

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
January 10, 2017
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. Benner, EA Gordon, and Commissioners Sturm, and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Schmidt.

OTHERS PRESENT: CDD Buck, PP Englebert, Ald. Collier (701 Appleton St), Jesse Hall (Prairie Home Assisted Living), Tom Laich (Bethel Evangelical Lutheran Church), Paul Le Brun (Bethel Evangelical Lutheran Church), Mark Pamperin (Bethel Evangelical Lutheran Church), Betty Pamperin (Bethel Evangelical Lutheran Church) Phil Hunter (Bethel Evangelical Lutheran Church), and Samuel Degner (Bethel Evangelical Lutheran Church).

C. MINUTES TO APPROVE

1. **Minutes of the December 6, 2016 Plan Commission Meeting**

Motion by Comm. Cruickshank, seconded by Comm. Schmidt, to approve the December 6, 2016 Plan Commission meeting minutes as presented. The motion carried.

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

1. No one spoke. Written comment from Sandra Dabill Taylor (545 Broad Street) was distributed to commission members asking for more public outreach to solicit future comprehensive plan amendments.

E. COMMUNICATION

1. None.

F. DISCUSSION

1. **Annual Comprehensive Plan Update – 2016**

Each year in November, Community Development staff is responsible for soliciting input for amendments to the City of Menasha Comprehensive Plan. Per the Municipal Code, staff posted an announcement on the city website and in the newspaper and did not receive any comment or amendment proposals. In 2018, the Comprehensive Plan is scheduled for its ten year update. The ten year update is much more thorough than the annual plan updates and involves a substantial amount of public participation. Staff is proposing to introduce amendments to the Comprehensive Plan in 2018 during the ten year update instead of incrementally during the annual updates.

Commissioners discussed the following:

- Zoning classifications, rezoning of properties, and future land use map designations in the comprehensive plan
- Public input and timing of amendments to the comprehensive plan

G. ACTION ITEMS

1. **Temporary Use Permit – 829 Appleton Road – Bethel Evangelical Lutheran Church**

CDD Buck introduced the Temporary Use Permit application for Bethel Evangelical Lutheran Church. The church is requesting permission for a temporary use permit to allow camping

during the summer of 2017. The proposal includes hosting of a volunteer group called Builder's for Christ to assist with construction of an addition to the church facility under the direction of a general contractor.

CDD Buck explained the process for granting a temporary use permit. The procedure includes Plan Commission review and recommendation with final determination from the Board of Appeals. Temporary uses must be compatible with neighboring uses and must not involve the construction of a permanent substantial structure. Commissioners discussed the proposal and operations of the camping site.

Motion by Ald. Benner, seconded by Comm. Cruickshank, to recommend approval of the Temporary Use Permit for camping at 829 Appleton Road – Bethel Evangelical Lutheran Church with the following conditions:

- The septic system plans are approved by City of Menasha Health Department.
- Operation of the temporary camping use does not exceed permitted light or noise levels at property lines.

The motion carried.

2. **Site Plan Review – 1463 Kenwood Drive – Prairie Homes Assisted Living**

CDD Buck provided an overview of the site plan amendment for Prairie Homes Assisted Living. The site plan amendment proposes the construction of a 1,477ft² entryway addition. The entryway will link two existing buildings on site. The proposed exterior materials are vinyl siding, vinyl windows, and French style doors to match the existing building's materials.

Prairie Homes Assisted Living is also intending to replace the wooden dumpster enclosure with a masonry enclosure. No outdoor lighting or landscaping is proposed and the site with the new addition meets municipal zoning regulations. Comm. Cruickshank spoke in favor of the design of the entryway. Ald. Benner commented on the site plan amendment and supported the effort to match the existing design.

Motion by Comm. Sturm seconded by Ald. Benner, to recommend approval of the site plan for Prairie Homes Assisted Living – 1463 Kenwood Drive, with the finding that the vinyl siding and window systems of the addition matches those of the existing buildings and a condition that the masonry dumpster enclosure is a minimum of six feet high and 75% opaque.

The motion carried.

3. **Lake Park Trail Easement**

PP Englebert introduced the proposed easement for a recreational trail adjacent to HWY 10/114 and Lake Park Road. A gravel trail exists on properties owned by Community First Credit Union and the Redevelopment Authority of the City of Menasha that is not located in the current easement area provided to the City of Menasha. The proposal is to release the current easement and obtain a new easement that encompasses the existing trail to facilitate paving of the trail later this year. A temporary easement will also be obtained on the eastern terminus of the trail until Lake Park Road is reconstructed, which is necessary to incorporate the current path of the trail. When Lake Park Road is reconstructed, the trail terminus will be relocated to line up with the new design of the road and off-street facilities.

Mayor Merkes inquired about the design of the eastern terminus of the trail and suggested obtaining a larger easement at the intersection to provide flexibility for construction of the trail. There was consensus from the commission that a larger easement would be beneficial to the city. Staff is to examine the possibility of obtaining a larger easement. No action was taken.

H. ADJOURNMENT

Motion by EA Gordon, seconded by Ald. Benner, to adjourn at 4:30 PM. The motion carried.