

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
March 6, 2018
MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:32 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner, DPW Radomski and Commissioners Homan and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Schmidt and Sturm.

OTHERS PRESENT: CDD Schroeder, CDC Heim, Jeff Schweitzer (Community First Credit Union), Ald. Arnie Collier, Shelly Verhagen (Miron Construction), Pete Klosterman (Miron Construction), Jim Fletcher (336 Chute Street representative), Roger Beichler (Owner 336 Chute Street), Ron Wolf (McMahon), Sandra M Dabill Taylor (545 Broad Street) and LA Sauby (339 Broad Street).

C. PUBLIC HEARING

1. Proposed Special Use Permit – 336 Chute Street – Parcel #2-00121-00

Mayor Merkes called the public hearing to order at 3:32 p.m. CDD Schroeder provided an overview of the proposed Special Use indicating that the applicant is requesting the property to be residential in nature in the C-2 Central Business District. Currently the building has four apartments on the second floor and three apartments are being proposed for the first floor. No one from the gallery spoke. Mayor Merkes closed the public hearing at 3:38 p.m.

C. MINUTES TO APPROVE

1. Minutes of the February 12, 2018 Plan Commission Meeting

Motion by Comm. Cruickshank, seconded by DPW Radomski, to approve the February 12, 2018 Plan Commission meeting minutes. The motion carried.

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

Sandra Dabill-Taylor, 545 Broad Street. Ms. Dabill-Taylor stated concerns regarding the Downtown Vision Plan as 80-90% calls for residential use. Stated she is opposed to idea of a city owned banquet facility. She also stated that the increase in warehousing within the city is not bringing money into the city. Also stated that the city can't afford to invest in a project if it is not high in value.

E. DISCUSSION / ACTION ITEMS

1. Certified Survey Map and Site Plan Review – 670 Lake Park Road – Community First Credit Union

CDC Heim presented an overview of the proposed Certified Survey Map (CSM) requested by Community First Credit Union for lot consolidation and reconfiguration of parcel # 7-01700-07, 7-01700-08 and 7-01700-09. All parcels are under the same ownership and all zoned C-1 General Commercial District. Both lots meet zoning code standards in the C-1 General Commercial District and are consistent with the Comprehensive Plan.

In addition to the CSM, the applicant is requesting a site plan approval for a new branch office on Lot 1 of said CSM. The façade of the building and the dumpster enclosure will be comprised of 100% brick veneer materials. Additional screening of the dumpster with landscape materials will provide adequate screening. The proposed layout of the parking lot meets the requirements for both stall and drive aisle size. A portion of the parking lot and drive aisle are located over an existing utility easement which runs north and south through the property. The applicant and

Menasha Utilities are working to resolve any future concerns. The landscape plan and lighting plan, as submitted, meet all requirements within the C-1 General Commercial District.

The Department of Public works has reviewed the stormwater management plan and reports no concerns. The water and sanitary plans have been approved by Harrison Utility.

Mr. Schweitzer, representative with Community First Credit Union, stated that the screening around the mechanicals will be accomplished with landscaping keeping safety and security in mind.

Commissioners discussed the stormwater and photometric plans and concluded that both fall within required standards.

Motion by Ald. Benner, seconded by DPW Radomski to recommend approval of the Certified Survey Map as presented for the lot consolidation and reconfiguration of parcel numbers 7-01700-07, 7-01700-08 and 7-01700-09. The motion carried.

Motion by Ald. Benner, seconded by Comm. Homan to approve the site plan for 670 Lake Park Road, Community First Credit Union with the following conditions:

1. Any and all outdoor mechanicals shall be screened from view with a wing wall, landscaping or a combination.
2. Prior to any building permits being issued a stormwater and site improvement agreement must be recorded for the development.

The motion carried.

2. Special Use Permit – 336 Chute Street

CDD Schroeder explained the request of the special use permit for 336 Chute Street is to convert the vacant first floor into three apartment units. The property being zoned C-2 Central Business District does require a special use permit when the principal use of the property is multifamily residential.

CDD Schroeder also stated that within the C-2 Central Business District, off-street parking is not required; however with the conversion to a multifamily use the property would be required to have a minimum of 10 on-site parking stalls. The plan submitted allows for 9 on-site stalls in order to meet the transitional yard requirements. The applicant is working with the owners of the Hmoob Union Hall to secure the additional parking with a lease agreement. This would satisfy the requirement to secure off-site parking within 300 feet of the building. It was also noted that the parking lot cannot be brought into conformance due to the physical constraints of the existing site without increasing the degree of nonconformity.

Commissioners discussed the status of the parking agreement to which the applicant, Mr. Fletcher indicated an agreement had been signed earlier that day. Commissioners also discussed if an accessory ramp into the building would be required and if not, would the handicap parking stall be required. Mr. Fletcher indicated that these issues will be addressed through the State plan approval process.

It was also added that should said lease be voided in the future, the applicant/owner of the property could work with the City to secure parking permits within the Chute Street parking lot.

Motion by DPW Radomski, seconded by Ald. Benner to recommend approval of the special use permit as presented to allow for a 7-unit multi-family development at 336 Chute Street, with the following conditions:

1. Prior to the issuance of building permits, a site improvement agreement must be recorded.
2. Should parking issues arise, the property owner shall work with the Community Development Department to secure one additional off-site parking stall.

The motion carried.

3. Certified Survey Map and Site Plan Review – 1737 Racine Road – Sunshine Real Estate, LLP

CDD Schroeder described the request for the Certified Survey Map (CSM) submitted by Miron Construction for the lot consolidation for parcels 4-00762-02, 4-00762-03 and 4-00762-05 on Racine Road. The purpose of the lot consolidation is to eliminate internal lot lines which will allow for the construction of a crane maintenance shop. The parcels are zoned I-1 Heavy Industrial and the newly created parcel meets the standards outlined within that district, will not create any zoning nonconformities and is consistent with the City's Comprehensive Plan.

A site plan was submitted along with the CSM for the construction of a new crane maintenance shop which will include office and storage space. Also incorporated with the site plan is a large stormwater pond, expansion of the current access, hard surfacing of the internal drive with gravel proposed for the parking areas. The applicant is proposing gravel in these areas due to the low traffic volume and concern that the large equipment could damage any hard surface installed. The applicant has proposed the use of a treatment for the gravel areas to control any dust issues.

Proposed for the maintenance shop portion of the building are precast panels with an exposed aggregate finish while the office portion will consist completely of brick veneer. The I-1 Heavy Industrial zoning requires the lower 1/3 of the building to be brick or natural stone. The building will be 120 feet from the right-of-way with the stormwater pond located between the two. Staff believes the intent of the code is being met with the office have a solid brick veneer façade and additional plantings along the west portion of the building. There will also be a screened dumpster enclosure with additional plantings located south of the building.

The submitted lighting plan shows three full cutoff wall pack fixtures in addition to one existing 3-fixture light pole. The photometric plan fails to show the existing 3-fixture light pole in the point-to-point calculations and there is a spot with no lighting proposed within the parking/traffic circle.

The stormwater plan has been reviewed by Public Works staff and no major issues or concerns were noted.

Commissioners discussed the possibility of paving the areas proposed as gravel in place of the proposed treatment, realigning the parking and dumpster location to a paved area and orientation of the building. Mr. Klosterman with Miron Construction answered questions from the Commissioners regarding the paving, moving of the parking and dumpster locations and the orientation of the building.

Motion by DPW Radomski, seconded by Comm. Cruickshank to approve the Certified Survey Map as presented allowing the lot combination of parcels 4-00762-02, 4-00762-03 and 4-00762-05. The motion carried.

No action was taken on the proposed site plan. It was requested that the site plan be resubmitted showing changes to the paving, relocation of the parking and dumpster locations to be directly accessible through the pavement, in addition to updating the lighting plan.

4. Downtown Vision Plan

CDD Schroeder indicated that the recommendation to approve the plan by the Plan Commission at their January 9th meeting was brought before the Common Council on February 19th.

DPW Radomski excused himself from the meeting at 5:00 p.m.

The consultant had prepared a memorandum to address concerns brought up at the Plan Commission meeting as well as concerns that had come forward prior to the Common Council acting on the plan. These included addressing the concerns about eminent domain or forcing businesses to leave the downtown, changes to the land use policies and removing the designated future land use of Sonoco and Coveris from the future land use map. The Common Council had discussion regarding approving the plan that had changes made to without it coming back to Plan Commission for approval of the proposed changes.

Commissioners and staff had a lengthy discussion regarding the proposed changes to the plan which included:

- The use of the word “policy” in the plan
- Viewing the plan as a ten year plan, not as an ordinance
- Viewing the number of residential units proposed and the impact these could have on schools
- How the plan relates to the comprehensive plan and how required amendments to the comprehensive plan would occur
- Changes to the future land use map

Motion by Comm. Homan, seconded by Comm. Cruickshank to approve the Downtown Vision Plan as an advisory plan for future development with the following changes:

1. Remove the designated future land uses of Sonoco and Coveris from the future land use map.
2. The addition of a preface to the plan and modifying two of the Land Use Policies as outlined in the consultant Memorandum dated February 5, 2018.
3. Changing the word “policy” to “guideline” within the Land Use Principles.

The motion carried.

F. COMMUNICATION

1. Set Next Meeting Date

The next Plan Commission meeting has been set for Tuesday, March 20, 2018 at 3:30 PM to bring back the requested changes for Miron’s proposed Crane Maintenance Building.

G. ADJOURNMENT

Motion by Comm. Cruickshank, seconded by Mayor Merkes to adjourn at 5:30 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.