

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
April 14, 2015
MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:39 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, DPW Radtke and Commissioners Sturm, DeCoster and Schmidt.

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner and Comm. Cruickshank

OTHERS PRESENT: CDD Keil, CDC Heim, Charles Wees, 108 First Street, George Driessen, 169 Marina Place, Gary Zahringer, Martenson & Eisele, Wil Krautkramer, 1226 Appleton Street, Dan Pamenter, Vertigo, 167 Main Street, Christopher Evenson, 523 Broad Street, Kim Vanderhyden, Bakalor Properties, 334 Park Street, Joe Nemecek, Aspen Maui Adv., 180 Main Street, Sandra Dabill Taylor, 545 Broad Street, Dan Zelinski, 647 Paris Street, Peter Hoelzel, 169 Marina Place, Becky Nichols, 402 Elm Street, Michele Tortelli, 175 Marina Place, Joe Zuehlke, 175 Marina Place, Don Smith, 161 Marina Place, Jeff Thistle, 173 Marina Place, Steve Grenell, Menasha Utilities, Jen Zettel, The Post Crescent, John Hogerty, Menasha Downtown Development, LLC and Todd Hietpas, Performa, 124 N Broadway, DePere.

3:30 PM - Informal Public Hearing Regarding the Proposed Amendment to Title 13 of the Menasha Code of Ordinances pertaining to Permitted Uses and Parking Requirements to PUD (Planned Unit Development) District

3:35 PM – Informal Public Hearing on the Proposed Rezoning Regarding the Following Proposed Actions:

- **Rezoning of the properties in proximity to 165 Main Street, which includes Parcel Numbers 3-00818-00, 3-00818-01, 3-00820-00, 3-00816-01, and 3-00817-01 from C-2 Central Business District to Planned Unit Development (PUD)**
- **Amending the Planned Unit Development District (PUD) Plan for Parcel Number 3-00798-00 and 3-00790-00 adjacent to Marina Place**

Mayor Merkes opened the public hearings at 3:40 PM.

Due to related subject matter comments were received relating to both the amendments to the zoning district standards and the proposed rezoning of parcels from C-2 to PUD.

CDD Keil gave an overview of the purpose of the rezoning and how the rezoning relates to the project proposed to parcel numbers 3-00818-00, 3-00818-01, 3-00816-01 and 3-00817-01 as well as the amendment to the PUD for parcel numbers 3-00798-00 and 3-00790-00.

Sandra Dabill Taylor, 545 Broad Street, regarding proper public notice for the scheduled public hearings before the Plan Commission and Common Council and asked that no action be taken.

Dan Pamenter, 167 Main Street , indicated that he had not been given notice or knowledge to the construction plans. He expects more loyalty as a downtown business owner.

CDD Keil explained that the properties proposed for rezoning include the former hotel and bank building and city owned properties in and adjacent to the Marina Place parking lot.

No one else spoke.

The hearings were closed at 3:51 PM.

C. MINUTES TO APPROVE

1. **Minutes of the April 7, 2015 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. DeCoster to approve the April 7, 2015 Plan Commission meeting minutes. The motion carried.

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

1. Sandra Dabill Taylor, 545 Broad Street, spoke regarding the proposed Amendment to the PUD District ordinance stating that half of the ordinance has been retracted. Questioned why the C-2 zoning district was not modified so any new buildings in the C-2 district could exceed 6 stories. Feels that we are changing the ordinance to fit the development. She is protesting the amendments to the PUD District as she doesn't feel the public hearings should be taking place.

E. DISCUSSION

1. None.

F. ACTION ITEMS

1. **Certified Survey Map – Winnebago Avenue**

CDD Keil informed the Commission that the land had been purchased, the existing ARC building has been razed and the Certified Survey Map prepared to create four residential lots. Access to Lot 1 is via a recorded easement over a portion of Winnebago Court, which is a private street. The lots proposed do meet the minimum lot size and minimum lot width per the zoning code. Motion by Comm. Sturm, seconded by DPW Radtke to approve the Certified Survey Map on Winnebago Avenue. The motion carried.

2. **Amendment to Planned Unit Development (PUD) Ordinance**

CDD Keil explained the intention of going through the PUD zoning amendment. He also explained that the building has been presented to the Landmarks Commission where they unanimously approved a Certificate of Appropriateness and that the Landmarks Commission agreed that the proposed building is compatible and harmonious with the Upper Main Street Historic District. Motion by DPW Radtke, seconded by Comm. Sturm to approve the amendment to the Planned Use Development (PUD) ordinance to the Common Council as submitted. The motion carried.

3. **Rezoning of Parcels (including Site Plan Review) from C-2 Central Business District to Planned Unit Development (PUD) and Amendment to PUD Plan**

Mr. Hogerty, Menasha Downtown Development, LLC, gave an overview of the project which included the office building development and the parking structure. He stated that the Landmarks Commission found the design of the office building to be harmonious and compatible to the downtown. Pending final approval of the development agreement and site plans, construction is ready to start as soon as possible.

Mr. Hietpas, Performa, gave an overview of the building materials, architectural elements and business entrances.

Discussion ensued with members of the gallery and Commissioners regarding:

- Additional parking
- Grade of the new drive-thru and parking lot to rear of office building
- The location of the building in relationship to Main Street and current Main Street businesses
- Traffic changes
- Tenants of the building and if any retail or restaurants were proposed
- Public hearings and public notification
- Safety of adjacent building at 167 Main St

- Size of the proposed PUD

CDD Keil stated that staff comments had been prepared concerning project details which the developer has not had an opportunity to respond to. The Plan Commission can recommend approval of the rezoning to PUD with the site plan brought back with further detail to the April 28, 2015 Plan Commission meeting.

Motion by Comm. Sturm, seconded by DPW to recommend rezoning of parcels from C-2 Central Business District to Planned Unit Development (PUD) and Amendment to PUD Plan to the Common Council. Motion carried on roll call 5-0.

4. **Sale/Transfer of City Owned Property – Marina Place Parking Lot**

Commissioners discussed the concern brought forward regarding proper notice on sale of city owned property. It was the consensus of the commission that this item be reviewed at the April 28, 2015 Plan Commission meeting. No action was taken on this item.

5. **Ground Lease of City Owned Property – Broad Street Parking Lot (part)**

Consensus by the commission that the ground lease of city owned property in the Broad Street parking lot is vital for the progress of this project and that this item be reviewed at the April 28, 2015 Plan Commission meeting. No action was taken on this item.

6. **Site Plan Review – Broad Street Parking Lot – Multi-level Parking Structure**

Consensus by the commission that the proposed site plan for the parking structure in the Broad Street parking lot be brought back at the next Plan Commission meeting for recommendation. No action was taken on this item.

7. **Temporary Use of City Owned Property for Construction Staging and Contractor Parking**

Commissioners discussed the need for designated areas to be used by the contractors for use staging and laydown areas and contractor parking. Concerns were expressed about the impact on customer parking for the Main Street businesses. Consensus by the commission was to review the materials at the next Plan Commission meeting on April 28, 2015. No action was taken on this item.

H. ADJOURNMENT

Motion by Comm. Sturm, seconded by Comm. DeCoster, to adjourn at 5:17 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.