

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
Council Chambers
140 Main Street, Menasha**

**March 2, 2010
3:30 PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the February 16, 2010 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. Overview of Freight Transportation Issues – Walter Raith – ECWRPC
 - 2. Natures Way Easement
- F. ACTION ITEMS
 - 1. [Extraterritorial Plat Review – Lakeshore Manor, Lakeshore Road – Town of Menasha](#)
 - 2. [Menasha Portage Proposal](#)
- G. ADJOURNMENT

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
February 16, 2010
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:40 p.m. by Mayor Donald Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Schmidt

OTHERS PRESENT: CDD Keil, Linda Stoll

C. MINTUES TO APPROVE

1. **Minutes of the February 2, 2010 Plan Commission Meeting**

Moved by Comm. Cruickshank, seconded by DPW Radtke to approve the February 2, 2010 Plan Commission meeting minutes.

The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. **Complete Streets Policy**

Commissioners discussed sidewalk policy as it relates to new and existing development and possible strategies for promoting more walkable neighborhoods. Linda Stoll commented on the Complete Streets goal of being able to safely accommodate walkers, bikers, transit system users as well as autos on public streets. Commissioners discussed :

- Revising criteria to require sidewalk installation in all new development and making the cost thereof part of the lot sale price
- Developing policies to selectively install sidewalks in existing developments to create connectivity among neighborhoods
- Establishing guidelines for requiring Complete Streets
- Setting a priority of developing Complete Streets policy for all DOT and non-city funded projects

Staff is to continue exploring the application of Complete Streets programs at the community level and bring back recommended guidelines for streets eligible for state/federal funding.

2. **Mixed Use Zoning Districts and Form Based Codes**

Comm. Homan reported on contacts she had made concerning form-based codes. They are being increasingly used on the east and west coasts, but none are known to be in effect in Wisconsin. Commissioners discussed:

- Developer concerns due to unfamiliarity with a new type of ordinance
- Blending traditional zoning use restrictions with a form based codes

Consensus was to continue exploring the desirability of applying these types of codes in downtown and redevelopment areas.

3. **Comprehensive Plan Review – Prioritization of Issues**

Commissioners reviewed a list of potential priorities prepared by CDD Keil based on past Plan Commission input and reached consensus on the following implementation priorities:

- Land use: Rezoning of residential properties at Province Terrace – R-1 to C-3, Identify existing land use conflict sites
- Economic Development: Explore opportunities for mixed use development in the greater downtown area, Facilitate establishment of a Business Improvement District in the downtown area, Facilitate redevelopment of the Gilbert site and bypass channel
- Transportation: Complete planning for the Friendship Trail extension
- Natural and Cultural Resources: Work with the Public Works Department to develop incentives for on-site storm water management by home owners, Review existing ordinances for potential conflicts with achieving storm water management objectives

Commissioners also discussed the land use and economic implications associated with rail freight service. Staff is to invite a person knowledgeable in this field to address the commission at an upcoming meeting.

4. **Abby Street Substation**

CDD Keil reported that he had further conversation with WE Energies staff concerning acquisition of the site. WE Energies had convened a meeting among several divisions within the company, and several new concerns were aired. These related primarily to safety associated with having parkland immediately adjacent to the remaining electrical substation and unknown environmental conditions on the site. The upshot of these discussions is that the disposition of the property will not be determined until sometime after WE Energies has satisfied its internal evaluation of what might be a suitable future use of the site.

5. **Natures Way Easement**

CDD Keil reported that he had a meeting with the person requesting the easement release, and that though progress had been made in obtaining releases from individual property owners, several still needed to be obtained. A timetable for receiving the signatures for the release was set, and it is expected that a final determination will be made by March 1.

6. **Dedication of Access Easements as Public Streets – Midway Crossings Development – Bob Drifka**

CDD Keil distributed email responses from DOT and Calumet County Highway Department staff. The emails indicated that converting the existing access drives into public streets would not be permitted due to conflicts with street spacing standards and related criteria.

7. **STH 47 Trail Concept Development Process**

Mayor Merkes reviewed the content of a letter of intent that is to be executed between the cities of Appleton, Neenah and Menasha and the Town of Menasha relative to establishing a commuter bike route between the respective communities primarily using the STH 47 corridor. Commissioners discussed:

- Planning of improvements as related to the timing of the proposed STH 441 upgrade
- The need to incorporate recommended improvements into the comprehensive plan and regional transportation improvement plans
- The outcome of multi-modal street corridor improvements in other communities

Moved by DPW Radtke, seconded by Comm. Homan to recommend approval of a joint planning/design process for improving the STH 47 corridor to safely accommodate bicyclists and pedestrians, and to further recommend that the corridor follow the alignment as proposed by Activate Fox Cities.

The motion carried.

G. ACTION ITEMS

1. **Extraterritorial Plat Review – Lakeshore Manor, Tayco Road – Town of Menasha**
Commissioners discussed:
 - Restrictions on uses in the “Grading Area”
 - The 66’ easement shown in the northwest corner of the plat
 - The need to include “City of Menasha” as an owner of the adjacent CSM
 - Vehicular access to the pond perimeter as shown on the CSM
 - Slope steepness on the rear of lots fronting Tayco Road

Staff is to obtain clarification on the above and report back at the next meeting.

H. ADJOURNMENT

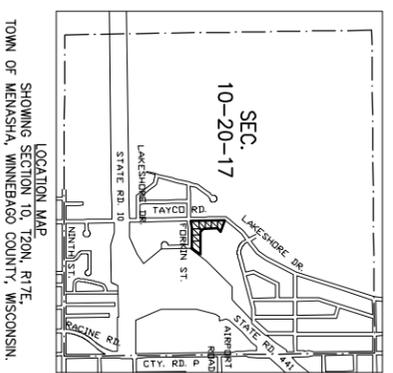
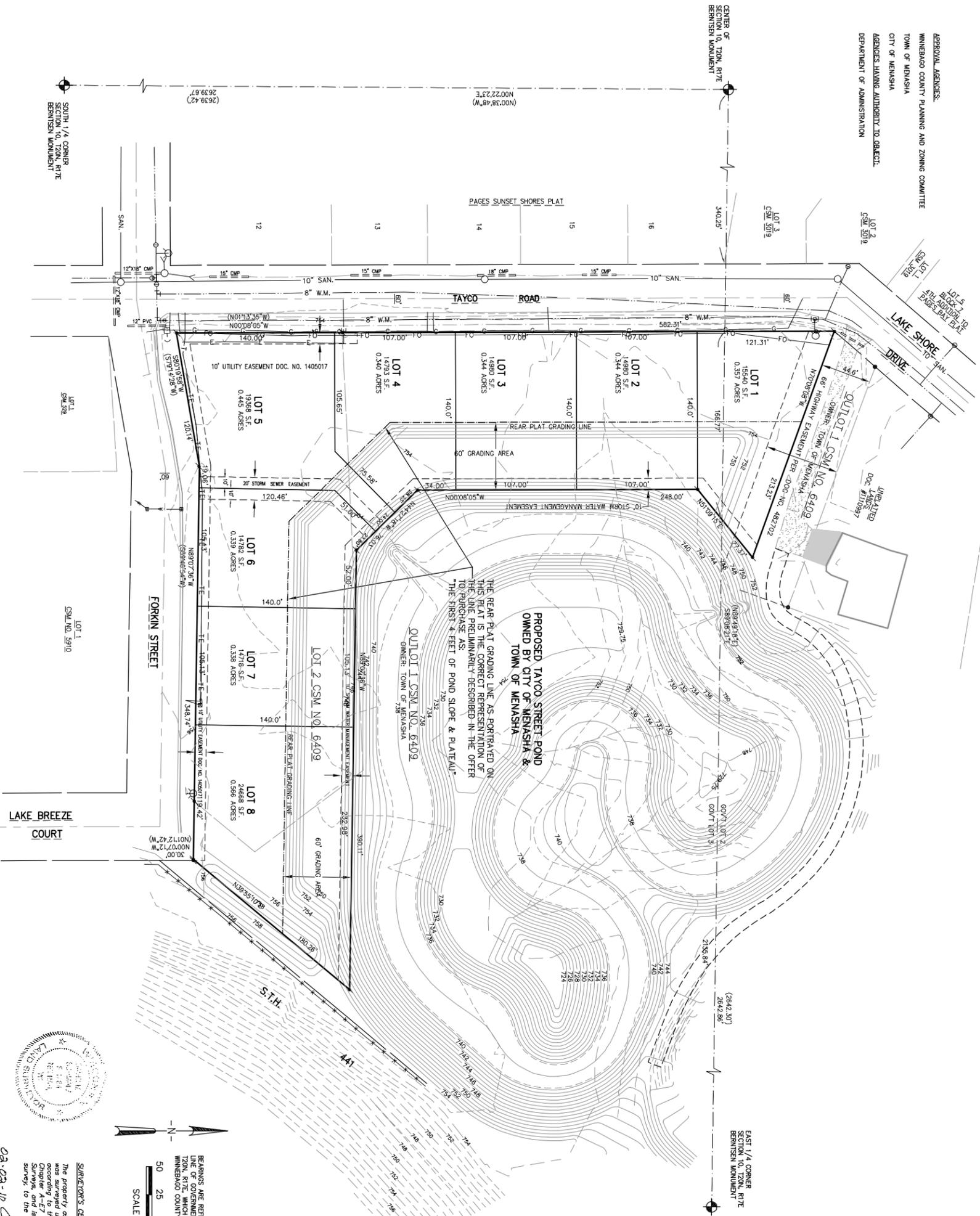
Moved by Ald. Benner, seconded by Comm. Homan to adjourn at 5:30 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, Community Development Director

PRELIMINARY PLAT
LAKE SHORE MANOR
 ALL OF LOT TWO (2) OF CERTIFIED SURVEY MAP NO. 6409 AS RECORDED IN VOLUME 1 OF MAPS ON PAGE 6409, BEING PART OF
 GOVERNMENT LOTS 2 AND 3 OF SECTION 10, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

APPROVAL AGENCIES:
 WINNEBAGO COUNTY PLANNING AND ZONING COMMITTEE
 TOWN OF MENASHA
 CITY OF MENASHA
 AGENCIES HAVING AUTHORITY TO OBJECT:
 DEPARTMENT OF ADMINISTRATION



LOCATION MAP
 SHOWING SECTION 10, T20N, R17E,
 TOWN OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

- NOTES
- THERE ARE NO MAPPED FLOODPLAINS AND/OR WETLANDS THAT EFFECT THIS PROPERTY ACCORDING TO THE WINNEBAGO COUNTY GIS MAPPING.
 - THIS PROPERTY IS ZONED R-1 RURAL RESIDENTIAL DISTRICT AND IS LOCATED WITHIN THE SHORELAND ZONING.
 - THE PROPOSED ZONING IS TO BE: SINGLE FAMILY RESIDENTIAL.
 - ALL EASEMENTS TO BE SHOWN ON THE FINAL PLAT
 - FRONTIARD BUILDING SETBACKS TO BE 30 FEET
 - TOTAL AREA OF DEVELOPMENT = 3.072 ACRES
 - DEDICATED STREET AREA = 0 ACRES
 - NET SUBDIVIDED AREA = 3.072 ACRES
 - TOTAL NUMBER OF LOTS = 8
 - AVERAGE LOT SIZE = 16,729 S.F.
 - TOTAL NUMBER OF OUTLOTS = 0
 - THIS DEVELOPMENT IS TO BE SERVICED BY TOWN OF MENASHA SANITARY DISTRICT WITH MUNICIPAL SANITARY SEWER AND WATER.

- LEGEND
- 3/4" ROUND STEEL REBAR FOUND
 - 1" PIPE FOUND
 - CERTIFIED LAND CORNER WINNEBAGO COUNTY
 - ()
 - RECORDED BEARINGS AND/OR DISTANCE
 - SQUARE FEET
 - EXISTING FENCE
 - EXISTING POWER POLE
 - EXISTING SANITARY SEWER MANHOLE
 - EXISTING HYDRANT

BEARINGS ARE REFERENCED TO THE NORTH LINE OF GOVERNMENT LOT 3 OF SECTION 10, TOWNSHIP 20 NORTH, RANGE 17 EAST, WINNEBAGO COUNTY COORDINATE SYSTEM.

SCALE - FEET

0 25 50

SURVEYOR'S CERTIFICATE

The property as shown and described on this map according to the Wisconsin Administrative Code, Chapter A-ET of Minimum Standards for Property Surveys, and is a correct representation of said survey, to the best of my knowledge and belief.

02.02.10
 Registered Land Surveyor



McMAHON
 1445 MENASHA DRIVE, MENASHA, WI 54952
 PHONE: (920) 751-4200 FAX: (920) 751-4204
 www.mcmahon.com



To: Fox River Navigational System Authority (FRNSA)

From: Peter Hensler, VP Friends of the Fox

Date: January 27, 2010

Re: Canoe/Kayak Portage at the Menasha Lock

Over the last several years FOF has been working with FRNSA and other partners to create a portage system for canoes and kayaks through the navigation canals. These portages will be critical component of the eventual goal of a Heritage Parkway water trail. In 2009 we completed portages through the Appleton locks and anticipate completing portages in Menasha, including at the Menasha lock, in 2010. FOF would like authorization from FRNSA to construct the portage landing that is located on property under control of FRNSA north and down stream of the lock.

FOF will use the same construction techniques employed at the Appleton locations which were devised by the UW Platteville senior engineering class last year. In Menasha we will be constructing 4 portage locations one of which will be on FRNSA property, the others are on Menasha street right of way. We have received verbal approval from Menasha for this project. As in the past we will work with FRNSA staff to make sure the project does not negatively affect lock operation.

I encourage you to support this request.

Print this page in a more readable format: Click **Print** next to the upper-right corner of the map.

