

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**July 12, 2016**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:30 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner and Commissioners Sturm, Schmidt, DeCoster and Cruickshank (arrived at 3:50 PM).

PLAN COMMISSION MEMBERS EXCUSED: None.

OTHERS PRESENT: AP Englebert, CDC Heim, Ralph DeMarco (Keller Williams), Ashley Breyer, Bill Blair, Steve Grenell (Menasha Utilities), Michael Hagens (Woodland Development), and Dave Schmalz (McMahon Associates).

Mayor Merkes requested that AP Englebert give an overview of all four public hearings. AP Englebert provided the following:

Proposed rezoning at 412 Broad Street. The property had been a commercial use at one time. The current property owners have converted the property into a residential dwelling with the desire to revert the use to single family.

Proposed rezoning at 620 Racine Street. The property owners have requested that this property be rezoned to C-1 and will combine the parcel with the existing campus at a future date.

Proposed rezoning at 1861-1863 Beck Street. The property owners have requested the rezoning to allow the division of the lot along the common wall of the existing property.

Staff is requesting that the ordinance revision be delayed as the section the change was denoted in is incorrect and to also allow staff to include additional recreational vehicles into the ordinance.

**3:30 PM – Informal Public Hearing Regarding the Proposed Rezoning of 412 Broad Street – Parcel #1-00041-00**

Mayor Merkes opened the public hearing at 3:34 PM.

Bill Blair (2620 Forestview Ct Apt.12, Appleton) indicated he is a perspective home buyer of the property and would like to rezone so they can close on their loan.

Ralph DeMarco (Keller Williams) home is currently a 4 bedroom house; bank will not approve a residential loan to purchase the property as it is currently zoned.

The hearing was closed at 3:35 PM.

**3:35 PM – Informal Public Hearing Regarding the Proposed Rezoning of 620 Racine Street – Parcel #1-00517-00**

Mayor Merkes opened the public hearing at 3:35 PM.

No one spoke.

The hearing was closed at 3:36 PM.

**3:40 PM – Informal Public Hearing Regarding the Proposed Rezoning of 1861-1863 Beck Street – Parcel #4-00919-01**

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

No one spoke.

The hearing was closed at 3:37 PM.

**3:45 PM – Proposed Amendment to Title 13 of the Menasha Code of Ordinances Pertaining to Storage and Parking of Recreational Vehicles - Definitions**

Mayor Merkes opened the public hearing at 3:37 PM.

No one spoke.

The hearing was closed at 3:38 PM.

**C. MINUTES TO APPROVE**

1. **Minutes of the June 21, 2016 Plan Commission Meeting**

Motion by Ald. Benner, seconded by Comm. Sturm to approve the June 21, 2016 Plan Commission meeting minutes. The motion carried.

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

1. Mr. Hagens stated that the development in Lake Cottage Estates is going well and showed house plans for Lot 7 of the CSM proposed on the agenda.

**E. CORRESPONDENCE**

1. None.

**F. DISCUSSION**

1. None.

**G. ACTION ITEMS**

1. **Proposed Rezoning – 412 Broad Street – Parcel #1-00041-00**

AP Englebert provided the current zoning and usage of the surrounding parcels. The Comprehensive Plan designates this parcel as Mixed Use Commercial Core. The designation is intended to permit mix of commercial, entertainment, residential and civic uses. Preservation of existing historic buildings and sites is also encouraged. The property, if rezoned, would stand alone as an R-1 designation and the Plan Commission is tasked with determining if rezoning one lot in the middle of the block is desirable.

Commissions discussed the following:

- Reason for the rezoning is more of a third party reason compared to a rezoning based on our comprehensive plan or use.
- End use of the property (single family vs. commercial)
- If difficulty in achieving a loan for a single family use in a commercially zoned parcel is an issue, fear of property falling into disrepair
- Possibility of rezoning additional properties in vicinity to make more consistent
- How does the request compare to the use indicated in the Comprehensive Plan
- Property is currently legal non-conforming as it has been converted into a single family home, because not vacant for more than 12 months property has not lost its legal non-conforming status

After a lengthy discussion, it was the consensus of the Commission to take no action on this item and requested that staff research the possibility of rezoning a larger area.

2. **Proposed Rezoning – 620 Racine Street – Parcel #1-00517-00**

AP Englebert provided an overview of the history of the Boys and Girls Club campus. The proposed property was acquired by the Boys and Girls Club and the home was razed. It is the desire to rezone to combine the two lots via a certified survey map at a future date.

Motion by Comm. Sturm, seconded by Ald. Benner to recommend the proposed rezoning of 620 Racine Street, Parcel number 1-00517-00 to the Common Council for approval. The motion carried.

3. **Proposed Rezoning – 1861-1863 Beck Street – Parcel #4-00919-01**

AP Englebert explained that it is the intent of the property owners to divide the lot along the common wall of the existing property which would allow each to have ownership over one side of the existing duplex. Commissioners felt this request is similar to the request on Broad Street and consensus was to take no action on this item and have staff research the possibility of rezoning the entire 6 parcel area.

4. **Ordinance O-\_\_\_\_-16 Relating to Storage and Parking of Recreational Vehicles – Definitions**

AP Englebert made a staff request that no action on this item be taken. The ordinance revision as presented was not formatted in the correct section of the code and staff will also be looking to add additional recreational vehicles in addition to what was provided in this revision.

5. **Certified Survey Map – Lake Cottage Estates, East**

AP Englebert explained that this is the second certified survey map relating to the Lake Cottage Estates development. The CSM before the Commission would divide the east parcel into 4 residential lots. The DOT conditions have been placed on the original CSM.

Motion by Ald. Benner, seconded by Comm. Sturm to recommend to the certified survey map at Lake Cottage Estates, East to the Common Council for approval. The motion carried.

6. **Property Acquisition – 867 Valley Road – Parcel #4-00753-00**

AP Englebert explained the history of the property. An investor approached the city to assist with the clean-up of this property. The City applied for and was awarded a Site Assessment Grant (SAG) grant from WEDC in the amount of \$150,000 environmental site work. That development failed to move forward however the grant funds are available still so staff has been working on finding a new end user for the property. Staff is seeking a recommendation to proceed with the acquisition of the property while grant fund access are still available. The site is zoned I-1 General Industrial and the comprehensive plan calls for industrial activities at the location and along the Valley Road corridor. A prospective purchaser is proposing to construct self-storage facilities which is a permitted use within the I-1 district.

Motion by Comm. Sturm, seconded by Ald. Benner to recommend to the Common Council the property acquisition at 867 Valley Road, Parcel #4-00753-00. The motion carried.

**H. ADJOURNMENT**

Motion by Comm. Schmidt, seconded by Comm. DeCoster, to adjourn at 4:47 PM. The motion carried.

*Minutes respectfully submitted by CDC Heim.*