

It is expected that a Quorum of the Joint Review Board, 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**

**July 21, 2015  
3:30 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Minutes of the July 7, 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. Mini Storage Facilities in Commercial Districts
- F. ACTION ITEMS
  - 1. [Third Street / Brighton Drive Greenspace Alterations](#)
- G. ADJOURNMENT

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**July 7, 2015**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:31 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner and Commissioner Cruickshank.

OTHERS PRESENT: CDD Keil, CDC Heim, AP Englebert, Laura and Roger Biechler representing Historic Hotel Pub (336 Chute St), Lynn Ann Sauby (339 Broad St), Joe Weiland representing the Menasha Joint School District and Steve Grenell, Menasha Utilities.

**3:30 PM – Public Hearing on the Proposed Special Use Permit Amendment, 1600 Midway Road, Parcel ID #6-01262-02**

Mayor Merkes opened the public hearing at 3:32 PM.

CDD Keil explained the request for a garage to be built to house football equipment. Staff has reviewed the site plan and found some deficiencies in the parking lot screening and interior landscaping. To bring the site into compliance, an additional 80 shrubs in the front yard setback would need to be planted. The parking lot interior landscaping could be addressed as it was with the high school project and brought into compliance when the parking lot is repaved.

The hearing was closed at 3:35 PM.

**C. MINUTES TO APPROVE**

1. **Minutes of the June 16, 2015 Plan Commission Meeting**

Motion by Comm. Decoster, seconded by Comm. Sturm to approve the June 16, 2015 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. None.

**F. ACTION ITEMS**

1. **Proposed Special Use Permit Amendment, 1600 Midway Road, Maplewood Middle School**

Commissioners discussed the landscaping deficiencies on the parcel. The consensus was to have the parking lot perimeter landscaping brought into compliance as soon as possible while the interior parking lot landscape would be brought into compliance when the parking lot is repaved.

Motion by Comm. Strum, seconded by DPW Radtke to approve the proposed special use permit amendment for 1600 Midway Road, Maplewood Middle School with the following conditions:

- 80 shrubs be planted in the front yard setback as soon as possible
- The interior parking lot landscaping be brought into compliance at the time the parking lot is re-paved

The motion carried 5-0.

2. **Proposed 10' Utility Easement – One Menasha Center**

It was requested that this item be brought back to the Plan Commission with a revised easement and legal description.

3. **Amended Landscape Plan – 336 Chute Street – Biechler's Chute Street Pub and Apartments**

CDD Keil indicated that a second request for release of a portion of escrow was being held for landscaping. Per staff review there are 4 canopy trees (1 in the southwest planting bed, 3 along the back lot line) that were shown on the approved landscape plan as well as day lilies on the east side of the property which have not been installed. CDD Keil also presented an email from Mr. Curt Dachelet, but it was difficult to understand his position on whether he agrees or is opposed to the trees not being installed. CDD Keil also explained that Ald. Taylor had left a message indicating the Dachelet's desire to keep the trees that were in the original plan.

CDD Keil explained in place of the four missing trees the following could be planted in their place:

- 3 upright evergreens
- 5, 4-feet plus shrubs
- 15, 4-feet or less shrubs
- Or any combination of the above to achieve compliance

Mr. Biechler indicated that he feels there is a miscommunication between Ald. Taylor and Mr. Dachelet as that was not the indication he had gotten from Mr. Dachelet.

Ms. Lynn Ann Sauby indicated that the Biechler's have done a wonderful job with the landscaping and listening to the neighbor's requests. Ms. Sauby indicated that she can't see the reasoning to add more trees or plantings and doesn't feel it is necessary.

Mr. Grenell indicated that the current Box Elder tree on the property has caused power outages and will need additional trimmings to rectify this issue.

Comm. Sturm indicated that he is happy to hear that the neighbor's and Menasha Utilities are happy with the progress of the landscaping but believes the ordinance is fair to all properties in the city and would find it hard pressed to view ordinance conformance on a case by case basis. CDD Keil indicated that the commission does have the option to deviate from the existing plan as long as landscaping requirements of the ordinance are met.

Motion by Comm. Sturm, seconded by DPW Radtke to amend the landscape plan for 336 Chute Street, Biechler's Chute St Pub and apartments with the following conditions:

- Authorize staff to modify the plan consistent with the ordinance
- If neighboring property owners do not want the additional trees, option to use other materials to achieve ordinance compliance
- Terrace tree to be planted by city and bill the property owner
- Tree in the southwest planting bed to not be planted
- City staff to meet with property owners to find out what they want

Motion carried 5-0.

**H. ADJOURNMENT**

Motion by Comm. Cruickshank, seconded by DPW Radtke to adjourn at 3:59 PM. The motion carried 5-0.

City of Menasha  
141 Main Street  
Menasha, WI 54952  
Attn: Office of the Mayor

July 15, 2015

Dear City of Menasha,

The residents of Brighton Drive are seeking your approval to add to the upgrading of the lot at 1000 Brighton Drive. The city obtained this parcel after the demolition of the Sensenbrenner estate.

Over the years the neighborhood has planted perennials along the arborvitae fence line that frames the north side of the lot. The city has planted four flowering crab trees on the site as well.

We are requesting your aide in pouring a concrete walk to cap the existing sea wall that runs roughly 75 feet along the west shoreline of Lake Winnebago. Carew Concrete has offered to donate the cement if the site is prepared for the pour.

We are hopeful that upon completion of the walk, a bench will be set in place using some of the salvaged limestone from the First National Bank of Menasha and the Hotel Menasha.

Sincerely,

The Brighton Drive neighborhood

Margaret Weyenberg 1021 Brighton Dr. Menasha  
H A 1019 Brighton Dr. Menasha  
Beanda Johnson 1019 BRIGHTON DR. MENASHA  
John Oakley 1024 Brighton Dr. Menasha  
Sandra Cottrell 1025 Brighton Dr. Menasha  
" " " "  
Bill Mattem 1025 BRIGHTON DR. MENASHA  
" 1075  
Charlath Fath 1033 " " " "  
Lutz Gopin 1071 BRIGHTON DR. MENASHA!

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Sincerely,

The Brighton Drive neighborhood

Amy Martell 1009 Brighton Dr.

Chris L. Anderson 1017 Brighton Dr.

Chuck Spambauer 1074 Brighton

Julie Neubert 1031 Brighton Dr

Dell Velat 1031 Brighton Dr

Stephen Baxter 1037 Brighton Dr

Al [Signature] 961 Brighton Dr.

Juanita Anguilletta 820 Brighton Dr.

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The Brighton Drive neighborhood

<i>Robert Kunz</i>	<i>1005 Brighton Dr.</i>
<i>Bonnie Jensen</i>	<i>1007 Brighton Dr.</i>
<i>Kerri Philippi</i>	<i>1007 Brighton Dr.</i>
<i>Randy Philippi</i>	<i>1007 Brighton Dr.</i>
<i>Ron Steiner</i>	<i>927 BRIGHTON DR.</i>
<i>Kathy Seal</i>	<i>955 Brighton Dr.</i>
<i>Wanda E. Jode</i>	<i>999 Brighton Dr.</i>

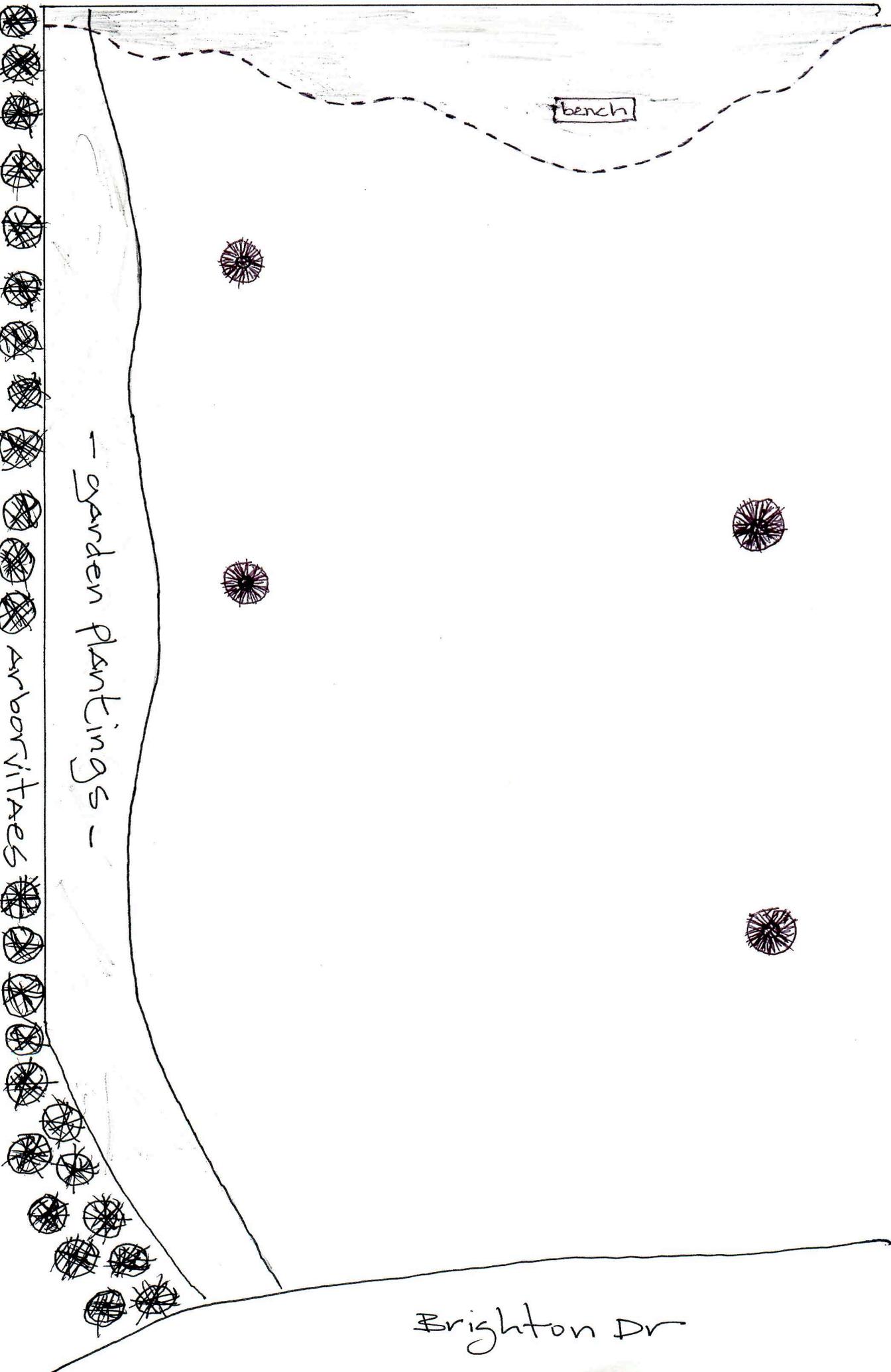






75-80 feet

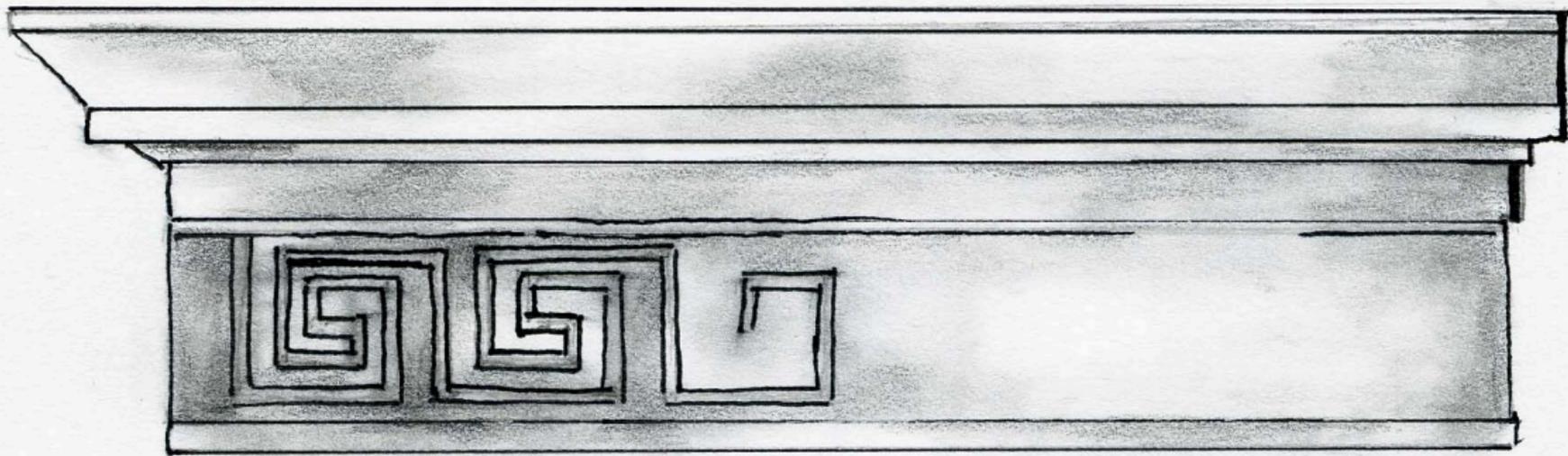
LAKE Winnebago



bench

- garden plantings -  
arborvitae -

Brighton Dr



Bench Rendering