

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**

**June 17, 2014
3:30 PM**

AGENDA

3:30 PM – Proposed amendments to Title 13 of the Menasha Code of Ordinances pertaining to Accommodating Bio-retention Devices within Perimeter and Parking Lot Landscaping Areas.

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the May 20, 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. Preferred Emails to Receive Digital Agendas

F. ACTION ITEMS

1. [Special Use Permit Amendment – 1284 Midway Road – Hotel/Rooming Type Use \(Previously Tabled Item\)](#)
2. [Ordinance O-____-14 Relating to Landscaping Design and Materials for Site Plan Requirements pertaining to Accommodating Bio-retention Devices within Perimeter and Parking Lot Landscaping Areas](#)
3. [Site Plan Review – 1010 Manitowoc Road – Tonic](#)

G. ADJOURNMENT

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
May 20, 2014
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:35 PM by DPW Radtke.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Ald. Benner, DPW Radtke and Commissioners Schmidt and DeCoster.

PLAN COMMISSION MEMBERS EXCUSED: Mayor Merkes and Commissioners Cruickshank and Sturm.

PLAN COMMISSION MEMBERS ABSENT: None.

OTHERS PRESENT: CDD Keil, PP Homan, CDD Intern Kevin Englebert, Gerald Schroeder, Paul Jacobs, Jon Van Price, Karen Van Price, Greg Lemke-Rochon, Paul Klister, Dave Kress, Thomas Sugars, Brian Moore.

3:30 PM – Public Hearing Regarding Proposed Rezoning of 606 Racine Street and the Adjoining Vacant Lot to the North – Parcel Numbers 1-00511-00 and 1-0512-00

DPW Radtke opened the public hearing at 3:30 PM.

No one spoke.

The hearing was closed at 3:32 PM.

3:32 PM – Proposed amendments to Title 13 of the Menasha Code of Ordinances pertaining to Requirements for Garages for Newly Constructed Dwellings

DPW Radtke opened the informal public hearing at 3:32 PM.

No one Spoke.

The hearing was closed at 3:35 PM

C. MINUTES TO APPROVE

1. **Minutes of the May 6, 2014 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. DeCoster to approve the May 6, 2014 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. **Appleton (Fox Cities) and Oshkosh MPOs Bicycle and Pedestrian Plan**

Dave Kress, Planner, ECWRPC provided an overview of the planning process and recommended routes for the Regional bike and pedestrian plan. CDD Keil provided Commissioners with comment provided by email from a citizen.

Commissioners discussed the status and location of the Friendship trail, the need to provide ECWRPC with updated sidewalk data and several planned trails that were missing.

2. **Parking Lot Landscaping and Stormwater Facilities**

PP Homan stated that staff has begun preliminary research on how other communities have revised their site plan regulations to accommodate stormwater facilities within parking lot landscape screening and islands. It was staffs desire to recommend code changes that would still meet the intent to screen parking areas and enhance the aesthetics to the parking lots, while allowing for a better use of developable land, especially on redevelopment sites.

Commissioners were in consensus that staff should proceed with formalizing proposed code revisions for consideration at a future meeting.

F. ACTION ITEMS

1. **Proposed Rezoning of 606 Racine Street and the Adjoining Vacant Lot to the North – Parcel Numbers 1-00511-00 and 1-00512-00**

PP Homan explained that the request for the rezoning from R-1 to C-1 was precipitated by the proposed development of a Boys & Girls club and Menasha. Adjacent zoning to the south and west is currently C-1, while to the north it is R-1.

Greg Lemke-Rochon (Directory Boys & Girls Club) provided an overview of the proposed Boys & Girls Club, which will serve children from kindergarten through high school. Current site layout is still in the planning phase, but there are plans for an indoor gymnasium.

Commissioners discussed sideyard setbacks in the C-1 district, possible concerns of adjacent neighbors to the north, and consistency with the Comprehensive Plan.

John Van Price, 614 Racine St (parcel immediately to the north of proposed rezoning) indicated that he did not oppose the rezoning and was pleased to see the site redeveloped.

CDD Keil indicated that any development zoned C-1 that abuts a residential use would require a minimum 10 foot setback and transitional area landscaping.

Motion by Comm. Decoster, seconded by Comm. Schmidt to recommend rezoning of Parcel # 1-00511-00 and 1-00512-00 from R-1 to C-1. The motion carried.

2. **Proposed Amendments to Title 13 of the Menasha Code of Ordinances pertaining to Requirements for Garages for Newly Constructed Dwellings**

CDD Keil provided an updated on the proposed ordinance. The garage requirement would apply to newly constructed residential structures in residential zoning districts. He provided commissioners with a map showing all parcels within the city that have been deemed "non-conforming" per current lot dimensional requirements. Staff assessed whether the proposed 2-car garage requirement would be burdensome for smaller parcels and has found that it in most cases will be not. Based on this, CDD Keil is advising the all sections pertaining to alternative standards for non-conforming lots be removed.

Commissioners discussed the following:

- Requiring garages would be a way to ensure homes are built to meet standard needs of a typical resident.
- Additional financial costs this could add to the construction of a new home.
- The benefits to the homeowner, future homeowners, and neighborhoods, to requiring garages.

Motion by Comm. DeCoster, seconded by Ald. Benner to remove reference to minimum lot size, have the city attorney put the proposed amendments into ordinance form, and forward recommendation to the Common Council. The motion carried.

3. **Site Plan Review – 1416-1434 Appleton Road – Gimelli Real Estate Wisconsin, LLC**

Motion by Comm. Schmidt, seconded by Ald. Benner, to approve the site plan for 1416-1434 Appleton Rd, with the following conditions:

- Cross Access easements in the following locations:
 - North and south parcels for parking lot access.

- Between the Piggly Wiggly development and the proposed development for dumpster access.
- Between all properties using the new driveway access (Side note: have you been granted permission from WisDOT for this access).
- Landscape maintenance easement for northern exposure of south building (on 1416 Appleton Rd Parcel).
- Indicate all required zoning setbacks on the site plan.
- Final lighting plan to be submitted to and approved by Community Development Staff.
- Final stormwater plan to be submitted to and approved by Dept. of Public Works.

The motion carried.

H. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. DeCoster to adjourn at 5:15 PM. The motion carried.

Minutes respectfully submitted by PP Homan.



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
Community Development Coordinator

C: Plan Commission
City Clerk Galeazzi



**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

ORDINANCE O-__-14

AN ORDINANCE RELATING TO LANDSCAPING DESIGN AND MATERIALS FOR SITE PLAN REQUIREMENTS

Introduced by _____ at the recommendation of the Plan Commission.

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

SECTION 1: Article B, SEC.13-1-12(g) is amended:

- (4) Perimeter Landscaping. The front setback area shall be landscaped except for points of ingress and egress approved by the Plan Commission. At least one canopy tree, not less than 1.5 inch caliper shall be provided for every 35 linear feet along the perimeter of the site adjacent to the street. (This provision may be waived by the Plan Commission if the site is already wooded.) At least 25 percent of the perimeter area shall be landscaped utilizing plant material other than turf. Plant materials shall be comprised of a minimum of 25 percent evergreens but no more than 75 percent evergreens.
- (5) Parking Lot Landscaping.
 - a. *Perimeter Screening.* All parking lots adjacent to a street shall provide a landscaped buffer along the street not less than 8 feet in width. At least one canopy tree, not less than 1.5 inch caliper and five shrubs shall be provided for every 30 linear feet within the perimeter. Shrubs shall be maintained to a height of not less than three feet and shall be comprised of a minimum of 50 percent evergreens. The perimeter screening may be combined with the perimeter landscaping requirement in sub(4) above provided, however, that plantings of this section are required.
 - b. *Interior Landscaping Areas.* Parking lots 5,000 square feet or larger shall provide interior landscaping areas totaling not less than 10 percent of the parking area. Interior landscaping areas may include landscape islands, landscape peninsulas, or planting strips, or bio-retention for infiltration devices. Each such area must be a minimum area of 100 square feet and shall contain at least one canopy tree not less than 1.5 inch caliper, plus shrubs and/or groundcover. Turf is prohibited. Landscaped areas, including bio-retention devices, shall be protected by curbing or other means approved by the Plan Commission. Landscaped areas shall provide a minimum of 30 inches for vehicle overhang.
- (6) Bio-retention for Infiltration Devices. Perimeter and Parking Lot landscaping requirements pertaining to planting as enumerated in

subsections (4) and (5) may be supplanted, in whole or in part, by landscaping contained in bio-retention devices if the following requirements are met:

- a. Plantings contained in bio-retention devices are designed by a landscaping professional, reviewed and approved by Plan Commission as part of the overall landscape plan.
- b. Plant materials shall reflect varying heights, textures, species, and seasonal color, and be designed such that plantings look neat and orderly. Plantings used for the purpose of parking lot screening shall be maintained to a height of at least 3 feet when fully mature.
- c. Applicable requirements pertaining to the number and spacing of canopy trees may be modified only if accommodation of the bio-retention device expressly prohibits installation of the required amount or spacing of trees.
- d. Such infiltration devices must be part of an approved Stormwater Management Plan, as approved by the Department of Public Works.

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this ___ day of June, 2014.

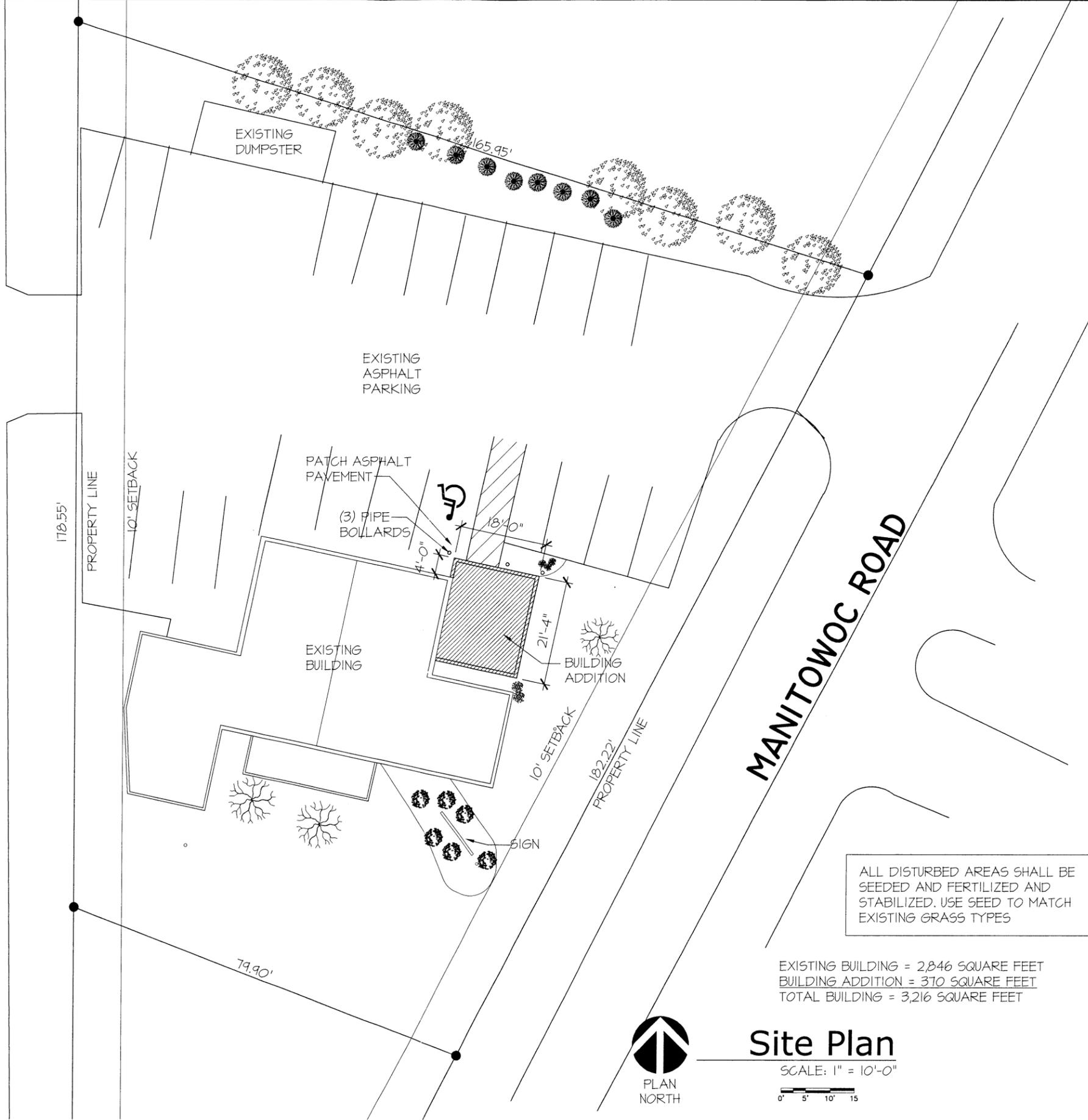
Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

File Name: F:\WORK\005\A1500A14 - Tonic Entrance Addition\00\Arch\A100_Site_Plan_1-10.dwg
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MELISSA ST.



ALL DISTURBED AREAS SHALL BE SEEDED AND FERTILIZED AND STABILIZED. USE SEED TO MATCH EXISTING GRASS TYPES

EXISTING BUILDING = 2,846 SQUARE FEET
 BUILDING ADDITION = 370 SQUARE FEET
 TOTAL BUILDING = 3,216 SQUARE FEET



Site Plan

SCALE: 1" = 10'-0"
 0' 5' 10' 15'

| | | | |
|-----------------------------------|--|---|------|
| Building Entrance Addition | | OMNI ASSOCIATES ONE SYSTEMS DRIVE, APPLETON, WI 54914 PHONE (920) 755-6900 FAX (920) 835-6100 | |
| Tonic | | REV. | DATE |
| 1010 Manitowoc Road | | △ | |
| Menasha, WI | | △ | |
| SHEET DESCRIPTION | | △ | |
| Site Plan | | △ | |
| PROJECT MANAGER: | | △ | |
| PROJ NO: A1500A14 | | △ | |
| DATE: 05-15-14 | | △ | |
| CONSTRUCTION SET | | △ | |
| DRAWING NO. | | △ | |
| A100 | | △ | |

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