

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
May 8, 2018
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. Nichols, DPW. Radomski, and Commissioners Cruickshank, Benner, and Sturm.

PLAN COMMISSION MEMBERS EXCUSED: Comm. Homan

OTHERS PRESENT: CDD Schroeder, AP Stephenson, Gary Zahringer (representing M & E), Addis Hilliker (representing Head Waters Condo Association), Kelly French (representing Gries Architecture), Scott Chitka (representing Summit Combined Properties), Christopher Evenson, Ald. Taylor, Craig Bronkhorst (representing Summit Combined Properties), Julie Bronkhorst (representing Summit Combined Properties), and Sandra Dabill-Taylor (545 Broad Street).

C. MINUTES TO APPROVE

1. Minutes of April 3, 2018 Plan Commission Meeting

Motion by Comm. Sturm, seconded by Comm. Cruickshank, to approve the April 3, 2018 Plan Commission meeting minutes. The motion carried.

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

Mayor Merkes opened the Public Comment at 3:38 PM

Chris Evenson, 523 Broad Street. Had concerns about the proposed Jimmy John's on 87 Racine Street. He felt this use would be a bad fit for the neighborhood, would increase the traffic in the area, would be unaesthetic across the street from a historical district, and that the Racine Street access was unneeded.

Addis Hilliker, 515 Braod Street. Addis Hilliker represents the Head Waters Condos. His main concern was with the amount of noise that the proposed Jimmy John's building would produce. In addition, he noted a rather large slope in Broad Street and urged the City to ameliorate this issue before Jimmy John's is built.

Sandra Dabill-Taylor, 545 Broad Street. Welcomes Jimmy John's to the area but feels that the proposed site is not a good location. She believes the location would add more traffic to the area and the number of access points to the site would cause traffic confusion. In addition, Ms. Dabill-Taylor had some concerns with the legality behind selling the property. She feels that the proper procedures for selling the lot were not followed and this should make the sale of the property void. Ms. Dabill-Taylor encouraged Plan Commission to deny the proposed site plan and to try to find a better location for Jimmy John's.

Scott Chitco, representing Summit Combined Properties. Informed the Plan Commission that Jimmy John's is committed to helping the city and provide a quality business near its downtown. In addition,

Mr. Chitco assured the Plan Commission that they have not received complaints regarding to the speaker box from similar situations. He believes that a Jimmy John's will be a great use for the site and will be a boon for the City.

With no further comments, Mayor Merkes closed the public comment at 3:53 PM.

E. DISCUSSION / ACTION ITEMS

1. Certified Survey Map – Lot Line Adjustment – 1377 Midway Road

CDD Schroeder provided an overview of the proposed CSM that would divide 1377 Midway Road into two parcels. CDD Schroeder recommended that the Certified Survey Map – Lot Line Adjustment-1377 Midway Road be approved. There was no further discussion.

Motion by DPW Radomski, seconded by Comm. Sturm to approve the Certified Survey Map as proposed dividing 1377 Midway Road, parcel 6-01658-00 into two parcels. The motion carried.

2. Disposition and Site Plan Review – 87 Racine Street

CDD Schroeder presented a request from Summit Combined Properties to purchase 87 Racine Street and build a Jimmy John's. CDD Schroeder gave a background on the site referred to as 87 Racine Street. He informed the Plan Commission that the Common Council accepted the offer to purchase the property on March 19, 2019 and that reviewing past minutes this lot has come before the commission in the past where they have recommended approval of the disposition. CDD Schroeder also noted that reviewing the County records, this lot was previously three separate parcels but was dissolved into one being under one ownership in 2010.

AP Stephenson provided a review of the site plan. The proposed 1,500 square foot building meets all setback requirements and is in conformance with the City's Zoning Code in the General Commercial District (13-1-29). This property abuts residential use and as such was required to abide by the City's Transitional Areas requirement (13-1-17). The site plan calls for a combined brick and insulated metal siding to meet the City's 75% façade requirement (13-1-12(f)(8)). In addition a small section of the transitional setback does not meet standards. A 10 foot setback is required and the proposed site plan meets that requirement everywhere except a small section of land next to the drive through which is only 7 feet. Staff feels that the plan commission should consider the alteration of this setback because the applicant does go over and above screening that area from neighboring residential use with the addition of a six foot solid fence. Finally the only other item of concern was the lack of a landscape screen on the north portion of the transitional setback.

Staff recommended approval of the Disposition and Site Plan Review – 87 Racine Street on two conditions.

1. Prior to the issuance of building permits, a stormwater and site improvement agreement must be recorded for the proposed development.
2. Add an additional 675 square feet of landscaping, fencing or the combination within the transitional yard.

Commissioners and Staff had a discussion regarding the proposed site plan which included:

- The use of the insulated Green Span façade material as an innovative material.
- The reduced transitional yard setback for the drive-thru area.
- The lack of landscaped screen in the north transitional yard.
- The screening and location of the dumpster.
- The proposed site lighting.

Motion by Comm. Sturm, seconded by Comm. Cruickshank to approve the Disposition and Site Plan Review – 87 Racine Street with the following conditions:

1. Prior to the issuance of building permits, a stormwater and site improvement agreement must be recorded for the proposed development.
2. Add an additional 675 square feet of landscaping, fencing or the combination within the transitional yard.

The motion carried.

F. COMMUNICATION

1. Set Next Meeting

The next Plan Commission meeting has been set for Tuesday, June 5, 2018 at 3:30 PM.

G. ADJOURNMENT

Motion made by Comm. Cruickshank, seconded by Comm. Benner to adjourn at 4:24 PM. The motion carried.

Minutes respectfully submitted by AP Stephenson.