

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
March 5, 2019
DRAFT 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, Alderperson Rebecca Nichols, DPW Radomski, and Commissioner Sturm.

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Benner, Homan and Cruickshank.

OTHERS PRESENT: CDD Schroeder, AP Stephenson, Alderperson Tom Grade, Alderperson James Taylor, Joanne Roush (409 Cleveland Street), Carol Sturm (1203 Greenwood Ct), Mark Keating (Gries Architecture), Joel Berg (Baisch Engineering), and Andrew Fitzwilliam (Essity).

C. PUBLIC HEARING

1. **Text Amendment to Title 13, Article C, Section 13-1-25(e)(3) and Section 13-1-26(e)(3)**
AP Stephenson gave a background on the proposed Text Amendment. Staff, in conjunction with Sustainability Board, has created an ordinance that would allow for the keeping of chickens within the City of Menasha. The keeping of chickens ordinance would be placed in Chapter 7 and allow individuals to place a chicken coop on their property and keep up to six (6) chickens on residential lots. If the chicken keeping ordinance was passed, the proposed text amendment to Title 13 would allow chicken coops within R-1 and R-2 zoning districts to be a permitted accessory use.

Carol Sturm (1203 Greenwood Ct): Chickens within the city of Menasha should be allowed and many of the surrounding communities already have similar ordinances to the one proposed. Keeping of chickens will help foster a quality community and the ordinance will provide a clean and safe environment for chickens.

D. MINUTES TO APPROVE

1. **Minutes of the February 5, 2019 Plan Commission Meeting**
DPW Radomski made a motion to approve the minutes of the February 5, 2019 Plan Commission Meeting. Alderperson Nichols seconded the motion. The motion carried.

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

Public comments were taken throughout the meeting.

F. DISCUSSION / ACTION ITEMS

1. **Site Plan Review – 190 Third Street – Essity Professional Hygiene**
AP Stephenson gave a brief background on the site plan for 190 Third Street. Baisch Engineering, on behalf of Essity Professional Hygiene, has submitted an application for a site plan review to allow for the construction of an addition on the south end of Essity Professional Hygiene, 190 Third Street. The addition would be used to house a new pulping facility for Essity.

The Plan Commission had a brief discussion with the following items being discussed:

1. Lighting of the new addition.
2. Light trespass.
3. The relocation of the sewer easement south of the existing building.

PDW Radomski made a motion approve the site plan as presented for 190 Third Street (#2-00436-00) with the following conditions:

1. Prior to the issuance of building permits, a storm water and site improvement agreement must be recorded for the proposed development.
2. All light levels must meet the code outlined in Section 13-1-12 (h) "Outdoor Lighting" and will be at or less than 5 foot-candles.
3. The Department of Public Works must approve the relocation of the existing storm sewer system and the applicant must provide all required easement documents to the City. The easement must be recorded before work can begin.

The motion was seconded by Commissioner Sturm. The motion carried.

2. Site Plan Review – 455 Baldwin Street – Public Works Facility

AP Stephenson gave a brief background on the site plan for the Public Works Facility. The proposal is to demolish the existing public works facility in phases and replace it with a new public works facility. The use and dimensions of this building is in conformance with the City's Government Use (GU) zoning district.

The Plan Commission entered into a discussion with the following topics being discussed:

1. Fencing around the Public Works Facility.
2. Screening the roof top equipment.
3. Emergency efficiency.
4. Gravel patio space vs grass patio space.
5. Gate locations.
6. Recycling area location and screening the recycling area.

DP Radomski made a motion to approve the site plan as presented for 455 Baldwin Street, 435 Baldwin Street, and 981 Plank Road (#5-00497-00, #5-00498-00, and #5-00500-00) with the following conditions:

1. Prior to the issuance of building permits, a storm water and site improvement agreement must be recorded for the proposed development.
2. All HVAC roof top equipment must be screened as per Title 13, Article B, and Section 13-1-12(f)(5).

The motion was seconded by Commissioner Sturm.

Aldersperson Nichols made a motion to amend the motion made by DPW Radomski and added the following condition:

1. A vegetative screen shall be placed to screen the recycling area from public view.

The amended motion was seconded by Mayor Merkes. The motion carried.

The motion to approve the site plan for the public works facility with three conditions carried.

3. Text Amendment to Title 13, Article C, Section 13-1-25 (e)(3) and Section 13-1-26(e)(3)

Commissioner Sturm made a motion to recommend that the Plan Commission recommend approval of the text amendment to Title 13, Article C, Section 13-1-25(e)(3) and Title 13, Article C, Section 13-1-26(e)(3) – Accessory Uses within the R-1 and R-2 districts with the condition that an ordinance amending Title 7, Chapter 1 of The Code of Ordinances (Licensing of Dog, Cat, or Ferret and Regulation of Animals) Article C, Section 7-1-13(D) Keeping of Chickens in the City is also approved. The motion was seconded by Mayor Merkes.

DPW Radomski informed the Commission that he disapproved of the Text Amendment and the proposed chicken ordinance. He would like to see a larger set back and additional requirements to screen chicken coops.

Aldersperson James Taylor informed the Commission that he disapproved of the Text Amendment and the proposed chicken ordinance. He felt that chickens should not be allowed in the City because they are a nuisance and smell bad.

The Plan Commission entered into a conversation with the following items being discussed:

1. The merits of allowing chickens in the city.
2. The potential for increased nuisance complaints.
3. How the chickens will be permitted.
4. Which communities currently allow chickens.

The motion passed 3-1 with DPW Radomski voting no.

4. Electronic Message Center Draft Ordinance Revisions

AP Stephenson gave a brief background on the Electronic Message Center Ordinance Revision.

Joanne Roush (409 Cleveland Street) informed the Commission that she was not in favor of revising the EMC ordinance. She wants residential districts to be protected from adjacent church and school EMC signs.

The Plan Commission entered into a conversation with the following items being discussed:

1. The effect of EMC's on neighboring residents.
2. What other communities allow EMC signs.
3. Transition slides for EMC's and animation.

No action was taken.

H. COMMUNICATION

1. Set Next Meeting Date

The next Plan Commission meeting was set for March 19, 2019 at 3:30 PM.

I. ADJOURNMENT

Ald. Nichols made a motion to adjourn the meeting at 4:52 PM. Comm. Sturm seconded the motion. The motion carried.

Minutes respectfully submitted by AP Stephenson.