

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
August 20, 2019
MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Alderperson Rebecca Nichols, DPW Radomski, and Commissioners Cruickshank, and Sturm.

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Benner and Homan

OTHERS PRESENT: CDD Schroeder, AP Stephenson, CDC Heim, Alderperson Tom Grade (District 6), Sandra Dabill-Taylor (545 Broad Street), Mike Draheim (1300 Wittmann Drive), Jeff Stodola (1300 Wittmann Drive), Mike Siewert (1377 Midway Road), John Seidel (1313 Midway Road), Devin Winter (Excel Engineering), Dennis Jochman (Bechard Group), Joseph Bertram (Bertram Dental Lab), Tim Bertram (Bertram Dental Lab), and Andy Esler (Esler Commercial, LTD).

C. PUBLIC HEARING

1. Special Use Permit – 1300 Wittmann Drive – Parcel Number 6-01639-00

AP Stephenson gave an update on 1300 Wittmann Drive special use permit. Staff found that the special use permit met all five of the criteria outlined in the zoning code per Section 13-1-11(b) of the City of Menasha Code of Ordinances.

Mike Siewert (1377 Midway Road): Informed the Plan Commission that he was concerned about drainage in the area.

John Seidel (1313 Midway Road): Informed the Plan Commission that he was concerned about drainage in the area.

Sandra Dabill-Taylor (545 Broad Street): Was not opposed to the special use permit but feels the special use permit should not come in conjunction with a site plan. She also informed the Plan Commission that she would like to see more time given between the publications and the public hearing.

2. Special Use Permit – 403 Third Street – Parcel Number 1-00196-00

CDD Schroeder gave an update for 403 Third Street. Staff found that 403 Third Street met all the criteria outlined in the zoning code per Section 13-1-11(b) of the City of Menasha Code of Ordinances.

Sandra Dabill-Taylor (545 Broad Street): Informed the Plan Commission that she is opposed to the special use permit.

Andy Esler (Esler Commercial, LTD): Informed the Plan Commission that he was in favor of the special use permit for 403 Third Street.

D. MINUTES TO APPROVE

1. Minutes of August 6, 2019 Plan Commission Meeting

A motion was made by Comm. Cruickshank to approve the minutes of August 6, 2019 Plan Commission Meeting. The motion was seconded by DPW Radomski. The motion carried.

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

Five (5) minute time limit for each person

Sandra Dabill-Taylor (545 Broad Street): Informed the Plan Commission that she felt the Jefferson Park Parking lot should be reviewed by Plan Commission.

F. DISCUSSION / ACTION ITEMS

1. Site Plan and Special Use Permit – 1300 Wittmann Drive – XLR8 Properties, LLC (Training Facility)

AP Stephenson gave an update on 1300 Wittmann Drive site plan.

A motion was made by Comm. Sturm to approve the site plan for 1300 Wittmann Drive (Parcel #6-01639-01), 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. All mechanical equipment must be screened as per zoning code 13-1-12(f)(5) & (6).

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

A motion was made by Comm. Sturm to approve the special use permit as presented for 1300 Wittman Drive (Parcel #6-01639-01). The motion was seconded by Comm. Cruickshank. The motion carried.

2. Special Use Permit – 403 Third Street –T & J’s Capital Holdings, LLC (Dental Lab)

CDD Schroeder gave an update on 403 Third Street.

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

1. The compatibility of a dental lab in the Third Street Corridor.
2. The need for more businesses.
3. The benefit of an employer being next to restaurant and retail uses.
4. The Plan Commission noted that the proposed use at 403 Third Street met the definition of light manufacturing.
5. The landscaping at 403 Third Street is expected to maintain the landscaping previously approved for the Third Street Market. The applicant agreed.

Comm. Cruickshank made a motion to approve the recommend approval of the special use permit as presented to allow the Dental Lab facility to locate and operate out of 403 Third Street (parcel #1-00196-00) finding that the proposed use does not have a negative impact on the comprehensive plan or the general welfare of the community. The motion was seconded by Comm. Sturm. The motion carried.

3. Public Hearing Ordinance

AP Stephenson updated the Plan Commission on the Public Hearing Ordinance.

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

1. Policy vs Ordinance.
2. The effectiveness of sign notifications.
3. The distance a public hearing notice should be mailed to.

Plan Commission gave direction to keep the current public hearing ordinance as is and directed staff to draft a policy for the use of signs in public notifications for land use modifications. After Plan Commission reviews the policy it will be forwarded to council for final adoption.

G. COMMUNICATION

1. Set Next Meeting

The next meeting was set for September 10, 2019 at 3:30 PM.

H. ADJOURNMENT

A motion was made to adjourn the meeting at 4:37 PM by DPW Radomski. The motion was seconded by Alderperson Nichols. The motion carried.

Minutes respectfully submitted by AP Stephenson.