

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
October 18, 2016
MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:31 PM by Mayor Merkes.

3:30 PM – Public Hearing on the Proposed Project Plan Amendment to Tax Increment District #5

Mayor Merkes opened the public hearing at 3:31 PM. No one spoke. Mayor Merkes closed the hearing at 3:31 PM.

3:30 PM – Public Hearing on the Proposed Project Plan Amendment to Tax Increment District #10

Mayor Merkes opened the public hearing at 3:31 PM. No one spoke. Mayor Merkes closed the hearing at 3:31 PM.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner (3:36PM) and Commissioners Schmidt, DeCoster and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Sturm.

OTHERS PRESENT: CDD Buck, AP Englebert, ASD Steeno, Don Whitehouse (St. Patrick's Congregation), Kristen Bergstrom (St. Patrick's Congregation), and Garritt Bader (R. Lewis & R. Lewis, LLC).

C. MINUTES TO APPROVE

1. **Minutes of the October 4, 2016 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. Cruickshank, to approve the October 4, 2016 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. CORRESPONDENCE

1. None.

F. DISCUSSION

1. **Grade Requests, Setting Grades, Verifying Grades**

No discussion took place.

G. ACTION ITEMS

1. **St. Patrick's Congregation Lighting Plan**

CDD Buck introduced the lighting plan for St. Patrick's Congregation. The plan was held over from the previous Plan Commission meeting. Staff explained that the lighting plan as presented meets city standards.

Motion by Comm. Cruickshank, seconded by Comm. DeCoster, to approve the lighting plan for St. Patrick's Congregation. The motion carried.

2. **Certified Survey Map – 1414 and 1434 Appleton Road and Vicinity**

AP Englebert described the proposed Certified Survey Map (CSM) relating to properties in the 1400 block of Appleton Road. The proposed CSM seeks to consolidate three commercial lots into one in order to make the land present more amenable for development. The northern

property is still under annexation procedures with the City of Menasha. Staff relayed that the proposed CSM will not create any setback or zoning non-conformities.

Motion by Comm. Schmidt, seconded by Comm. Cruickshank, to recommend approval of the Certified Survey Map – 1414 and 1434 Appleton Road and Vicinity, with the finding that the side setbacks and dimensions on the proposed lot meet city standards for the C-1 General Commercial District and the Certified Survey Map will not create any zoning non-conformities. The motion carried.

3. **Plan Commission Resolution 1-2016 Recommending Approval of the Project Plan Amendment #5 for Tax Incremental District #5**

CDD Buck introduced the proposed project plan amendment for TID #5. The amendment seeks to share increment from TID #5 with TID #3 in the form of a one-time payment in the anticipated amount of \$732,500. TID #3 is scheduled to close by the end of 2016 without recouping its project costs. TID #5 has a higher than expected increment resulting from its creation. AP Englebert further provided a brief history of TID #3 and TID #5. Ald. Benner spoke in favor of the resolution.

Motion by Ald. Benner, seconded by Comm. Schmidt, to approve Resolution 1-2016 Recommending Approval of the Project Plan Amendment #5 for Tax Incremental District #5. The motion carried.

4. **Plan Commission Resolution 2-2016 Recommending Approval of the Project Plan Amendment #1 for Tax Incremental District #10**

CDD Buck presented the proposed project plan amendment for TID#10. The amendment seeks to add language to the TID #10 project plan that will allow for excess increment, if available, to be allocated the City of Menasha Housing Rehabilitation Fund. CDD Buck commented on the re-organization of the Community Development Department and the process of hiring a new Building Inspector. It is expected that the new Building Inspector/Housing Specialist will be very involved with developing and administering the Housing Rehabilitation Fund.

Ald. Benner inquired about the the status of key contributing properties in TID #10, the theater building and Third Street Market. Staff explained that Third Street Market is fully operational while the theater building is still seeking a tenant. Each property is making a positive contribution to TID #10.

Motion by Ald. Benner, seconded by Comm. DeCoster, to approve Resolution 2-2016 Recommending Approval of the Project Plan Amendment #1 for Tax Incremental District #10. The motion carried.

H. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. Cruickshank, to adjourn at 3:55 PM. The motion carried.

Minutes respectfully submitted by AP Englebert.