

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
July 11, 2017
MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:30 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Homan and Schmidt.

OTHERS PRESENT: CDD Buck, PP Englebert, Stewart McLain (Fork Farms), Alex Tyink (Fork Farms), Peri Tyink (Fork Farms), and Gil Shaw (Fork Farms).

C. PUBLIC HEARING

1. Informal Public Hearing Regarding the Proposed Special Use Permit at 1101 Midway Road, Parcel #4-00783-03

Mayor Merkes opened the hearing at 3:30 PM. No one spoke. Mayor Merkes closed the hearing at 3:31 PM.

D. MINUTES TO APPROVE

1. Minutes of the June 6, 2017 Plan Commission Meeting

Motion by Comm. Sturm, seconded by Ald. Benner, to approve the June 6, 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. Special Use Permit – 1101 Midway Road – Fork Farms

CDD Buck introduced the Special Use Permit application for Fork Farms LLC. Fork Farms is a start-up agriculture technology company looking to locate their business at 1101 Midway Road. The property at 1101 Midway Road currently contains a vacant building that is approximately 12,000ft² in size. Fork Farms is proposing to use the building and site for the purposes of operating a commercial greenhouse. Additionally they propose to install a growing system assembly room with a future retail area and showroom planned. CDD Buck informed the commission that the commercial greenhouse use requires a Special Use Permit but the other intended uses are permitted by right in the C-1 General Commercial District.

CDD Buck detailed the proposal for the Plan Commission. Fork Farms is proposing a three phase improvement plan over three years for the site. Planned improvements in the phased plan include additional landscaping, paving of the gravel drive area on site, abandonment of the driveway adjacent to Midway Road, and updated signage.

Alex Tyink (Fork Farms) gave an overview of the business operations of Fork Farms. Commissioners discussed the site, proposed use, and planned improvements. Ald. Benner commented that he would like to see annual reports from Fork Farms detailing their progress in achieving the improvement plan. Commissioners were in support of that idea.

Motion by Ald. Benner, seconded by Comm. Cruickshank, to recommend approval of the Special Use Permit – 1101 Midway Road – Fork Farms with the following conditions:

- 1) The submitted three-year phased improvement plans, as proposed within the application, be binding on the development including proposed site work, removal of the driveway on Midway Road closest to the Midway/Parkside intersection, and landscape improvements; and
- 2) Immediate marking/stripping of the parking stalls within the parking lot.
- 3) The petitioner annually reports the status of its operations and site improvements to the city until the third phase/year improvements are completed.

The motion carried.

2. **Drainage Easement – 835-867 Valley Road**

PP Englebert introduced the drainage easements for 835 and 867 Valley Road. The Plan Commission approved a site plan on behalf of Multistorage LLC at 867 Valley Road at the June 6th Plan Commission meeting. A condition of approval requires that drainage easements be entered into between the properties at 867 and 835 Valley Road in order to facilitate legal drainage across property lines. Since the city is the current owner of the property at 867 Valley Road, the easements will need to be recorded between the city and Mr. Richard Bartosic, the property owner at 835 Valley Road. The easements run with the land and are therefore transferable to future owners including Multistorage LLC.

Motion by EA Gordon, seconded by Comm. Sturm, to recommend approval of the Drainage Easement – 835-867 Valley Road. The motion carried.

I. ADJOURNMENT

Motion by Comm. Cruickshank, seconded by Comm. Sturm, to adjourn at 4:02 PM. The motion carried.

Minutes respectfully submitted by PP Englebert.