

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**April 28, 2015**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:30 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Cruickshank and DeCoster.

OTHERS PRESENT: CDD Keil, CDC Heim (arrived at 3:45 pm), John Hogerty, Menasha Downtown Development, LLC and Todd Hietpas, Performa, 124 N Broadway, DePere, Steve Grenell, Menasha Utilities and Alex Ronallo, Fox 11 News.

**3:30 PM – Informal Public Hearing on the Proposed Rezoning Regarding the Following Proposed Actions:**

- **Rezoning of the properties in proximity to 165 Main Street, which includes Parcel Numbers 3-00818-00, 3-00818-01, 3-00820-00, 3-00816-01, and 3-00817-01 from C-2 Central Business District to Planned Unit Development (PUD)**
- **Amending the Planned Unit Development District (PUD) Plan for Parcel Number 3-00798-00 and 3-00790-00 adjacent to Marina Place**

Mayor Merkes opened the public hearings at 3:31 PM.

CDD Keil explained the purpose of the rezoning's.

No public input was received.

The hearings were closed at 3:35 PM.

**C. MINUTES TO APPROVE**

1. **Minutes of the April 14, 2015 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Comm. Schmidt to approve the April 14, 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. **Site Plan Review and Rezoning of Parcels from C-2 Central Business District to Planned Unit Development (PUD) and Amendment to PUD Plan**

CDD Keil provided some discussion points that staff and the developer have had regarding site lines, street width of Mill Street, dumpster enclosure location, overall grading of the site and landscaping.

Commissioners and the developer discussed the following:

- Type of lighting fixture presented and if it meets city ordinance

- Need of photometric plan for the drive-thru canopy lights
- Dumpster enclosure detail with location
- No minimum landscape requirement due to PUD zoning
- Width of Mill Street
- On-street parking on Mill Street
- Driveway section for drive-thru to be designed to keep the sidewalk at uniform grade
- Water runoff design for the drive-thru
- Pedestrian crossing design
- Downtown parking during and after construction
- Building materials

Motion by DPW Radtke, seconded by Ald. Benner to approve the site plan as presented and the rezoning of the parcels from C-2 Central Business District to Planned Unit Development and amendment to the PUD plan with the following conditions:

1. Photometric plan be submitted for the canopy lighting for staff review
2. Staff review of city ordinance to verify if lighting fixture presented meets city ordinance
3. Dumpster enclosure detail with location be finalized and submitted to Plan Commission for final approval
4. Street width of Mill Street be forty (40) feet
5. Building materials be consistent with what was presented to Landmarks Commission and submitted to be placed on file with the city

The motion carried 5-0.

## 2. **Site Plan Review – Broad Street Parking Lot – Multi-level Parking Structure**

CDD Keil gave an overview of staff review of the proposed parking structure including the nature of the sidewalks around the structure, landscaping and alterations to the aesthetics of the structure.

Mr. Hietpas addressed the safety concerns for the pedestrian traffic in and around the parking structure and the thought process for the sidewalks and their placements. Mr. Hietpas also shared two modified images which included acid washed concrete for façade texture as well as dyed concrete with darkening the color on the corners. Stain is to be applied after the structure is poured. It was the consensus of the Commission that the image which depicts the two-tone with reveal was preferred.

Commissioners discussed the following:

- Possibility of the structure being shifted to the east to allow for possible future expansion to the west
- Brick portions of the structure to match the office building
- Landscaping around the structure to soften the aesthetics
- Curb on Broad Street which is scheduled for reconstruction in the near future
- Surface parking vs. parking structure

Motion by Ald. Benner, seconded by DPW Radtke to accept the design and layout of the Broad Street multi-level parking structure as presented subject to Common Council approval of a Development Agreement which incorporates a multi-level parking structure. The motion carried 5-0.

## 3. **Temporary Use of City Owned Property for Construction Staging and Contractor Parking**

The following items were discussed regarding the construction staging/ contractor parking for the Broad Street parking structure:

- Possibility of sliding the construction area in the Southwest corner Broad Street 12 feet north, adding another exit into the alley or angled parking on one side to accommodate patron parking
- Mr. Hogerty did commit to moving the 12 feet after the required time needed for the larger equipment on site, approximately 3 months from start of construction
- The need to verify if parking on Broad Street will be affected with the proposed construction area

- Contractors not parking on Broad Street during construction phase

The following items were discussed regarding the construction staging/ contractor parking for the office tower project in the Main Street parking ramp:

- Mr. Hogerty indicated that the submittal presented is the least intrusive use of space in the existing lot and freed up an additional 6 parking stalls from previously submitted plan
- The possibility of the area on Main Street be pulled in once the area is restored to allow additional downtown parking during construction phase
- Hours of construction and possibility of starting earlier in the day to free up parking in Broad Street lot was well as the Main Street area

Mr. Hogerty offered to take these suggestions back to Miron Construction to verify if the changes requested by the Commission would allow ample space for construction equipment.

## **H. ADJOURNMENT**

Motion by Ald. Benner, seconded by Comm. Schmidt, to adjourn at 5:34 PM. The motion carried.

*Minutes respectfully submitted by CDC Heim.*