

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 3, 2015
3:30 PM**

AGENDA

3:30 PM – Public Hearing Regarding Proposed Rezoning of Property Located on the West Side of the 600 block of Racine Street – Parcel Numbers 1-00513-00 and 1-0514-00.

3:35 PM – Public Hearing Regarding Proposed Rezoning of Property Located Immediately East of 934 Plank Road – Parcel Number 5-00493-00.

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the January 20, 2015 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. Lighting Standards for Residential Properties

F. ACTION ITEMS

1. [Proposed Rezoning of Property Located on the West Side of the 600 block of Racine Street – Parcel Numbers 1-00513-00 and 1-0514-00](#)
2. [Proposed Rezoning of Property Located Immediately East of 934 Plank Road – Parcel Number 5-00493-00](#)
3. [Remove from Table – Proposed Amendment to Title 13 of the City of Menasha Code of Ordinances Pertaining to Electronic Message Center Signs](#)
4. [Extraterritorial Certified Survey Map \(CSM\) Review – Racine Road and Century Oaks Drive, Town of Menasha](#)

G. ADJOURNMENT

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
January 20, 2015
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:34 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes and Commissioners Sturm, Schmidt, DeCoster and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Ald. Kevin Benner and DPW Radtke

PLAN COMMISSION MEMBERS ABSENT:

OTHERS PRESENT: CDD Keil and Steve Grenell.

C. MINUTES TO APPROVE

1. **Minutes of the December 16, 2014 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. Cruickshank to approve the December 16, 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. **2015 Comprehensive Plan Amendment and Potential Zoning District Changes**

CDD Keil described several areas where staff was contemplating changes and requested input from commissioners on those and any other areas where changes may be desired. Following discussion, consensus emerged that staff should pursue changes to zoning classifications in the 600 block of Racine Street and the 900 block of Plank Road.

2. **Lighting Standards for Residential Properties**

CDD Keil reported on scenarios where there were neighbor conflicts related to yard lighting. These conflicts involved ambient night time lighting levels as well as instances where spot lighting was being directed toward neighboring properties.

Commissioners discussed :

- The prevalence of lighting related neighbor complaints
- Possible standards for residential lighting
- Enforcement considerations

Staff was directed to bring back additional information including what other communities may be doing to address the issue.

F. ACTION ITEMS

1. **Remove from Table - Proposed Amendment to Title 13 of the Menasha Code of Ordinances Pertaining to Electronic Message Center Signage**

Commissioners discussed:

- The spacing from residential properties within which a requirement for a Special Use Permit for an EMC would be triggered
- Whether the standards for all commercial districts, other than the C-2 downtown district, should be uniform

- The appropriate size and placement of an EMC within a monument sign

The consensus among the commissioners was that staff should bring back an ordinance amendment that would establish 300 feet as the trigger for a Special Use Permit, to make the standards uniform for all commercial districts other than the C-2, and that the EMC placement should be limited to the lower one half of the monument sign.

H. ADJOURNMENT

Motion by Comm. Sturm, seconded by Comm. DeCoster, to adjourn at 4:50 PM. The motion carried.

Minutes respectfully submitted by CDD Keil.



January 23, 2015

Dear Property Owner:

The City of Menasha will be holding a public hearing regarding the proposed rezoning of property located on the west side of the 600 block of Racine Street including parcel numbers 1-00513-00 and 1-00514-00. You are being notified of the proposed rezoning in accordance with Section 13-1-142 of the Menasha Code of Ordinances.

Rezoning of the properties from R-1 Single Family District to C-1 General Commercial District is proposed to consolidate the C-1 zoning for the entire Boys and Girls Club parcel, and has been recommended by the Plan Commission as part of its annual comprehensive plan review.

Please see the enclosed map and public hearing notice for more information.

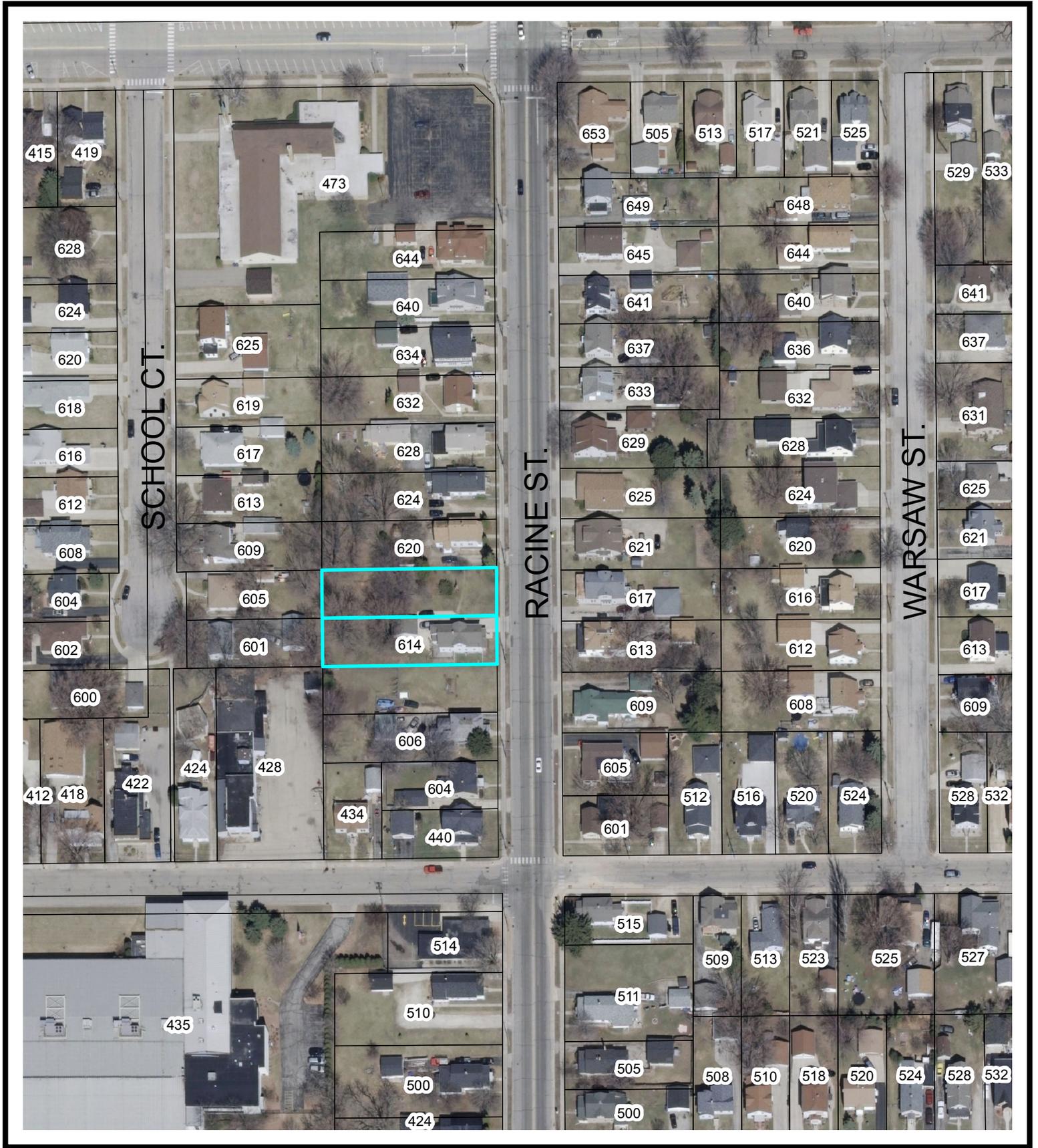
The Plan Commission will be considering this rezoning at an informal public hearing on Tuesday, February 3, 2015 at 3:30 p.m. or shortly thereafter in the Third Floor Council Chambers of City Hall, 140 Main Street. Persons interested in this matter will be given an opportunity to comment and ask questions about the proposed rezoning. A second public hearing before the Common Council will be held Monday, February 16, 2015 at 6:00 p.m. or shortly thereafter in the Council Chambers of City Hall, 140 Main Street. If you have any questions, please contact me at the number listed below.

Sincerely,

Kristi Heim
Community Development Coordinator

Enclosures

c: City Clerk Deborah Galeazzi



Proposed Rezoning from R-1 Single Family to C-1 General Commercial



Legend

- Parcels Proposed for Rezoning:
Parcel ID# 1-00513-00 &
1-00514-00



CITY OF MENASHA
Public Hearing

NOTICE IS HEREBY GIVEN that the City of Menasha will be holding a public hearing regarding the proposed rezoning of property located on the west side of the 600 block of Racine Street including parcel numbers 1-00513-00 and 1-00514-00.

Rezoning of the properties from R-1 Single Family District to C-1 General Commercial District is proposed to consolidate the C-1 zoning for the entire Boys and Girls Club parcel, and has been recommended by the Plan Commission as part of its annual comprehensive plan review.

Public hearings will be held as follows:

Plan Commission

Date of Hearings: Tuesday, February 3, 2015

Time of Hearings: 3:30 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Common Council

Date of Hearings: Monday, February 16, 2015

Time of Hearings: 6:00 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Deborah A. Galeazzi
City Clerk

Publish: February 1 and 9, 2015.



January 23, 2015

Dear Property Owner:

The City of Menasha will be holding a public hearing regarding the proposed rezoning of property located immediately east of 934 Plank Road, which includes parcel number 5-00493-00. You are being notified of the proposed rezoning in accordance with Section 13-1-142 of the Menasha Code of Ordinances.

Rezoning of the property from I-1 Heavy Industrial District to C-1 General Commercial District is proposed based on a recommendation of the Plan Commission associated with review of the City of Menasha Comprehensive Plan.

Please see the enclosed map and public hearing notice for more information.

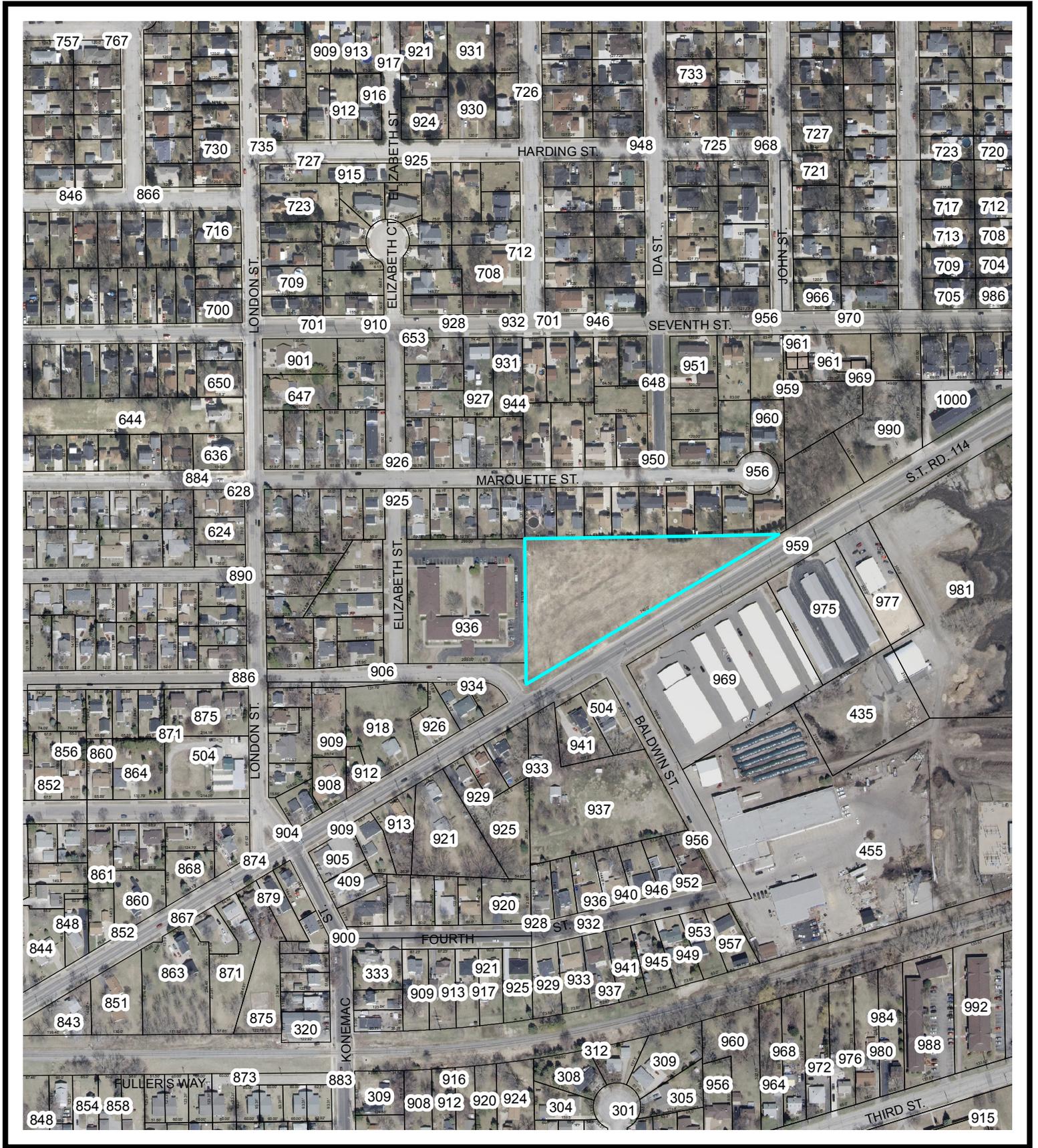
The Plan Commission will be considering this rezoning at an informal public hearing on Tuesday, February 3, 2015 at 3:30 p.m. or shortly thereafter in the Third Floor Council Chambers of City Hall, 140 Main Street. Persons interested in this matter will be given an opportunity to comment and ask questions about the proposed rezoning. A second public hearing before the Common Council will be held Monday, February 16, 2015 at 6:00 p.m. or shortly thereafter in the Council Chambers of City Hall, 140 Main Street.

Sincerely,

Kristi Heim
Community Development Coordinator

Enclosures

c: City Clerk Deborah Galeazzi



Proposed Rezoning from I-1 Heavy Industrial to C-1 General Commercial



Legend

Parcel Proposed for Rezoning:
Parcel ID# 5-00493-00



CITY OF MENASHA
Public Hearing

NOTICE IS HEREBY GIVEN that the City of Menasha will be holding a public hearing regarding the proposed rezoning of property located immediately east of 934 Plank Road, which includes parcel number 5-00493-00.

Rezoning of the property from I-1 Heavy Industrial District to C-1 General Commercial District is proposed based on a recommendation of the Plan Commission associated with review of the City of Menasha Comprehensive Plan.

Public hearings will be held as follows:

Plan Commission

Date of Hearings: Tuesday, February 3, 2015

Time of Hearings: 3:30 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Common Council

Date of Hearings: Monday, February 16, 2015

Time of Hearings: 6:00 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Deborah A. Galeazzi
City Clerk

Publish: February 1 and 9, 2015.

ORDINANCE O-__-15

Introduced by _____ at the recommendation of the Plan Commission.

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

SECTION 1: Article F, SEC.13-1-67(d)(1) and SEC. 13-1-67(d) 4 is repealed and recreated as follows:

SEC. 13-1-67 REQUIREMENTS BY SIGN TYPE

- (d) **Electronic Message Centers.** Signs whose informational content can be changed or altered by electronic means shall be subject to the following standards:
 - (1) Electronic message centers ~~shall only be allowed~~ are permitted in the C-1, C-3, C-4, I-1, and I-2 districts. Electronic message centers shall require a Special Use Permit if they are located within ~~two hundred (200)~~ three hundred (300) feet of either of the following:
 - a. a residential use or district;
 - b. any property use that requires a Special Use Permit.
 - (4) Electronic message centers shall be integral to the and a part of the original approved monument sign and may comprise no more than 30% of the sign face and shall be located in the lower one half of the sign. Static displays consisting only of letters and numerals that are not changed more than once in a 24-hour period shall not be included in the area computation of the electronic message center. The combined square footage of the electronic message center plus any static display area may not comprise more than 75% of the total allowable square footage.

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

Passed and approved this ____ day of _____, 2015.

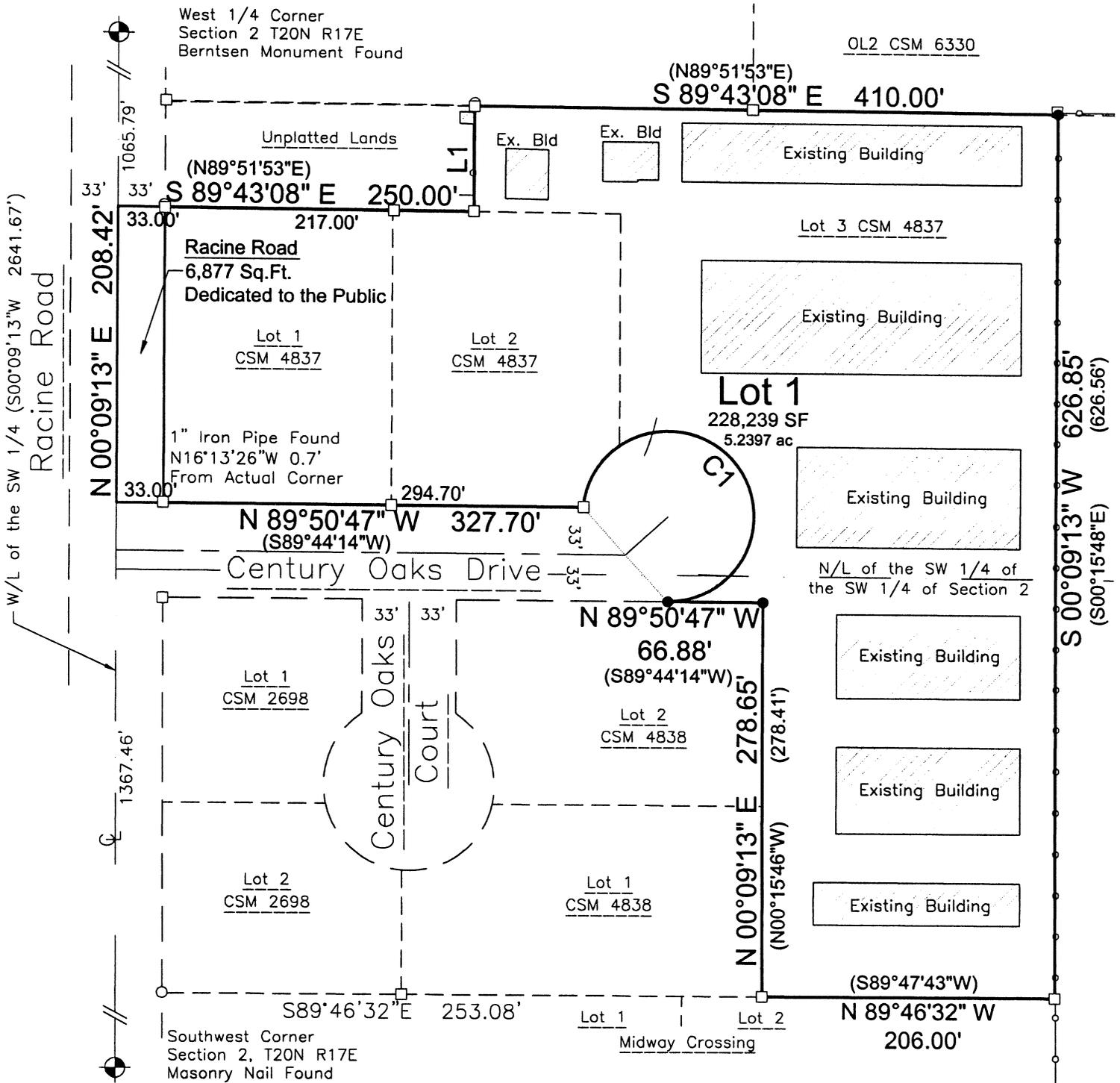
Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

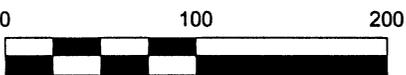
Certified Survey Map No. _____

All of Lot 1, Lot 2, and Lot 3 of Certified Survey Map 4837, being part of the Southwest 1/4 of the Southwest 1/4 and part of the Northwest 1/4 of the Southwest 1/4, located in Section 2, Township 20 North, Range 17 East, Town of Menasha, Winnebago County, Wisconsin.



LEGEND

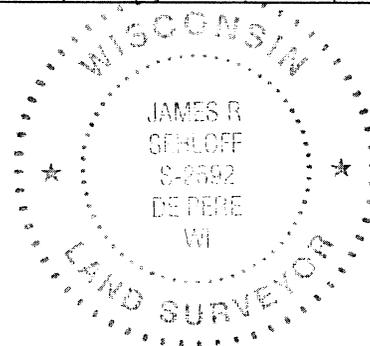
- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- 3/4" Rebar Found
- 1" Iron Pipe Found
- ⊙ Government Corner
- () Recorded As



Bearings are referenced to the W/L of the SW 1/4 of Section 2, T20N, R17E, which is assumed to bear $S 00^{\circ}09'13'' W$ based on the Winnebago County Coordinate System.

CURVE TABLE					
Curve	Radius	Chord Direction	Chord Length	Arc Length	Central Angle
C1	60.00'	$N 42^{\circ}06'38'' W$	89.18'	276.45'	$263^{\circ}59'33''$

LINE TABLE		
Line	Bearing	Length
L1	$N 00^{\circ}09'13'' E$	75.00'



Survey for:
Big Door Self Storage, LLC
 Kelly Rousseau
 2235 Northern Road
 Appleton, WI 54914

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

James R. Sehloff
James R. Sehloff Professional Land Surveyor No. S-2692 Date 28 Jan 2015

File: 4345CSM.dwg
 Date: 01/28/2015
 Drafted By: Jim
 Sheet: 1 of 3

Certified Survey Map No. _____

All of Lot 1, Lot 2, and Lot 3 of Certified Survey Map 4837, being part of the Southwest 1/4 of the Southwest 1/4 and part of the Northwest 1/4 of the Southwest 1/4, located in Section 2, Township 20 North, Range 17 East, Town of Menasha, Winnebago County, Wisconsin.

Surveyor's Certificate

I, James R. Sehloff, Professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Town of Menasha and Winnebago County, and under the direction of Kelly Rousseau, the property owner of said land, I have surveyed divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is all of Lot 1, Lot 2, and Lot 3 of Certified Survey Map 4837, located in part of the Southwest 1/4 of the Southwest 1/4 and part of the Northwest 1/4 of the Southwest 1/4 of Section 2, being in Township 20 North, Range 17 East, Town of Menasha, Winnebago County, Wisconsin, containing 228,174 Square Feet (5.2382 Acres) of land.

Commencing at the West 1/4 corner of Section 2; thence, along the West line of the Southwest 1/4 of said Section 2, S00°09'13"W 1065.79 feet to a point in the center line of Racine Street, the point of beginning; thence, along the North line of Lots 1 and 2 of Certified Survey Map 4837, S89°43'08"E 250.00 feet; thence N00°09'13"E 75.00 feet to the Northwest corner of Lot 3 of said Certified Survey Map; thence, along said North line, S89°42'42"E 410.00 feet to the Northeast corner of said Lot 3; thence, along the East line of said Lot 3, S00°09'13"W 626.51 feet to the Southeast corner of said Lot 3; thence, along the South line of said Lot 3, N89°47'24"W 206.00 feet to the West line of said Lot 3; thence, along said West line, N00°09'13"E 278.41 feet to the Northeast corner of Lot 2 of Certified Survey Map 4838; thence, along the North line of said Lot 2, N89°50'47"W 66.88 feet to a point on the South right-of-way line of Century Oaks Drive; thence, along said South right-of-way line, 276.45 feet along the arc of a curve to the left with a radius of 60.00 feet and a chord of 89.18 feet which bears N42°06'38"W to the North right-of-way line of said Century Oaks Drive; thence, along said North right-of-way line, N89°50'47"W 327.70 feet to a point on said West line of said Southwest 1/4; thence, along said West line, N00°09'13"E 208.42 feet to the point of beginning.

Given under my hand this 28 day of JAN, 2015.

James R. Sehloff
James R. Sehloff, Wisconsin Professional Land Surveyor No. S-2692



Notes:

- 1. Along the North line there is a gap in deeds as noted on the CSM 4837.
- 2. Along the North line of CSM 4837 several monuments were found being 2 feet or more from the CSM corners. We did not find any surveys on file as to explain where these how these monuments were set. Having found monuments at most of the corners for CSM 4837 we held the platted line as the true line.

Owner's Certificate

Big Door Self Storage, LLC, a limited liability company duly organized and existing under and by virtue of the Laws of the State of Wisconsin, as the property owner, does hereby certify that we caused the land above described to be surveyed, divided, mapped and dedicated all as shown and represented on this map.

In the presence of: Big Door Self Storage, LLC

Managing Member Date

State of Wisconsin)
)SS
_____) County)

Personally came before me on the _____ day of _____, 20_____, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

Notary Public, Wisconsin My Commission Expires _____

