

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
February 12, 2018
MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:01PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, DPW Radomski and Commissioners Sturm, Cruickshank and Homan.

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner and Commissioner Schmidt.

OTHERS PRESENT: CDD Schroeder, CDC Heim, Jack Richeson (Martenson & Eisele), Abby Maslanka (Martenson & Eisele) and Steve Grenell (Menasha Utilities).

C. MINUTES TO APPROVE

1. **Minutes of the February 6, 2018 Plan Commission Meeting**

Motion by Comm. Cruickshank, seconded by Comm. Homan, to approve the February 6, 2018 Plan Commission meeting minutes as presented. The motion carried.

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

No one spoke.

E. DISCUSSION / ACTION ITEMS

1. **Certified Survey Map – Midway Road/Oneida Street – Property Line Alteration**

CDD Schroeder presented an overview of the Certified Survey Map as it relates to the Menasha Utilities easement along the western property line as discussed at the February 6, 2018 commission meeting. The options to resolve the easement issue while allowing the project to move forward were to redesign the site to avoid impacting the easement or to work with Menasha Utilities on relocating the utilities and the release of the easement. The Applicant is in discussion with Menasha Utilities on the relocation of the utilities. CDD Schroeder indicated that Menasha Utilities would need to secure any easement and receive payment prior to permitting construction.

Motion by DPW Radomski, seconded by Comm. Sturm to recommend approval of the Certified Survey Map, Midway Road and Oneida Street for the property line alteration.

Steve Grenell, Menasha Utilities, indicated that they saw no issues with working with the Applicant on relocating the utilities.

With no further discussion, the motion carried.

2. **Site Plan Review – 1490 Oneida Street – Prince Space, LLC**

CDD Schroeder summarized that the existing easement issue is being worked on between Martenson and Eisele, the contractor and Menasha Utilities to resolve the issue prior to the start of construction. Staff would recommend adding a condition if the site plan were approved that Menasha Utilities shall provide a letter permitting the Applicant to start construction prior to the City issuing building permits..

CDD Schroeder also provided an overview of the site plan as discussed at the February 6, 2018 commission meeting. Items included:

- Traffic circulation safety at the drive-thru which a small bump out was added, along with

- two do not enter signs and traffic arrows to be painted on the drive.
- Light spillage into the adjacent storm detention area has been addressed minimalized by adding shields that cut the light quantity down to 0.2 foot-candles within 10 feet of the property line.
- The rooftop mechanicals will be screened by a roof screening system that will enclose the mechanicals and block them from view.
- The Boral Composite Siding has been shown on the site plan and along with the brick veneer, will meet the construction material requirements.

Staff recommends approval of the site plan with the following conditions:

1. Prior to the issuance of building permits:
 - a. Menasha Utilities shall provide a letter permitting the Applicant to commence construction.
 - b. Wisconsin DNR must approve the post-closure modification lifting the deed restriction.
 - c. A stormwater and site improvement agreement must be recorded for both 1490 Oneida Street and 1819 Midway Road.
2. An easement and stormwater maintenance agreement with the neighboring property to the south must be approved by the Department of Public Works prior to the southern access point being installed.

DPW Radomski requested additional information from Mr. Grenell regarding the relocation of the easement. Mr. Grenell indicated they will need to bore under Midway Road to connect with the properties served on the north side of Midway Road.

Motion by Comm. Cruickshank, seconded by Comm. Strum to approve the site plan for 1490 Oneida Street with the following conditions:

1. Prior to the issuance of building permit:
 - a. Menasha Utilities shall provide a letter permitting the Applicant to commence construction.
 - b. Wisconsin DNR must approve the post-closure modification lifting the deed restriction.
 - c. A stormwater and site improvement agreement must be recorded for both 1490 Oneida Street and 1819 Midway Road.
2. An easement and stormwater maintenance agreement with the neighboring property to the south must be approved by the Department of Public Works prior to the southern access point being installed.
3. The rooftop mechanicals shall be screened.

The motion carried.

F. COMMUNICATION

1. Set Next Meeting Date

The next Plan Commission meeting will be held Tuesday, March 6, 2018 at 3:30 PM.

G. ADJOURNMENT

Motion by DPW Radomski, seconded by Comm. Homan to adjourn at 3:17 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.