

**CITY OF MENASHA**  
**Plan Commission**  
**Menasha City Center, Room 133 – 100 Main Street**  
**June 16, 2020**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Mayor Merkes at 3:30 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Alderperson Ann Schmidt, DPW Alix and Commissioners Cruickshank, Sturm, and Homan.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Benner.

OTHERS PRESENT: CDD Schroeder, PP Stephenson, CDC Heim, DD Gordon, Ald. Tom Grade (District 6), Kip Golden (CR Structures), and Joel Ehrfurth (Mach IV).

**C. PUBLIC HEARING**

**1. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1, Article C, Section 13-1-30(g)(6) – (Shoreland Setback with C-2 Central Business District)**

CDD Schroeder provided a summary of the proposed ordinance. In 2013 the State of Wisconsin mandated that all municipalities adopt a local ordinance to regulate shoreland setbacks for properties annexed after May 7, 1982. During this time, the City adopted a shoreland ordinance whereas all properties annexed after May 7, 1982 were required to meet the required shoreland setbacks. In addition, all single-family, two-family, and central business district were required to meet the same requirements regardless of the year incorporated into municipal boundaries. Staff believes due to the existing development, the type of development, and the trend that all other commercial and industrial districts did not require shoreland setbacks prior to May 7, 1982, that this requirement in the C-2 Central Business District was by error.

No comments were made.

**2. Special Use Permit – Tayco Street (Parcel #3-00831-00), 1 Main Street (Parcel #3-00835-00), Water Street (Parcel #3-00828-00), 7 Tayco Street (Parcel #3-00832-00), Water Street (Parcel #3-00829-00), Water Street (#3-00826-00), and 13 Main Street (Parcel #3-00836-00)**

PP Stephenson provide a summary and history of the proposed Brin development as it related to the use of the building noting that the multifamily use of the proposed development requires a special use permit in the C-2 Central Business District.

Kip Golden, CR Structures general contractor of the development, stated they are excited to get through the process and get stated on the project.

**3. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1, Article B, Section 13-1-12(f) – (Site Plans Required – Architectural Design and Materials)**

PP Stephenson provided a summary of the proposed updated “façade” ordinance. The City Plan Commission has discussed changes to the required architectural design and materials over the last year including a workshop in December of 2019 and a draft redline ordinance in March of 2020.

No comments were made.

## **D. MINUTES TO APPROVE**

### **1. Minutes of May 5, 2020 Plan Commission Meeting**

Comm. Sturm made a motion to approve the Minutes of May 5, 2020. Plan Commission meeting. The motion was seconded by Alderperson Schmidt. The motion carried.

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

### **Five (5) minute time limit for each person**

No Comments were made.

## **F. DISCUSSION / ACTION ITEMS**

### **1. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1, Article C, Section 13-1-30(g)(6) – (Shoreland Setback with C-2 Central Business District)**

General discussion ensued as it relates to shoreland requirements and the history.

A motion was made by Comm. Homan to recommend approval of the ordinance as drafted removing the shoreland restriction within the C-2 Central Business District for lands that were within the corporate boundaries prior to May 7, 1982. The motion was seconded by Alderperson Schmidt. The motion carried.

### **2. The Brin Development – 1 Main Street**

PP Stephenson gave an overview of the entire Brin Development project including the site plan, façade, landscaping, lighting, building uses,

General discussion ensued including the following:

- Development Agreement
- Façade materials – LEED certified
- Building mechanicals
- Road right-of-way versus easement
- Certified survey map – lot layout
- Vacation process

#### **a. Site Plan Review**

A motion was made by Comm. Homan to approve the site plan as presented for 1 Main Street, 7 Tayco Street, 13 Main Street and additional associated parcels ( parcel #3-00836-00, 3-00826-00, 3-00828-00, 3-00835-00, 3-00832-00, 3-00831-00, and 3-00829-00) finding that the façade materials meet the innovative and recycled requirements 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. Prior to the issuance of building permits a stormwater management plan is submitted and approved by the Public Works Department.
3. The necessary properties are acquired and the CSM combining the properties is approved and recorded.
4. The special use permit is approved.
5. The draft ordinance modifying the C-2 shoreland setback is approved.
6. The City approval and installation of the regional underground stormwater detention facility.
7. The mechanicals must be screened to the standards of the ordinance.
8. The lighting plan is corrected to meet ordinance.

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

**b. Special Use Permit**

A motion was made by Comm. Homan to approve the special use permit as presented for 1 Main Street, 7 Tayco Street, 13 Main Street and additional associated parcels (parcel #3-00836-00, 3-00826-00, 3-00828-00, 3-00835-00, 3-00832-00, 3-00831-00, and 3-00829-00) finding that the proposed use meets the ordinance criteria. Motion was seconded by Comm. Sturm. The motion carried.

**c. Certified Survey Map and Vacation of Right-of-Way (Center Street)**

A motion was made by Comm. Sturm to recommend approval of the lot consolidation CSM with the modification that the portion of vacated Center Street south of Lot 2 remains with Lot 2 and the following conditions:

1. The necessary lands currently not owned by the applicant are assembled.
2. Easements for public thoroughfare, ingress/egress, and utilities be recorded before the CSM is recorded.
3. Lot 2, per the City Development Agreement, shall remain city owned.

Motion was seconded by DPW Alix. The motion carried.

A motion was made by DPW Alix to recommend approval of the Center Street right-of-way vacation and the sale of public lands as presented. Motion was seconded by Alderperson Schmidt. The motion carried.

**3. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1, Article B, Section 13-1-12(f) – (Site Plans Required – Architectural Design and Materials)**

PP Stephenson provided a summary of the proposed ordinance that will make modifications to the “Site Plan Required”, specifically the architectural design and materials, sub-section. These changes are summarized as follows:

- Allow greater flexibility to façade materials while maintaining high quality, attractive and durable buildings.
- Eliminate innovative materials exception.
- Relax regulations for alterations to existing buildings and large buildings.

General discussion ensued about building materials, the removal of innovative materials, and other minor grammatical/clarifying corrections.

A motion was made by Comm. Homan to recommend to the Common Council approval of the draft ordinance as presented with minor grammatical changes. The motion was seconded by Comm. Cruickshank. The motion carried.

**G. COMMUNICATION**

**1. Set Next Meeting**

The next meeting was set for July 7, 2020 at 3:30 PM.

**H. ADJOURNMENT**

A motion was made by Alderperson Schmidt and seconded by Comm. Homan to adjourn the Plan Commission meeting at 4:44 PM. The motion carried.