

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
October 8, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:35 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner DeCoster

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, Chris Bauer, Advanced Aquatic Solutions and Tim Wrase.

3:30 PM – Public Hearing regarding the Special Use Permit Application for 145, 149, and 153 Kaukauna Street

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

Mr. Bauer, Advanced Aquatic Solutions (AAS), provided an overview of his proposed use for the site, which he intends to use as the headquarters for his business which specializes in providing services to the marine construction industry. He also indicated he will continue leasing the south building for boat storage. He indicated the proposed site plan makes improvements to the site with regards to landscaping and the parking lot configuration in accordance with the city's site plan requirements.

CDD Keil reported on a comment he received from Ron Pack, a neighboring property owner. Mr. Pack's concerns related to how the appearance of the frontage along Kaukauna Street would be improved.

Mayor Merkes closed the informal public hearing at 3:38 PM.

C. MINUTES TO APPROVE

1. **Minutes of the September 10, 2013 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Ald. Benner to approve the September 10, 2013 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. **Ordinance Requirements as Related to Setbacks from Drainage Easements for Structures**
Commissioners continued discussions regarding current code provisions regarding drainage easements, including:

- Constraints added to site usage with additional setbacks off of the easements.
- Inability for a property owner to discern additional setback restrictions if not contained within the subdivision plat.
- Drainage easements in the rear versus side yards.
- Differences between drainage easements, such as those containing ditches versus swales.

- How to address adequate drainage easement widths via the subdivision and drainage approval process.

It was the consensus of commissioners to direct staff to inquire with other municipalities regarding code provisions that address drainage easement design as part of the subdivision and drainage plan approval process, and recommend potential code changes at a future Plan Commission meeting.

ACTION ITEMS

1. **Special Use Permit – 145, 149, and 153 Kaukauna Street – Advanced Aquatic Solutions**
CDD Keil provided an overview of the proposed special use and associated site plan. CDD Keil indicated required improvements include provision of landscaping adjacent to the building abutting parking and public street, and striping of parking stalls, which have been included in the proposed site plan.

Commissioners discussed the location of dumpsters and screening from public view, existing barbed wire, and continued use for boat storage.

CDD Keil indicated that continued use for boat storage was not contemplated in the Special Use Application being considered, and presented two options for moving forward:

- Amend the current special use permit application, which would require re-notifying all neighbors, publication of a notice, and rescheduling public hearings.
- Continue with the current application, as presented, and submit and amendment at a later date.

Mr. Bauer indicated he wished to pursue the later.

Commissioners inquired whether there was any plan to modify the lighting. Mr. Bauer indicated there were no plans to modify the current lighting.

Mayor Merkes asked whether there were plans to remove the barbed wire. Mr. Bauer indicated it was beneficial to protect his equipment for the barbed wire to remain. Community Development staff indicated barbed wire is allowed in industrial zoning districts.

Motion by DPW Radtke, seconded by Ald. Benner to recommend approval of the Special Use Permit for Advanced Aquatic Solution with the following conditions:

- Groundcover in and around proposed landscape areas to consist of landscape grade mulch or decorative stone.
- Landscaping proposed in terrace adjacent to Water Street is subject to Parks Superintendent approval.
- An additional narrative describing site improvements will be included for review by Common Council.

The motion carried.

G. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. Schmidt to adjourn at 4:35 p.m. The motion carried.

Minutes respectfully submitted by PP Homan.