

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**

**March 20, 2012
3:30 PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the February 21, 2012 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. [Potential Emanona, LLC / City Land Swap](#)
- F. ACTION ITEMS
 - 1. [Extraterritorial CSM – W7027 Verna Road \(Town of Harrison\)](#)
- G. ADJOURNMENT

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
February 21, 2012
DRAFT MINUTES

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, Commissioners Cruickshank and Sturm, DPW Radtke and Ald. Benner.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Schmidt

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, Linda Stoll, Steve Jamros, Scott DeWitt and Mary Ann Hittle, Pete Theisen and Brian Ritche

C. MINUTES TO APPROVE

1. **Minutes of the February 7, 2012 Plan Commission Meeting**

Motion by DPW Radtke, seconded by Comm. Cruickshank to approve the February 7, 2012 Plan Commission meeting minutes as presented.

The motion carried.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

1. No one spoke.

E. DISCUSSION

1. **R-1 Uses in C-2 (Downtown Commercial) Zoning District**

PP Homan reported that the Community Development Department had received inquiry about renovating one of the structures in the 400 block of Broad Street into a single family residence. Single and two-family uses are not permitted as the principal use in the C-2 commercial district. Staff is seeking input from the Plan Commission on whether this provision is promoting the city's planning and development interests.

Commissioners discussed:

- Relationship to the Comprehensive Plan
- "Mixed Use" zoning designation for the downtown area
- The desirability of promoting one and two family uses in the C-2 district
- Possibilities for allowing one and two-family uses as a Special Use in the C-2 district
- Whether the current policy was discouraging reinvestment in residential properties

The consensus was that this was not a priority issue for the Community Development Department to address at this time.

1. **Electronic Billboards**

CDD Keil reported that staff had been approached by Next Media, an outdoor advertising company, to allow the replacement of existing static billboards with electronic displays. This would require an ordinance amendment as all billboards within the city are nonconforming. Next Media had proposed eliminating a billboard at another location if an existing billboard in the 441 corridor could be converted to an electronic display.

F. ACTION ITEMS

1. **Land Sale – Tonic**

This item was held from the February 7 Plan Commission meeting. CDD Keil stated that he had discussed the intended use of the parcel with the buyer. Their plan is to relocate the existing “Tonic” sign (a new base will need to be constructed to conform to sign ordinance requirements). The existing evergreen tree will remain and additional landscaping will be planted around the building.

Commissioners discussed:

- The compliance of the existing landscaping with landscaping requirements.

Motion by DPW Radtke, seconded by Ald. Benner to recommend approval of the land sale to Tonic with the finding that the property was not needed by the city for transportation or park or recreation purposes. The motion carried.

2. **Site Plan Review – Appanasha Pet Clinic – 1205 Wittmann Drive**

Steve Jamros gave an overview of the building and site plan. The staff report on the site plan review indicated there were deficiencies with respect to interior parking lot landscaping and transitional area planting. The revised site plan contained additional parking lot landscaping. The owner requested a reduction in the transitional area planting from what staff had required based on the presence of existing vegetation. Staff noted that much of the existing vegetation was either invasive or had undesirable characteristics for landscape plants.

Commissioners discussed:

- The location of the parking lot interior landscaping as related to truck loading, snow removal and the protection of parked vehicles
- Specifics of the existing vegetation in the transitional area as related to the staff recommendation and the owners request to utilize the existing vegetation to apply to the transitional area requirements.

Motion by Mayor Merkes, seconded by Ald. Benner to approve the site plan subject to the relocation of the parking lot landscape peninsulas to the perimeter of the lot and meeting the 10 percent minimum for interior landscaping, and that the existing transitional area be retained, but supplemented with evergreen plantings.

Comm. Sturm made a motion to amend the original motion to require the removal of buckthorn from the transitional area. The motion to amend was seconded by Comm. Cruickshank. The motion carried.

Motion by Mayor Merkes, seconded by Ald. Benner to approve the motion as amended to approve the motion as amended. The motion carried.

3. **Site Plan Review – Province Terrace Offices – 1427 Province Terrace**

CDD Keil reported that the site plan complied with ordinance requirements with the exception of that the final site lighting plan had not been submitted. Staff is also working with the adjacent property owner at 1429 Province Terrace with respect to the fence in the transitional area and site lighting compliance.

Commissioners discussed: The need to minimize the impact of the development and the residential properties to the east.

Motion by DPW Radtke, seconded by Ald Benner to approve the site plan for 1427 Province Terrace subject to approval of the final transitional area planting plan, fencing and lighting plan by Community Development Department staff. The motion carried.

G. ADJOURNMENT

Motion by Comm. Cruickshank, seconded by DPW Radtke to adjourn at 5:25 p.m.

The motion carried.

From: [Dave Allen](#)
To: [Kara Homan](#)
Cc: [Scott DeWitt](#)
Subject: RE: meeting
Date: Tuesday, March 06, 2012 9:31:20 PM

Kara

Thanks to you Greg and the mayor for meeting with Scott and me today. Scott and I briefly discussed the concept of land swapping so we can develop single family homes and then hopefully move on to the commercial land.

Our parcel is 44,866 square feet (1.03 acres). Assuming our "lot #1" at the bottom of our parcel is 10,000 square feet the we would be trading $44,866 - 10,000 = 34,866$ square feet.

Assuming we receive the bottom portion of City land (lot #2) of 12,000 square feet and the FD parcel (lot #3) of 13,400 square feet then we would be short approximately one lot or 9,466 sf. This assumes that we'd be getting equivalent value.

So, how do we get this square footage?

- A) take extra land north of and adjacent to lots #1 and #2
- B) retain a lot at the top of our parcel
- C) obtain another City owned lot from elsewhere

We are open to discussing this strategy with the Plan Commission along with the Development Agreement that addresses the excess (2.75 acres) land.

As far as the Development Agreement we would like an exclusive right to negotiate a Development Agreement for a one year period after the transfer of all the city lands referred above to Emanona.

After the one year period we would want the right to be at the table for Development Agreements that didn't involve us. Maybe a right of 1st refusal.

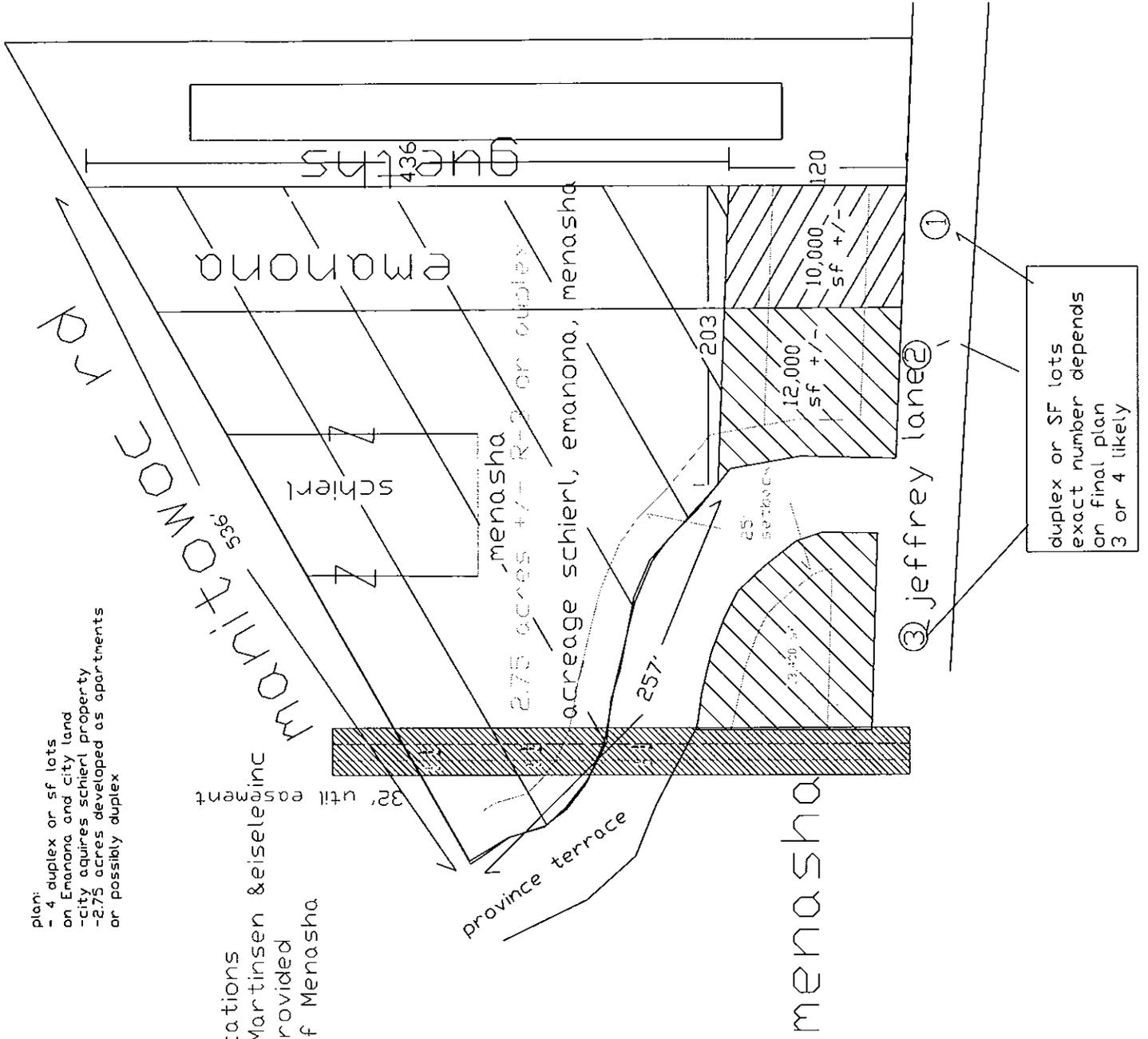
If these concepts are workable then we'd like to discuss again with staff or in front of the Plan Commission.

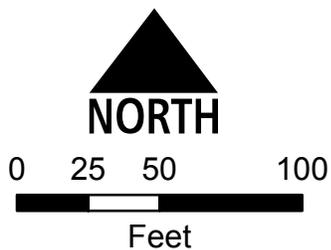
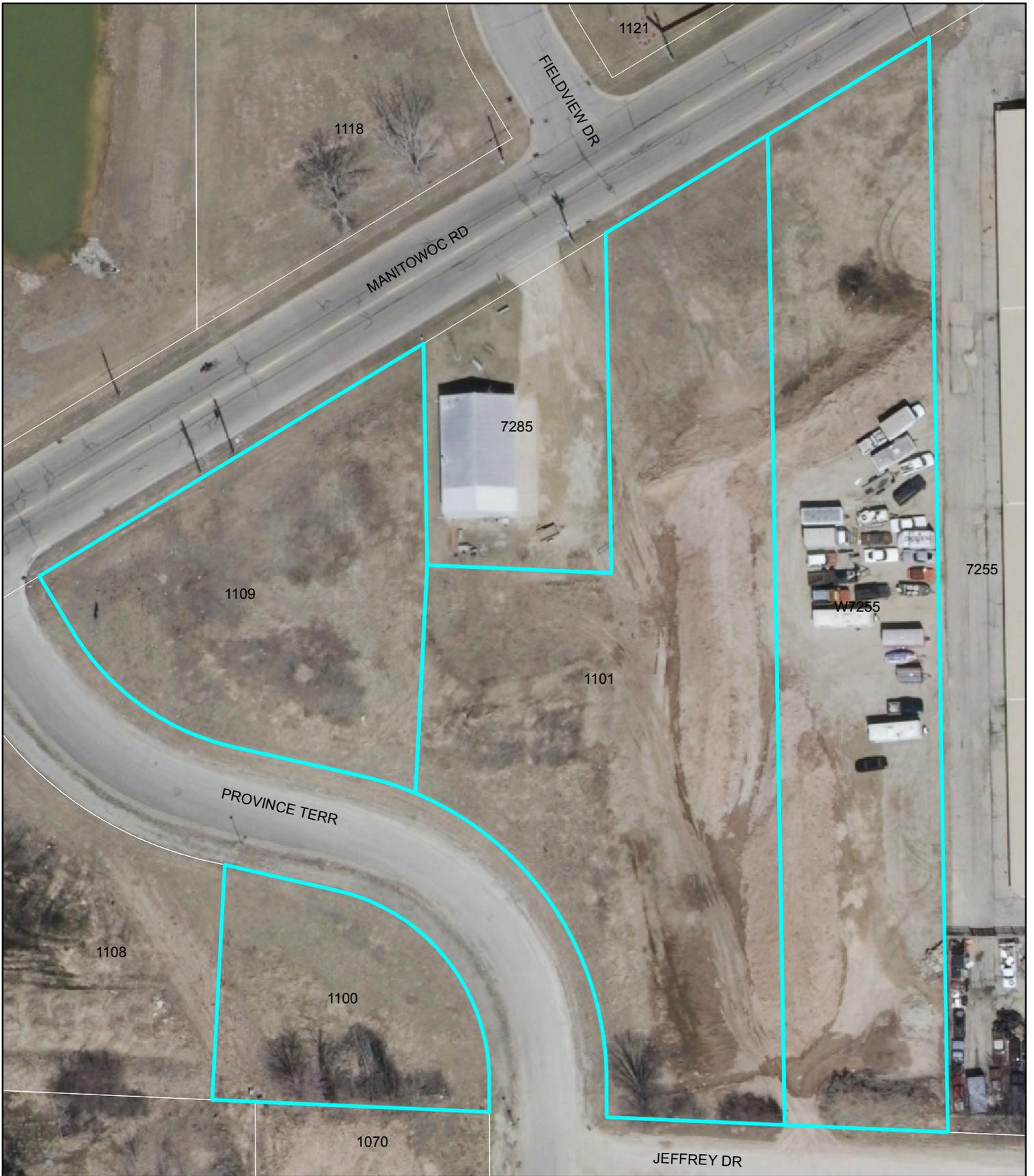
Dave Allen
Scott Dewitt

Dave Allen
Dewitt-Londre

plan:
 - 4 duplex or sf lots
 on Emanona and city land
 - city acquires schierl property
 - 2.75 acres developed as apartments
 or possibly duplex

utility locations
 NTS per Martinson & Seisler inc
 drawing provided
 by City of Menasha





**E.1. Overview Map:
Potential Emanona, LLC
& City of Menasha
Land Swap**



CALUMET COUNTY PLANNING DEPARTMENT
206 COURT STREET
CHILTON, WI 53014-1198

CHILTON: (920) 849-1442

APPLETON/SHERWOOD:
(920) 989-2700 EXT. 442

FAX: (920) 849-1481

TO: Debbie Galeazzi, Clerk
City of Menasha
140 Main Street
Menasha, WI 54952

FROM: Dena Mooney, County Planner *DM*

RE: Certified Survey Map Review – W7027 Verna Road (Parcel IDs 7464 and 7465),
Menasha, WI

DATE: March 1, 2012

Enclosed is a copy of a certified survey map combining two parcels submitted to us by **Martenson & Eisele, Inc. on behalf of Stephen Holschbach.**

Once the City Plan Commission, Common Council or Community Development Department has reviewed the CSM, please complete the enclosed form and return it to me within forty-five (45) days so we are aware of the city's decision.

Enclosures

c: Greg Keil



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CERTIFIED SURVEY MAP (CSM) APPROVAL FORM

In order for Calumet County to accept an application for certified survey map (CSM) approval, the subdivider must first obtain approval from the appropriate town board and, where applicable, any city or village having extraterritorial plat approval jurisdiction.

As the subdivider, it is your responsibility to contact the local official(s) to place the CSM on any necessary agendas as an action item. Once a decision has been made regarding the CSM, have the local official (town chair, mayor, clerk, staff) complete the form. The completed form must be included with the CSM application submitted to the Calumet County Planning Department.

The _____ (Name of Municipality) has reviewed the CSM prepared for _____ on _____ (approval date) and has:

- checkbox approved
checkbox approved with conditions (indicate conditions):

Horizontal lines for indicating conditions.

- checkbox denied (indicate reasons for denial):

Horizontal lines for indicating reasons for denial.

Signature Title Date

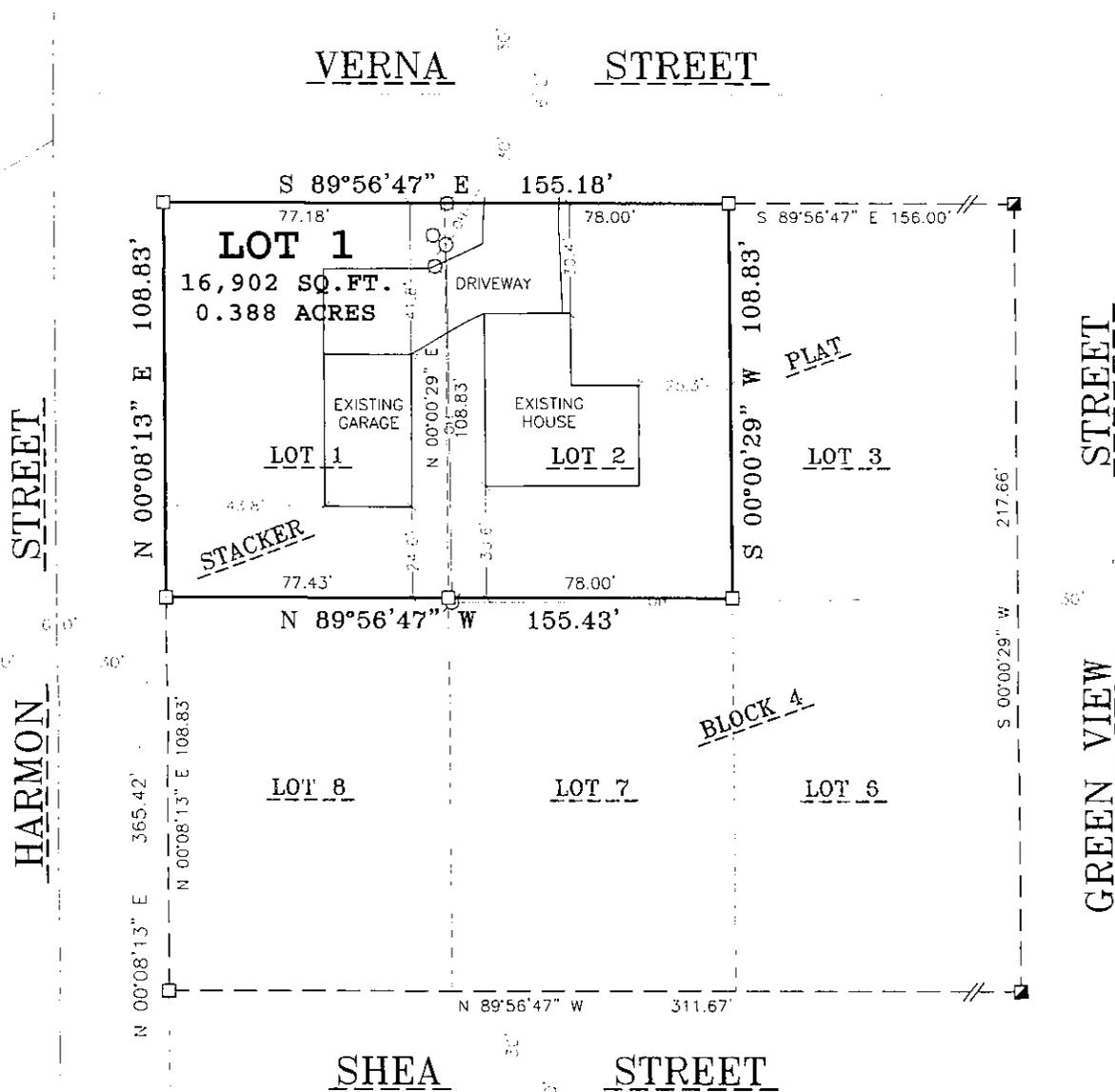
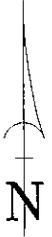
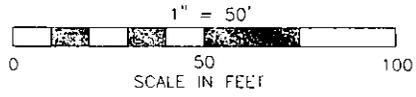
PLEASE RETURN THIS COMPLETED FORM TO:
CALUMET COUNTY PLANNING DEPARTMENT
206 COURT STREET
CHILTON, WI 53014-1198

CERTIFIED SURVEY MAP NO. _____
 COMBINING OF PARCELS DESCRIBED IN J4116-61 AND J5498-25
 ALL OF LOTS 1 AND 2, BLOCK 4, STACKER PLAT,
 TOWN OF HARRISON, CALUMET COUNTY, WISCONSIN.

LEGEND

- 1" O.D. IRON PIPE SET, 24" LONG, WEIGHING 1.13 LBS. PER LINEAL FOOT
- 1" O.D. IRON PIPE FOUND
- 2" O.D. IRON PIPE FOUND
- ⊕ GOVERNMENT CORNER
- POWER POLE
- GUY WIRE
- OH — OVERHEAD ELECTRIC

BEARINGS ARE REFERENCED TO THE CALUMET COUNTY COORDINATE SYSTEM



825.18'
 CENTER OF SECTION 7
 T20N, R18E
 MAG NAIL FOUND

1817.84'
 N 87°12'09" W 2643.02'

EAST 1/4 CORNER
 SECTION 7
 T20N, R18E
 MAG NAIL FOUND



Gary A. Zahringer
 2-27-12

SURVEY FOR:
 STEPHEN HOLSCHBACH
 W7027 VERNA ROAD
 MENASHA, WI 54952

Martenson & Eisele, Inc.



1377 Midway Road
 Menasha, WI 54952
 www.martenson-eisele.com
 info@martenson-eisele.com
 920.731.0381 1.800.236.0381

Planning
 Environmental
 Surveying
 Engineering
 Architecture

PROJECT NO. 1-0072-001

FILE 1-0072-001csm.dwg SHEET 1 OF 3

THIS INSTRUMENT WAS DRAFTED BY: AMS

CERTIFIED SURVEY MAP NO. _____

SURVEYOR'S CERTIFICATE

I, GARY A. ZHRINGER, LAND SURVEYOR, DO HEREBY CERTIFY:
THAT I HAVE SURVEYED, MAPPED AND DIVIDED AT THE DIRECTION OF STEPHEN HOLSCHBACH,

ALL OF LOTS 1 AND 2, BLOCK 4, STACKER PLAT, TOWN OF HARRISON, CALUMET COUNTY, WISCONSIN.
CONTAINING 16,902 SQUARE FEET [0.388 ACRES]. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF
RECORD.

THAT I HAVE FULLY COMPLIED WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND WITH THE TOWN
OF HARRISON AND CALUMET COUNTY SUBDIVISION ORDINANCE IN SURVEYING, DIVIDING AND MAPPING THE
SAME.

THAT THIS CERTIFIED SURVEY MAP IS NOT A DIVISION OF PROPERTY BUT A COMBINING OF AND
DEPICTION OF THE PARCELS RECORDED IN J4116-61 AND J5498-25 INTO A SINGLE PARCEL AND
DESCRIPTION.

GIVEN UNDER MY HAND THIS 27TH DAY OF FEBRUARY, 2012.


GARY A. ZHRINGER, REG. WI LAND SURVEYOR S-2098



THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN THE
FOLLOWING RECORDED INSTRUMENTS

OWNERS OF RECORD:	RECORDING INFORMATION:	PARCEL NUMBER:
STEPHEN L. HOLSCHBACH	J.4116-61	010-0259-040020A-000-0-201807-00-1300
	J.5498-25	010-0259-040010A-000-0-201807-00-1300

