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

March 10, 2014
3:30 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE
   1. Minutes of the February 18, 2014 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. Removed from Table Pending New Information to be received Special Use Permit Amendment – 1284 Midway Road – Hotel/Rooming Type Use
   2. Potential Property Acquisition - 867 Valley Rd, Realty Opus, Inc.

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
February 18, 2014
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. Zielinski, DPW Radtke and Commissioners Cruickshank, Sturm and DeCoster.

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner and Commissioner Schmidt

PLAN COMMISSION MEMBERS ABSENT: None.

OTHERS PRESENT: CDD Keil, PP Homan, Police Chief Styka, and William Levy and Peter Feltman of BMOC Management via phone.

3:30 PM – Informal Public Hearing Regarding the Special Use Permit Amendment for 1284 Midway Road, Hotel/Rooming Type Use

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

No one spoke.

Mayor Merkes closed the public hearing at 3:36 PM.

C. MINUTES TO APPROVE

1. **Minutes of the January 21, 2014 Plan Commission Meeting**
Motion by Comm. Sturm, seconded by Comm. Cruickshank to approve the January 21, 2014 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. COMMUNICATION

1. None.

F. DISCUSSION

1. None.

G ACTION ITEMS

1. **Special Use Permit Amendment – 1284 Midway Road – Hotel/Rooming Type Use**
Commissioners discussed the basis for the current Special Use Permit which is to allow student housing at the facility. Chief Styka commented on several instances where problems with residents of the student housing were encountered. Commissioners discussed potential problems with transient use if suitable controls are not in place. Staff commented on potential difficulties of applying these controls via the Special Use Permit process. BMOC representatives described their intentions to use the facility during the summer months when students are not present to house participants in various organized events. Use would be restricted to multi-day occupancies and there would be on-site management of the facility.

Motion by Comm. Sturm, seconded by Comm. DeCoster to table this item pending development of a licensing procedure or other mechanism for limiting the transient us of the property. The motion carried.

2. **Re-plat of Part of the Ponds of Menasha and Outlot 2 CSM 3277**
CDD Keil stated that the purpose of the replat is to convey ownership of the Outlot 2 pond within CSM 3277 from the Redevelopment Authority of the City of Menasha to the adjoining undeveloped lots in The Ponds of Menasha plat. Commissioners discussed access for maintenance of the pond and the location of the well that feeds it. This item was held.

3. **Extraterritorial Certified Survey Map – Woodland Drive**
PP Homan stated that the owner of the parcel desires to split it into two lots with the intention of annexing Lot 1, which abuts Woodland Drive to the City of Menasha. Commissioners discussed whether sewer and water services would be provided by the City or Town of Menasha. It was determined that the city would provide those services to Lot 1.

Motion by Comm. Sturm, seconded by Comm. Cruickshank to recommend approval of the Woodland Drive Extraterritorial CSM. The motion carried.

4. **Certified Survey Map – Fountain Way**
CDD Keil reported that it will be necessary to follow procedures for discontinuing a public way prior to approval of the CSM. This item was held.

5. **Province Terrace Trail Relocation North of Manitowoc Road**
CDD Keil discussed possibilities for future bike/pedestrian facilities in the Province Terrace/Oneida Street corridor and extending eastward on Manitowoc Road. DPW Radtke commented on considerations related to right of way configurations and utility layout within Province Terrace. Commissioners discussed the needs for current and future bike/pedestrian accommodations in the corridor.

Motion by Comm. DeCoster, seconded by Comm. Sturm to place the bike/pedestrian trail on the west, and sidewalk on the east side of Province Terrace extending from Manitowoc Road to Midway Road. The motion carried 5-1 with Ald. Zelinski opposed.

6. **Annexation – Gemelli Real Estate Wisconsin, LLC – Impact Report to Common Council**
CDD Keil reported that Gemelli Real Estate Wisconsin, LLC which owns parcels on Appleton Road adjacent to the Piggly Wiggly grocery store is the petitioner for the annexation. This is a "majority" annexation, and four other parcels on Racine Road are included in the annexation. The total area of the annexation is 2.1 acres.

Motion by DPW Radtke, seconded by Comm. Cruickshank to direct staff to submit a “no impact” report and recommend the annexation to the Common Council. The motion carried.

H. ADJOURNMENT

Motion by Comm. DeCoster, seconded by DPW Radtke to adjourn at 5:18 PM. The motion carried.

Minutes respectfully submitted by CDD Keil.

City of Menasha • Department of Community Development

February 10, 2014

RE: Special Use Permit Amendment Application for 1284 Midway Road,
Parcel #6-01262-15

Dear Property Owner:

GBW Real Estate Holdings LLC (hereinafter GBW) has applied for an amendment to their Special Use Permit for parcel number 6-01262-15 located at 1284 Midway Road. GBW has requested the Special Use Permit Amendment to operate the property for the purpose of hotel/rooming type use from May 15 through and including August 15 of each year. The subject site is zoned C-1 General Commercial District, and is currently operating as a multifamily use, as allowed by their Special Use Permit granted on December 19, 2011 as required per Sec. 13-1-29(c)(10) of the City of Menasha Municipal Code.

The City of Menasha Plan Commission will be considering this request at an informal public hearing on Tuesday, February 18, 2014 at 3:30 p.m. or shortly thereafter in the City Hall Council Chambers at 140 Main Street, Menasha.

The City of Menasha Common Council will also be considering this request at a formal public hearing scheduled for Monday, March 3, 2014 at 6:00 p.m. or shortly thereafter in the City Hall Council Chambers, 140 Main Street, Menasha. A copy of the Public Hearing Notice on this proposal is attached along with an area map identifying the location of the property.

Persons interested in this matter will be given an opportunity to comment on the request; written comments will also be considered. The City of Menasha is notifying you because you own property within one hundred (100) feet of the proposed Special Use Permit Amendment. If you have any questions, please contact me.

Sincerely,

Kristi Heim

Kristi Heim
Community Development Coordinator

C: Plan Commission
City Clerk Galeazzi

140 Main Street • Menasha, Wisconsin 54952-3151 • Phone (920) 967-3652 • Fax (920) 967-5272
www.cityofmenasha-wi.gov

Proposed Special Use Amendment
Hotel/Rooming Type Use

1284 Midway
Parcel Number:
6-01262-15

NORTH

City of Menasha
Public Hearings

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on an application for a Special Use Permit Amendment by GBW Real Estate Holdings LLC for the property located at 1284 Midway Road, City of Menasha, Winnebago County, Wisconsin. This Special Use Permit Amendment is being applied for to operate the property for the purpose of hotel/rooming type use from May 15 through and including August 15 of each year. The Plan Commission will hold its informal public hearing on Tuesday, February 18, 2014 at 3:30 PM, or shortly thereafter, in the Council Chambers of Menasha City Hall located at 140 Main Street, Menasha, WI 54952. The Common Council will hold its formal public hearing on this matter at 6:00 PM, or shortly thereafter, on Monday, March 3, 2014 at the same location. All persons interested in commenting on the application for this Special Use Permit Amendment are invited to attend.

Deborah A. Galeazzi, WCMC
City Clerk

Run: Feb. 14 & 20, 2014

Memorandum

To: Plan Commission
From: Greg Keil, CDD
Date: February 27, 2014
RE: Acquisition of Opus Realty Property - 867 Valley Road

Staff has been working with representatives of Warehousing of Wisconsin (WOW) and the Wisconsin Department of Natural Resources concerning the potential expansion of WOW facilities into adjoining lands owned by Opus Realty, Inc. There is documented environmental contamination on the Opus Realty site which WOW desires to be remediated prior to its acquisition of the property. There are certain grant programs available to local units of government that are not available to private entities for site investigation and subsequent clean up, if required. WOW is requesting that that the City of Menasha undertake the acquisition of the Opus Realty property to enable the use of grant program funds for site cleanup.

The tentative outline for such an acquisition involves the following basic steps:

- Acquisition of the Opus Realty property by the City of Menasha via a friendly condemnation procedure.
- Acquisition costs to be paid by WOW.
- Additional environmental site investigation, if required, to be performed by city using grant funds.
- Site remediation, if required, undertaken by city using grant funds.
- Building demolition/site clearance to be undertaken by city, using grant funds if available. Any demolition/site clearance cost not covered by grant funds to be paid by WOW.
- City to lease site to WOW until such time as a site closure letter is issued by WDNR.
- City to transfer property to WOW upon issuance of a site closure letter.

The purchase, sale or lease of property by the city requires the Plan Commission to make a recommendation to the Common Council regarding these transactions. I am requesting that the Plan Commission recommend that the city pursue the acquisition of the Opus Realty property to enable the future expansion of WOW's warehousing operations on Valley Road.

867 Valley Rd
Parcel No. 4-00753-00
Realty Opus Inc Property