

**CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
February 7, 2017
MINUTES**

3:30 PM – Informal Public Hearing Regarding the Proposed Special Use Permit – 100 Fox Street (Parcel #3-00700-00)

3:35 PM – Informal Public Hearing Regarding the Proposed Rezoning of 216 Washington Street (Parcel #3-00566-00), 221 Washington Street (Parcel #3-00530-00) and 222 Washington Street (Parcel #3-00571-00)

Mayor Merkes opened the public hearing for the proposed Special Use Permit – 100 Fox Street at 3:31PM. PP Englebert gave an overview of the Special Use Permit application. No one spoke. Mayor Merkes closed the public hearing at 3:34PM.

Mayor Merkes opened the public hearing for the proposed rezoning of 216, 221, and 222 Washington Street at 3:35PM. CDD Buck introduced the proposal. Greg Muller (22 Washington Street) inquired about permitted uses in the C-1 General Commercial District. Doug Schmidt (222 Washington Street) asked why 218 Washington Street was not proposed for rezoning and whether the rezoning of 222 Washington Street affected the Special Use Permit he received in 2016. Mayor Merkes closed the public hearing at 3:40PM.

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, Ald. Zelinski, EA Gordon, and Commissioners Sturm, Homan, and Cruickshank.

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

OTHERS PRESENT: CDD Buck, PP Englebert, PRD Tungate, Pat Skalecki (GRAEF Inc.), Doug Schmidt (222 Washington Street), Greg Muller (222 Washington Street), Steve Seegers (104 Fox Street), and Ron Seegers (104 Fox Street).

C. MINUTES TO APPROVE

1. **Minutes of the January 10, 2017 Plan Commission Meeting**

Motion by EA Gordon, seconded by Ald. Zelinski, to approve the January 10, 2017 Plan Commission meeting minutes as presented. The motion carried.

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

1. No one spoke.

E. COMMUNICATION

1. None.

F. DISCUSSION

1. None.

G. ACTION ITEMS

1. **Special Use Permit and Site Plan Review – 100 Fox Street**

PP Englebert presented the Special Use Permit application. The city acquired the property in 2016 to install a trail landing for the Loop the Lake project. Parkland is a special use in the R-1 Single Family Residence District; therefore the city is applying for a Special Use Permit. In addition, city staff is proposing improvements to the lot and is bringing forth a site plan for

approval.

The site plan proposes the installation of a multi-modal path, a bench, an ADA accessible picnic table, decorative lighting, and seven parking stalls. In addition, the city will be installing a transitional landscape area on the east side of the lot to screen the trail from the neighbor.

Commissioners discussed the placement of the bench, location of the multi-modal path, orientation of the parking stalls, and composition of the transitional area landscaping.

Mr. Seegers (104 Fox Street) asked if a fence could be erected on the east lot line in addition to the transitional landscaping. Mr. Skalecki (GRAEF Inc.) explained that installing the fence would be problematic for the future growth of the landscaping and that the landscaping would achieve the desired screening. Mr. Seegers said the landscaping is acceptable to him. EA Gordon asked if the south end of the asphalt trail could be relocated so that it doesn't intersect with the street too close to the intersection. Mr. Skalecki replied that he will examine it with city staff.

Motion by Comm. Sturm, seconded by Comm. Homan, to approve the site plan for 100 Fox Street and recommend approval of the Special Use Permit.

The motion carried.

2. **Rezoning – 216 Washington Street (Parcel #3-00566-00), 221 Washington Street (Parcel #3-00530-00), and 222 Washington Street (Parcel #3-00571-00)**

CDD Buck introduced the proposed rezoning for 216, 221, and 222 Washington Street. Last November, 217 Washington Street was rezoned from I-2 General Industrial District to C-1 General Commercial District. During the rezoning process, the Plan Commission and city staff discussed the efficacy of rezoning neighboring properties to commercial districts to further the City of Menasha Comprehensive Plan. The current proposal before the Plan Commission is to rezone 216, 221, and 222 Washington Street from I-2 General Industrial to C-1 General Commercial.

CDD Buck explained that the Special Use Permit granted to 222 Washington Street would remain valid as long as the conditions of its approval were met. He also said that 218 Washington Street was considered for rezoning but not brought forward due to the mix of uses and lot standard non-conformities present at the property. CDD Buck gave an overview of uses permitted in the C-1 General Commercial district which include general office, administrative, and retail uses.

Motion by Comm. Homan, seconded by Comm. Sturm, to recommend approval of the rezoning of 216, 221, and 222 Washington Street from I-2 General Industrial District to C-1 General Commercial District.

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 and the temporary easement will be released.

As requested by the Plan Commission at the last meeting, city staff altered the proposed easement to include a 50' area from the south lot line of parcel #7-01700-08 extending north. The larger easement area was requested to provide flexibility for the future trail relocation when Lake Park Road is reconstructed. Ald. Zelinski asked if the city would bear the cost of the

trailhead relocation. EA Gordon replied that the county would likely pay for the trail work.

Motion by Mayor Merkes, seconded by Comm. Sturm, to recommend approval of the easement release, easement acceptance, and temporary easement acceptance for the Lake Park Trail.

The motion carried.

H. ADJOURNMENT

Motion by Comm. Homan, seconded by Comm. Sturm, to adjourn at 4:10 PM. The motion carried.

Minutes respectfully submitted by PP Englebert.