

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
June 16, 2015
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 (excused at 4:55 PM), DPW Radtke and Commissioners DeCoster, Cruickshank, Schmidt, and Sturm (excused at 5:00 PM).

PLAN COMMISSION MEMBERS EXCUSED: None.

OTHERS PRESENT: CDD Keil, CDC Heim, AP Englebert, ASD Steeno, Ald. Dan Zelinski, Todd Taves with Ehlers, Brian Adesso with Menasha Joint School District, Chris Klein, Steve Grenell with Menasha Utilities and Bob Reider with Carow Land Surveying and via telephone John Hogerty with Menasha Downtown Development, LLC.

3:30 PM – Public Hearing on the Proposed Creation of Tax Increment District #13 Project Plan and Boundary

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

CDD Keil explained the project plan and gave an overview of the project.

Chris Klein, 730 Keyes Street. Questions on proposals and contingent funds listed in the project plan as well as the status of the CDI grant. CDD Keil explained that the contingent funds would be only be available after all obligations of the TID are paid under the development agreement between the City of Menasha and Downtown Development, LLC. All of the contingent funds would need Common Council approval prior to any funds being used. There has been no news on the CDI grant.

Mr. Klein Also asked how the Broad/Racine Streets would be addressed to handle the increased traffic with 300 new employees coming into the city at the end of the project. DPW Radtke stated that no additional traffic capacity issues are foreseen with this project. The preliminary plan with the Department of Transportation Broad Street project will take into account parking spaces affected by the proposed parking structure.

An email from S. Dabill-Taylor, 545 Broad Street, was distributed to the Plan Commission for consideration of comments.

The hearing was closed at 3:55 PM.

3:35 PM – Public Hearing on the Proposed Project Plan Amendment to Tax Increment District #5

Mayor Merkes opened the public hearing at 3:56 PM.

CDD Keil explained that there is insufficient increment in TID #13 to support the Broad Street parking structure. TID #5 is performing well, meeting obligations and increment is available to be shared with downtown project.

No one spoke.

The hearing was closed at 3:57 PM.

C. MINUTES TO APPROVE

1. **Minutes of the May 19, 2015 Plan Commission Meeting**

Motion by DPW Radtke, seconded by Comm. DeCoster to approve the May 19, 2015 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. None.

F. ACTION ITEMS

1. **Plan Commission Resolution 1-2015 Designating Proposed Boundaries and Recommending Approval of the Project Plan for Tax Incremental District #13**

Todd Taves with Ehlers, Inc. provided an overview of the proposed boundaries and project plan. The life of the proposed TID #13 plan is 27 years, which is the maximum for a blighted area TID. Mr. Taves also explained the financial tables provided in the project plan and the contingent projects.

Commissioners discussed the following:

- Zero percent value increase assumption
- Developer ramp incentive
- Contingent projects/funds and how they would be addressed
- If contingent projects/funds would not be part of the project plan and TIF is performing well, it could close early and any extra funds would be distributed to the non-taxing entities. Likewise if there is additional increment, Common Council would need to authorize on the contingent projects or close the TIF

Motion by DPW Radtke, seconded by Ald. Benner to approve Plan Commission Resolution 1-2015 designating proposed boundaries and recommend to the Common Council the project plan for Tax Incremental District #13.

Additional discussion ensued regarding the contingent projects. ASD Steeno explained that the city would not be holding any money until after all obligations are paid. The contingencies outlined would likely be completed as part of the city's capital improvement plan. ASD Steeno went on to explain that although the contingency projects are listed in the project plan, TID funds would not be required to be paid with these funds and that the Common Council can approve to move forward with the items listed as contingent items using the general fund.

With no further discussion, motion carried on roll call 7-0.

2. **Plan Commission Resolution 2-2015 Recommending Approval of the Proposed Project Plan Amendment for Tax Incremental District #5**

Mr. Taves provided an overview of the proposed amendment from Tax Increment District #5. This would be a one-time transfer of \$750,000 from this district to proposed TID #13. Mr. Taves also explained that TID #5 must demonstrate the ability to pay the obligations associated with it and generate enough to support the transfer.

Commissioners discussed the following:

- Proposed legislation that would eliminate the computer aid and personal property, these sources of funds were not included in either project plan
- Anticipation of additional transfers from this district
- Spending period of TID #5

Motion by Comm. Schmidt, seconded by DPW Radtke to approve Plan Commission Resolution 2-2015 recommending approval of the proposed project plan amendment for Tax Increment District #5. With no further discussion, motion carried on roll call 7-0.

3. **Certified Survey Map – 177 Main Street and Vicinity**

CDD Keil explained the proposed certified survey map includes the former hotel site, bank building, surface parking of Marina Place parking lot as well as the elevated walkway located behind 167, 165 and 163 Main Street. Outlot 1 is comprised of a 2' encroachment into the former bank parcel which the developer and property owner of 165/167 Main Street are negotiating. Mr. Hogerty indicated that they are working on an agreement with the property owner and are hopeful to be close to an agreement.

Commissioners discussed the following:

- Outlot 1 could become problematic if no agreement is reached
- Placing conditions on the approval of the CSM
- Removal of Outlot 1 from the CSM
- Conveyance to adjoining property owner of Outlot 1

Motion by Comm. Schmidt, seconded by DPW Radtke to recommend approval of the CSM to the Common Council with the condition that Outlot 1 along with the description of Outlot 1 be removed from the CSM.

Comm. Sturm expressed concern with the removal of Outlot 1, specifically which parcel Outlot 1 would be part of. He also expressed the conveyance of the property between the developer and adjoining property owner in regards to that parcel.

With no further discussion, motion carried 6-1, Comm. Sturm voted no.

4. **Ground Lease Agreement – Broad Street Parking Lot**

CDD Keil explained that there is a signed development agreement and informed the Commission that they are not being asked to approve the terms of the agreement but asking for a recommendation for approval of the property boundary for the ground lease of the land to be occupied by the parking structure.

Commissioners discussed the structure footprint in relationship to current on-street parking. Concerns were addressed on the width of the terrace and how the traffic flow on Broad Street would be affected with the proposed layout. DPW Radtke indicated that it appears that the right-of-way would be sufficient and would allow a 6 foot terrace. The proposed right-of-way for Broad Street complies with city street standards and will meet traffic, parking, snow storage, terrace trees and parking needs. DPW Radtke updated the Commission on the Broad Street reconstruction project. Discussion ensued regarding the current location of utilities within the Broad Street parking lot and the relationship that plays with the placement of the parking structure.

Comm. Sturm indicated he felt like poor planning has been done to make something happen. If he were to vote right now it would be a “no” vote.

Comm. Cruickshank has concerns about the amount of traffic and the Commission should look at the design; eliminating parking but keeping traffic flow.

Mayor Merkes indicated that the proposed parking structure boundary would allow for adequate street width, snow storage, terrace trees and although a 6 foot terrace is not ideal, it would work.

Motion by DPW Radtke, seconded by Comm. DeCoster to recommend approval on the ground lease agreement of the property designating the description on the lease. Motion carried 5-0. Ald. Benner and Comm. Sturm were excused from the meeting prior to the motion.

5. **Certified Survey Map – Appleton Road and Midway Road – Kwik Trip**

CDD Keil explained that the CSM depicting the property was the former Winnebago Color Press parcel along with the former Joe to Go, which was recently annexed into the City, into one larger parcel. A new Kwik Trip is proposed on this site.

Motion by Comm. DeCoster, seconded by Comm. Cruickshank to recommend to the Common

Council the Certified Survey Map, Appleton Road and Midway Road, Kwik Trip. The motion carried 5-0.

6. **Barker Farm Park Utility Easement – Widening from 10’ to 18’**

CDD Keil indicated that the request for the widening of the easement is to run additional power to the Oak Park Place development and to avoid large trees. This item will be brought before the Park Board at their July meeting.

Steve Grenell, Menasha Utilities, indicated that to trench that area, trees would need to be removed. At this time there are no Menasha Utilities within that area and he is unsure of any other utilities located there. Mr. Grenell indicated that customer is paying for the running of these utilities and he was unsure of what the cost estimate may be to bore. Menasha Utilities is not opposed to removing trees and replacing them when finished. The concern with boring would be to bore where existing utilities may be.

Commissioners discussed the placement of the junction boxes and stated the boxes should be placed on the lot and with minimum disruption to the park. Concerns regarding vandalism to the junction box were addressed and this has not been an issue in the past.

Motion by Comm. DeCoster, seconded by DPW Radtke to recommend the widening of the Barker Farm Park utility easement from 10 feet to 18 feet to the Common Council contingent upon Park Board approval. The motion carried 5-0.

H. ADJOURNMENT

Motion by Comm. Cruickshank, seconded by Comm. Schmidt to adjourn at 6:05 PM. The motion carried 5-0.

Minutes respectfully submitted by CDC Heim.