

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
Third Floor Council Chambers
140 Main Street, Menasha**

November 18, 2008

3:30 PM

AGENDA

PUBLIC HEARINGS:

Rezoning – St. John’s Polish Cemetery (part) – Valley Road

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the November 4, 2008 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. None
- F. ACTION ITEMS
 - 1. [Utility Cabinet Ordinance Options](#)
 - 2. [Province Terrace Greenspace](#)
- G. ADJOURNMENT

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

November 4, 2008

3:30 PM

MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:40 p.m. by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner and Commissioners Sanders and Sturm.

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Schmidt and Cruickshank and DPW Radtke

OTHERS PRESENT: CDD Keil and Stan Martenson

C. MINUTES TO APPROVE

1. Minutes of the October 21, 2008 Plan Commission Meeting.
 - a. Moved by Comm. Sanders, seconded by Alderman Benner to approve the October 21, 2008 Plan Commission meeting minutes. Motion carried on voice vote.

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. Certified Survey Map – St. John's Cemetery (Valley Road).
 - a. CDD Keil explained that the Outlot shown on the CSM would not be developable unless combed with another lot that had access to a public street. Stan Martenson stated that Miron Construction owned the adjacent parcel and had made an offer to purchase Outlot 2.
 - b. Moved by Alderman Benner, seconded by Comm. Sanders to approve the Certified Survey Map, St. John's Cemetery. The motion carried on voice vote.
2. Certified Survey Map – 1381 Midway Road – Former CB Supply.
 - a. Stan Martenson explained that the CSM combines two existing lots.

- b. Commissioners discussed the following:
 - I. Whether the Midway Road right-of-way was wide enough to be able to accommodate a sidewalk or tail.
 - c. Moved by Comm. Sturm, seconded by Comm. Sanders to approve the Certified Survey Map, 1381 Midway Road. The motion carried on voice vote.
3. Site Plan Review – 1381 Midway Road – Former CB Supply.
- a. CD Keil explained that this item will be resubmitted as a Special Use Permit application because of zoning nonconformities. He further explained that staff had met with Martenson and Eisele and the following changes will be made to the preliminary site plan
 - I. Provision of site lighting specifications
 - II. Provision of a landscape planting plan identifying plant materials
 - III. The addition of landscaping/screen to the new parking area and the parking area in the northwestern corner of the site
 - IV. The addition of planting material along the Midway Road frontage
 - b. Commissioners discussed landscaping and lighting concerns and the need for landscaping/screening the southern end of the new parking area.
 - c. This item was held.
4. Province Terrace Greenspace
- a. This item was held.

G. ADJOURNMENT

Moved by Comm. Sanders, seconded by Alderman Benner to adjourn at 4:12 p.m. The motion carried on voice vote.

Minutes respectfully submitted by Gregory Keil, Community Development Director

Utility Cabinet Ordinance options:

(?)

- ❖ Require special review by staff with the following information:
 - Name and addresses of the applicant, the owner of the property, and all contiguous properties
 - A site plan (to scale) specifying the exact location of the easement or leased area, cabinets, cross boxes, loaders, junction boxes, power pedestals or any other associated facilities
 - An aerial photo delineating the cabinet location
 - A detailed description of the cabinets and facilities
 - A screening/landscaping plan
 - A plan of operation
 - Proof of an easement or lease agreement with the property owner
 - An erosion control permit
 - Documentation from the building inspector whether the facility requires state approved plans
 - An abandonment plan, which shall clearly state that within 90 days after discontinuance of the use of the facilities, the access roads, concrete paths and all other appurtenances will be removed and the site will be restored
 - A schematic of the cabinet (view from top, north, south, west and east)
 - Review fee

Bay City, MI

- ❖ Require a permit for the installation of a utility cabinet
- ❖ Require a pre-application consultation
- ❖ Require a boundary survey of all land within 100 feet of the proposed utility cabinet (a registered land surveyor need not seal the survey). The survey should contain the following:
 - (1) the name, address and telephone number of the individual responsible for the content of the survey;
 - (2) drawing date, north arrow, and site location map;
 - (3) drawing scale (no less than 1" = 10')
 - (4) lot lines and right-of-way boundaries including the location of any benchmarks or property corners either found or set;
 - (5) proposed equipment location
 - (6) location and exterior dimensions of neighboring houses, garages or other buildings, driveways, sidewalks, fences, trees, telephone poles, fire hydrants, bus stops, play equipment, etc.;
 - (7) location of all existing utilities in the right-of-way; and
 - (8) for a ground mounted utility cabinet, the elevation of the land and surrounding properties and any proposed change in elevation (based on U.S.G.S. datum).
- ❖ Do not allow work to begin until the permit has been issued. Require an inspection.
- ❖ Require notifications of property owners within 100 feet (the applicant is responsible for this)
- ❖ Restrict placement. Do not allow:

- (1) within fifteen (15) feet of a fire hydrant;
 - (2) within twenty (20) feet of a crosswalk;
 - (3) within thirty (30) feet of the approach to a stop sign or traffic control signal located at the side of the road or within the lawn extension, except that this restriction shall not apply to intersections where vehicular traffic approaching from all directions is subject to a stop sign or traffic control signal;
 - (4) in a place or manner that blocks egress from an emergency exit;
 - (5) placed in a manner that interferes with another utility's access to, maintenance of or operation of its facilities;
 - (6) within ten (10) feet of the intersection of a sidewalk or street and the edge of a driveway;
 - (7) within ten (10) feet of a tree;
 - (8) within ten (10) feet of a mailbox owned by the United States Postal Service;
 - (9) within thirty (30) feet of a bus stop; or
 - (10) in a right-of-way within a residential district that is adjacent to the front lot line of a property.
- ❖ Restrict number to only one cabinet per location, however co-location in the same cabinet may be permitted if approved
 - ❖ Include specifications such as:
 - Pole-mounted utility cabinets shall not exceed thirty (30) inches in width, twelve (12) inches in depth and seventy-two (72) inches in height, and shall be mounted a minimum of twelve (12) inches above grade.
 - Ground-mounted utility cabinets shall have a maximum height of sixty-six (66) inches and shall not exceed eighty (80) cubic feet in volume, not including a meter box. The meter box shall not exceed twenty-two (22) inches in width, nine (9) inches in depth and forty-two (42) inches in height. The ground-mounted utility cabinet and meter box shall be mounted on a concrete pad that is not to exceed one hundred (100) square feet.
 - Underground utility vaults may have a ground-mounted utility cabinet with a maximum height of two (2) feet and a volume that does not exceed seventy-two (72) cubic feet, not including a meter box. The meter box shall not exceed twenty-two (22) inches in width, nine (9) inches in depth and forty-two (42) inches in height.
 - Utility cabinets shall not display any advertising.
 - Utility cabinets in the public right-of-way shall be mounted with their width parallel to the street.
 - ❖ Require landscaping and screening in historically sensitive areas and require plan commission approval of the landscaping or screening.
 - ❖ Require each cabinet to contain a sign indicating the owner's name and emergency telephone number and utility cabinet number
 - ❖ Allow 45 days for plan commission approval
 - ❖ Require as-built drawings upon completion of installation

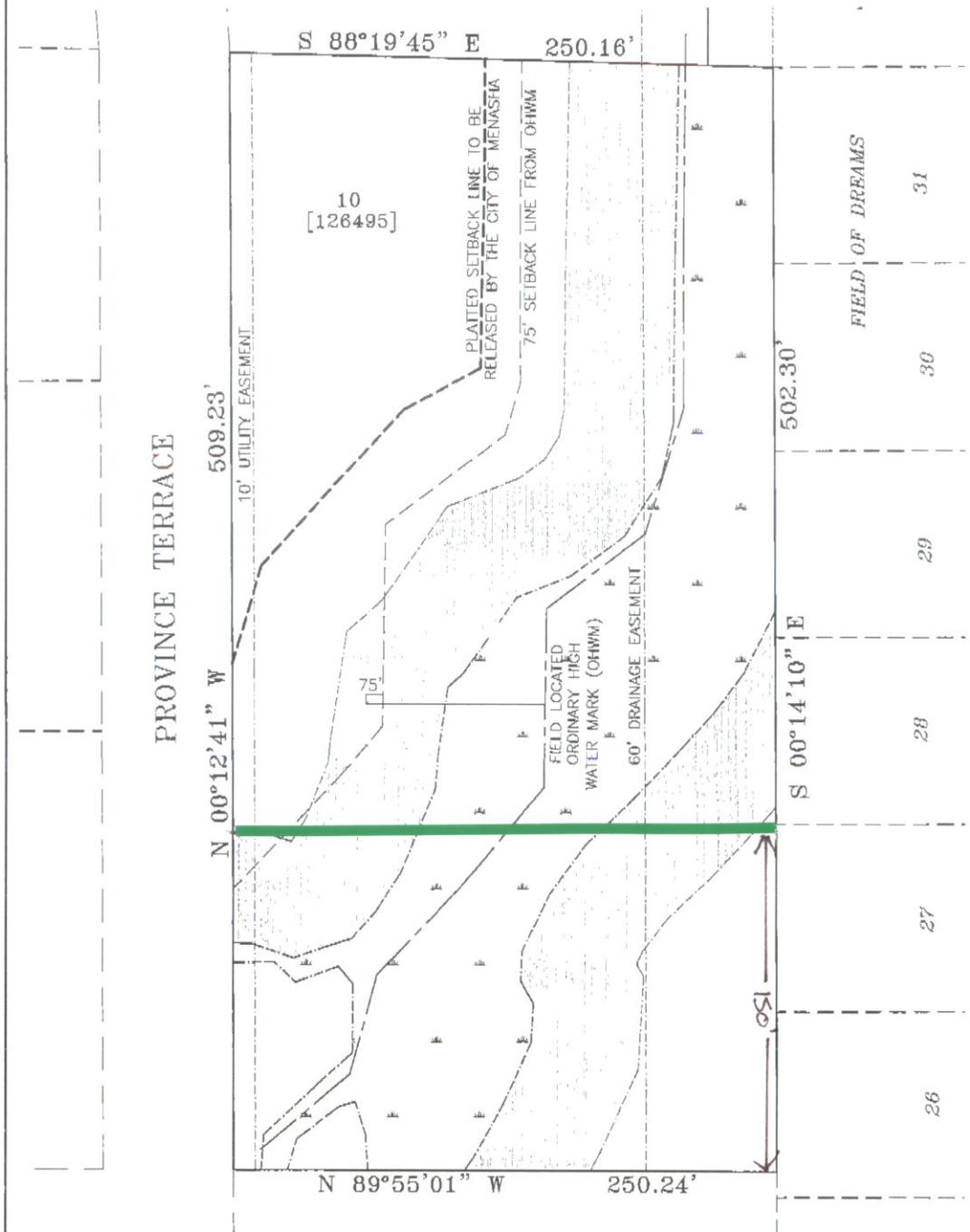
Bloomington, MN

- ❖ The applicant shall demonstrate that the wireless telecommunication facility cannot be placed in a Code complying location outside the right-of-way within one quarter (1/4) mile of the proposed location.
- ❖ If feasible and desirable, the replacement public utility structure shall match the original and surrounding public utility structures in materials and color.
- ❖ A pole attachment or excavation permit for a wireless telecommunication facility that has ground mounted equipment will be issued only if the Issuing Authority finds the following
 - (i) the ground mounted equipment will not disrupt traffic or pedestrian circulation;
 - (ii) the ground mounted equipment will not create a safety hazard;
 - (iii) the location of the ground mounted equipment minimizes impacts on adjacent property; and,
 - (iv) the ground mounted equipment will not adversely impact the health, safety, or welfare of the community.
- ❖ Ground mounted equipment associated with the wireless telecommunication facility shall meet the following performance standards
 - (i) be set back a minimum of ten (10) feet from the planned widened rights-of-way;
 - (ii) be separated from a sidewalk by a minimum of three (3) feet;
 - (iii) be set back a minimum of fifty (50) feet from the nearest intersecting right-of-way line;
 - (iv) be separated from the nearest ground mounted wireless telecommunication equipment installation on the same block face by a minimum of 330 feet unless the equipment is placed underground;
 - (v) if located adjacent to residential uses, ground mounted equipment shall be limited to three (3) feet in height above grade and twenty seven (27) cubic feet in cumulative size;
 - (vi) if located adjacent to non-residential uses, ground mounted equipment shall be limited to five (5) feet in height above grade and eighty-one (81) cubic feet in cumulative size;
 - (vii) ground mounted equipment located outside the planned widened public right-of-way shall conform with the requirements of Section 19.63.05(j) of this Code; and
 - (viii) vegetative or other screening compatible with the surrounding area shall be provided around the ground mounted equipment if deemed necessary by the Planning Manager or designee.

EXHIBIT "A"



BEARINGS ARE REFERENCED MATCH
PROVINCE TERRACE PLAT BEARINGS



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FROM WETLAND LIMITS

 50' CONSERVATION EASEMENT
FROM WETLAND LIMITS

SHEET 2 OF 2
THIS INSTRUMENT WAS DRAFTED BY: DMS

PS Huss reported on the success of the late night seasonal caretaker position. He thought the position was beneficial and should be continued.

F. ACTION ITEMS

1. **Recommendation for the Hart Park Well**

No action was taken. Action on this item was held.

2. **Partial Lot on Province Terrace**

Moved by T. Konetzke, seconded by R. Suttner recommending that the city retain a small piece of greenspace near the water retention pond along Province Terrace. The site will likely be maintained with stormwater utility funds. Members thought the site could be used as a small wayside type greenspace near the trail along Province Terrace.

G. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

1. Ald. M. Taylor – stumps near the entrance to Jefferson Park along Broad Street, East Shelter still in need of electrical circuit upgrades.
2. N. Barker – Calder sign needs some landscape maintenance, same with Memorial Building interior ceiling inside the Historical Society.
3. T. Konetzke – should not cut the grass near the Province Terrace greenspace.
4. G. Korth – inquired about a no right turn sign on Third Street near the Reserve building.
5. Chr. D. Sturm – commented on the “Goth” letter to the editor in *The Post Crescent*.

H. ADJOURNMENT

Moved by T. Konetzke, seconded by N. Barker to adjourn at 9:47 PM. Motion carried 7-0.