

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  
1<sup>st</sup> Floor Conference Room  
140 Main Street, Menasha**

**September 30, 2014  
3:30 PM**

**AMENDED AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Minutes of the September 9, 2014 Plan Commission Meeting](#)
- D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA  
Five (5) minute time limit for each person
- E. COMMUNICATION
  - 1. None
- F. DISCUSSION
  - 1. Winnebago County-UW Extension Plan Commission Training for Cities & Villages
- G. ACTION ITEMS
  - 1. [Special Use Permit – 321 Konemac Street – Enclosed Repair Facility](#)
  - 2. [Certified Survey Map – Midway Road \(Oak Park Place\)](#)
- H. ADJOURNMENT

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**September 9, 2014**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:36 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioners DeCoster and Cruickshank.

PLAN COMMISSION MEMBERS ABSENT:

OTHERS PRESENT: CDD Keil, PP Homan, and Shawn McKibben, Miles Dominowski, Ted Dominowski, Jeffrey Lowe, Keith Sippel, Mark Kruser, Meg Roback, Steve Mayer, Patricia Wagner, Richard Fisher and Brian Moore.

**3:30 PM – Public Hearing Regarding the Proposed Rezoning of the Property Located West of 1011 E Midway Road, Which Includes Parcel Numbers 7-00901-00, 7-00902-00 and 7-00903-00 from R-1 Single Family Residential to Planned Unit Development.**

Mayor Merkes opened the public hearing at 3:36 PM.

No one from the public spoke.

The hearing was closed at 3:37 PM.

**C. MINUTES TO APPROVE**

1. **Minutes of the August 19, 2014 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Ald. Benner to approve the August 19, 2014 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

**E. COMMUNICATION**

1. **Regional Bike and Pedestrian Plan**

Commissioners discussed possibilities for a Racine Street route and the apparent favoring of commuter over recreational routes.

**F. DISCUSSION**

1. **Bike and Pedestrian Accommodations – Oneida Street and Midway Road to Barker Farm Park**

CDD Keil stated that the pending trail extension through the proposed Oak Park Place development to Barker Park has placed new emphasis on completing the connection between Manitowoc and Midway Road through the park. Commissioners discussed the relationship to and timing of the Province Terrace trail construction north of Manitowoc Road. DPW Radtke reported that he had included the sidewalk on Manitowoc Road between Oneida Street and Barker Park in the 2016 Capital Improvement Plan. Following discussion, consensus emerged that the construction of this segment should be moved up to 2015, and that it should be constructed as a trail than a sidewalk and that the Province Terrace trail should be postponed to

be coincident with the final street paving.

## G. ACTION ITEMS

### 1. **Proposed Rezoning of the Property Located West of 1011 E Midway Road, Which Includes Parcel Numbers 7-00901-00, 7-00902-00 and 7-00903-00 and Consideration of Planned Unit Development Plan – Senior Living Development**

Shawn McKibben presented an overview of the project. The facility will contain 40 assisted living units and 30 units of memory care with other elements to address the social and recreational needs of residents.

Persons from the gallery commented on Midway Road access, compatibility of the building with the neighborhood, parking and lighting and future expansion. Commissioners discussed the amount and orientation of parking, the trail connection between Midway Road, Cottonwood Drive and Barker Park, the retention of the tree line on the west side of the site, lighting and street access.

CDD Keil reviewed conditions that staff recommended to be made as part of the site plan approval.

Motion by Ald. Benner, seconded by Comm. Sturm to recommend approval of the rezoning of parcels 7-00901-00, 7-00902-00 and 7-00903-00 from R-1 Single Family Residential to PUD Planned Unit Development and to approve the site plan subject to the following conditions:

1. That a bike/pedestrian easement not less than 15 feet in width connecting the existing path in the Midway Road right of way to Cottonwood Drive and/or Barker Park be granted to the City of Menasha prior to an Occupancy Permit being granted.
2. That a temporary easement be granted to the City of Menasha not less than 30 feet in width for the purpose of constructing the bike/pedestrian path.
3. That a site grading and erosion control plan be submitted for review and approval by the Public Works Department.
4. That a storm water management plan meeting the post construction storm water management requirements of Chapter 7 of the Menasha Code of Ordinances be submitted for review and approval by the Public Works Department.
5. That a site lighting plan meeting the requirements of Section 13-1-12(h) of the Menasha Code of Ordinances be submitted for review and approval by the Plan Commission.
6. That a landscaping plan meeting the requirements of Section 13-1-12(g) of the Menasha Code of Ordinances be submitted for review and approval by the Plan Commission.
7. That a description or samples of building materials meeting the requirements of Section 13-1-12 (f) of the Menasha Code of Ordinances be submitted to the Plan Commission for review and approval.
8. That a detail drawing of the dumpster enclosure and mechanical equipment enclosure (if any) be submitted to the Plan Commission for review and approval.
9. That a CSM be created to combine the three parcels prior to final building plan approval.

The motion carried.

### 2. **Site Plan Reivew – Fox Lodge II – 2184 Midway Road**

PP Homan presented an overview of the project and described the relationship to the first phase of the development. Commissioners discussed building materials, and prospects for future expansion to the north. PP Homan reviewed conditions that staff recommended to be made as part of the site plan approval.

Motion by DPW Radtke, seconded by Comm. Schmidt to approve the site plan with the following conditions:

1. That the landscaping plan be modified to include additional canopy trees on the east side of the site.
2. That a lighting plan be submitted for staff review and approval.

The motion carried.

3. **Special Use Permit – 321 Konemac Street**

CDD Keil reviewed the issues that were identified at the August 19 Plan Commission meeting and reported that there has been communication between himself, the fire department, the building inspector and the applicant. The building inspector requested that the applicant conduct a walk-through of the building with an architect to determine what changes may need to be made to the structure to accommodate the use as an enclosed repair facility.

Applicant Miles Dominowski reported on his interactions with the Fire Department and building inspector. Commissioners discussed the change in occupancy relative to building code requirements and considerations for impacts to the neighborhood. There was consensus that the use could be compatible with certain limitations and the applicant was urged to engage a qualified professional to assess the building for code compliance as related to the proposed use.

No action was taken.

**H. ADJOURNMENT**

Motion by DPW Radtke, seconded by Comm. Sturm, to adjourn at 4:59 PM.

The motion carried.

*Minutes respectfully submitted by CDD Keil.*

# true north

## ARCHITECTURE

September 24, 2014

Mr. Greg Keil, Director  
City of Menasha Community Development  
140 Main Street  
Menasha, Wisconsin 54952

Reference: ULTRA Motor Source  
321 Konemac Street

Dear Mr. Keil:

At the request of Mr. Miles Dominowski, I provided a site inspection and report for the purpose of changing use of the building at 321 Konemac Street from the current Heating and Cooling Shop and Office use to the proposed Motorcycle Repair Shop and Office use.

The following are my findings:

1. The existing building is of 2009 IBC defined Type VB construction, Group S-1 primary use with Group B accessory use, non-separated, non-fire-sprinklered, containing 1,456 GSF single-story slab-on-grade on 0.156 acre lot in the City of Menasha legally known as Lot 2 of CSM 1888 and Tax ID#750061600.
2. The proposed use will be Group S-1 (repair garage) primary use with Group B accessory use, non-separated. The existing building shall comply with requirements of 2009 IBC 406.6 – Repair Garages:
  - a. 406.6.1 General – Repair garages shall not include fuel dispensing facilities. *The proposed facility will not include fuel dispensing facilities.*
  - b. 406.6.2 Mixed Uses – *N/A.*
  - c. 406.6.3 Ventilation – Repair garages shall be mechanically ventilated. *The proposed facility will require installation of a continuous exhaust fan with bottom of intake 12-18" above the floor in the shop and storage areas.*
  - d. 406.6.4 Floor surface – Repair garage floors shall be of concrete or similar noncombustible and non-absorbent materials. *The proposed facility complies.*
  - e. 406.6.5 Heating equipment – Heating equipment shall be installed according to IMC. *The existing heating equipment is sealed combustion with outside air intake.*
  - f. 406.6.6 Gas detection system – *Not required.*
3. The existing building has exit signs, but no egress lighting. Exit signs shall be in working order with battery backup and emergency egress lighting shall be added to provide 1fc illumination in event of power failure along a path of egress to an exterior exit and above the exterior exit door. *The proposed facility will require installation of two exit/emergency egress lights at the main exit and the door between the office and shop area as well as an exterior emergency egress light above both the east and west exterior doors.*

4. The existing building contains a 40-gallon gas water heater in the shop area. *This will be removed and a new electric point-of-use water heater will be installed below the sink in the toilet room.*
5. The existing building shop and storage area have electrical receptacles and switches 48" above the floor.
6. The existing building has fire extinguishers.
7. The existing toilet room is not accessible.
8. The door between the existing shop and office does not have a closer. *Install a new closer on door between the existing shop and office.*
9. There is an existing double-door between the shop and storage room. *Remove double-door to provide clear vision of exit sign at east exterior door and for common ventilation between shop and storage.*

With the completion of the items noted in italics, this building will be in compliance with the 2009 IBC requirements for Repair Garages.

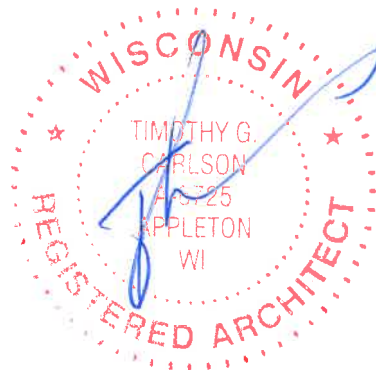
Please contact me if you have any questions.

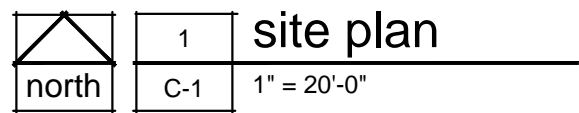
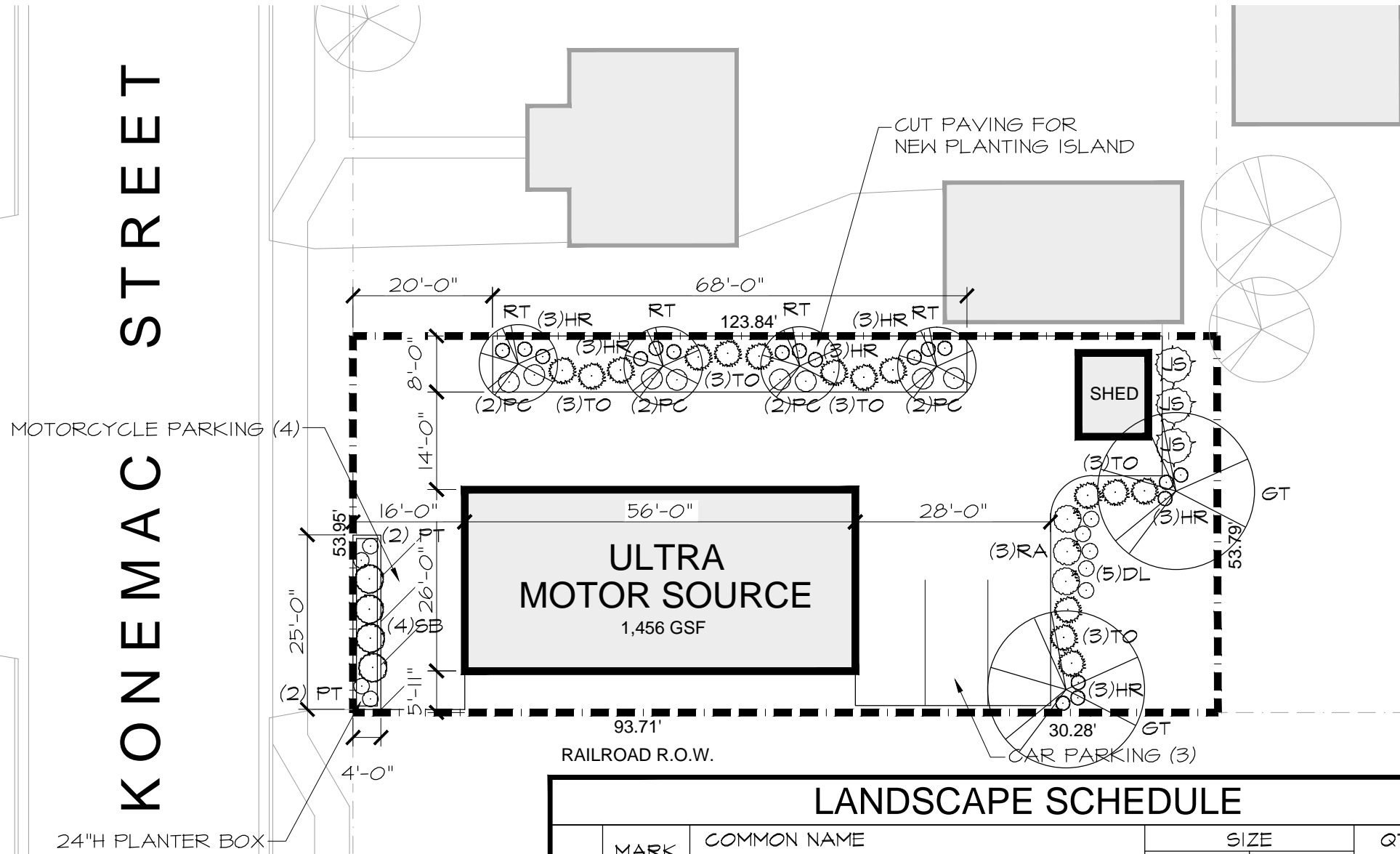
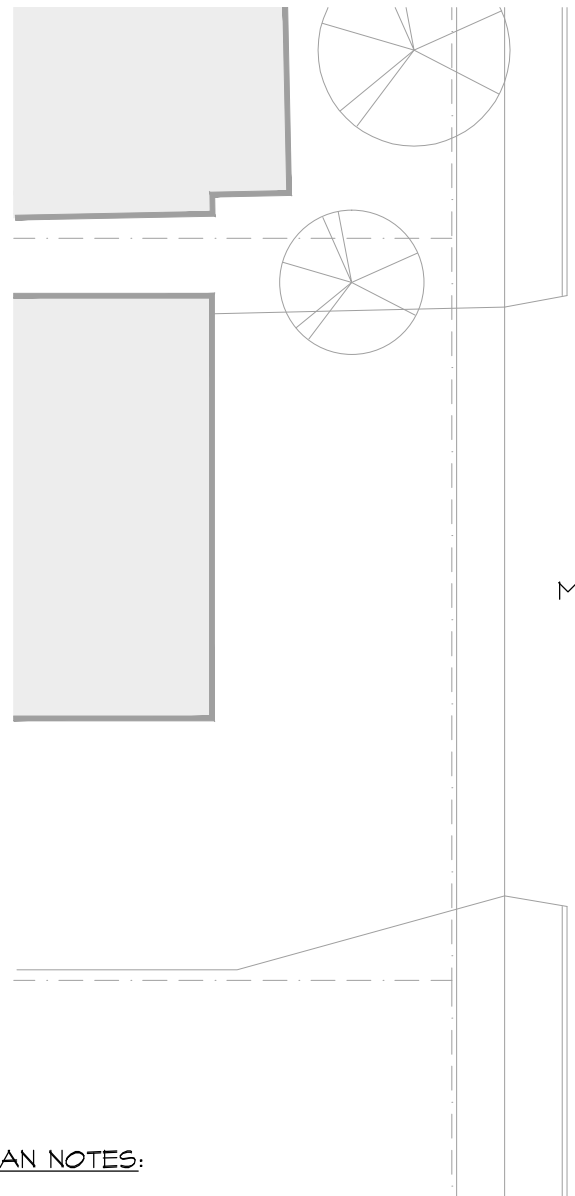
Sincerely,

**TRUE NORTH ARCHITECTURE LLC**

  
Tim G Carlson AIA  
Managing Member / Architect

Cc: Miles Dominowski, ULTRA Motor Source





**LANDSCAPING NOTES:**

ALL DISTURBED GROUND AREAS TO BE SEEDED AND MULCHED WITHIN SEVEN (7) DAYS AFTER COMPLETION OF WORK IN THOSE AREAS.

LANDSCAPING CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING DIGGERS HOTLINE OR OTHER LOCATOR SERVICE(S) FOR LOCATION OF UNDERGROUND UTILITIES PRIOR TO START OF WORK.

LANDSCAPING CONTRACTOR SHALL BRACE DECIDUOUS SHADE AND ORNAMENTAL TREES AND WRAP TRUNK W/FABRIC UP MINIMUM 36" ABOVE FINISH GRADE.

LANDSCAPE SCHEDULE						
	MARK	COMMON NAME botanical name	SIZE		QTY	
			INITIAL	MATURE		
SHRUBS AND GRASSES	DL	BUSH HONEYSUCKLE <i>diervilla lonicera</i>	1-gal	3'	5	
	HR	DAYLILLY <i>hemerocallis 'rocket city'</i>	4" pot	36"	18	
	PT	MACKAY'S WHITE POTENTILLA <i>potentilla fruticosa 'mackays'</i>	1-gal	2'	4	
	PC	SWITCHGRASS <i>panicum</i>	2 gal	3-5'	8	
	RA	FRAGRANT SUMAC <i>rhus aromatica</i>	3-gal	5'	3	
	SB	GOLDFLAME SPIREA <i>spiraea x bumalda 'goldflame'</i>	1-gal	3'	4	
	TO	TECHNY ARBORVITAE <i>thuja occidentalis 'techny'</i>	2 gal	4-6'	15	
	ORNAM TREE	RT	STAGHORN SUMAC <i>rhus typhina</i>	1-1/2"	10-12'	4
	EVER GREEN	JS	ROCKY MOUNTAIN JUNIPER <i>juniperus scopulorum 'welch'</i>	24"	10'	3
	SHADE TREE	GT	SUNBURST HONEYLOCUST <i>gleditsia tricanthos inermis</i>	2-1/2"	35'	2

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**true north ARCHITECTURE**  
TRUE NORTH ARCHITECTURE LLC

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920.284.2556 e-mail tim@truenortharch.com

**SITE PLAN SUBMITTAL**

**ULTRA MOTOR SOURCE**

321 KONEMAC STREET  
MENASHA WISCONSIN

DATE	24 SEPT 2014
PROJECT NO.	14-409
DRAWN	TGC
CHECKED	TGC

SHEET NO.  
**C-1**





Preliminary

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## CALUMET COUNTY CERTIFIED SURVEY MAP

I, Donald J. Buza, Professional Land Surveyor, hereby certify:

That I have surveyed, divided and mapped that part of the Northwest  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  and part of the Southwest  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  of Section 7, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin, described as follows:

Commencing at the North  $\frac{1}{4}$  corner of Section 7, Township 20 North, Range 18 East; thence S  $00^{\circ}31'45''$ E along the West line of the Northeast  $\frac{1}{4}$  of said Section 7, 778.00 feet to the South line of Midway Road (C.T.H. "AP") and the point of beginning (POB) of the parcel to be described; thence S  $88^{\circ}33'10''$ E along said South line of Midway Road (C.T.H. "AP"), 580.82 feet; thence S  $88^{\circ}32'19''$ E, 202.94 feet; thence S  $00^{\circ}35'17''$ E, 632.21 feet; thence S  $69^{\circ}02'51''$ W, 208.52 feet; thence S  $00^{\circ}13'37''$ E, 57.41 feet; thence S  $89^{\circ}28'15''$ W, 168.43 feet; thence N  $09^{\circ}29'50''$ W, 55.49 feet; thence S  $89^{\circ}28'15''$ W, 164.82 feet; thence S  $00^{\circ}36'24''$ E, 54.77 feet; thence S  $89^{\circ}29'02''$ W, 246.40 feet to the West line of the Northeast  $\frac{1}{4}$  of Section 7; thence N  $00^{\circ}31'45''$ W along said West line of the Northeast  $\frac{1}{4}$  of Section 7, 789.32 feet to the point of beginning.

Subject to (if any) covenants, conditions, restrictions, right-of-ways and easements of record.

That I have made such survey, land division and plat by the direction of Professional Engineering, LLC.

That such plat is a correct representation of all exterior boundaries of the land surveyed and the subdivision thereof made.

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Subdivision Ordinances of the City of Menasha in surveying, dividing and mapping the same.

Dated this 26<sup>th</sup> day of September, 2014.

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Donald J. Buza  
P.L.S. No. S-2338

Preliminary

Prepared by:  
Point Of Beginning, Inc.  
5709 Windy Drive, Suite D  
Stevens Point, WI 54482

Prepared for:  
Professional Engineering, LLC  
c/o Roxanne Johnson  
818 North Meadowbrook Lane  
Waunakee, WI 53597

Job # 14.479

SHEET 2 of 2 SHEET