

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 4, 2008

3:30 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the October 21, 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. [Certified Survey Map – St. John’s Cemetery \(Valley Road\)](#)
2. [Certified Survey Map – 1381 Midway Road – Former CB Supply](#)
3. [Site Plan Review – 1381 Midway Road – Former CB Supply](#)
4. Province Terrace Greenspace

G. ADJOURNMENT

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

October 21, 2008

3:30 PM

MINUTES

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, DPW Radtke, Ald. Benner and Commissioners Schmidt, Sanders, Cruickshank and Sturm.

OTHERS PRESENT: CDD Keil, AP Beckendorf, Gary Caspary, and Andy Fitzwilliam.

C. MINUTES TO APPROVE

1. Minutes of the September 30, 2008 Plan Commission Meeting.
 - a. Moved by Comm. Sanders, seconded by Comm. Sturm to approve the September 30, 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. Comprehensive Plan Amendment Process.
 - a. AP Beckendorf outlined the considerations for implementing a comprehensive plan amendment process and described some aspects of amendment processes in other communities. Commissioners discussed the following:
 - I. Addressing applications on an individual basis.
 - II. Making allowance for taking applications over the course of the entire year.
 - III. State requirements for plan amendments.
 - IV. Holding a regular review meeting annually.
 - V. Application Fees.
 - VI. Allowing for administrative applications to clear up any errors.
 - b. Moved by Comm. Cruickshank, seconded by Comm. Sanders to direct staff to prepare a proposal for comprehensive plan amendments that would include an annual review and fee, and an elevated fee for those applications received over the course of the rest of the year.
2. Building Communities Focus on Sustainability Webinar Materials to Plan Commissioners.

- a. Mayor Merkes described the programs offered in the series and invited Commissioners to attend.

F. ACTION ITEMS

1. Comprehensive Plan Amendment/Land Use Plan Amendment – St. John’s Cemetery.
 - a. CDD Keil described the location of the proposed amendment and the surrounding neighborhood and suggested that the role of the Commission was to decide whether the proposal makes sense for the property and for the neighborhood. Commissioners discussed the following:
 - I. Changing the property to the west of the proposal to industrial to ensure a more appropriate fit with the uses of the neighborhood.
 - II. Zoning map designations versus Future Land Use Map designations.
 - b. Moved by DPW Radtke, seconded by Comm. Cruickshank to approve Plan Commission resolution 04-2008 with the following changes:
 - I. Add Comprehensive Plan Ordinance adoption date.
 - II. Add a reference regarding the reference map.The motion carried on voice vote.
2. Certified Survey Map – St. John’s Cemetery (Valley Road).
 - a. Commissioners discussed the following:
 - I. Creation of a lot without access.
 - II. Definition of an Outlot versus a Lot.
 - III. Access to the property.
 - b. This item was held over.
3. Site Plan Amendment – Tayco Street – SCA Tissue.
 - a. AP Beckendorf described the location of the addition and the application to existing site plan requirements.
 - b. Moved by Comm. Sturm, seconded by Comm. Sanders to approve the site plan amendment for SCA Tissue with the following findings:
 - I. The use is appropriate.
 - II. The amendment allows SCA to expand.
 - III. The amendment has minimal impact on the surrounding neighborhood.The motion carried on voice vote.

G. ADJOURNMENT

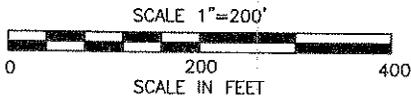
Moved by DPW Radtke, seconded by Comm. Cruickshank to adjourn at 4:59 p.m. The motion carried on voice vote.

CERTIFIED SURVEY MAP NO. _____

Part of the Northwest 1/4 of the Southwest 1/4, Section 2, Town 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin

Bearings are referenced to the north line of the Southwest 1/4, Section 2, assumed to bear N 89°56'14" E

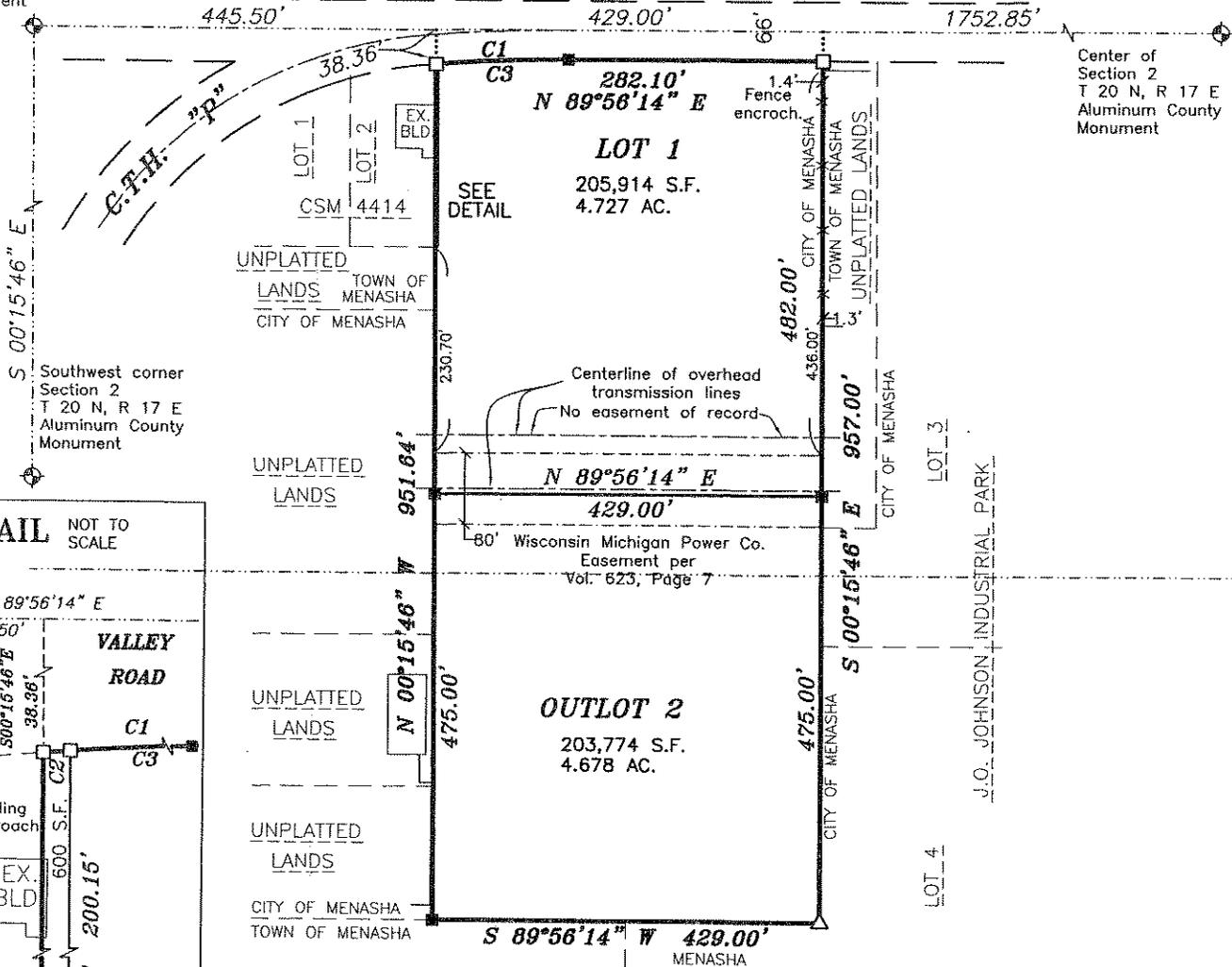
Survey for:
Miron
1471 McMahon Road
Neenah, WI 54956



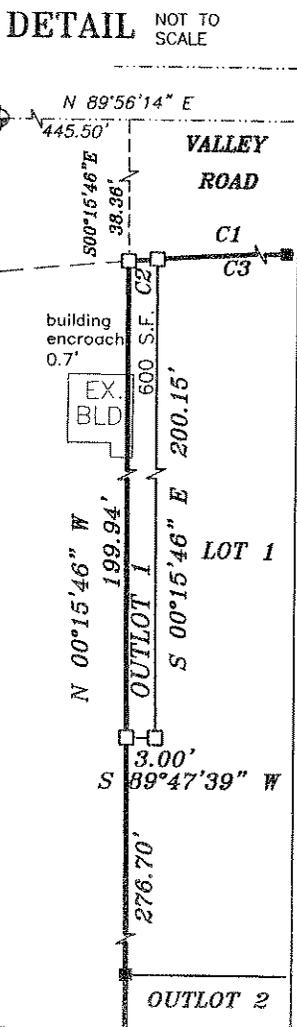
Curve	Radius	Delta	Length	Chord Bearing	Chord
1	2017.00'	004°10'34"	147.01'	N 87°50'57.0" E	146.98'
2	2017.00'	000°05'08"	3.01'	N 85°48'14.0" E	3.01'
3	2017.00'	004°05'26"	144.00'	N 87°53'31.0" E	143.97'

West 1/4 corner
Section 2
T 20 N, R 17 E
Aluminum County
Monument

VALLEY ROAD N 89°56'14" E 2627.35'



Center of
Section 2
T 20 N, R 17 E
Aluminum County
Monument



WISCONSIN
GARY A. ZAHNINGER
S-2098
STOCKBRIDGE
WI
LAND SURVEYOR
Gary A. Zahninger
10-66-08

NOTE:
THE INTENT FOR OUTLOTS 1
AND 2 IS TO BE ADDED TO
ADJOINING LANDS.

LEGEND

- 1" O.D. IRON PIPE SET, 18" LONG, WEIGHING 1.130 LBS. PER LIN. FOOT
- 1" O.D. IRON PIPE FOUND
- △ 1-1/4" O.D REBAR FOUND
- ◇ GOVERNMENT CORNER
- *-* FENCE LINE

Martenson & Eisele, Inc.

1377 Midway Road
Menasha, WI 54952
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info@martenson-eisele.com
920.731.0381 1.800.236.0381

Planning
Environmental
Surveying
Engineering
Architecture

PROJECT NO. 264-212a

FILE 264212a_csm SHEET 1 OF 3

THIS INSTRUMENT WAS DRAFTED BY: pae

CERTIFIED SURVEY MAP NO. _____

Surveyor's Certificate:

I, Gary A. Zahringer, a Registered Wisconsin Land Surveyor, do hereby certify:

that I have surveyed, mapped, and divided at the direction of Miron, part of the Northwest 1/4 of the Southwest 1/4, Section 2, Town 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin, more fully described as follows:

Commencing at the west 1/4 corner of Section 2; thence along the north line of the Southwest 1/4 of said Section 2, North 89 degrees 56 minutes 14 seconds East, 445.50 feet; thence South 00 degrees 15 minutes 46 seconds East, 38.36 feet to the point of beginning;

thence along the south right of way line of Valley Road, 147.01 feet along the arc of a curve to the right, having a radius of 2017.00 feet and a chord which bears North 87 degrees 50 minutes 57.0 seconds East, 146.98 feet;

thence continuing along said south right of way line,

North 89 degrees 56 minutes 14 seconds East, 282.10 feet;

thence along the west line of J.O. JOHNSON INDUSTRIAL PARK and its extension thereof,

South 00 degrees 15 minutes 46 seconds East, 957.00 feet;

thence continuing along the westerly line of said J.O. JOHNSON INDUSTRIAL PARK and along the north line of Certified Survey Map No. 4837, South 89 degrees 56 minutes 14 seconds West, 429.00 feet;

thence along the east line of Certified Survey Map No. 4414 and its extension thereof,

North 00 degrees 15 minutes 46 seconds West, 951.64 feet;

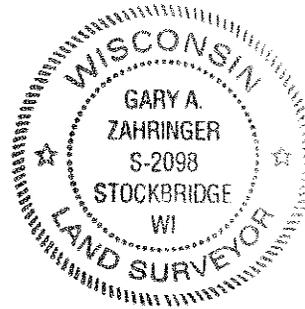
to the point of beginning, containing 410,288 square feet (9.419 acres). Subject to all easements and restrictions of record.

That I have fully complied with Chapter 236.34 of the Wisconsin Statutes in surveying, dividing, and mapping the same and the City of Menasha Subdivision Ordinances.

That this map is a correct representation of all exterior boundaries of the land surveyed and the division thereof.

Given under my hand this 6th day of October, 2008.


Gary A. Zahringer, Registered Wisconsin Land Surveyor S-2098



This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

Owners of Record:	Recording Information:	Parcel Number:
St. John's Polish Congregation	Vol. 181 Page 565	740076200

CERTIFIED SURVEY MAP NO. _____

Owner's Certificate:

I, the undersigned, hereby certify that I caused the land above described to be surveyed, divided, and mapped, all as shown and represented on this map.

Dated this _____ day of _____, 2008.

(print or type name)

(signature)

State of Wisconsin)
)SS
_____ County)

Personally came before me on the _____ day of _____, 2008, the above named owners to me known to be the persons who executed the foregoing instrument and acknowledged the same.

_____ my commission expires _____
(Notary name)

Common Council Resolution:

Resolved by the Common Council of the City of Menasha, that this Certified Survey Map is hereby approved. Passed and approved by resolution number

_____ this _____ day of _____, 2008.

Dated this _____ day of _____, 2008.

Mayor

City Clerk

Treasurer's Certificate:

I hereby certify that there are no unpaid taxes or unpaid special assessments on any of the lands shown hereon.

City Treasurer

County Treasurer

Date:

Date:

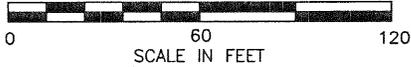


CERTIFIED SURVEY MAP NO. _____

Part of the Northeast 1/4 of the Northwest 1/4, Section 12, Town 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin

Bearings are referenced to the north line of the Northwest 1/4, Section 12, assumed to bear S 89°48'00" E

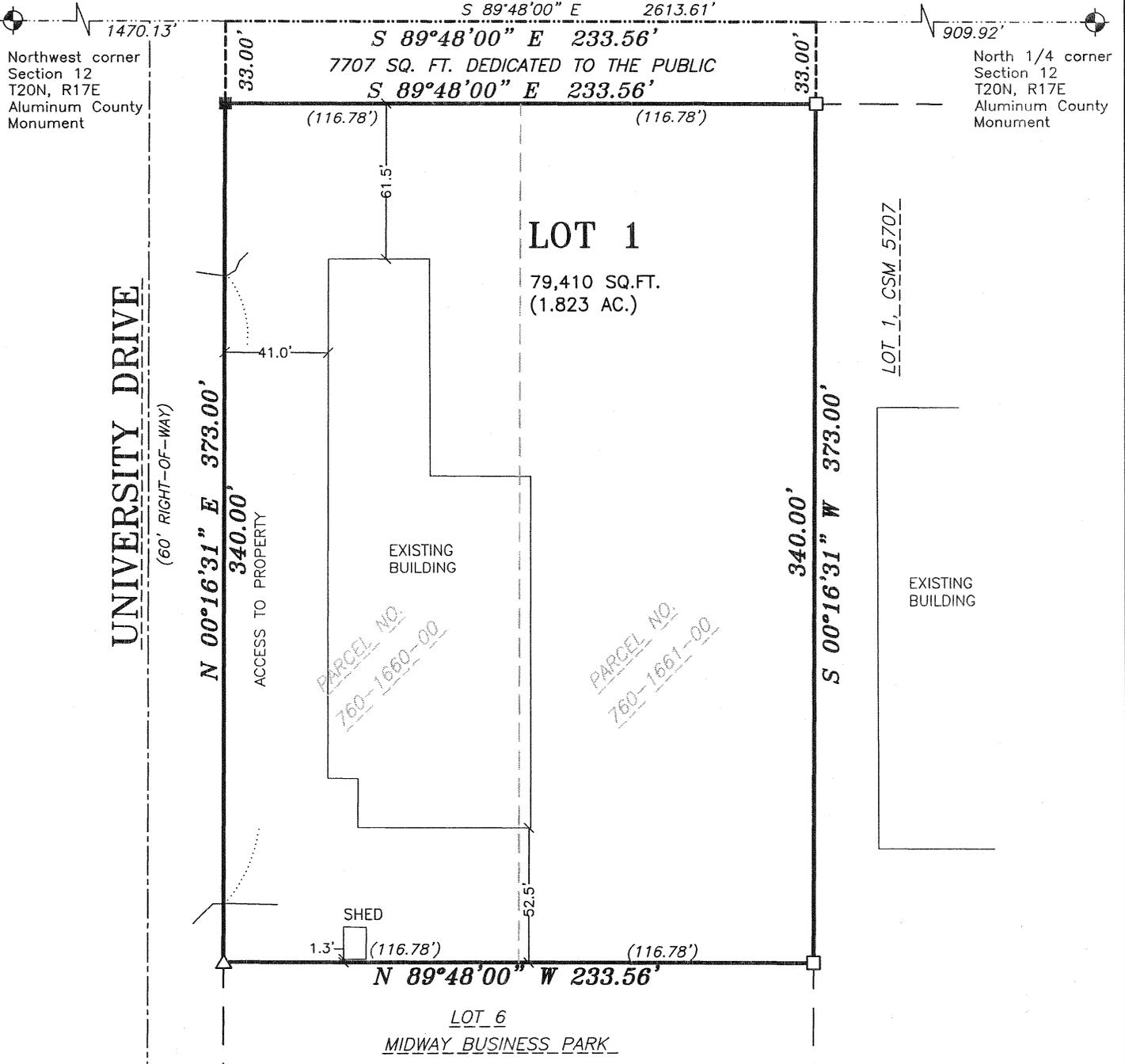
SCALE 1"=60'



SCALE IN FEET

Survey for:
Greater Fox Cities Area
Habitat for Humanity, Inc.
1800 Appleton Road
Appleton, WI

MIDWAY ROAD (66' RIGHT-OF-WAY)



LEGEND

- 1" O.D. IRON PIPE SET, 18" LONG, WEIGHING 1.130 LBS. PER LIN. FOOT
- 1" O.D. IRON PIPE FOUND
- △ 1-1/4" O.D. REBAR FOUND
- ◇ GOVERNMENT CORNER



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Planning
Environmental
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Architecture

PROJECT NO. 264-338

FILE 264333csm SHEET 1 OF 3

THIS INSTRUMENT WAS DRAFTED BY: pae

CERTIFIED SURVEY MAP NO. _____

Surveyor's Certificate:

I, Gary A. Zahringer, a Registered Wisconsin Land Surveyor, do hereby certify:

that I have surveyed, mapped, divided and dedicated at the direction of Greater Fox Cities Area Habitat for Humanity Inc., part of the Northeast 1/4 of the Northwest 1/4, Section 12, Town 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin, more fully described as follows:

Commencing at the Northwest corner of Section 12; thence along the north line of the Northwest 1/4 of said Section 12, South 89 degrees 48 minutes 00 seconds East, 1470.13 feet to the point of beginning; thence continuing along said north line, South 89 degrees 48 minutes 00 seconds East, 233.56 feet; thence along the west line Certified Survey Map No. 5707, South 00 degrees 16 minutes 31 seconds West, 373.00 feet; thence along the north line of Lot 6, MIDWAY BUSINESS PARK, North 89 degrees 48 minutes 00 seconds West, 233.56 feet; thence along the east right of way line of University Drive and its extension thereof, North 00 degrees 16 minutes 31 seconds East, 373.00 feet to the point of beginning; containing 87,117 square feet (2.000 acres). Dedicating the north 33.00 feet for road right of way. Subject to all easements and restrictions of record.

That I have fully complied with Chapter 236.34 of the Wisconsin Statutes in surveying, dividing, mapping and dedicating the same and the City of Menasha Subdivision Ordinances.

That this map is a correct representation of all exterior boundaries of the land surveyed and the division thereof.

Given under my hand this 22nd day of October, 2008.

Gary A. Zahringer
Gary A. Zahringer, Registered Wisconsin Land Surveyor S-2098



This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

Owners of Record:	Recording Information:	Parcel Number:
Greater Fox Cities Area Habitat for Humanity Inc.	Doc. No.	760166000 760166100

CERTIFIED SURVEY MAP NO. _____

Corporate Owner's Certificate:

Greater Fox Cities Area Habitat for Humanity, Inc. duly organized and existing under and by virtue of the laws of the State of Wisconsin, hereby certify that we caused the land above described to be surveyed, divided, mapped and dedicated all as shown and represented on this map.

Dated this _____ day of _____, 2008.

John Weyenberg, Executive Director/President

State of Wisconsin)
)SS
Winnebago County)

Personally came before me on the _____ day of _____, 2008, the above named owners to me known to be the persons who executed the foregoing instrument and acknowledged the same.

_____ my commission expires _____
(Notary name)

Common Council Resolution:

Resolved by the Common Council of the City of Menasha, that this Certified Survey Map is hereby approved. Passed and approved by resolution number

_____ this _____ day of _____, 2008.

Dated this _____ day of _____, 2008.

Mayor

City Clerk

Treasurer's Certificate:

I hereby certify that there are no unpaid taxes or unpaid special assessments on any of the lands shown hereon.

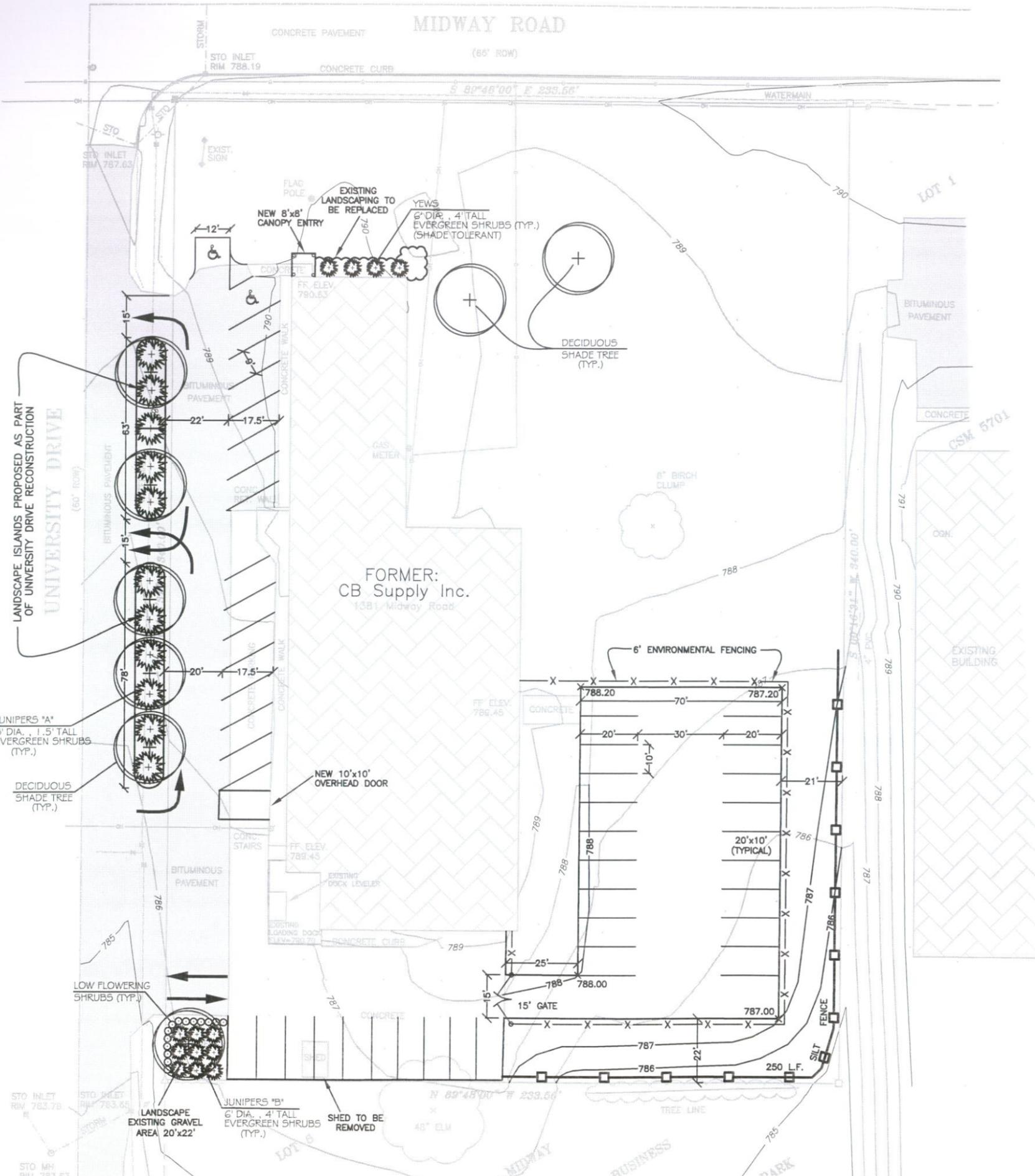
City Treasurer

County Treasurer

Date:

Date:

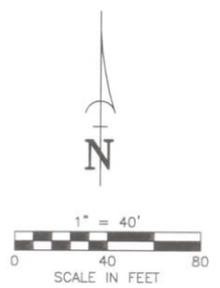




BENCHMARKS

BM 1
TAG BOLT ON HYDRANT @ NORTHWEST CORNER OF WITMANN DR. AND UNIVERSITY DR.
ELEVATION = 783.14

BM 2
TAG BOLT ON HYDRANT @ NORTHWEST CORNER OF LOT B, MIDWAY BUSINESS PARK
ELEVATION = 779.78



SITE/PROJECT INFORMATION

ZONING OF PARCEL AND SURROUNDING AREA IS C-4

PARKING REQUIREMENTS
4,000 S.F. OFFICE = 20 STALLS
10,000 S.F. STORAGE = 1 STALL

PARKING PROVIDED
25 STALLS ON EXISTING PAVEMENT
21 STALLS ON PROPOSED LOT

LANDSCAPING OF UNIVERSITY DRIVE LANDSCAPE ISLANDS BY FCAHF AFTER COMPLETION OF STREET RECONSTRUCTION BY THE CITY OF MENASHA.

REFUSE AND RECYCLING CONTAINERS WILL BE STORED INSIDE WAREHOUSE AREA.

NEW PARKING AREA AND DRIVE SHALL BE 10" CRUSHED STONE BASE AND 2-1/2" ASPHALT PAVEMENT E-1.

EROSION CONTROL NOTES

1. THE CONTRACTOR SHALL INSTALL SILT FENCE AROUND THE PERIMETER OF THE PROJECT AS SHOWN ON THIS PLAN PRIOR TO ANY CONSTRUCTION INCLUDING STRIPPING TOPSOIL.
2. ALL EROSION CONTROL DEVICES SHALL BE MAINTAINED BY THE CONTRACTOR UNTIL THE COMPLETION OF HIS CONTRACT.
3. THE CONTRACTOR SHALL MAINTAIN SAID EROSION CONTROL DEVICES UNTIL THE COMPLETION OF HIS CONTRACT AND SHALL NOT REMOVE THE EROSION CONTROL DEVICES UNTIL VEGETATION IS ESTABLISHED.
4. THE GRADING CONTRACTOR SHALL SEED AND MULCH ALL DISTURBED AREAS IMMEDIATELY WHEN FINAL GRADE IS ESTABLISHED. SEED MIXTURE SHALL BE ACCORDING TO THE SPECIFICATIONS.
5. THE CONTRACTORS SHALL PREVENT TRACKING ON EXISTING STREETS. ANY SEDIMENT TRACKED ONTO EXISTING STREETS SHALL BE CLEANED UP DAILY.
6. INSTALLATION AND MAINTENANCE OF EROSION CONTROL SHALL BE DONE IN ACCORDANCE WITH CITY OF MENASHA SPECIFICATIONS.

PRINTED ON

OCT 28 2008

TOPOGRAPHIC LEGEND		
1" x 18" IRON PIPE SET	OVERHEAD POWER LINES	GAS VALVE
1-1/4" x 30" REBAR SET	UNDERGROUND ELECTRIC	EXIST. STORM MANHOLE
CHEASED "X" SET	UNDERGROUND TELEPHONE	STORM INLET
3/4" REBAR FOUND	UNDERGROUND FIBEROPTIC	YARD DRAIN
1" IRON PIPE FOUND	UNDERGROUND GAS	EXIST. SANITARY MANHOLE
1-1/4" REBAR FOUND	UNDERGROUND CABLE TV	EXIST. SAN. SEWER
2" IRON PIPE FOUND	EXIST. FLOW LINE	EXIST. STO. SEWER
CHEASED "X" FOUND	SIGN	EXIST. WATER MAIN
GOVERNMENT CORNER	POWER POLE	EXIST. SPOT ELEVATION
RECORDED AS	GUY	CONTOUR W/ ELEVATION
CONIFEROUS TREE	LIGHT POLE	800.0000
DECIDUOUS TREE	TELEPHONE PEDESTAL	800.0000
EXIST. WOODS LINE	ELECTRIC PEDESTAL	800.0000
WETLANDS	CABLE PEDESTAL	800.0000
SOIL BORING	EXIST. HYDRANT	FF = 800.00
	WATER VALVE	TOPSOIL DEPTH
	WATER STOP BOX	INFILTRATION SOIL BORING

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Planning
Environmental
Surveying
Engineering
Architecture

NO.	DATE	CHECKED	APPROVED	REVISION

SITE PLAN
FOX CITIES AREA HABITAT FOR HUMANITY
PART OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4, SECTION 12,
TOWN 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO
COUNTY, WISCONSIN

SCALE 1"=40'
DATE Oct. 28, 2008

COMPUTER FILE
264338t.dwg

DRAWING NO.
264-338

