

**CITY OF MENASHA  
Plan Commission  
Third Floor Council Chambers  
140 Main Street, Menasha**

**December 2, 2008**

**3:30 PM**

**MINUTES**

**PUBLIC HEARINGS:**

*Special Use Permit – UW Fox Valley – 1655 University Drive*

Mayor Merkes opened the public hearing by asking if anyone would like to speak regarding the Special Use Permit. Jim Eagon, of UW-Fox Valley explained that this would allow the school to make use of the building while they are planning the future use and layout of the site and building.

*Special Use Permit – Habitat for Humanity – 1381 Midway Road*

Mayor Merkes opened the public hearing by asking if anyone would like to speak regarding the rezoning. No one spoke. The hearing was closed.

*Special Use Permit – Keystone Development – Parkside Drive*

Cal Schultz explained that the purpose of the Special Use Permit was to allow senior housing in the C-3 district.

**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner, DPW Radtke and Commissioners Sanders, Cruickshank, Schmidt, and Sturm.

OTHERS PRESENT: CDD Keil, AP Beckendorf, Stan Martenson, Kenneth Syring, Cal Schultz, Jim Eagon, and Trevor Frank.

**C. MINUTES TO APPROVE**

1. Minutes of the November 18, 2008 Plan Commission Meeting.
  - a. Moved by Comm. Schmidt, seconded by Comm. Sturm to approve the November 18, 2008 Plan Commission meeting minutes. Motion carried.

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

No one from the gallery spoke.

**E. DISCUSSION**

1. None

## F. ACTION ITEMS

1. Special Use Permit – UW-Fox Valley – 1655 University Drive.
  - a. Commissioners discussed the following:
    - I. Rezoning the property to GU-Government Use.
    - II. Dumpster enclosure location. All refuse will be stored within the building.
    - III. Parking plan and striping of the parking lot.
    - IV. Comprehensive plan conflicts. CDD Keil explained that when the plan was completed, UW-Fox Valley did not own the property and it was marketed for industrial use.
  - b. Comm. Sturm made and DPW Radtke seconded a motion to recommend approval of the Special Use Permit for 1655 University Drive with the following conditions:
    - I. The existing gravel areas shall be paved or seeded within two years.
    - II. The existing wall lighting shall be replaced with full cut-off luminaires.
    - III. The front setback area must be landscaped to current city standards.
    - IV. The parking stalls must be striped.
    - V. The existing gravel area must not be used for parking or storage.The motion carried.
  
2. Special Use Permit – Habitat for Humanity – 1381 Midway Road.
  - a. AP Beckendorf described the location and reviewed the proposal. Commissioners discussed the following:
    - I. Coordination of the west landscaping with the reconstruction of University Drive.
    - II. The size and use of driveway openings.
    - III. Lighting the southeast parking lot. Stan Martenson, of Martenson & Eisele, explained that Habitat for Humanity does not intend to light the lot as it will not be used for employee or customer parking.
    - IV. Landscaping and compliance with code requirements.
  - b. Comm. Sturm made and DPW Radtke seconded a motion to recommend approval of the Special Use Permit for 1381 Midway Road with the condition that the southernmost light pole is removed to prevent light spill onto neighboring properties: The motion carried.
  
3. Special Use Permit – Keystone Development – Parkside Drive
  - a. CDD Keil explained that this is the third time a concept has been advanced. Each project has been contingent upon receiving tax credits. Approval based on the concept is necessary because in order to receive the tax credits, zoning must be approved. The tax credits should be announced in mid-April.
  - b. Commissioners discussed the following:
    - I. Potential future tax exempt status of the property and PILOT payments.
    - II. Special Use Permit process.
    - III. Provision of access around the building that is suitable to the fire department.
    - IV. Provision of pedestrian connections.
  - c. Comm. Schmidt made and DPW Radtke seconded a motion to recommend approval of the Special Use Permit for Keystone Development on Parkside Drive with the following conditions:
    - I. That the following plans are submitted for approval by July 31, 2009:
      - a. Lighting/photometrics
      - b. Landscaping/paving/parking
      - c. Erosion Control
      - d. Stormwater Management
      - e. Grading/Drainage

- f. Building Elevations
  - g. Dumpster Enclosure detail
  - h. Any other materials as requested by staff for site plan review
  - i. A Payment In Lieu of Taxes (PILOT) agreement
4. Consideration of Changes to Rezoning Notification Requirements.
- a. AP Beckendorf described the changes.
  - b. Ald. Benner made and Comm. Sanders seconded a motion to recommend approval of the changes to the rezoning notification requirements with the condition that “regular mail” be replaced with the term “first-class mail”. The motion carried.
5. Reconsideration of Province Terrace Greenspace.
- a. Motion by Mayor Merkes, second by Comm. Sanders to reconsider the November 18, 2008 motion to recommend retaining the south 150 feet of Lot 10, Province Terrace. The motion to reconsider carried on a roll call vote of 7-0.
  - b. Commissioners discussed the following:
    - I. Whether the city may be missing out on potential buyers that may be interested in owning the wetlands.
    - II. The advantages and disadvantages of private ownership versus public ownership of the property.
    - III. That there may be more recreational value than originally thought and that there is very little greenspace on the east side of Oneida Street.
  - c. The original motion to recommend retaining the south 150 feet of Lot 10, Province Terrace carried on a roll call vote of 7-0.

## **G. ADJOURNMENT**

Moved by Comm. Schmidt, seconded by Comm. Sanders to adjourn at 4:35 p.m. The motion carried.

Minutes respectfully submitted by Jessica Beckendorf, Associate Planner