

It is expected that a Quorum of the Board of Public Works, Park Board, Administration Committee, and/or Common Council may attend this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA  
PLAN COMMISSION  
Council Chambers  
140 Main Street, Menasha**

**December 6, 2011  
3:30 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Minutes of the November 22, 2011 Plan Commission Meeting](#)
- D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA  
Five (5) minute time limit for each person
- E. DISCUSSION
  - 1. [Annual Comprehensive Plan Review - Goals](#)
- F. ACTION ITEMS
  - 1. [Lease of Water Street Property Adjacent to Valley Marine Mart](#)
- G. ADJOURNMENT

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**November 22, 2011**  
**DRAFT MINUTES**

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3:30 PM *Informal Public Hearing – Special Use Permit – Outdoor Storage and Parking, Manitowoc Road, Parcel No. 7-00011-08*

Mayor Merkes opened the public hearing at 3:36 PM. No one spoke. Mayor Merkes closed the public hearing at 3:37 PM.

3:30 PM *Informal Public Hearing – Student Apartment Housing, Midway Road, Parcel No. 7-01262-15*

Mayor Merkes opened the public hearing at 3:37 PM. No one spoke. Mayor Merkes closed the public hearing at 3:38 PM.

**A. CALL TO ORDER**

The meeting was called to order at 3:38 p.m. by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Commissioner Sturm, DPW Radtke and Ald. Benner.

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Cruickshank and Schmidt.

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: PP Homan; Doug Bodway, Valley Marine; Tim Carlson, True North Architecture; Rod Fisk, Development Partners; Brad Lamers, Lamers Realty Inc; Al Lamers, Lamers Realty Inc; Michael King, Post Crescent; and Daniel Gueths, 7255 Manitowoc Road.

**C. MINUTES TO APPROVE**

1. **Minutes of the November 8, 2011 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Ald. Benner to approve the November 8, 2011 Plan Commission meeting minutes as presented.

The motion carried.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA**

1. No one spoke.

**E. DISCUSSION**

1. **Annual Comprehensive Plan Review**

Motion by DPW Radtke to hold this discussion item to the next Plan Commission meeting due to the length of the agenda, seconded by Mayor Merkes.

The motion carried.

**F. ACTION ITEMS**

1. **Special Use Permit – Outdoor Storage and Parking – Manitowoc Road, Parcel 7-00011-08**  
PP Homan provided an overview of the history of the parcel, including how the Special Use Permit application was initially brought before Plan Commission in November 2009. She referred to minutes from that meeting which outline the issues that Commissioners had at the time, resulting in them holding a decision and directing Mr. Gueths to work with staff to return with a revised site plan.

Mr. Gueths described his revised site plan, which includes eliminating the western berm, reducing the size of the southern berm, adding a grassy area behind the parking area, providing landscaping on the north and south side of the property, and installing a stone collection basin at the southwestern part of the property to address stormwater runoff.

Plan Commissioners discussed the following items:

- How stormwater would be handled. The proposed gravel area is not adequate; an engineered biofilter would be a cost effective solution for the site.
- Concerns with access to the property should the parcel to the east be sold.
- The gravel nature of the parking area, and whether that could be considered dust free material.
- The need for screening of the western lot line given proposed removal of the western berm.
- The need for a complete and properly submitted Site Plan.

The direction of the Plan Commission was that the information presented was not a complete site plan that they could base a decision on, and that Mr. Gueths should work with staff to address the items below, and return to Plan Commission when addressed:

- Develop adequate screening of the outdoor storage through properly constructed berms, fences, and/or landscaping;
- Address site access issues;
- Determine how the parking area can be durable and dust free;
- Develop professionally engineered stormwater mitigation plan; and
- Submit a complete site plan prior to returning to Plan Commission.

2. **Special Use Permit – Student Apartment Housing – Midway Road, Parcel 7-01262-15**

PP Homan provided staff analysis of the special use permit and associated site plan. This included a discussion on the provision of automobile parking as well as planned and future pedestrian connectivity; site layout zoning compliance; site grading and drainage; landscaping and lighting provisions; and façade treatment.

Mr. Carlson provided an overview of the development and outlined the selected building materials and façade treatment.

PP Homan stated that it was staff's recommendation to approve the special use and associated site plan with several conditions.

Motion by DPW Radtke, seconded by Ald. Benner to recommend approval of the Special Use Permit and Site Plan for Student Apartment Housing at Midway Road, Parcel 7-01262-1, allowing for fiberboard cement facing on the north façade, and with the following conditions:

- Developer submits a final lighting plan to Community Development staff for review and approval;
- Developer submits a final site plan with building setbacks indicated; and,
- Approval of Stormwater and Erosion Control Plans by Public Works/Engineering staff.

The Motion carried.

3. **Lease of Water Street Property Adjacent to Valley Marine Mart**

PP Homan described that community development staff has been working with Valley Marine to renegotiate the terms of the lease of riverfront property adjacent to a vacated portion of Water Street. PP Homan informed commissioners that the details of a lease agreement were still being worked out between the City and Valley Marine, and that staff was seeking for the Plan Commission recommended to council that the land should be leased to Valley Marine.

Commissioners discussed whether the new lease would allow access to the water as it had in the past.

Motion by Comm. Sturm, second by DPW Radtke to direct staff to continue to work on the proposed lease.

The motion carried.

**G. ADJOURNMENT**

Motion by DPW Radtke, seconded by Mayor Merkes to adjourn at 5:10 p.m.

The motion carried.

*Minutes respectfully submitted by Kara Homan, Principal Planner.*

14. Provide an integrated, efficient, and economical transportation system that provides mobility, convenience, and safety and meets the needs of all citizens including transit-dependent and disabled.

## 1.5 City of Menasha Planning Goals

This section contains the goals for each of the nine elements as described and required by Wisconsin's comprehensive planning law. Goals, objectives, policies, and programs will also be included within each of the respective planning elements. The following goals were developed by the City of Menasha to guide and focus the planning process. Goals are broad, value-based statements expressing public preferences for the long term (20 years or more). They address key issues, opportunities, and problems that affect the community.

### Issues and Opportunities

**Goal:** Balance individual property rights with community interest and goals.

**Goal:** Minimize the impact of development on energy and natural resources.

### Housing

**Goal:** Promote a positive image of the City of Menasha as a quality place to live.

**Goal:** Preserve, rehabilitate, and stabilize the city's existing housing stock and residential neighborhoods.

**Goal:** Create a diverse base of housing opportunities appropriate for all segments of the population.

**Goal:** Maintain an adequate supply of sites for single family housing in desirable locations to meet current needs and projected growth.

**Goal:** Maintain an adequate supply of sites for multi-family housing in desirable locations that meet current needs and projected growth.

**Goal:** Increase enforcement of housing and building code standards to ensure that every housing unit is decent, safe, sanitary, and secure.

**Goal:** Create affordable home ownership opportunities for low- and moderate-income residents.

**Goal:** Maintain an adequate supply of affordable rental housing for low- and moderate-income residents.

**Goal:** Maintain an adequate supply of affordable housing for senior and special need households.

**Goal:** Create new housing opportunities in close proximity to the downtown.

**Goal:** End housing discrimination in the City of Menasha.

## Transportation

**Goal:** Provide a safe, efficient, and cost effective transportation system for the movement of people and goods.

**Goal:** Support and promote the development and use of multiple modes of transportation.

**Goal:** Incorporate energy conservation principles in transportation facility design and services.

## Utilities and Community Facilities

**Goal:** Provide high quality and cost effective community facilities and services that meet existing and projected future needs.

**Goal:** Ensure proper treatment of wastewater to protect public health, groundwater quality, and surface water quality while meeting current and future needs.

**Goal:** Promote stormwater management practices in order to reduce private and public property damage and to protect water quality.

**Goal:** Ensure that the water supply for the community has sufficient capacity, is in compliance with drinking water quality standards and regulations, and is available to meet present and future needs.

**Goal:** Promote effective solid waste disposal and recycling services and systems that protect the public health, natural environment, and general appearance of land uses within the community.

**Goal:** Maintain and enhance recreational opportunities in the community.

**Goal:** Ensure the provision of reliable, efficient, and well-planned utilities to adequately serve existing and future development.

**Goal:** Encourage improved access to health care facilities and child care.

**Goal:** Provide a level of police, fire, and emergency services that meets present and future needs.

**Goal:** Promote quality schools and access to educational opportunities.

**Goal:** Reduce the long-term costs and environmental impact of municipal facilities and operations.

### **Agricultural, Natural, and Cultural Resources**

**Goal:** Support the agricultural resources of the county and the region.

**Goal:** Maintain, preserve, and enhance the city's natural resources.

**Goal:** Mitigate impacts of development and land management practices on surface waters.

**Goal:** Preserve natural features like woodlands, wetlands, floodplains, shorelands, and open spaces in order to maintain and enhance community green space.

**Goal:** Enhance community image with attractive entrances, a mix of business types, a vital downtown, and community culture and events.

**Goal:** Preserve significant historical and cultural sites, structures, and neighborhoods that contribute to community identity and character.

**Goal:** Raise awareness of opportunities for buying locally grown or processed produce.

### **Economic Development**

**Goal:** Support the economic development initiatives in the community and region to promote the creation of jobs and income opportunities.

**Goal:** Maintain and improve the utility, communication, and transportation infrastructure systems that promote economic development.

**Goal:** Support the retention and expansion of existing businesses.

**Goal:** Support entrepreneurial development and new business attraction efforts.

**Goal:** Maintain a quality workforce to strengthen businesses and maintain a high standard of living.

**Goal:** Support and pursue opportunities to increase and diversify the city's tax base.

### **Intergovernmental Cooperation**

**Goal:** Foster mutually beneficial intergovernmental relations with other units of government.

## Land Use

**Goal:** Provide for a compatible mix of land uses within the city.

## Implementation

**Goal:** Promote consistency between plan recommendations, ordinances, and other land use regulations.

### 1.6 City of Menasha Issues and Opportunities

The following issues and opportunities identified by the Plan Commission (acting as a Citizen's Advisory Committee) were used to help form the goals, objectives, and policies in the comprehensive plan. These issues and opportunities are also addressed throughout the plan.

#### Issues and Opportunities

As recorded, without priority, after reviewing and eliminating duplicates.

- ◆ Menasha's waterfront is a definite asset.
- ◆ There is a need to revive and enhance community events.
- ◆ The school system is strong.
- ◆ Utilities are competitively priced.
- ◆ There needs to be more done with stormwater run-off.
- ◆ There should be more elderly housing.
- ◆ The city has a lot of renter occupied housing, especially in the core of the city, which by nature means the population is somewhat transient.
- ◆ The library is good.
- ◆ The park system is an asset.
- ◆ The city has an increasing socio-economic and racial mix. That is seen as a positive, but with that mix, comes a sometimes increasing burden on social services in the area.
- ◆ The housing stock in the city needs to be maintained.
- ◆ The city is safe and quiet.
- ◆ There are a variety of jobs in the area.
- ◆ The city is moving forward.
- ◆ The system of trails (bicycle, walking, and hiking) within the city is a strength.
- ◆ The level of service of public works is high.
- ◆ The public transportation system is strong but there are places where the walk to the stop is too far.
- ◆ Assets to the community include: the marina, the university, the arena, the museum and planetarium, a large variety and number of churches, and the nature reserve.
- ◆ There is a lack of sufficient level of economic activity downtown and on Doty Island.
- ◆ The city is landlocked and has no place to expand.

PROPOSED  
VACATED LEASED  
WATER STREET  
AREA

This is an aerial photograph of an industrial or commercial site. The image is overlaid with a red line that delineates a specific area. Within this red-outlined area, there are several buildings, including a large white structure with a corrugated metal roof and several smaller, dark-roofed buildings. A paved road, identified by handwritten text as 'WATER STREET', runs diagonally through the center of the site. To the left of the road, there are numerous blue and white storage tanks or drums. To the right, there are more industrial structures and equipment. The surrounding area includes other industrial buildings and some trees. The handwritten text 'PROPOSED VACATED LEASED AREA' is written in red ink across the lower-left portion of the red-outlined area.