

CITY OF MENASHA
Plan Commission
Menasha Public Library, Company Room E 440 First Street
June 25, 2019
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 Commissioners Cruickshank, Benner and Sturm.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Homan.

OTHERS PRESENT: CDD Schroeder, AP Stephenson, CDC Heim, Alderperson Tom Grade (District 6), Dale Borremer (PDQ Carwash), Rebecca Lewis (PDQ Carwash), Jay McKeefry (PDQ Carwash), Jeff Stoadla (Frontier Builders), Karl Pudge Schuh (Schuh Construction), Mark Mayer (Bethel Lutheran), John Raasch (Bethel Lutheran), Mike Draheim (XLR8 Sports Training), Steve Grenell (Menasha Utilities), Ethan Vanderpoel (Menasha Utilities), Barb Wilson (528 Milwaukee St), Bill Peveletzke (528 Milwaukee), and Sandra Dabill-Taylor (545 Broad Street).

C. PUBLIC HEARING

1. Special Use Permit – Electronic Message Center - 829 Appleton Road (Parcel #6-00132-00)

Mayor Merkes opened the public hearing. CDC Heim presented a special use permit for Bethel Lutheran Church that would allow the placement of an electronic message center at 829 Appleton Road within a residential district.

Mark Mayer (Bethel Lutheran) spoke in favor of the special use permit and informed the commission that they had support from various members of the community for their sign noted in the April 5, 2019 Board of Appeals minutes.

John Raasch (Bethel Lutheran) spoke in favor of the special use permit.

No one else spoke. Mayor Merkes closed the public hearing.

D. MINUTES TO APPROVE

1. Minutes of June 4, 2019 Plan Commission Meeting

Alderperson Nichols made a motion to approve the minutes of June 4, 2019 Plan Commission Meeting. The motion was seconded by DPW Radomski.

Comm. Cruickshank made a motion to amend the minutes correcting the word "Commission" and replacing the word "façade plan" with "façade" under discussion item F-1. The amendment was seconded by Alderperson Nichols. The motion for the amendment carried.

The motion carried.

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

Five (5) minute time limit for each person

There were no public comments at this time.

F. DISCUSSION / ACTION ITEMS

1. Special Use Permit – Electronic Message Center– Bethel Lutheran Church

CDC Heim gave a background on the special use permit for Bethel Lutheran Church.

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

- Placement location of the sign.
- Internal illumination.
- Screening around the sign.

Aldersperson Nichols made a motion to approve the special use permit as presented for 829 Appleton Road (parcel #6-00132-00) with the following conditions:

1. The illumination of the sign is replaced with external illumination.
2. A complete sign permit application and payment be submitted prior to the remainder of the installation of the new sign.
3. The existing signage be removed from the site prior to the installation of the new sign.

The motion was seconded by Comm. Cruickshank. The motion carried.

2. Site Plan Review – 1462 Appleton Road – PDQ Car Wash (postponed from June 4, 2019)

AP Stephenson gave an update on 1462 Appleton Road. This item was postponed at the previous Plan Commission. Since then the applicant has updated the lighting and façade of the proposed building.

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

- Changes in the lighting plan.
- Changes in the building's façade.
- The façade as it pertains to the City's Zoning Code.
- The architectural appeal of the building.

CDD Schroeder and other commissioners noted concerns approving this request as it relates to the code requirements.

Aldersperson Nichols made a motion to approve the site plan as presented for 1462 Appleton Road (Parcel #4-00783-24), with the following conditions:

1. Prior to issuance of building permits, a storm water and site improvement agreement must be recorded for the proposed development.
2. Plan Commission approves the aluminum composite, horizontal metal panel, and concrete masonry unit façade materials to be industry accepted environmentally friendly materials and meets the Zoning Code per Section 13-1-2 (f)(9).

The motion was seconded by DPW Radomski.

Comm. Cruickshank made a motion to amend the previous motion and require all of the aluminum panel wall sections to mirror the sections on the front façade with the 8 inch bump out and to add sunshields to the north side of the building. The motion was seconded by Comm. Benner. The motion for the amendment carried.

A roll call vote was taken. The motion carried 4-2 with Commissioners Benner and Sturm voting no.

3. Preliminary Site Plan Review – 1300 Wittmann Drive, XLR8 Sports Training, LLC

AP Stephenson presented a preliminary façade plan for 1300 Wittmann Drive. The applicant has brought forward the architectural review portion of the site plan review to get feedback and

direction from the Plan Commission before bringing a full site plan forward. The applicant presented two options, one preferred to allow future anticipated expansion and a second more clearly meeting standards.

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

- Corrugated steel being used on the façade of a building.
- The buildings potential to expand in the future.
- The use of a temporary façade.
- The cost of each presented option.

DPW Radomski left the meeting at 4:47 PM for an appointment.

Mayor Merkes made a motion to approve option 1 with the understanding that the full concept including phase 2 of option 1 meets the façade requirements per Zoning Code Section 13-1-12 (f) within the C-4 District. Comm. Sturm seconded the motion.

Aldersperson Nichols made a motion to amend the previous motion and require the addition of the bottom 3' 6" brick veneer to be wrapped around all sides of the building, including the west and the north side. The motion was seconded by Comm. Sturm.

A roll call vote was taken. The motion carried 3-2 with Commissioners Benner and Cruickshank voting no.

4. Certified Survey Map – 528 Milwaukee Street

Items 4 and 5 were discussed together because each item is contingent on the other.

5. Rezoning – 528 Milwaukee Street (parcel #1-00396-00): I-1 Heavy Industrial to C-1 General Commercial

AP Stephenson and CDD Schroeder updated the Plan Commission on the CSM and Rezoning for 528 Milwaukee Street. CDD Schroeder gave additional background as noted in the memo. AP Stephenson informed the Plan Commission that it was illegal per the City's Zoning Code to approve the CSM without rezoning the property. The property does not meet the minimum lot size for a Heavy Industrial District (I-1) and is not a permitted use within the I-1 district. No lot shall be altered or new lot created which does not meet the regulations set forth in the City of Menasha Zoning Code per section 13-1-46. The applicant's property is a legal nonconforming lot that can remain to operate and run their business without being rezoned but if the lot lines are altered, the zoning must then come into conformance

Barb Wilson and Bill Peveletzke (Wilzke's Pub) spoke in favor of approving the CSM and denying the rezoning. Mr. Peveletzke indicated that he likes having a bar in an industrially zoned lot and felt he should be given an exception to the zoning code.

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

- Alterations to substandard lots.
- Plans for the lot in the future.
- The land contract between the owner of 528 Milwaukee Street and Barb Wilson.
- The criteria that must be met for a Heavy Industrial District (I-1).

Aldersperson Nichols made a motion to postpone items F-4 and F-5 to the next Plan Commission meeting. The motion was seconded by Comm. Cruickshank. The motion carried.

6. Architectural Design and Location of the Racine Street Bridge Tender House

The Plan Commission entered into a conversation surrounding the architectural appeal of the bridge tender house with the following items being discussed:

- The use of other materials in the façade.
- The width of the windows and limestone portion of the building.
- Where the building is in relation to the downtown.

Mayor Merkes made a motion to approve the location and the architectural design of the Racine Street Bridge Tender house as part of the Racine Street Bridge reconstruction with potential changes to the soldier course brick, additional façade materials, and the width of the limestone sections of the building adjacent to the windows. The motion was seconded by Alderperson Nichols. The motion carried.

G. COMMUNICATION

1. Set Next Meeting

The next Plan Commission Meeting was set for August 6, 2019 at 3:30 PM.

H. ADJOURNMENT

A motion was made by Alderperson Nichols to adjourn the meeting at 5:55 PM. The motion was seconded by Comm. Benner. The motion carried.

Minutes respectfully submitted by AP Stephenson.