

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**

**October 29, 2013
3:30 PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the October 8, 2013 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. None
- F. ACTION ITEMS
 - 1. [Extraterritorial Certified Survey Map \(CSM\) – 901-921 Appleton Road, Town of Menasha](#)
 - 2. [Certified Survey Map \(CSM\) - 835 Valley Road](#)
 - 3. [Site Plan Amendment - 835 Valley Road - Alpha Prime, Inc.](#)
- G. ADJOURNMENT

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
October 8, 2013
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner DeCoster

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, Chris Bauer, Advanced Aquatic Solutions and Tim Wrase.

3:30 PM – Public Hearing regarding the Special Use Permit Application for 145, 149, and 153 Kaukauna Street

Mayor Merkes opened the informal public hearing at 3:35 PM.

Mr. Bauer, Advanced Aquatic Solutions (AAS), provided an overview of his proposed use for the site, which he intends to use as the headquarters for his business which specializes in providing services to the marine construction industry. He also indicated he will continue leasing the south building for boat storage. He indicated the proposed site plan makes improvements to the site with regards to landscaping and the parking lot configuration in accordance with the city's site plan requirements.

CDD Keil reported on a comment he received from Ron Pack, a neighboring property owner. Mr. Pack's concerns related to how the appearance of the frontage along Kaukauna Street would be improved.

Mayor Merkes closed the informal public hearing at 3:38 PM.

C. MINUTES TO APPROVE

1. **Minutes of the September 10, 2013 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Ald. Benner to approve the September 10, 2013 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. **Ordinance Requirements as Related to Setbacks from Drainage Easements for Structures**
Commissioners continued discussions regarding current code provisions regarding drainage easements, including:

- Constraints added to site usage with additional setbacks off of the easements.
- Inability for a property owner to discern additional setback restrictions if not contained within the subdivision plat.
- Drainage easements in the rear versus side yards.
- Differences between drainage easements, such as those containing ditches versus swales.

- How to address adequate drainage easement widths via the subdivision and drainage approval process.

It was the consensus of commissioners to direct staff to inquire with other municipalities regarding code provisions that address drainage easement design as part of the subdivision and drainage plan approval process, and recommend potential code changes at a future Plan Commission meeting.

ACTION ITEMS

1. **Special Use Permit – 145, 149, and 153 Kaukauna Street – Advanced Aquatic Solutions**
CDD Keil provided an overview of the proposed special use and associated site plan. CDD Keil indicated required improvements include provision of landscaping adjacent to the building abutting parking and public street, and striping of parking stalls, which have been included in the proposed site plan.

Commissioners discussed the location of dumpsters and screening from public view, existing barbed wire, and continued use for boat storage.

CDD Keil indicated that continued use for boat storage was not contemplated in the Special Use Application being considered, and presented two options for moving forward:

- Amend the current special use permit application, which would require re-notifying all neighbors, publication of a notice, and rescheduling public hearings.
- Continue with the current application, as presented, and submit and amendment at a later date.

Mr. Bauer indicated he wished to pursue the later.

Commissioners inquired whether there was any plan to modify the lighting. Mr. Bauer indicated there were no plans to modify the current lighting.

Mayor Merkes asked whether there were plans to remove the barbed wire. Mr. Bauer indicated it was beneficial to protect his equipment for the barbed wire to remain. Community Development staff indicated barbed wire is allowed in industrial zoning districts.

Motion by DPW Radtke, seconded by Ald. Benner to recommend approval of the Special Use Permit for Advanced Aquatic Solution with the following conditions:

- Groundcover in and around proposed landscape areas to consist of landscape grade mulch or decorative stone.
- Landscaping proposed in terrace adjacent to Water Street is subject to Parks Superintendent approval.
- An additional narrative describing site improvements will be included for review by Common Council.

The motion carried.

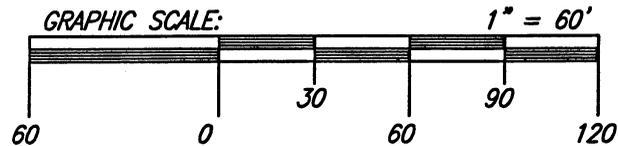
G. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. Schmidt to adjourn at 4:35 p.m. The motion carried.

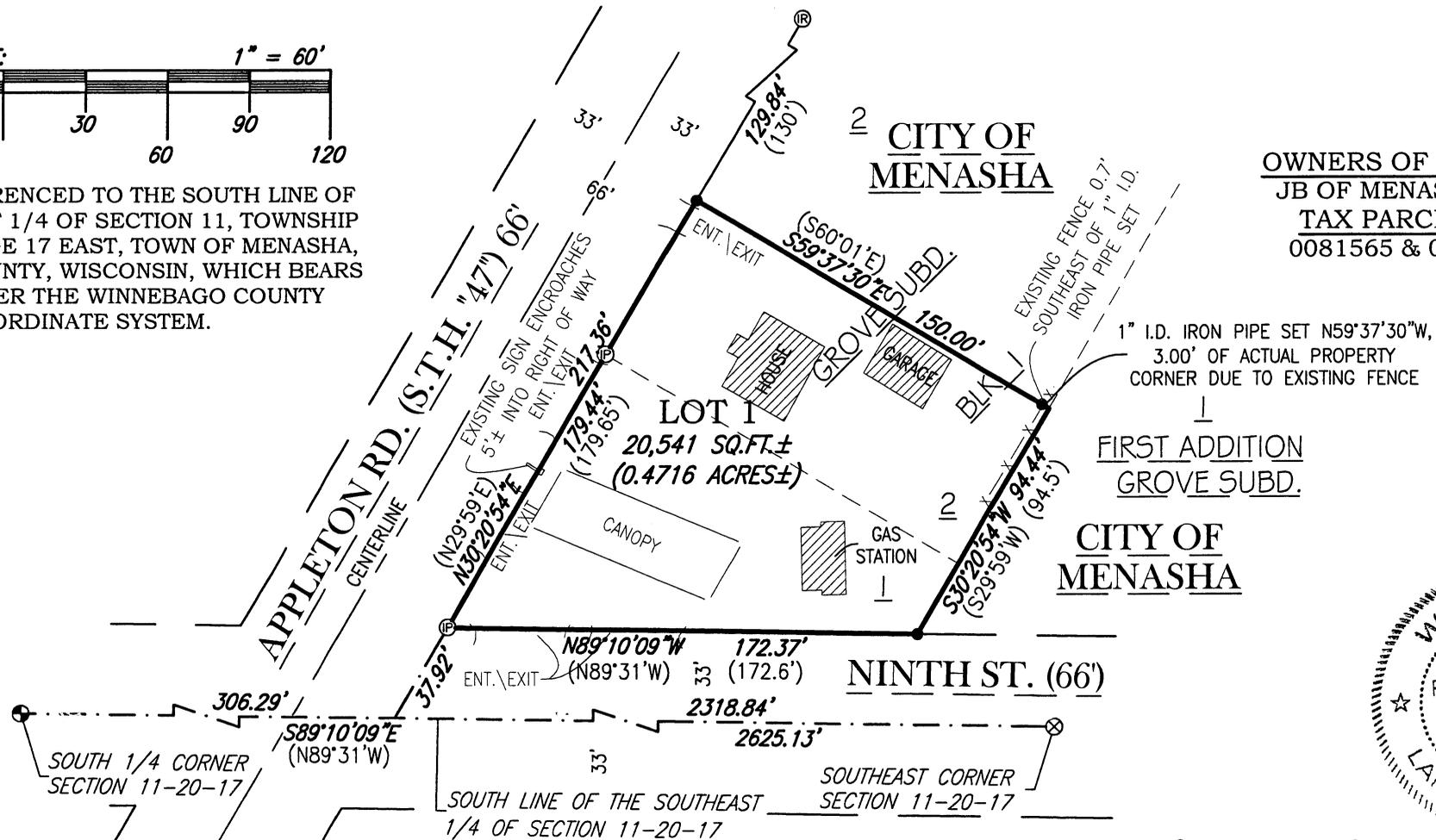
Minutes respectfully submitted by PP Homan.

CERTIFIED SURVEY MAP NO. _____

BEING ALL OF LOTS 1 AND 2, BLOCK 1, GROVE SUBDIVISION, LOCATED IN THE SOUTHEAST 1/4 OF SECTION 11, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.



NORTH IS REFERENCED TO THE SOUTH LINE OF THE SOUTHEAST 1/4 OF SECTION 11, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF MENASHA, WINNEBAGO COUNTY, WISCONSIN, WHICH BEARS S89°10'09"E PER THE WINNEBAGO COUNTY COORDINATE SYSTEM.



OWNERS OF RECORD:
JB OF MENASHA, LLC
TAX PARCEL NO:
 0081565 & 0081566

1" I.D. IRON PIPE SET N59°37'30"W,
 3.00' OF ACTUAL PROPERTY
 CORNER DUE TO EXISTING FENCE

FIRST ADDITION
 GROVE SUBD.

**CITY OF
 MENASHA**



Robert F. Reider 9-26-13

ROBERT F. REIDER, RLS-1251 DATED
 CAROW LAND SURVEYING CO., INC.
 615 N. LYNNDALE DR., P.O. BOX 1297
 APPLETON, WISCONSIN 54912-1297
 PHONE: (920)731-4168
 A1309.15 DATED: 10-4-13
 DRAFTED BY: (cp RDD)

- LEGEND:**
- = 1" X 24" I.D. ROUND IRON PIPE SET, WEIGHING 1.13 LBS. PER LIN. FT.
 - Ⓢ = 3/4" SOLID ROUND IRON REBAR FOUND
 - Ⓢ = 1" I.D. ROUND IRON PIPE FOUND
 - = ALUMINUM MONUMENT FOUND
 - ⊗ = COUNTY MONUMENT
 - () = RECORDED AS BEARING AND/OR DISTANCE
 - x- = EXISTING FENCE

CERTIFIED SURVEY MAP NO. _____

SURVEYOR'S CERTIFICATE:

I, ROBERT F. REIDER, REGISTERED WISCONSIN LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED ALL OF LOTS 1 AND 2, BLOCK 1 OF GROVE SUBDIVISION, LOCATED IN THE SOUTHEAST ¼ OF SECTION 11, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF MENASHA, WINNEBAGO COUNTY, WISCONSIN. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF KIM CENTRAL CREDIT UNION, ATTENTION BARB HOFFMAN, 1093 APPLETON ROAD, MENASHA, WISCONSIN 54952.

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND SURVEYED.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION ORDINANCE OF WINNEBAGO COUNTY AND THE TOWN OF MENASHA.



Robert F. Reider 9-26-13
ROBERT F. REIDER, RLS-1251 DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDALE DRIVE, P.O. BOX 1297
APPLETON, WISCONSIN 54912-1297
PHONE: (920) 731-4168
A1309.15 (cp RFR) 10-2-13

NOTES:

- (1) THIS CSM IS ALL OF TAX PARCEL NO. (S): 0081565 & 0081566.
- (2) THE PROPERTY OWNER (S) OF RECORD IS (ARE): JB OF MENASHA, LLC.
- (3) THE CSM IS WHOLLY CONTAINED WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENT (S): DOCUMENT NUMBER 1475299 & 1627575.

COUNTY PLANNING AND ZONING COMMITTEE APPROVAL:

PURSUANT TO THE WINNEBAGO COUNTY SUBDIVISION ORDINANCE, ALL REQUIREMENTS FOR APPROVAL HAVE BEEN FULFILLED. THIS CERTIFIED SURVEY MAP WAS APPROVED THIS _____ DAY OF _____, 20__.

CHAIRPERSON, WINNEBAGO COUNTY PLANNING AND ZONING COMMITTEE.

TOWN BOARD CERTIFICATE:

WE HEREBY CERTIFY THAT THIS CERTIFIED SURVEY MAP WAS APPROVED BY THE TOWN OF MENASHA ON THE _____, DAY OF _____, 20__.

TOWN CHAIRPERSON

TOWN CLERK

TREASURER CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LAND INCLUDED ON THIS CERTIFIED SURVEY MAP.

TOWN TREASURER

DATED

COUNTY TREASURER

DATED

CERTIFIED SURVEY MAP NO. _____

OWNER'S CERTIFICATE

AS OWNER (S), I (WE) HEREBY CERTIFY THAT I (WE) CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS REPRESENTED ON THIS CERTIFIED SURVEY MAP.

I (WE) FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.235.10 OR S.236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: TOWN OF MENASHA, CITY OF MENASHA AND WINNEBAGO COUNTY

BY: JB OF MENASHA, LLC

MEMBER

STATE OF WISCONSIN)
) SS
COUNTY OF WINNEBAGO)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 20____,
THE OWNER (S), TO ME KNOWN TO BE THE PERSON (S) WHO EXECUTED THE FOREGOING
INSTRUMENT AND ACKNOWLEDGED THAT HE (THEY) EXECUTED THE FOREGOING
INSTRUMENT AS SUCH OWNER (S).

NOTARY PUBLIC,

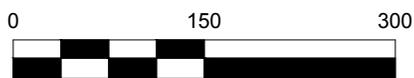
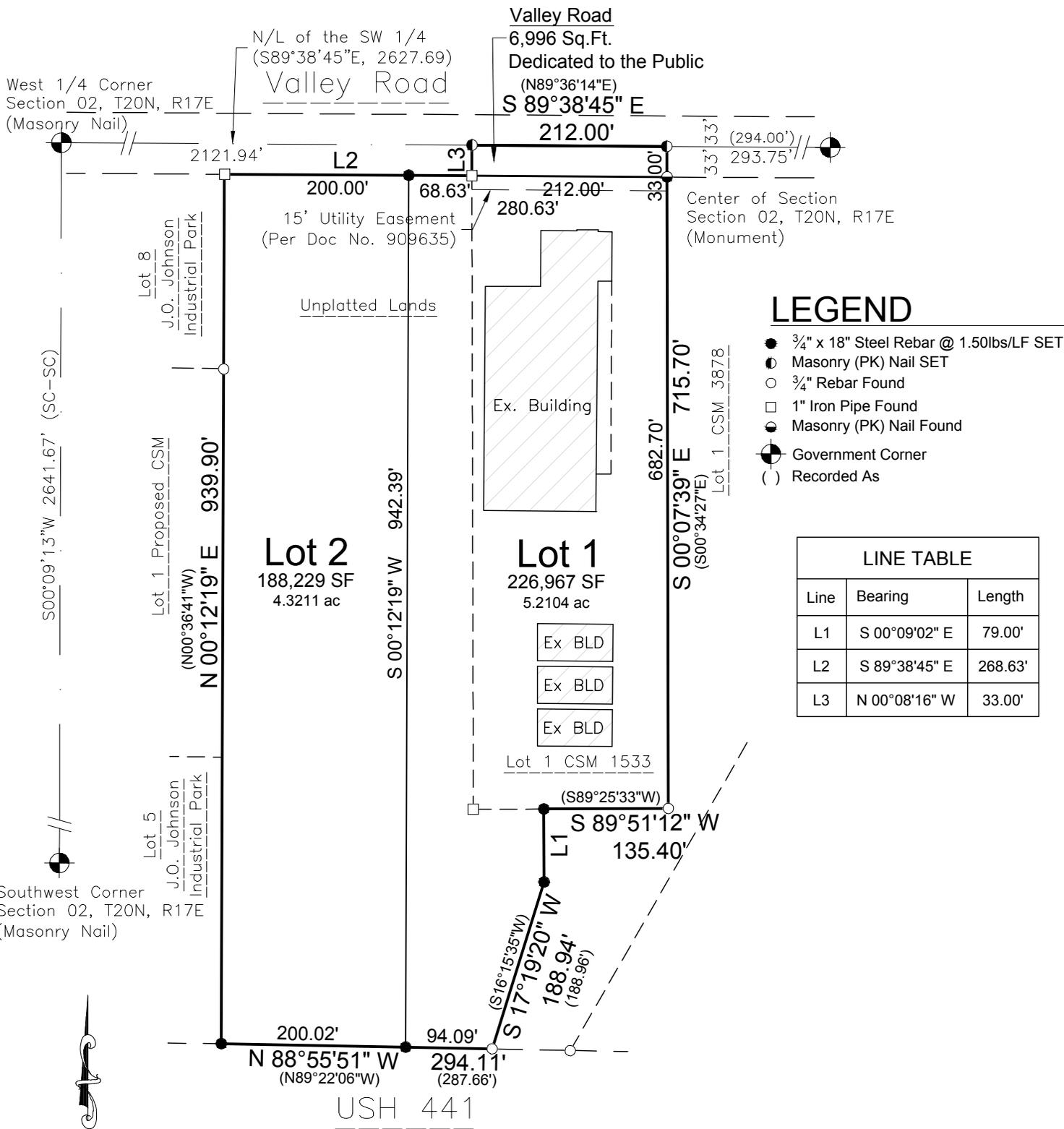
_____, WISCONSIN
MY COMMISSION EXPIRES _____.



Robert F. Reider 9-26-13
ROBERT F. REIDER, RLS-1251 DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDALE DRIVE, P.O. BOX 1297
APPLETON, WISCONSIN 54912-1297
PHONE: (920) 731-4168
A1309.15 (cp RFR) 10-2-13

Certified Survey Map No. _____

All of Lot 1, Certified Survey Map 1533 and part of the Northeast 1/4 of the Southwest 1/4 Section 02,
Township 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin.



Bearings are referenced to the N/L of the SW 1/4 of Section 2, T20N, R17E assumed to bear S89°38'45"E based on the

Winnebago County Coordinate System

James R. Sehloff Registered Land Surveyor No. S-2692 Date _____



Davel Engineering & Environmental, Inc.
Civil Engineers and Land Surveyors
1811 Racine Street
Menasha, Wisconsin
Ph. 920-991-1866, Fax 920-830-9595

Survey for:
Richard S. Bartosic
835 Valley Rd
Menasha WI, 54952

File: 4132CSM.dwg
Date: 10/22/2013
Drafted By: Jim
Sheet: 1 of 3

Certified Survey Map No. _____

All of Lot 1, Certified Survey Map 1533 and part of the Northeast 1/4 of the Southwest 1/4 Section 02,
Township 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin.

Common Council Resolution

Resolved, this minor subdivision in the City of Menasha is hereby approved by the Common Council on
this _____ day of _____, 2013.

Mayor

Date

Clerk

Date

Treasurers' Certificate

We, being the duly elected, qualified and acting Treasurers' of the City of Menasha and Winnebago County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this certified survey map.

Town Treasurer

Date

County Treasurer

Date

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

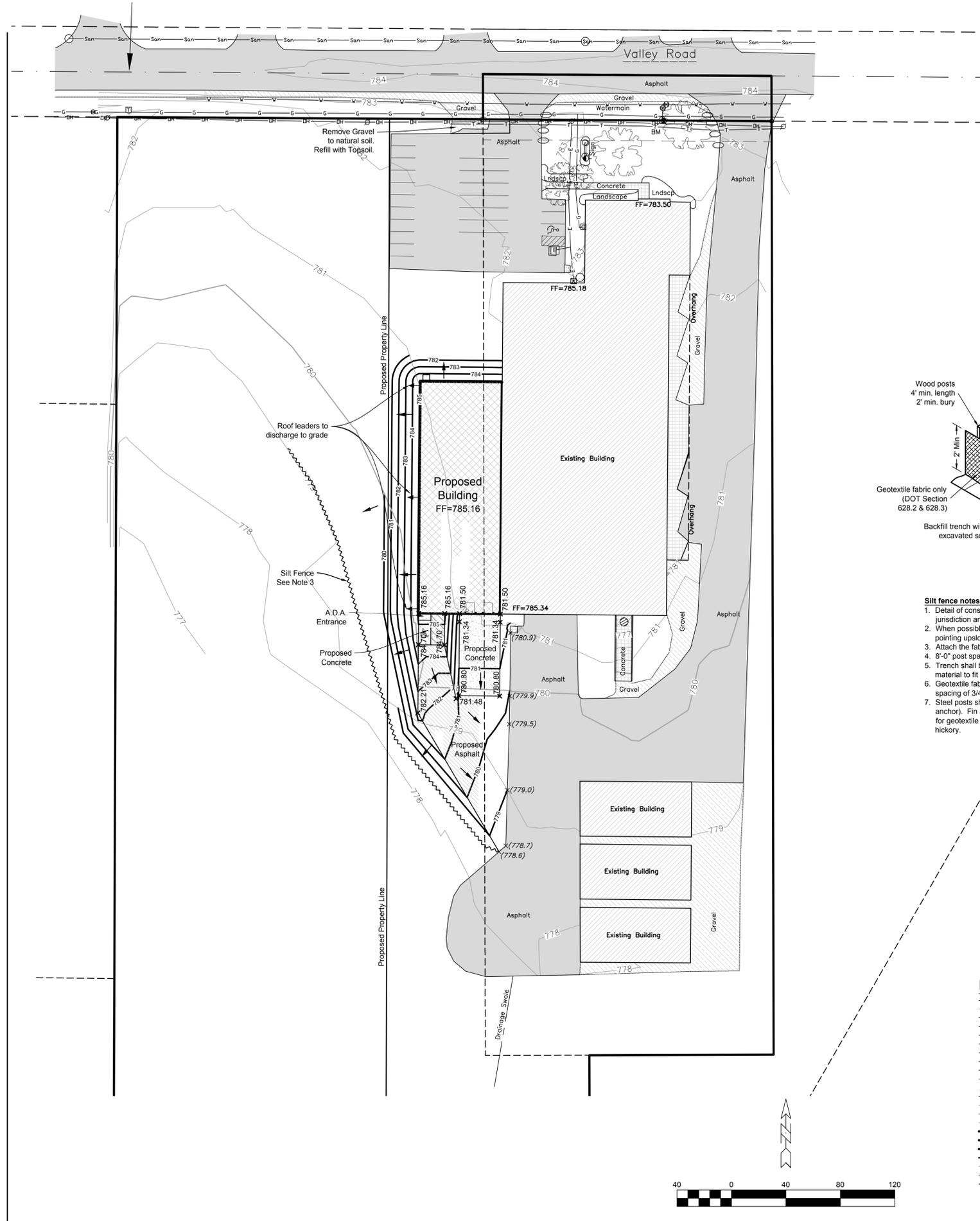
the property owner of record:
Richard S. Bartosic
Richard S. Bartosic

Recording Information:
Doc No. 1081890
Doc No. 762939

Parcel Number(s):
740-0754-01
740-0754-00

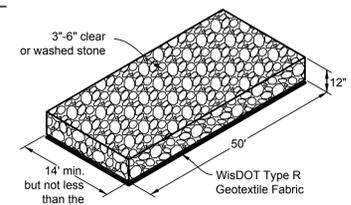
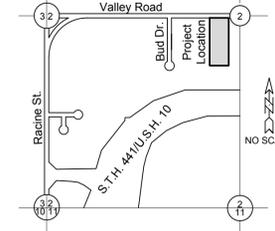
James R. Sehloff Registered Land Surveyor No. S-2692 Date

File: 4132CSM.dwg
Date: 10/22/2013
Drafted By: Jim
Sheet: 3 of 3

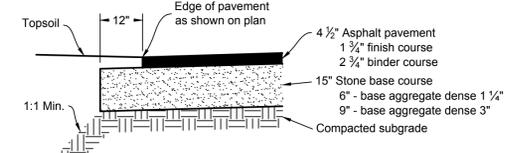


LOCATION MAP

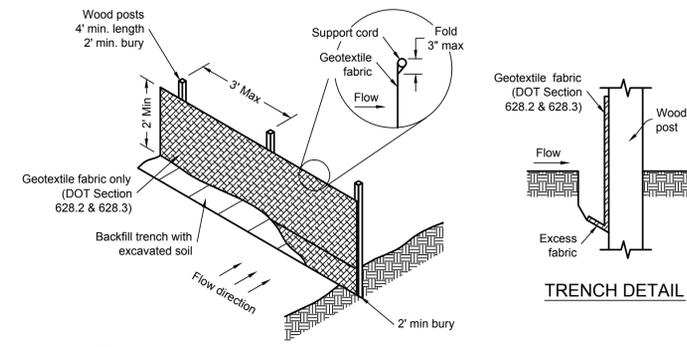
SW 1/4 SEC 2, T 20 N, R 17 E,
CITY OF MENASHA
WINNEBAGO COUNTY, WI



TRACKING PAD DETAIL



PAVEMENT SECTION



TRENCH DETAIL

- Silt fence notes:**
- Detail of construction not shown on this drawings shall conform to criteria set by authorities having jurisdiction and by DNR Technical Standard 1056.
 - When possible, the silt fence should be constructed in an arc or horseshoe shape with the ends pointing upslope to maximize both strength and effectiveness.
 - Attach the fabric to the posts with wire staples or wooden lath and nails.
 - 8'-0" post spacing allowed if a woven geotextile fabric is used.
 - Trench shall be a minimum of 4" wide and 6" deep to bury and anchor the geotextile fabric. Fold material to fit trench and backfill and compact trench with excavated soil.
 - Geotextile fabric shall be reinforced with an industrial polypropylene netting with a maximum mesh spacing of 3/4" or equal. A heavy-duty nylon top support chord or equivalent is required.
 - Steel posts shall be studded "tee" or "u" type with a minimum weight of 128 lbs/lineal foot (without anchor). Fin anchors shall be a minimum size of 4" diameter or 1 1/2" x 3 1/2", except wood posts for geotextile fabric reinforced with netting shall be a minimum size of 1 1/8" x 1 1/8" oak or hickory.

SILT FENCE INSTALLATION

NOTES:

- Existing utilities shown are indicated in accordance with available records and field measurements. The contractor shall be responsible for obtaining exact locations & elevations of all utilities, including sewer and water from the owners of the respective utilities. All utility owners shall be notified by the contractor 72 hours prior to excavation. Contact Digger's Hotline (1-800-242-8511) for exact utility locations.
- The Contractor shall verify all staking and field layout against the plan and field conditions prior to constructing the work and immediately notify the Engineer of any discrepancies.
- Silt fence shall be installed at the toe of all newly constructed fill slopes and shall be maintained until slope vegetation is established. Silt fence shall be installed prior to site grading. Sediment barrier shall consist of silt fencing, hay bales, sediment eels, or sediment logs as shown in the detail. Sediment barrier can be eliminated if a 25' wide buffer of existing dense vegetation exists on the lot between the disturbed ground and property line.
- If trucks need to leave existing pavements, stone access shall be provided to the construction site. Tracking of mud on existing streets shall be cleaned up daily.
- Vegetation beyond slopes shall remain.
- The contractor shall minimize the area disturbed by construction as the project is constructed. Disturbed areas shall be seeded as soon as final grade is established. Contractor shall replace topsoil and then seed, fertilize and mulch all lawn areas within 1 week of topsoil placement.
- Contractor shall remove all excess materials from the site. Earthwork contractors shall verify topsoil depth.
- All sediment and erosion control devices and methods shall be in accordance with the Wisconsin DNR Technical Standards.
- The contractor shall make weekly inspections and inspections within 1 day of any rainfall exceeding 0.5 inches of the sediment and erosion control devices throughout construction. The contractor shall repair or maintain erosion control devices as necessary. The inspection reports shall be made available to the owner at the end of the construction or upon demand during construction.
- Downspouts shall discharge over a minimum 20 foot long pervious surface in good condition graded at less than 8%, to meet the definition of "disconnected".

LEGEND

<ul style="list-style-type: none"> — OH — Overhead Electric Lines — San — Sanitary Sewer — Sto — Storm Sewer — E — Underground Electric — G — Underground Gas Line — T — Underground Telephone — W — Water Main — F — Fence - Steel — VL — Wetlands — Tr — Treeline — RR — Railroad Tracks — C — Culvert — 800 — Index Contour — 750 — Intermediate Contour — 608 — Proposed Storm Sewer — 608 — Proposed Sanitary Sewer — 608 — Proposed Watermain — 608 — Proposed Contour — 608 — Proposed Swale — C — Proposed Culvert — S — Proposed Silt Fence — D — Prop. Drainage Direction — D — Proposed Ditch Check — P — Proposed Tracking Pad 	<ul style="list-style-type: none"> ○ Sanitary MH / Tank / Base ○ Clean Out / Curb Stop / Pull Box ○ Storm Manhole ○ Catch Basin / Yard Drain ○ Hydrant ○ Utility Valve ○ Utility Meter ○ Utility Pole ○ Guy Wire / Pump ○ Electric Pedestal ○ Electric Transformer ○ Telephone Pedestal ○ Gas Regulator ○ Ex Spot Elevation ○ Proposed Storm Manhole ○ Proposed Curb Inlet ○ Prop. Catch Basin / Yard Drain ○ Proposed Endwall ○ Proposed Rip Rap ○ Prop. Flowline Spot Elev. ○ 608.73 TW Prop. Top of Walk Elev. ○ 608.73 Existing Grade ○ Proposed Inlet Protection ○ Type of Inlet Protection 	<ul style="list-style-type: none"> ▽ Sign ○ Post / Guard Post ○ Large Rock ○ Flag Pole ○ Deciduous Tree ○ Coniferous Tree ○ Bush / Hedge ○ Slump ○ Marsh ○ Soil Boring ○ Benchmark ○ Asphalt Pavement ○ Concrete Pavement ○ Gravel
--	--	--

REVISIONS:

Building Creations, LLC
Design / Build and General Contractor
W. 3326 Schrader Road
Appleton, WI 54911
Ph: (920) 882-1541

FISHER & ASSOCIATES, LLC
Architects / Planners
215 PETERSON DRIVE, WESTBENSA, WI 54980
Ph: (920) 532-9189 Fax: (920) 532-9119
fisher@fisherandassociates.com

PROJECT:
PROPOSED BUILDING ADDITION FOR
Alpha-Prime, Inc
835 West Valley Road
MENASHA, WISCONSIN

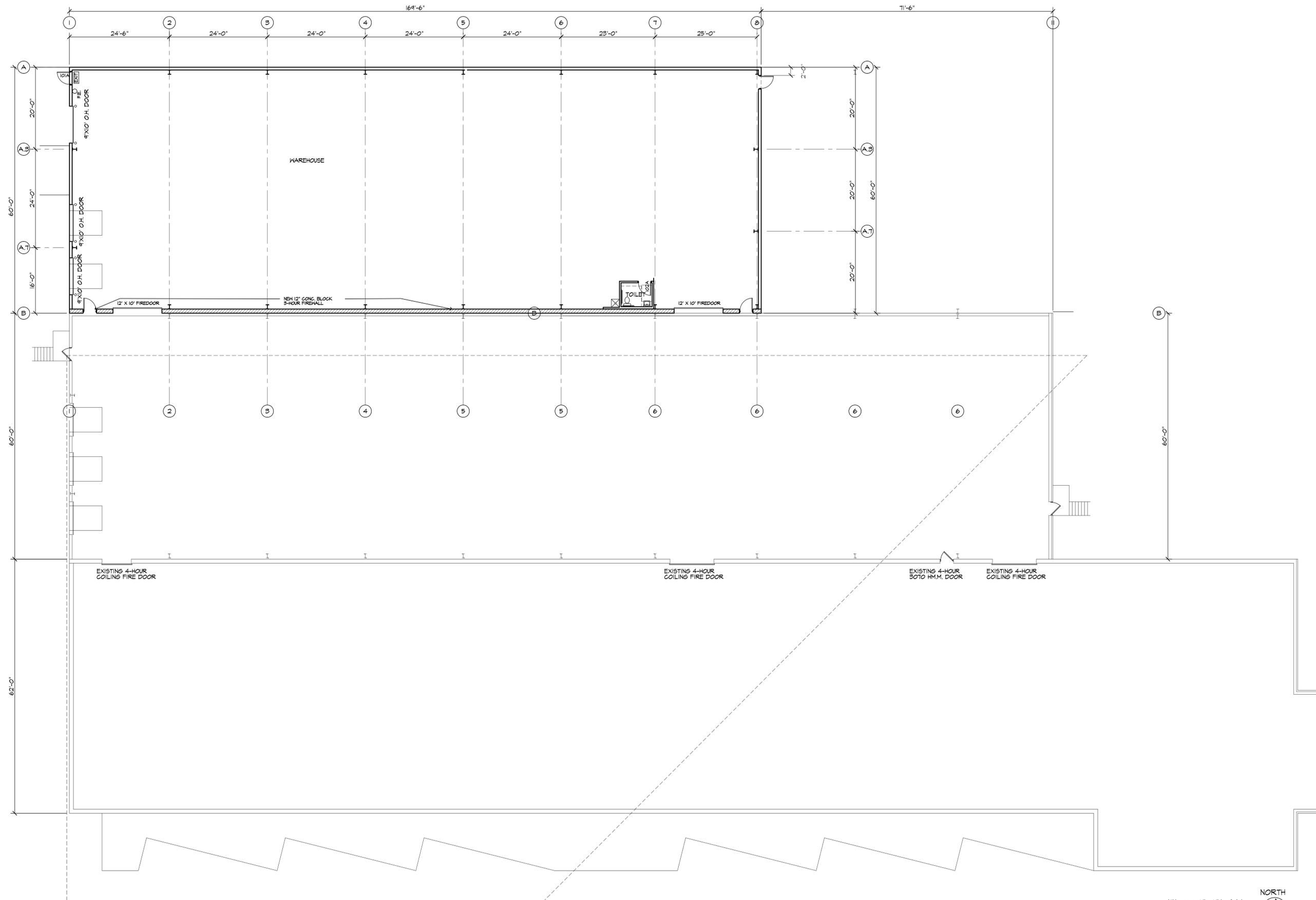
DRAWN BY:

CHK'D BY:
JRD
JOB NUMBER:
4132enr.dwg
DATE:
10/22/2013

DRAINAGE, GRADING, & EROSION CONTROL PLAN

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
CIVIL ENGINEERING CONSULTANTS
1811 Racine Street Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-830-9595
www.davel.pro

C1.1

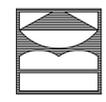


FLOOR PLAN
 3/32" = 1'-0" 

PROJECT:
 PROPOSED BUILDING ADDITION FOR
Alpha-Prime, Inc
 835 West Valley Road
 MENASHA, WISCONSIN

DRAWN BY:
 R.J.F.
 CHK'D BY:
 R.J.F.
 JOB NUMBER:
 13054
 DATE:
 10/22/13

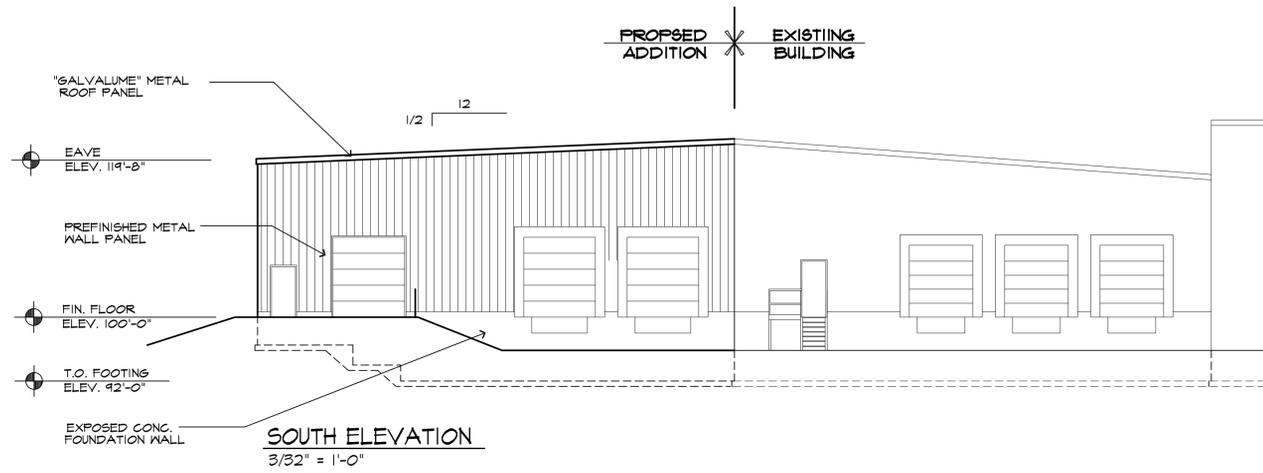
FISHER & ASSOCIATES, LLC
 Architects / Planners
 265 PETERSON DRIVE WESTBROOK, VT 5400
 PH: (920) 552-4141 Fax: (920) 552-4141
 rfisher@fisherandassociatesllc.com


Building Creations, LLC
 Design / Build and General Contractor
 W. 33206 Schroeder Road
 Appleton, WI 54913
 PH: (920) 882-5541

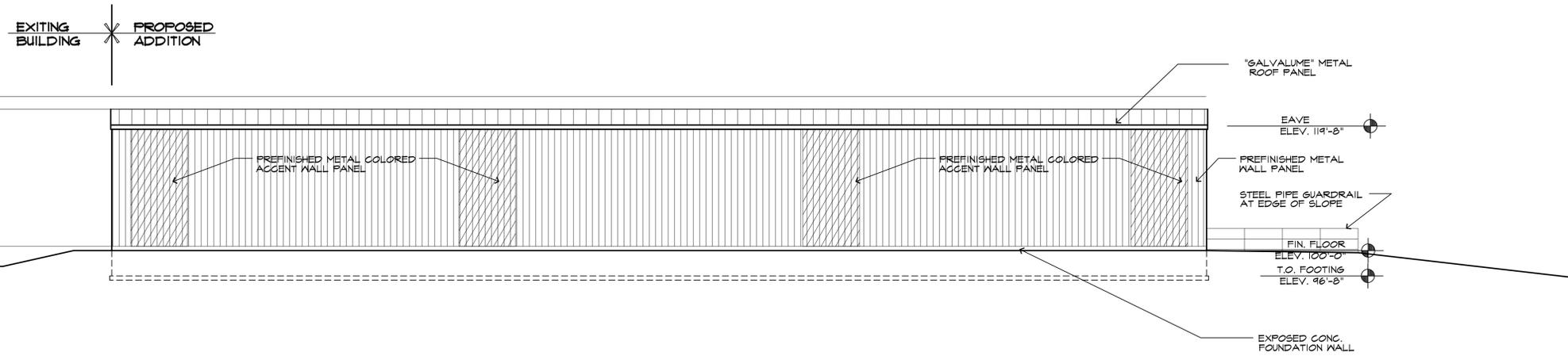
NO.	DESCRIPTION	DATE

REVISIONS:

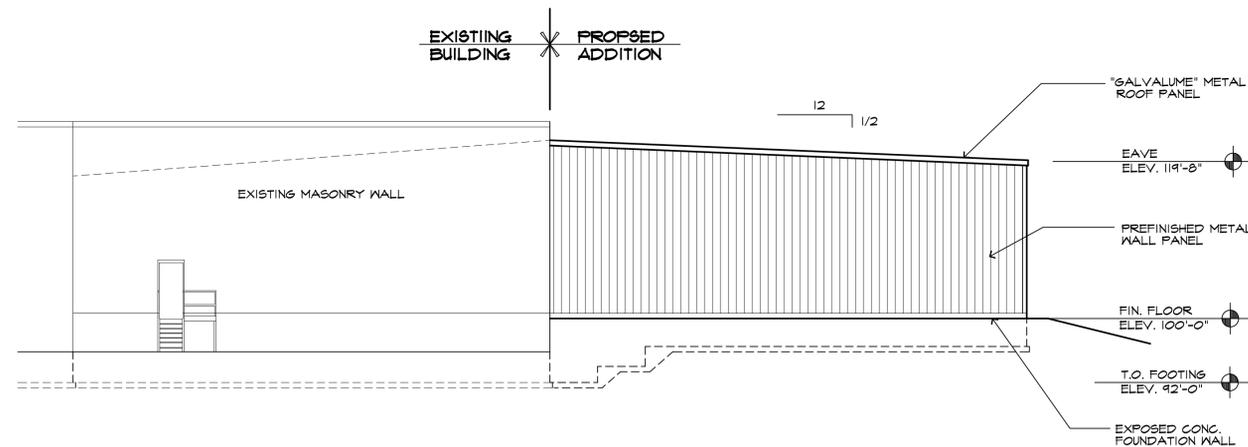
A1.1



SOUTH ELEVATION
3/32" = 1'-0"



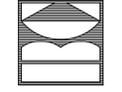
WEST ELEVATION
3/32" = 1'-0"



NORTH ELEVATION
3/32" = 1'-0"

REVISIONS:

Building Creations, LLC
Design / Build and General Contractor
W. 3326. Sixtyfirst Road
A. P. WI 53091-1300
Ph: (920) 882-5541



FISHER & ASSOCIATES, LLC
Architects / Planners
26 PETERSON DRIVE WILKESBORO, NC 28696
Ph: (920) 552-4444 Fax: (920) 552-4114
rfisher@fisherandassociatesllc.com

PROJECT:
PROPOSED BUILDING ADDITION FOR
Alpha-Prime, Inc
835 West Valley Road
MENASHA, WISCONSIN

DRAWN BY:
R.J.F.
CHK'D BY:
R.J.F.
JOB NUMBER:
13054
DATE:
10/22/13

A3.1