

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
September 10, 2019
MINUTES

A. CALL TO ORDER

The meeting was called to order by Mayor Merkes at 3:31 PM.

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), Steve Borsecnik (Representing Boys and Girls Club), Mark Keddell (617 School Ct), and Dave Schmalz (McMahon Associates, Inc.)

C. PUBLIC HEARING

1. Rezoning – 624 Racine Street (Parcel # 1-00518-00) and 628 Racine Street (Parcel # 1-00521-00): R-1 Single Family Residential to C-1 General Commercial

AP Stephenson gave an update on the proposed rezoning of 624 and 628 Racine Street.

Mark Keddell (617 School Ct.) informed the plan commission that he is in favor of the Boys and Girls Club but wanted to make sure that any potential issues with the new addition abutting residential properties were mitigated.

D. MINUTES TO APPROVE

1. Minutes of August 20, 2019 Plan Commission Meeting

A motion was made by Comm. Sturm to approve the minutes of August 20, 2019 Plan Commission Meeting. The motion was seconded by Comm. Cruickshank. The motion carried.

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

Five (5) minute time limit for each person

Public comments were taken throughout the meeting.

F. DISCUSSION / ACTION ITEMS

1. 600 Racine Street – Boys and Girls Club

a. Rezoning – 624 Racine Street (Parcel # 1-00518-00) and 628 Racine Street (Parcel # 1-00521-00), R-1 Single Family Residential to C-1 General Commercial

b. Certified Survey Map – Lot Consolidation

c. Site Plan Review – Boys and Girls Club Expansion

AP Stephenson gave an update on the Boys and Girls Club rezoning, CSM proposal, and site plan proposal.

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

- Lighting on the new addition

- Transitional screening along the property lines abutting residential properties.
- The value of the Boys and Girls Club in the community.

DPW Radomski made a motion to approve the rezoning, based on the interpretation that the intended rezoning will further the goals and objectives set forth in the City of Menasha Comprehensive Plan, for 624 and 628 Racine Street (Parcel #1-00518-00 and #1-00521-00).

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

DPW Radomski made a motion to approve the Certified Survey Map as presented consolidating the lots for 600, 620, 624, and 628 Racine Street (Parcel #1-00505-00, #1-00517-00, #1-00518-00, and #1-00521-00), with the following conditions:

- The rezoning for 624 and 628 Racine Street is approved.

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

DPW Radomski made a motion to approve the site plan as presented for 600, 620, 624, and 628 Racine Street (Parcel #1-00505-00, #1-00517-00, #1-00518-00, and #1-00521-00), with the following conditions:

- Prior to the issuance of building permits, a stormwater and site improvement agreement must be recorded for the proposed development.
- The CSM for 600, 620, 624, 628 Racine Street is approved and recorded with Winnebago County.
- The rezoning for 624 and 628 Racine Street is approved.
- The lighting plan meets the standards set forth in the zoning code per section 13-1-13 (h).

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

2. Preliminary Plat Review – Second Addition to Southfield

CDD Schroeder gave an update on the Preliminary Plat for the second addition of Southfield.

The Plan Commission entered into a conversation and discussed the following:

- Location of stormwater infrastructure.
- Maintenance of the stormwater pond.
- Easements that needed to be displayed on the plat.
- Final Plat review process.

A motion was made by DPW Radomski to approve the preliminary plat as presented finding that the plat conforms to the Municipal Ordinance, the City Comprehensive Plan, and surrounding development with the following conditions:

1. The east to west street section north of lots 123 through 126 noted on the plat as “Grassymeadow Lane” shall be noted as temporary and shall bear the name Woodland Hills Drive upon the future cross connection of a street to the Woodland Hills Subdivision.
2. A variation be granted for the length of temporary dead-end/cul-de-sac exceeding 800 feet following section 14-1-18.
3. The comments noted within the Engineer review memo, dated September 10, 2019, from Director Radomski are incorporated into the Final Plat.
4. The “Pedestrian Trail” shown to the east of Lot 123 shall be shown as an easement “Reserved for Future Pedestrian Trail” as part of Lot 123.
5. The final plat shall come back through plan commission for final approval.

The motion was seconded by Alderperson Nichols. The motion carried.

DPW Radomski left the meeting at 4:28 PM.

3. Public Hearing Policy

AP Stephenson updated the plan commission on the public hearing policy.

The plan commission entered into a conversation with the following being discussed:

- The look of the sign.
- The need to let non-property owners be notified of land use actions.

A motion was made by Alderperson Nichols to approve the public hearing policy as presented. The motion was seconded by Comm. Cruickshank. The motion carried.

G. COMMUNICATION

1. Set Next Meeting

A special meeting was set for September 24th at 3:30 PM to discuss façade requirements. The next regular Plan Commission meeting will be determined in the following weeks.

H. ADJOURNMENT

A motion was made by Comm. Sturm to adjourn the meeting at 4:46 PM. The motion was seconded by Comm. Cruickshank. The motion carried.

Minutes respectfully submitted by AP Stephenson.