

**CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
February 18, 2014
MINUTES**

A. CALL TO ORDER

The meeting was called to order at 3:35 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner and Commissioner Schmidt

PLAN COMMISSION MEMBERS ABSENT: None.

OTHERS PRESENT: CDD Keil, PP Homan, Police Chief Styka, and William Levy and Peter Feltman of BMOC Management via phone.

3:30 PM – Informal Public Hearing Regarding the Special Use Permit Amendment for 1284 Midway Road, Hotel/Rooming Type Use

Mayor Merkes opened the informal public hearing at 3:35 PM.

No one spoke.

Mayor Merkes closed the public hearing at 3:36 PM.

C. MINUTES TO APPROVE

1. **Minutes of the January 21, 2014 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Comm. Cruickshank to approve the January 21, 2014 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. COMMUNICATION

1. None.

F. DISCUSSION

1. None.

G. ACTION ITEMS

1. **Special Use Permit Amendment – 1284 Midway Road – Hotel/Rooming Type Use**

Commissioners discussed the basis for the current Special Use Permit which is to allow student housing at the facility. Chief Styka commented on several instances where problems with residents of the student housing were encountered. Commissioners discussed potential problems with transient use if suitable controls are not in place. Staff commented on potential difficulties of applying these controls via the Special Use Permit process. BMOC representatives described their intentions to use the facility during the summer months when students are not present to house participants in various organized events. Use would be restricted to multi-day occupancies and there would be on-site management of the facility.

Motion by Comm. Sturm, seconded by Comm. DeCoster to table this item pending development of a licensing procedure or other mechanism for limiting the transient use of the property. The motion carried.

2. **Re-plat of Part of the Ponds of Menasha and Outlot 2 CSM 3277**

CDD Keil stated that the purpose of the replat is to convey ownership of the Outlot 2 pond within CSM 3277 from the Redevelopment Authority of the City of Menasha to the adjoining undeveloped lots in The Ponds of Menasha plat. Commissioners discussed access for maintenance of the pond and the location of the well that feeds it. This item was held.

3. **Extraterritorial Certified Survey Map – Woodland Drive**

PP Homan stated that the owner of the parcel desires to split it into two lots with the intention of annexing Lot 1, which abuts Woodland Drive to the City of Menasha. Commissioners discussed whether sewer and water services would be provided by the City or Town of Menasha. It was determined that the city would provide those services to Lot 1.

Motion by Comm. Sturm, seconded by Comm. Cruickshank to recommend approval of the Woodland Drive Extraterritorial CSM. The motion carried.

4. **Certified Survey Map – Fountain Way**

CDD Keil reported that it will be necessary to follow procedures for discontinuing a public way prior to approval of the CSM. This item was held.

5. **Province Terrace Trail Relocation North of Manitowoc Road**

CDD Keil discussed possibilities for future bike/pedestrian facilities in the Province Terrace/Oneida Street corridor and extending eastward on Manitowoc Road. DPW Radtke commented on considerations related to right of way configurations and utility layout within Province Terrace. Commissioners discussed the needs for current and future bike/pedestrian accommodations in the corridor.

Motion by Comm. DeCoster, seconded by Comm. Sturm to place the bike/pedestrian trail on the west, and sidewalk on the east side of Province Terrace extending from Manitowoc Road to Midway Road. The motion carried 5-1 with Ald. Zelinski opposed.

6. **Annexation – Gemelli Real Estate Wisconsin, LLC – Impact Report to Common Council**

CDD Keil reported that Gemelli Real Estate Wisconsin, LLC which owns parcels on Appleton Road adjacent to the Piggly Wiggly grocery store is the petitioner for the annexation. This is a "majority" annexation, and four other parcels on Racine Road are included in the annexation. The total area of the annexation is 2.1 acres.

Motion by DPW Radtke, seconded by Comm. Cruickshank to direct staff to submit a "no impact" report and recommend the annexation to the Common Council. The motion carried.

H. ADJOURNMENT

Motion by Comm. DeCoster, seconded by DPW Radtke to adjourn at 5:18 PM. The motion carried.

Minutes respectfully submitted by CDD Keil.