

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
October 2, 2018
MINUTES

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. Nichols, DPW Radomski, and Commissioner's Sturm, Cruickshank, Benner, and Homan.

OTHERS PRESENT: CDD Schroeder, AP Stephenson, Ald. Tom Grade and PRD Tungate.

C. MINUTES TO APPROVE

1. Minutes of September 11, 2018 Plan Commission Meeting

A motion was made by Comm. Sturm, seconded by DPW Radomski, to approve the September 11, 2018 Plan Commission meeting minutes. The motion carried.

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

Five (5) minute time limit for each person

No public comments.

E. DISCUSSION / ACTION ITEMS

1. Landscape Plan – Menasha Utilities – 745 Second Street

AP Stephenson gave a brief background and history on the proposed landscape plan at 745 Second Street. The site was previously home to a water tower that was taken down by Menasha Utilities. In place of a water tower, a generator was placed on-site to provide back up power to the water supply across the street in the event of a power outage. Per the Zoning Code, mechanical equipment shall be screened to mitigate the adverse visual impacts off-site view. The proposed landscape plan called for a number of arborvitae to be positioned around the generator to screen the equipment from passersby.

Staff recommended approval of the landscape plan as presented for 745 Second Street (#5-00159-00), with the following conditions:

1. An exception is made for the east side of the generator allowing reduced screening.
2. The landscaping shall be planted no later than 12 months from date of approval.

The Commission and Staff had discussions regarding the proposed landscape plan which included:

- The need for more variety and heights of plantings around the generator.
- The position and angle of the security camera.
- When the planting would take place.
- Future tree plantings along the adjacent streets.

The Plan Commission felt that the landscape plan did not meet the current landscape ordinance lacking a diverse mix of vegetation varying in heights, textures, species and color as required by code.

No action was taken on this item. Menasha Utilities were encouraged to return to the Plan Commission with a new landscape plan.

2. Province Terrace Trail Easement

PRD Tungate gave an overview of the Province Terrace Trail project and their plans for a permanent limited easement (PLE) with Kwik Trip. In order to construct the extension for Province Terrace Trail an easement must be acquired with Kwik Trip. Kwik Trip is open to the easement and in support of the project overall.

Plan Commission was grateful for the progress made towards this project and felt that the Province Terrace Trail connection is a vital link for the citizens of Menasha and for the greater Fox Cities.

A motion was made by Comm. Homan, seconded by Comm. Benner, to approve the Province Terrace Trail permanent limited easement subject to final approval of the easement document by the City's Attorney. The motion carried.

F. COMMUNICATION

1. Set Next Meeting

The next meeting was set for Tuesday, November 6, 2018 at 3:30 PM.

G. ADJOURNMENT

A motion was made by Comm. Cruickshank, seconded by Comm. Benner, to adjourn the meeting at 4:17 PM. The motion carried.

Minutes respectfully submitted by AP Stephenson