

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**August 7, 2012**  
**MINUTES**

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*3:30 PM Informal Public Hearing – Proposed City of Menasha Year 2030 Comprehensive Plan Future Land Use Map Amendment*

Mayor Merkes opened the informal public hearing at 3:35 PM.

PP Homan explained that the comprehensive plan amendment was being pursued to ensure the Future Land Use Map was consistent with the City's proposed Tax Incremental District #13 Project Plan, as required by state statutes. She indicated that the entire Alliance industries site, as well as most of the surrounding parcels, was already zoned for Industrial, but the future land use map currently designates this area for Community Commercial. The proposed future land use map change would update the map to show a proposal for future Industrial.

Doug & Jill Werch, owners of 600 Third Street, provided the following comments related to the proposed Comprehensive Plan Amendment:

- How does the future land use designation differ than the zoning of the current property.
- Inquired about what residential homes along Third Street are designated for future commercial & which ones are currently zoned for commercial.

PP Homan provided an explanation of the purpose of the Future Land Use Map, and how that differs from a zoning designation. She also discussed current zoning along third street, and future land use designations.

Mayor Merkes closed the public hearing at 3:45 PM.

*3:30 PM Public Hearing – TID #13 Project Plan and Boundary*

Mayor Merkes opened the public hearing at 3:45 PM.

PP Homan provided an overview of the TID #13 boundary, the proposed Alliance expansion, and highlighted some of the TID projects contained within the plan.

Doug & Jill Werch, owners of 600 Third Street, provided the following comments related to the proposed TID #13 Project Plan:

- Wanted to know whether Alliance Industries was a 3-shift or 2-shift company.
- Expressed concerns about how the proposed expansion may affect property values of neighboring residences.
- Expressed concerns regarding how close a new addition could be constructed to their lot line.
- Given the powder coating that Alliance does, had worries about environmental issues such as VOC's, water and waste.
- Had questions about how the company will address loading issues that currently exist on the site.

PP Homan explained that the City has provisions in its code that would require a transitional area, consisting of dense vegetation or other screening of 20 feet between new industrial construction and residential districts. The proposed addition would provide for a series of loading docks, which would help alleviate the on-street parking of semi's. She also indicated that WDNR monitors emissions and waste streams for the company, but that the City Sanitarian may have more information on how these sites are monitored.

Mayor Merkes closed the public hearing at 4:04 PM.

3:30 PM *Public Hearing – Amendment #2 of TID #1 for the Purpose of Designating TID #1 as a Distressed Tax Increment District*

Mayor Merkes opened the public hearing at 4:04 PM.

No one spoke.

Mayor Merkes closed the public hearing at 4:05 PM.

**A. CALL TO ORDER**

The meeting was called to order at 4:05 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Cruickshank

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: PP Homan, Doug & Jill Werch (600 Third Street), Steve DeJong (Meridian Surveying), Tom Kispert (McMahon), Michael King (Post Crescent), Dave Allen (1920 E. Apple Creek, Appleton).

**C. MINUTES TO APPROVE**

1. **Minutes of the July 3, 2012 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Ald. Benner to approve the July 3, 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. None

**ACTION ITEMS**

1. **Certified Survey Map – Arroyo – Abbey Avenue**

PP Homan described that the Arroyo's had acquired the property next door and had removed the home that had existed there. They desired to combine the property to consolidate tax bills and stormwater utility charges.

Steve DeJohn, Meridian Surveying, noted that the Arroyo's also desired to construct a new garage that would cross the lot line that currently exists between the two properties.

General discussion on whether a new garage could be constructed given that a garage already exists. PP Homan explained that the code has limitations on the number of garages and accessory structures that can be on a property and this would all be reviewed prior to any building permit being issued for a new garage.

Motion by Ald. Benner, seconded by DPW Radtke to recommend approval of the Arroyo CSM on Abbey Avenue as presented.

The motion carried.

2. **Site Plan Review – Neenah-Menasha Sewage Treatment Facility – 101 Garfield Avenue**

PP Homan provided an overview the proposed site plan, and indicated that there was no official

site plan on file for the Neenah-Menasha Sewage Treatment Facility, hence the need for this Site Plan approval. She noted that additional landscaping would need to be added to buffer the parking lot along Mathewson Street, given they will be completely repaving it; a lighting plan will need to be submitted as well. Lastly, she advised that this site is located in the I-2 district, where “public utility structures” are a permitted use requiring “conditional site plan approval,” which allows the Plan Commission to place conditions on the approval beyond what the city’s site plan regulations may require as a minimum. She advised that any additional condition should have a rational nexus between it and the negative externality it would address.

Tom Kispert, McMahon, provided Commissioners with a sample of the brick that will be utilized for the new building on the site. It was picked to match the brick used throughout the campus. He also noted that much of the site will be re-paved after construction is completed, as it is at the end of its life span. Lighting will be upgraded throughout the site as well. He noted that they are working with Public Works to review and approve all stormwater and erosion control provisions for the site.

Motion by DPW Radtke, seconded by Ald. Benner to approve the Neenah-Menasha Sewage Treatment Facility Site Plan at 101 Garfield Avenue, with the following conditions:

- Submittal of lighting plan to Community Development Staff for review and approval.
- Submittal to Community Development Staff of amended landscaping plan to include provisions for parking lot buffer along Mathewson Street for review and approval.

Motion by Comm. Sturm, seconded by Ald. Benner, to amend the motion to add the following condition:

- Request that the fence surrounding the parking lot along Mathewson Street be removed, if not necessary for site security or other safety reasons.

The motion, as amended, carried.

3. **Recommendation of Acquisition of Parcel #7-00011-08 – Manitowoc Road**

PP Homan stated that staff has been working with Emanona, LLC to contemplate a landswap that would trade this property for one owned by the city, just north of Stone Toad. She directed the Plan Commission to only consider whether acquisition of this property would be advantageous to the city, as terms and conditions of any real estate transaction would be debated by the Administration Committee and Common Council.

PP Homan indicated that this parcel would help facilitate development of two adjacent city-owned parcels that would be difficult to develop if not consolidated with this one. The Markway property would be the final property that would complete the property assembly if acquired in the future.

A general discussion occurred regarding the status of the Markway Building.

Motion by Ald. Benner, Seconded by Comm. Schmidt to recommend acquisition of Parcel #7-00011-08 with the following findings:

- Acquisition will be advantageous to the City.
- Acquisition will better implement the Comprehensive Plan’s future land use element.
- Acquisition will provide the City with an ability to control the use and development of the area when combined with the existing city-owned parcels.

The motion carried.

4. **Plan Commission Resolution 1-2012 Recommending Approval of an Amendment to the City of Menasha Year 2030 Comprehensive Plan Future Land Use Map**

PP Homan re-caped the overview of the Comprehensive Plan Amendment that was provided during the Public Hearing. The proposed change would change the future land use designation from Community Commercial to Industrial to facilitate the creation of TID #13. She indicated that all local and state regulations pertaining to notification and publication requirements have been followed in initiating this Comprehensive Plan Amendment.

Motion by Comm. Schmidt, seconded by Comm. Sturm, to approve Plan Commission Resolution 1-2012, recommending to Common Council the approval of the proposed Comprehensive Plan Amendment.

The motion carried.

5. **Plan Commission Resolution 2-2012 Recommending Approval of the Project Plan and Boundary of Tax Increment District #13**

PP Homan provided additional detail regarding the proposed TID #13 project plan. In particular, she highlighted the following projects within the plan:

- Infrastructure improvements, including closure of Appleton Street and electrical upgrades for Alliance Industries and Intertape Polymer Group.
- Streetscaping/landscaping upgrades along Racine St, Fourth Street, De Pere Street and Plank Road.
- Provisions for developer incentive to encourage the expansion of Alliance Industries.
- Capitalization of a Housing Rehabilitation Revolving Loan fund to service targeted neighborhoods within a ½ mile radius of TID #13.

Doug & Jill Werch, owners of 600 Third Street, commented on the closure of Appleton Street, and the pros and cons of doing so. They also expressed concerns for street trees on the West side of their property, which were damaged during the reconstruction of Third Street. One was blown over in 2011 during a severe storm, and the other is declining.

Mayor Merkes indicated that he would discuss this matter with City Forester Maas.

Motion by DPW Radtke, seconded by Comm. Sturm to approve Plan Commission Resolution 2-2012, conditioned on the adoption by the Common Council of the Year 2030 Comprehensive Plan Future Land Use Map amendment, as recommended in Plan Commission Resolution 1-2012.

The motion carried.

6. **Plan Commission Resolution 3-2012 Recommending Amendment #2 of TID #1 for the Purpose of Designating TID #1 as a Distressed Tax Increment District**

PP Homan indicated that the proposed amendment to TID #1 is to designate the TID as “distressed.” State statutes provide cities the ability to “distress” TIDs that have project costs that will not be recovered by TID revenues prior to the expiration date for the district. TID #1, which was created to revitalize the downtown district, will close at the end of 2012 if not extended via distressed designation.

By distressing the TID, the city is allowed to extend the TID up to 10 additional years to recoup project costs via TID increment. The city anticipated TID #1 expenditures will be paid within 3 years, at which point it would be retired. No additional projects or boundary changes can occur once a TID is distressed.

Motion by Comm. Schmidt, seconded by Ald. Benner to approve Plan Commission Resolution 3-2012.

The motion Carried.

**G. ADJOURNMENT**

Motion by Comm. Schmidt, seconded by DPW Radtke to adjourn at 5:35 p.m.

The motion carried.

*Minutes respectfully submitted by PP Homan.*