

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
February 6, 2018
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, DPW Radomski and Commissioners Sturm, Cruickshank, Homan, and Ald. Benner (arrived at 3:42 PM).

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Schmidt.

OTHERS PRESENT: CDD Schroeder, CDC Heim, Jack Richeson (Martenson & Eisele), Abby Maslanka (Martenson & Eisele), Tim Carlson (Martenson & Eisele), and Greg Shull (Menasha Utilities).

C. MINUTES TO APPROVE

1. **Minutes of the January 9, 2018 Plan Commission Meeting**

Motion by Comm. Homan, seconded by Comm. Sturm, to approve the January 9, 2018 Plan Commission meeting minutes. The motion carried.

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

No one spoke.

E. DISCUSSION / ACTION ITEMS

1. **Certified Survey Map – Midway Road/Oneida Street – Property Line Alteration**

CDD Schroeder presented an overview of the proposed Certified Survey Map (CSM) to adjust the west lot line of 1490 Oneida Street and the east lot line of 1819 Midway Road. With the demolition of the gas station that had occupied that lot, the CSM was prepared to allow for a larger development. The proposed Certified Survey Map will not create any zoning nonconformities and both lots exceed the minimum lot requirements for size, setbacks and dimensional requirements within the C-1 General Commercial District.

Greg Shull, Menasha Utilities, indicated that while reviewing the proposed CSM, he noted the CSM failed to show a second recorded fifteen (15) foot easement just east of the shown six (6) foot easement. Mr. Shull noted that the CSM should not be approved until such easement is shown.

General discussion ensued among Plan Commissioners, staff, representatives from Martenson and Eisele and Mr. Shull regarding the discrepancy.

Consensus of the Plan Commissioners was to take no action on this item until this issue can be resolved.

2. **Site Plan Review – 1490 Oneida Street – Prince Space, LLC**

Looking past the concerned discrepancy of the easement, CDD Schroeder presented the proposed site plan for the new development. This development includes a 4 tenant building, with on-site parking, shared access and traffic circulation as well as shared stormwater with the neighboring property to the west.

The Commission discussed the proposed project in more detail including but not limited to the safety of traffic circulation, the screening of the rooftop mechanicals, the lighting plan, and the

innovative façade materials.

Although seeing no other major concerns, the consensus of the Plan Commission was to take no action on this item until the easement and CSM is resolved.

F. COMMUNICATION

1. Set Next Meeting Date

A Special Plan Commission meeting has been set for Monday, February 12, 2018 at 3:00 PM.

G. ADJOURNMENT

Motion by DPW Radomski, seconded by Ald. Benner to adjourn at 4:31 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.