

CITY OF MENASHA
Plan Commission
Menasha City Center, 100 Main Street
February 2, 2021
MINUTES

A. CALL TO ORDER

The meeting was called to order by Mayor Merkes at 3:36 PM.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED:

OTHERS PRESENT: CDD Schroeder, PP Stephenson, DDE Gordon, Joel Ehrfurth (Mach IV), Brannin Gries (Gries Architecture), Alderperson Tom Grade (District 6), and Sandra Dabill Taylor (545 Broad Street)

C. PUBLIC HEARING

1. Proposed Special Use Permit – 460 Ahnaip Street (3-00548-00) and Ahnaip Street (3-00550-00)

PP Stephenson provided a summary of the proposed special use permit to allow a multifamily development within the C-2, Central Business Zoning District.

Sandra Dabill Taylor, 545 Broad Street, questioned the public hearing process, the zoning district not being a PUD, the official zoning map within the comprehensive plan, and landscaping concerns specific to the lack there of and silver maples.

Tom Grade, 999 Brighton Dr, noted aesthetic concerns of the Ahnaip Street side of the building and asked if the historic limestone doorway that was salvaged and restored from the demolition could be incorporated into the building.

Brannin Gries, Gries Architect, representing the architecture firm that designed the Banta redevelopment, addressed previous concerns as it relates to the historic elements and the design/function of the building.

Joel Ehrfurth, Mach IV, representing the engineering firm working on the Banta redevelopment, addressed the landscape concerns previously noted.

D. MINUTES TO APPROVE

1. Minutes of November 10, 2020 Plan Commission Meeting

A motion was made to approve the minutes of the November 10, 2020 Plan Commission meeting by Alderperson Schmidt. The motion was seconded by Comm. Benner. 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, noted concerns of the in-person meeting, questioned the applicant of the Banta redevelopment site being Banta 1, LLC versus the developer YBR Properties, LLC, and questioned the sale of public property having concerns of future road way needs.

F. DISCUSSION / ACTION ITEMS

1. 460 Ahnaip Street – Banta 1, LLC.

a. Special Use Permit

PP Stephenson provided additional details of the project as it relates to the special use permit, site plan review and certified survey map being all part of one project. This summary included detail of the use, past planning documents, housing needs in the market, zoning requirements specific to the maximum 10' setback in the C2 district, landscaping in the C2 district being reduced to 5%, the façade requirements primarily being brick meeting the requirements of the zoning code and that lighting was not submitted and it is noted as part of the condition of approval within staff recommendation.

General discussion ensued including the following:

- Lack of landscaping along the driveway apron, the building, coniferous requirements, and vision triangle concerns.
- Light trespassing concerns.
- Retail spaces with a current lack of close on-site parking or on-street parking.
- Future connectivity of the trail system and the canal design
- Future connectivity to Oak Street
- Future Development
- Residential windows being operational (yes)
- Façade along the Ahnaip Street entrance
 - o Removal of the abandoned doorway
 - o Historic doorway element
 - o Material or building plane modification to allow for a break up of a long expansive wall
- Public access

Staff noted that lighting will be met per ordinance, the C2 District requires a maximum front building setback of 10', the C2 district only requires parking for Multifamily uses, future parking would be provided on the Oak Street extension as well as staff is looking into the possibility to bring forward a change to allow on-street parking along Ahnaip Street, and the sidewalk per the CSM will be designated as a public thoroughfare.

Comm. Homan motioned to approve the special use permit as presented finding it meets the municipal ordinance criteria of Section 13-1-11(b). The motion was seconded by Comm. Sturm. The motion carried.

b. Site Plan Review

Discussion took place under item 1.a.

Comm. Homan motioned to approve the site plan as presented for 460 Ahnaip Street with the following conditions:

1. Prior to the issuance of building permits, a site improvement agreement must be recorded for the proposed development
2. The Special Use Permit is approved by Common Council
3. The CSM is approved by Common Council
4. A lighting plan is submitted to the Community Development Department and approved by staff
5. Additional landscaping be added around the parking area
6. The historic Banta doorway that was salvaged shall be incorporated into the building façade visible to public

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

c. Certified Survey Map

Discussion took place under item 1.a.

Comm. Benner motioned to approve the certified survey map as presented. The motion was seconded by Alderperson Schmidt. The motion carried.

2. Disposition of Public property – Parcel 1-00163-00 (SE Corner of Third Street and Tayco Street)

CDD Schroeder noted to the Plan Commission that the City received a letter offering to purchase this property owned by the City of Menasha located along the SE corner of Third Street and Tayco Street. The buyer recently purchased the adjoining property, 305 Third Street, and would like the availability to use the property and park his vehicle in the drive due to safety concerns and the property being a small nonconforming lot. This letter was brought to the Common Council on December 21st, whereby they directed it to the City Plan Commission for the consideration for the disposition of public property. Individual department heads were notified of such request to which there was no concern.

Plan Commission questioned future use of the property, right-of-way, and legal transfer with a portion of the property being located within the road right-of-way.

Staff further explained that the transfer of property would exclude portions of property used for public thoroughfare, that the neighboring property to the south was sent a letter notifying them of the possible land transfer, and that the owner would maintain the site and use the driveway as his own.

The Plan Commission highly suggested a CSM be considered to dedicate street right-of-way and combine the two properties to be owned by the buyer as part of the transaction.

A motion was made by Comm. Homan to recommend approval of the disposition of a portion of public property with the City retaining the area needed for road right-of-way. The motion was seconded by Comm. Benner. The motion carried.

3. Certified Survey Map – 1245 and 1251 Manitowoc Road – Lot Combination

CDD Schroeder provided a summary of the proposed request to combine 1245 and 1251 Manitowoc Road. The applicant recently purchase the vacant lot and previously owned the single family home at 1251 Manitowoc Rd. Both of these vacant properties are considered legal nonconforming lots in the R-1 zoning district having not met the minimum lot area. Combining these properties would bring this into conformance.

General Discussion ensued.

A motion was made by Comm. Benner to recommend approval of the CSM as presented consolidating 1245 and 1251 Manitowoc Road, parcel number 5-00896-00 and 5-00895-00. The motion was seconded by Ald. Schmidt. The motion carried.

4. 2021 Meeting Schedule

CDD Schroeder presented the tentative 2021 Plan Commission meeting calendar. The second meeting in the month is reserved for a special meeting if needed. Meeting dates are subject to change as we get closer.

No action was taken.

G. COMMUNICATION

1. Set Next Meeting

The next meeting was set for March 2, 2021.

H. ADJOURNMENT

A motion was made by Comm. Benner to adjourn the meeting at 4:57 PM. The motion was seconded by Alderperson Schmidt. The motion carried.