

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**April 19, 2011**  
**MINUTES**

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**Public Hearing – TID # 12 Project Plan and Boundary**

No one spoke.

**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED:

OTHERS PRESENT: CDD Keil, Tom Vandeyacht, Jim Slezak, Chuck Krause, Ald. Dan Zelinski, Ald. Steve Krueger, Ellen Maxymek and Tom Maxymek

**C. MINTUES TO APPROVE**

1. **Minutes of the March 8, 2011 Plan Commission Meeting**

Motion by Ald. Benner, seconded by DPW Radtke to approve the March 8, 2011 Plan Commission meeting minutes. The motion carried.

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

1. Ellen Maxymek commented on the potential negative impacts of the proposed development of the vacant land west of the existing Lake Park Villas development.

**E. DISCUSSION**

1. **Conceptual Site Plan for Automobile Sales at 835 Oneida Street**

Chuck Krause, owner of the site, discussed the preliminary site plan and stated that it is his intention that the car sales lot be a transitional use.

Commissioners discussed:

- On-site stormwater management
- Site access and its relationship to the adjoining Kwik Trip
- Future use of the property
- Adjoining land uses and wetlands considerations

CDD Keil stated that a Special Use Permit is required for automobile sales lots. Mr. Krause will need to submit an application and provide a fully developed set of plans in support of the application for his proposal to move forward.

2. **Sign Illumination Standards**

Tom Vandeyacht, site owner of 700 Midway Road and Jim Slezak from Appleton Sign explained the aesthetic and practical issues relative to the standards in the city's sign code relative to internally lit signs. The specific concerns relate to the required opacity of light colored sign backgrounds in multi-tenant signs when only one of the sign panels is being changed-out. This gives the appearance of the sign lighting not working properly.

Plan Commissioners discussed the differing impacts of the lighting requirements for single vs. multi-tenant signs and the desirability of creating standards for each type. CDD Keil is to make a determination regarding the sign panel insert at this address and prepare ordinance language clarifying the lighting/opacity standards for multi-tenant signs.

3. **Acquisition of 121 Washington Street**

CDD Keil stated that there have been discussions with the owner regarding acquisition by the city. The primary purpose of the acquisition would be to clean-up the site as it is located in a gateway corridor. The owner lives out of state and has a difficult time ensuring that the site is properly maintained. The site has petroleum contamination and about \$10,000 of clean-up work remains. The clean-up is PECFA eligible and the owner would be responsible for 5% of the clean-up cost.

Commissioners discussed the desirability of improving the Washington Street corridor as a gateway into the community, PECFA clean-up costs and future liability, and the long range benefits of securing the property.

It was the consensus of the Plan Commission that staff should continue to pursue acquisition.

**F. ACTION ITEMS**

1. **Plan Commission Resolution 1-2011 Recommending Approval of the Project Plan and Boundary of Tax Increment District #12**

CDD Keil reviewed the background leading up to the development of the project plan. TID #12 is being proposed as a means of stimulating development in Lake Park Villas (LPV). The debt associated with the original phases of the LPV development was intended to be supported by lot sales. Since the city hasn't sold a lot in over 3 years, this debt is now being placed on the general tax levy.

Commissioner's discussed:

- The various phases of the new development
- Its relationship and impact on the existing residential area
- The character, quality and density of development
- Future street and pedestrian access
- Extending the existing trail system

Motion by DPW Radtke, seconded by Catherine Cruickshank to approve Plan Commission Resolution PC 1-2011 Recommending Approval of the Project Plan and Boundary of TID #12 to the Common Council. The motion carried.

**G. ADJOURNMENT**

Motion by Ald. Benner, seconded by DPW Radtke to adjourn at 5:10 p.m. The motion carried.

*Minutes respectfully submitted by Greg Keil, CDD.*