

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**April 25, 2017**  
**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, Ald. Benner, EA Gordon, Commissioners Sturm, Schmidt and Cruickshank (3:37PM).

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Homan.

OTHERS PRESENT: CDD Buck, PP Englebert, Ald. Collier (708 Appleton Street), Ald. Grade (924 Woodland Drive), and Andy Watkins (Studio 6d6).

**C. PUBLIC HEARING**

1. *Informal Public Hearing Regarding the Proposed Rezoning of 309 De Pere Street - Parcel #4-00109-00*

Mayor Merkes opened the public hearing at 3:31 PM. No one spoke. Mayor Merkes closed the public hearing at 3:32 PM.

2. *Informal Public Hearing Regarding Proposed Ordinance Revision to Article D, Sec. 13-1-43, Non-conforming Uses, Structures, and Lots*

Mayor Merkes opened the public hearing at 3:32 PM. No one spoke. Mayor Merkes closed the public hearing at 3:33 PM.

**D. MINUTES TO APPROVE**

1. **Minutes of the April 4, 2017 Plan Commission Meeting**  
Motion by Comm. Sturm, seconded by Ald. Benner, to approve the April 4, 2017 Plan Commission meeting minutes as presented. The motion carried.

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

1. No one spoke.

**F. COMMUNICATION**

1. None

**G. DISCUSSION**

1. None

**H. ACTION ITEMS**

1. **Rezoning – 309 De Pere Street**  
PP Englebert introduced the rezoning application for 309 De Pere Street. Andy Watkins, owner, is currently operating an arts studio and massage therapy clinic at the property. Arts and personal uses are not permitted uses in the I-1 Heavy Industrial District but are permitted in the C-1 General Commercial District. The City of Menasha Comprehensive Plan identifies the property as *Community Commercial* in the Future Land Use Map.

Ald. Benner asked about neighboring zoning classifications. PP Englebert explained the

rezoning would match neighboring zoning classifications as the block is zoned in the C-1 General Commercial District. Ald. Grade asked about the ramifications of the proposed rezoning if Intertape Polymer were to acquire the property in the future. CDD Buck explained that commercial uses such as office space would be permitted but if the property would be used for manufacturing/industrial purposes it would require a rezoning and comprehensive plan amendment.

Motion by Comm. Sturm, seconded by Ald. Benner, to recommend approval of the Rezoning – Studio 6d6 – 309 De Pere Street from I-1 Heavy Industrial District to the C-1 General Commercial District with the findings that the intended rezoning will further the goals and objectives set forth in the City of Menasha Comprehensive Plan, and the rezoning matches adjacent zoning classifications. The motion carried.

2. **Ordinance Relating to Article D, Sec. 13-1-43, Non-conforming Uses, Structures, and Lots**  
CDD Buck provided an overview of the proposed ordinance. He explained that the intention of the new code section is to replace the current non-conforming code. The current non-conforming code is poorly organized and outdated with respect to state law changes governing non-conforming structures. CDD Buck explained each section of the proposed ordinance.

Commissioners discussed the ordinance and inquired about the section regulating repairs to structures with non-conforming uses. CDD Buck explained that property owners with a non-conforming use would be allowed to make repairs up to 50 percent of the cost of the assessed value of the structure.

Motion by Comm. Cruickshank, seconded by Ald. Benner, to recommend approval of the Ordinance Relating to Article D, Sec. 13-1-43, Non-conforming Uses, Structures, and Lots. The motion carried.

3. **Right-of-Way Vacation – Portion of the 600 Block of Eleventh Street**  
PP Englebert presented the proposed right-of-way vacation for a portion of Eleventh Street between Warsaw Street and Appleton Street. Menasha Joint School District is requesting the vacation with the desire to attach the vacated right-of-way to the parcels they own at Calder Stadium and Bayer Field. The right-of-way is unimproved, does not contain any municipal utilities, and does not provide vehicular access. As part of the site plan for Calder Stadium and Bayer Field approved on April 4, 2017, an asphalt trail will be installed in the proposed vacated area. Staff is requesting a condition on the vacation that the two parcels owned by the school district be combined to form a single parcel.

Motion by Comm. Sturm, seconded by Comm. Cruickshank, to recommend approval of the Right-of-Way Vacation – Portion of the 600 Block of Eleventh Street with the condition that the Calder Stadium property (parcel #4-00805-00) and Bayer Field property (parcel #1-00785-00), along with the acquired right-of-way, be combined to form a single parcel. The motion carried.

## I. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. Schmidt, to adjourn at 4:05 PM. The motion carried.

*Minutes respectfully submitted by PP Englebert.*