for the initial corridor alignment and support for the continued effort in a joint conceptual design process. While no funding has been identified or committed for design or construction, we are signing this letter of support to be used as notification to others of our intent to incorporate this into our official plans and/or maps as the opportunity presents itself.

Timothy Hanna, Mayor, City of Appleton

George Scherck, Mayor, City of Neenah

Don Merkes, Mayor, City of Menasha

Arden Tews, Chairman, Town of Menasha



