

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**

**August 19, 2014
3:30 PM**

AGENDA

3:30 PM – Public Hearing Regarding the Proposed Amendments to Title 13 and 14 of the Menasha Code of Ordinances pertaining to eliminating Section 13-1-14(k) which requires a 10 foot setback from drainage easements, and the creation of Section 14-1-11-b(3) which establishes engineering design criteria for certain open drainage ways.

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the August 5, 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. [R-3 Zoning – DePere Street](#)

F. ACTION ITEMS

1. [Proposed Amendments to Title 13 and 14 of the Menasha Code of Ordinances pertaining to eliminating Section 13-1-14\(k\) and the creation of Section 14-1-11-b\(3\)](#)
2. Special Use Permit – 321 Konemac Street
3. [Preliminary Site Plan – Midway Road](#)

G. ADJOURNMENT

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
August 5, 2014
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:36 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Cruickshank.

PLAN COMMISSION MEMBERS ABSENT:

OTHERS PRESENT: CDD Keil, PP Homan, Kevin Englebert-Community Development Department Intern, Brian Moore-Menasha Utilities, Greg Lemke-Rochon-Boys & Girls Club of the Fox Valley, and Miles Dominowski.

3:30 PM – Public Hearing Regarding the Special Use Permit Application for 321 Konemac Street, Parcel Number 5-00616-00.

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

CDD Keil provided a brief overview regarding the proposed special use permit application.

No one from the public spoke.

The hearing was closed at 3:39 PM.

C. MINUTES TO APPROVE

1. **Minutes of the July 22, 2014 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. DeCoster to approve the July 22, 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. **Potential Changes to Setbacks From Design of Drainage Ways – Analysis**

CDD Keil provided an overview of analysis and maps that staff had prepared. In particular, several drainage easements were identified as having the greatest potential for conflict with adjacent landowners, primarily based on the volume of flow and proximity to residential structures. Of these easements, most if not all of them already had principal structures built adjacent to them.

Commissioners discussed the following:

- Desire to prevent scenarios where residential homes are within close proximity the high-flow drainage ways.
- The need to design subdivisions to ensure adequate buffering between residential structures and high flow areas.
- The need to balance between protecting property owners but not unduly burdening their ability to utilize their property with restrictions.

It was the consensus of the Plan Commission to direct staff to prepare and advance an ordinance to remove the required 10 foot setback from drainage easements, and to add a provision to the subdivision code to ensure appropriate buffering of residential lots from high-flow drainage easements.

F. ACTION ITEMS

1. Site Plan Review – 116 Main Street – Senior Center

PP Homan provided an overview of the proposed site plan for the Menasha Senior Center. She proposed the northernmost sidewalk be removed and replaced, the planting bed be placed adjacent to the building, the dumpster enclosure open eastward, and the bike rack be placed north of the dumpster.

Commissioners discussed proposed new lighting and pedestrian access.

Motion by Comm. DeCoster, seconded by DPW Radtke to approve the Site Plan for the Menasha Senior Center (116 Main St) with the following conditions:

- Foundation planting on north side of building to be adjacent to the building;
- Existing sidewalk adjacent to north side of building be removed and replaced immediately to the north of landscaping;
- Dumpster enclosure to open to the east.
- Bike rack to be located immediately north of dumpster enclosure.

The motion carried.

2. Disposition of City Owned Property – Sidewalk between School Court and Sixth Street

PP Homan indicated that the approved site plan for the Boys & Girls club contemplated moving the sidewalk connection between School Ct and Sixth Street east in order to facilitate the best use of space within the overall site development. To effectuate that change, the city-owned property containing the existing sidewalk would need to be transferred to the Boys & Girls Club, and a new public connection be constructed slightly east of the existing walk. Staff determined that the best legal mechanism for this connect would be a pedestrian easement.

Motion by Ald. Benner, seconded by DPW Radtke to recommend to the Common Council the following:

- Deed the property containing the existing 4' sidewalk located between School Ct and Sixth St to the Boys & Girls Club of the Fox Valley, Inc.
- Boys & Girls' Club of the Fox Valley, Inc to construct the new sidewalk as per their approved site plan.
- Boys & Girls' club to prepare and execute an easement to accommodate public access along the new sidewalk.

The motion carried.

3. CSM – Sixth Street and Racine Street (Boys & Girls Club)

PP Homan indicated that the proposed CSM consolidates parcels to allow for the construction of the Boys & Girls Club at the corner of Sixth and Racine St.

Commissioners discussed whether the City or Boys & Girls Club should have long-term maintenance/replacement responsibilities for the sidewalk. DPW Radtke recommended that the responsibility should be the city's.

Motion by Ald. Benner, seconded by DPW Radtke to recommend approval of the CSM and associated pedestrian easement at Sixth and Racine St with the following condition:

- Staff to finalize details regarding long term maintenance of sidewalk.

The motion carried.

4. Special Use Permit – 321 Konemac Street

CDD Keil indicated that the special use permit is required as there is a change of use at the

property. Mr. Dominowski is proposing locating a motorcycle repair facility. All work will occur inside the existing structure. A slatted chain link fence is proposed to surround the rear yard, and a landscaping buffer between the parking lot and street is proposed.

Commissioners discussed the following:

- Merits of utilizing fencing versus vegetative buffer and/or a combination of both in the required transitional area.
- Potential noise issues and enforcement issues.
- Potential fire and building code compliance issues.

Commissioners took no action, and recommended the following items be further investigated:

- Staff to discuss decibel level limits & enforcement with the Police Department
- Mr. Dominowski to contact the Fire & Building Inspectors to discuss the proposed use and code compliance.
- Further refinement of the transitional and landscaping areas.

H. ADJOURNMENT

Motion by Comm. DeCoster, seconded by DPW Radtke, to adjourn at 5:25 PM.

The motion carried.

Minutes respectfully submitted by PP Homan.

ORDINANCE O-__-14

AN ORDINANCE RELATING TO ELIMINATING SETBACKS FROM DRAINAGE EASEMENTS

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.13-1-14(k) is repealed:

~~(k) — No principal structure or accessory structure erected after June 1, 2009 shall be placed within ten (10) feet of a dedicated drainage easement.~~

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

Passed and approved this ____ day of August, 2014.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

ORDINANCE O-__-14

AN ORDINANCE RELATING TO DRAINAGE WAY DESIGN FOR SUBDIVISIONS

Introduced by _____ at the recommendation of the Plan Commission.

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

SECTION 1: Chapter 1, SEC.14-1-11(b)(3) is amended as follows:

(b) DRAINAGE SYSTEM PLANS.

(1) The subdivider shall submit to the City Engineer and Plan Commission a report on the ability of existing watercourse channels, storm sewers, culverts and other improvements pertaining to drainage or flood control within the subdivision to handle the additional runoff which would be generated by the development of the land within the subdivision. Additional information shall be submitted to adequately indicate that provision has been made for disposal of surface water without any damage to the developed or undeveloped land downstream or below the proposed subdivision. The report shall also include:

- a. Estimates of the quantity of storm water entering the subdivision naturally from areas outside the subdivision.
- b. Quantities of flow at each inlet or culvert.
- c. Location, sizes and grades of required culverts, storm drainage sewers and other required appurtenances.

(2) A grading plan for the streets, blocks and lots shall be submitted by the subdivider for the area within the subdivision.

(3) The design criteria for storm drainage systems shall be based upon information provided by the City Engineer, which includes but is not limited to the following:

- a. Open channel drainage ways with design flows exceeding 25 cfs for a 10 year recurrence storm event require special consideration for an increased easement width to ensure adequate building setback from high water flows.

(4) Material and construction specifications for all drainage projects (i.e., pipe, culverts, seed, sod, etc.) shall be in compliance with specifications provided by the Common Council or City Engineer.

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

Passed and approved this ____ day of August, 2014.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

