

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
June 6, 2017
MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:34 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner, EA Gordon, Commissioners Sturm, Schmidt and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Homan.

OTHERS PRESENT: CDD Buck, PP Englebert, PC Styka, Ald. Collier (708 Appleton Street), Devin Flanigan (Keller Inc.), Michael Queoff (Keller Inc.), Dave Schmalz (McMahon Associates), and Ben Hamblin (McMahon Associates).

C. MINUTES TO APPROVE

1. **Minutes of the May 16, 2017 Plan Commission Meeting**

Motion by Comm. Cruickshank, seconded by Ald. Benner, to approve the May 16, 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. **Certified Survey Map – Villa Way – Property Line Alteration**

PP Englebert introduced the proposed Certified Survey Map (CSM) for Villa Way. Lexington Homes, property owner, is proposing to consolidate five lots into four lots in the Ponds of Menasha development. Due to the presence of a temporary cul-de-sac at the west terminus of Villa Way, the property owner is seeking to create a larger lot on the western end of Villa Way to allow a house to be built that accommodates the front yard setback requirement from the cul-de-sac. The four resulting lots from the proposed CSM meet city standards for lot size and width requirements.

Motion by Ald. Benner, seconded by Comm. Schmidt, to recommend approval of Certified Survey Map – Villa Way – Property Line Alteration. The motion carried.

2. **Site Plan Review – 430 First Street – Menasha Police Department**

CDD Buck provided an overview of the site plan for 430 First Street – Menasha Police Department. The Police Department is seeking to add a 1,020ft² addition to the west side of their building for a new evidence processing and storage area. The Zoning Ordinance requires site plan approval for additions larger than 500ft² in the C-1 General Commercial District.

The site plan proposes an addition to essentially “fill-in” the courtyard area currently occupied by a radio tower, which will be removed from the site. The side yard setback will be 6’ which is less

than the required 10' for new structures but is permissible because the addition doesn't increase the degree of non-conformity of the existing structure. The Zoning Ordinance also requires a transitional landscape area be installed since the neighboring zoning district is residential. The Police Department is proposing to plant four sugar maples but does not include a vegetated buffer or fencing in the transitional area due to the fact that the neighbor has an existing fence. CDD Buck mentioned staff is seeking a condition on site plan approval that foundational landscaping be installed adjacent to the building facing First Street per code requirements.

Michael Queoff (Keller Inc.) presented brick material to the commission that will be used on the addition's façade. The Zoning Ordinance requires all additions be at least 75% brick or natural stone and the addition will be 100% brick veneer.

Ald. Benner inquired about the transitional area requirements and how the requirements would be met if the neighboring properties fence is removed. CDD Buck suggested adding a condition to the site plan that would require the Police Department to erect a fence or plant additional landscaping to meet transitional area requirements under that scenario.

Motion by Comm. Schmidt, seconded by Ald. Benner, to approve the Site Plan for 430 First Street – Menasha Police Department with the following conditions and finding:

1. A minimum of three feet of landscaped buffer, meeting code requirements, be included at the base/foundation of the building addition facing First Street.
2. The required landscaped transitional area is not conducive to landscaping and associated requirements be waved.
3. In the event the fence on the western property line is removed, the property at 430 First Street will provide a fence of transitional area landscaping requirements.

The motion carried.

3. **Site Plan Review – 867 Valley Road**

PP Englebert introduced the site plan for 867 Valley Road. The property was formerly the site of Urban Evolutions but was purchased by the City of Menasha in September of 2016. Over the course of the last year, the city has caused the demolition of three structures and has conducted environmental testing on the property. The property is very close to being ready for redevelopment and will be purchased by Multistorage LLC to construct self-storage units.

The site plan proposes eight self-storage buildings containing 240 individual storage units. The buildings will have vinyl siding with concrete masonry on the lower one-third of the facades facing Valley Road, thereby meeting code requirements. The plan includes a 10' perimeter landscaping buffer adjacent to Valley Road and foundational landscaping at the base of buildings fronting Valley Road. Lighting will be provided on site from fixtures attached to the buildings. Asphalt drive-aisles throughout the property meet dimensional requirements for minimum drive-aisle widths.

Due the large amount of impervious surface associated with the development, the applicant is proposing to install a stormwater pond on the south end of the property. A swale will be installed on the east side of the property that will drain to the pond and there will be catch-basins installed throughout the site to direct run-off to the pond. On the west side of the property, the applicant is proposing to sheet drain stormwater onto the neighboring site owned by Alpha Prime. Community Development staff are asking that the applicant provide a copy of a cross-access easement with Alpha Prime to direct stormwater run-off as a condition of site plan approval.

Mayor Merkes asked if more landscaping could be added to the site adjacent to Valley Road. Ben Hamblin (McMahon Associates), explained that adding more landscaping to that area would be infeasible due to required drive-aisle width requirements.

Motion by Comm. Schmidt, seconded by Comm. Cruickshank, to approve the site plan for 867 Valley Road with the following conditions:

1. Copy of a cross-access stormwater drainage agreement between Multistorage and Alpha Prime is submitted to the Community Development Department.
2. Final stormwater plan be approved by the Public Works Department.

The motion carried.

H. ADJOURNMENT

Motion by Comm. Schmidt, seconded by Comm. Cruickshank, to adjourn at 3:58PM. The motion carried.

Minutes respectfully submitted by PP Englebert.