

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
August 19, 2014
MINUTES

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 Cruickshank, Sturm and DeCoster

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Schmidt.

PLAN COMMISSION MEMBERS ABSENT:

OTHERS PRESENT: CDD Keil, PP Homan, and Shawn McKibben and Brian Moore.

3:30 PM – Public Hearing Regarding the Proposed Amendments to Title 13 and 14 of the Menasha Code of Ordinances pertaining to eliminating Section 13-1-14(k) which requires a 10 foot setback from drainage easements, and the creation of Section 14-1-11-b(3) which establishes engineering design criteria for certain open drainage ways.

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 5, 2014 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Ald. Benner to approve the August 5, 2014 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. **R-3 Zoning – DePere Street**

CDD Keil reported that he had received inquiry from a property owner in the eleven hundred block of DePere Street regarding the R-3 zoning classification. This inquiry was prompted by the requirement that driveways be paved within nine months of ownership transfer in the R3 and other multifamily zoning districts. Upon review, none of the properties in that section of DePere Street were three family and duplexes were the predominant use. There is no historic documentation available to determine the reasoning for the R3 classification. The comprehensive plan calls for low density residential uses.

Commissioners discussed implications of down zoning to a two family classification. Some additional analysis will need to be undertaken to determine whether down zoning would create additional nonconformities. Likewise, the driveway paving issue would need to be addressed.

No action was taken, however the matter may be revisited as part of the annual comprehensive plan review.

F. ACTION ITEMS

1. **Amendments to Title 13 and 14 of the Menasha Code of Ordinances pertaining to eliminating Section 13-1-14(k) and the creation of Section 14-1-11-b(3)**

This item had been discussed at length at prior meetings.

Motion by Ald. Benner, seconded by DPW Radtke to recommend approval of the change to Title 13, Section 13-1-14(k) eliminating the 10 foot setback from drainage easements and the creation of Title 14, Section 14-1-11-b(3) of the Menasha Code of Ordinances creating criteria for increasing the width of drainage easements adjacent to certain high flow drainage ways.

The motion carried.

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

The applicant was not able to be present. No action was taken.

3. **Preliminary Site Plan – Midway Road**

Shawn McKibben, representing the developer Oak Park Place, LLC, described the proposed project, which consists of housing and health care services for senior citizens. CDD Keil stated that the property is currently zone R-1 Single Family Residential, however, this type of facility is consistent with the recommendations of the comprehensive for areas designated for low density residential development. Rezoning the property into a Planned Unit Development zoning classification is anticipated.

Commissioners discussed:

- Access from Midway Road.
- The possible discontinuance of a portion of Cottonwood Court.
- Access to Barker Park via a trail.
- Preservation of the tree line along the west side of the site and other landscaping.
- Vehicle circulation and parking.
- Relationship of the project to the remaining parcels south to Plank Road.

There was consensus that this project would be compatible with the neighborhood and planning for the development should proceed.

H. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. DeCoster, to adjourn at 4:22 PM.

The motion carried.

Minutes respectfully submitted by CDD Keil.