

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
October 17, 2017
MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:33 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner, DPW Radomski, Commissioners Homan, and Sturm.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Schmidt.

OTHERS PRESENT: CDD Buck, PP Schroeder, Ald. Collier, and Doug Schmidt (222 Washington St).

C. PUBLIC HEARING

1. **Amendment to Special Use Permit – 222 Washington Street – Greg Muller**
Mayor Merkes opened the hearing at 3:33 PM.

Doug Schmidt, a contracting specialist representing the owner explained that due to the timing in the building season and that the proposed changes to the roof would require state approval they would not move forward with this proposed change this year. Mr. Schmidt explained because of this timing they would like the Plan Commission to entertain the option to keep the existing flat roof or installing a pitched roof, as proposed.

With no further comments, Mayor Merkes closed the hearing at 3:36 PM.

D. MINUTES TO APPROVE

1. **Minutes of the September 19, 2017 Plan Commission Meeting**
Motion by Homan, seconded by Sturm, to approve the September 19, 2017 Plan Commission meeting minutes as presented. The motion carried.

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

1. None

F. COMMUNICATION

1. None

G. DISCUSSION

1. None

H. ACTION ITEMS

1. **Amendment to Special Use Permit – 222 Washington Street – Greg Muller**
CDD Buck gave a brief history of the existing Special Use Permit for the property located at 222 Washington Street. He explained that in the spring of 2016 the Plan Commission reviewed and approved a Special Use Permit for the site and building design for reuse of the existing building as an indoor storage facility, which is a permitted use on property zoned I-2 General Industrial. Since then the City has rezoned the property to C-1 General Commercial to further restrict this type of use in the commercial corridor in the future. The Applicant is now requesting the option to retain the existing flat roof as originally approved or modify the building elevations to add a 4/12 pitched hip style roof. The Applicant explained that there are many benefits to installing a

new roof including energy efficiency for the facility, aesthetics making the building look more like an office, and additional screening of the existing warehousing west of this property.

The Commission had a general discussion of the request including questions regarding the historic district, the building elevations, access, and previously discussed easements. CDD Buck explained that the property is not located within a historic district, the only proposed changes to the approved Special Use Permit is the roof. The Applicant has purchased the neighboring home to the north and anticipates removing that structure but would still need an easement unless the lots were combined, which is problematic due to different zoning designations.

Motion by Sturm, seconded by Homan, to approved the request to amendment the Special Use Permit for 222 Washington Street to allow the Applicant the option to retain the existing flat roof or install a 4/12 pitched roof on the existing building with the condition that asphalt shingles be used to better coincide with neighboring properties. The motion carried.

2. Certified Survey Map for Lot Combination – Kelly Lake Drive – Martenson & Eisele, Inc.

PP Schroeder gave a brief overview of the requested Certified Survey Map to combine two abutting lots under the same ownership explaining that the proposed Certified Survey Map will not create any zoning nonconformities and is consistent with the City of Menasha Comprehensive Plan. PP Schroeder added that due to the existing vacant lot having frontage on a state highway with limited access, there would likely be challenges in finding enough buildable area remaining as a standalone lot. The Commission had a general discussion of the request and saw no concerns with the presented certified survey map.

Motion by Homan, seconded by Benner, to approve the Certified Survey Map as presented combing 2445 Kelly Lake Drive, parcel 7-00700-97 with parcel 7-01711-99. The motion carried.

3. Shared Use and Access Easements – 328 Sixth Street and 600 Walburn Street – Menasha Joint School District

CDD Buck gave a brief explanation and history of the proposed shared use and access easement between the City of Menasha and the Menasha Joint School District (MJSD). In 1983 the City deeded the property to the MJSD creating a property line down the center of the access drive and parking lot. It is unclear if the parking area was constructed before or after the property was deeded. The MJSD is proposing two shared use and access easements. In the first easement the MJSD is the Grantor to the City for use and access of the portion of the parking that is on the Schools property and the second, the City is the Grantor allowing the School to use and access the portion of the lot that is located on City property. Under both easements the MJSD is responsible for the construction and maintenance of all access drive, parking areas, and paved surfaces located within the easement.

Cruickshank arrived at 3:51 PM.

Motion by Homan, seconded by Radomski, to accept and grant the shared use and access easements at 328 Sixth Street and 600 Walburn Street, as presented. The motion carried.

4. Transitional Area Exemption Request – 100 Main Street – Menasha Joint School District

Item removed from Amended Agenda. CDD Buck explained that the Menasha Joint School District was only required to bring the parking lot into conformance if the lot was “reconstructed”. Menasha Joint School District is only proposing a mill-in-overlay maintenance project.

The Commission had a short discussion in an attempt to recall what was previously approved/discussed in regards to the sale and reuse of this property. In addition the Commission discussed whether or not our current regulations promote maintenance over reconstruction and questioned if this is the best way to move forward with our regulations.

5. Property Disposition – 140 Main Street – City of Menasha

PP Schroeder gave a brief overview of previous discussions related to the request to declare the former City Hall at 140 Main Street as surplus and available for disposition. This overview included conversation about how the mural wall was constructed and how the mural was attached to said wall. Furthermore, based upon the direction of the Commission staff did get a

rough estimate of \$28,000 from the original contractor to remove the mural should the question by a developer ever arise that the mural would have to be removed. Lastly, the City Engineering staff was able to confirm that the actual property line goes through the middle of the mural wall, meaning that it is half on the former City Hall property and half on the adjacent remnant parcel.

The Commission confirmed that the former City Hall is surplus and the property is available for disposition. However, to ensure that the question is answered before it arises the Commission took into account the existing mural wall and discussed whether the City should correct the property line before a sale is finalized. The options to correct the property line include having the mural completely on a separate parcel, having it completely on the old City Hall parcel or vacating the adjacent parcel and having the mural located within the City right-of-way.

Motion by Benner, seconded by Sturm, to approve the request to declare the former City Hall property located at 140 Main Street as surplus property and available for disposition with the condition that the eastern property line be adjusted to align with the building edge leaving the mural within the City right-of-way. The motion carried.

I. ADJOURNMENT

Motion by Cruickshank, seconded by Radomski, to adjourn at 4:20 PM. The motion carried.

Minutes respectfully submitted by PP Schroeder.