

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**July 7, 2015**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:31 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

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

OTHERS PRESENT: CDD Keil, CDC Heim, AP Englebert, Laura and Roger Biechler representing Historic Hotel Pub (336 Chute St), Lynn Ann Sauby (339 Broad St), Joe Weiland representing the Menasha Joint School District and Steve Grenell, Menasha Utilities.

**3:30 PM – Public Hearing on the Proposed Special Use Permit Amendment, 1600 Midway Road, Parcel ID #6-01262-02**

Mayor Merkes opened the public hearing at 3:32 PM.

CDD Keil explained the request for a garage to be built to house football equipment. Staff has reviewed the site plan and found some deficiencies in the parking lot screening and interior landscaping. To bring the site into compliance, an additional 80 shrubs in the front yard setback would need to be planted. The parking lot interior landscaping could be addressed as it was with the high school project and brought into compliance when the parking lot is repaved.

The hearing was closed at 3:35 PM.

**C. MINUTES TO APPROVE**

1. **Minutes of the June 16, 2015 Plan Commission Meeting**

Motion by Comm. Decoster, seconded by Comm. Sturm to approve the June 16, 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. **Proposed Special Use Permit Amendment, 1600 Midway Road, Maplewood Middle School**

Commissioners discussed the landscaping deficiencies on the parcel. The consensus was to have the parking lot perimeter landscaping brought into compliance as soon as possible while the interior parking lot landscape would be brought into compliance when the parking lot is repaved.

Motion by Comm. Strum, seconded by DPW Radtke to approve the proposed special use permit amendment for 1600 Midway Road, Maplewood Middle School with the following conditions:

- 80 shrubs be planted in the front yard setback as soon as possible
- The interior parking lot landscaping be brought into compliance at the time the parking lot is re-paved

The motion carried 5-0.

2. **Proposed 10' Utility Easement – One Menasha Center**

It was requested that this item be brought back to the Plan Commission with a revised easement and legal description.

3. **Amended Landscape Plan – 336 Chute Street – Biechler's Chute Street Pub and Apartments**

CDD Keil indicated that a second request for release of a portion of escrow was being held for landscaping. Per staff review there are 4 canopy trees (1 in the southwest planting bed, 3 along the back lot line) that were shown on the approved landscape plan as well as day lilies on the east side of the property which have not been installed. CDD Keil also presented an email from Mr. Curt Dachelet, but it was difficult to understand his position on whether he agrees or is opposed to the trees not being installed. CDD Keil also explained that Ald. Taylor had left a message indicating the Dachelet's desire to keep the trees that were in the original plan.

CDD Keil explained in place of the four missing trees the following could be planted in their place:

- 3 upright evergreens
- 5, 4-feet plus shrubs
- 15, 4-feet or less shrubs
- Or any combination of the above to achieve compliance

Mr. Biechler indicated that he feels there is a miscommunication between Ald. Taylor and Mr. Dachelet as that was not the indication he had gotten from Mr. Dachelet.

Ms. Lynn Ann Sauby indicated that the Biechler's have done a wonderful job with the landscaping and listening to the neighbor's requests. Ms. Sauby indicated that she can't see the reasoning to add more trees or plantings and doesn't feel it is necessary.

Mr. Grenell indicated that the current Box Elder tree on the property has caused power outages and will need additional trimmings to rectify this issue.

Comm. Sturm indicated that he is happy to hear that the neighbor's and Menasha Utilities are happy with the progress of the landscaping but believes the ordinance is fair to all properties in the city and would find it hard pressed to view ordinance conformance on a case by case basis. CDD Keil indicated that the commission does have the option to deviate from the existing plan as long as landscaping requirements of the ordinance are met.

Motion by Comm. Sturm, seconded by DPW Radtke to amend the landscape plan for 336 Chute Street, Biechler's Chute St Pub and apartments with the following conditions:

- Authorize staff to modify the plan consistent with the ordinance
- If neighboring property owners do not want the additional trees, option to use other materials to achieve ordinance compliance
- Terrace tree to be planted by city and bill the property owner
- Tree in the southwest planting bed to not be planted
- City staff to meet with property owners to find out what they want

Motion carried 5-0.

**H. ADJOURNMENT**

Motion by Comm. Cruickshank, seconded by DPW Radtke to adjourn at 3:59 PM. The motion carried 5-0.