

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**

**April 26, 2016  
3:30 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Minutes of the March 22, 2016 Plan Commission Meeting](#)
- D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA  
Five (5) minute time limit for each person
- E. CORRESPONDENCE
  - 1.
- F. DISCUSSION
  - 1.
- G. ACTION ITEMS
  - 1. [Preservation of Topography – 377 Winnebago Avenue](#)
  - 2. [Easement for Trail Extension from Oneida Street \(U.S.H. “10”\) to Province Terrace](#)
  - 3. [Property Acquisition for Loop the Lake Trail – Parcel # 3-00700-00, 100 Fox Street](#)
- H. ADJOURNMENT

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**March 22, 2016**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:32 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Schmidt.

OTHERS PRESENT: CDD Keil, AP Englebert, Brian Adesso (Menasha Joint School District).

**C. MINUTES TO APPROVE**

1. **Minutes of the March 8, 2016 Plan Commission Meeting**

Motion by Ald. Benner, seconded by Comm. Sturm to approve the March 8, 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. None.

**G. ACTION ITEMS**

1. **Consideration of Calder Stadium Government Use Zoning and Signage Concepts**

AP Englebert and Brian Adesso introduced the preliminary proposal for the Calder Stadium renovation. The current zoning classification for the property, R-1 Single Family Residential, does not anticipate the signage needs for an athletic complex. Staff proposed that the zoning classification be change to GU – Government Use at some point in the future. Commissioners discussed the following:

- Ramifications of a rezoning to Government Use for the property
- Criteria for signage at the stadium
- Design of the proposed signage and the design of features for the DOT Racine Road reconstruction project
- The status of the Calder Stadium renovation project and fundraising
- Private covenants governing the site and its uses

Motion by Comm. Sturm, seconded by Ald. Benner, to direct staff to work with the Menasha Joint School District to develop standards for review in regards to the Government Use District with the following findings:

- That the design of the renovated stadium be harmonious throughout
- That the Menasha Blue Jay logo be the predominant theme

The motion carried.

## H. ADJOURNMENT

Motion by DPW Radtke, seconded by Comm. DeCoster to adjourn at 4:43 PM. The motion carried.

*Minutes respectfully submitted by AP Englebert.*

## Kristi Heim

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**From:** Kevin Englebert  
**Sent:** Monday, April 18, 2016 9:07 AM  
**To:** Kristi Heim  
**Subject:** FW: 377 Winnebago South Retaining Walls  
**Attachments:** 377 Winnebago - South Retaining Wall Image 2.jpg; 377 Winnebago - South Retaining Wall Image 3.jpg; 377 Winnebago - South Retaining Wall Image 4.jpg

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**From:** Jamin and Kara Homan [<mailto:jaminandkara@hotmail.com>]  
**Sent:** Friday, April 15, 2016 10:44 AM  
**To:** Evans, Andy; Kevin Englebert  
**Subject:** FW: 377 Winnebago South Retaining Walls

Hi Andy:

Attached are drawings of several retaining walls that Jamin will be building on the south side of our house to allow for our egress windows. They will be about 12 feet from our shared property line, and be no taller than 3' tall.

The City requires that anytime property grading is changed more than 1.5:1 slope within 20 feet of the property line, we get the permission of the neighbor and the City Plan Commission.

here is a copy of the ordinance from the city code:

### SEC. 13-1-13 SITE REGULATIONS

#### (g) PRESERVATION OF TOPOGRAPHY.

In order to protect the property owner from possible damage due to change in the existing grade of adjoining lands and to aid in preserving and protecting the natural beauty and character of landscape, no change in the existing topography of any land shall be made which would result in increasing any portion of the slope to a ratio greater than one and one-half (1-1/2) horizontal to one (1) vertical, within a distance of twenty (20) feet from the property line, except with the written consent of the owner of the abutting property and with the approval of the Plan Commission, or which would alter the existing drainage or topography in any way as to adversely affect the adjoining property. In no case shall any slope exceed the normal angle of slippage of the material involved, and all slopes shall be protected against erosion.

If you are ok with us proceeding with the project, can you reply to this email with your name and address at the bottom? I would then submit that to the city for consideration at their next plan commission meeting.

Thank you so much!

Kara Homan  
377 Winnebago Ave

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Date: Fri, 15 Apr 2016 09:34:34 -0500  
Subject: Fwd: 377 Winnebago South Retaining Walls  
From: [kjhoman@gmail.com](mailto:kjhoman@gmail.com)  
To: [jaminandkara@hotmail.com](mailto:jaminandkara@hotmail.com)

----- Forwarded message -----

From: **Jamin Homan** <[jaminhoman@gmail.com](mailto:jaminhoman@gmail.com)>  
Date: Wed, Apr 13, 2016 at 8:18 PM  
Subject: 377 Winnebago South Retaining Walls  
To: Kara Homan <[kjhoman@gmail.com](mailto:kjhoman@gmail.com)>

Window wells and retaining walls constructed of Gabion walls.

## Kristi Heim

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**From:** Kevin Englebert  
**Sent:** Monday, April 18, 2016 9:08 AM  
**To:** Kristi Heim  
**Subject:** FW: RE: 377 Winnebago South Retaining Walls

**From:** [jaminandkara@hotmail.com](mailto:jaminandkara@hotmail.com) [<mailto:jaminandkara@hotmail.com>]  
**Sent:** Saturday, April 16, 2016 3:08 PM  
**To:** Kevin Englebert  
**Subject:** Fwd: RE: 377 Winnebago South Retaining Walls

Kevin:

Below is the response we received from our neighbor in relation to our proposed retaining walls.

Let me know if you need one of us to be at the next plan commission. I believe you already have images of what is being proposed from a previous email, but let me know if you need me to forward again.

Kara

Sent from [Outlook Mobile](#)

**From:** Evans, Andy  
**Sent:** Friday, April 15, 7:14 PM  
**Subject:** RE: 377 Winnebago South Retaining Walls  
**To:** Jamin and Kara Homan

Looks great! No problem on my end.

Andy D. Evans

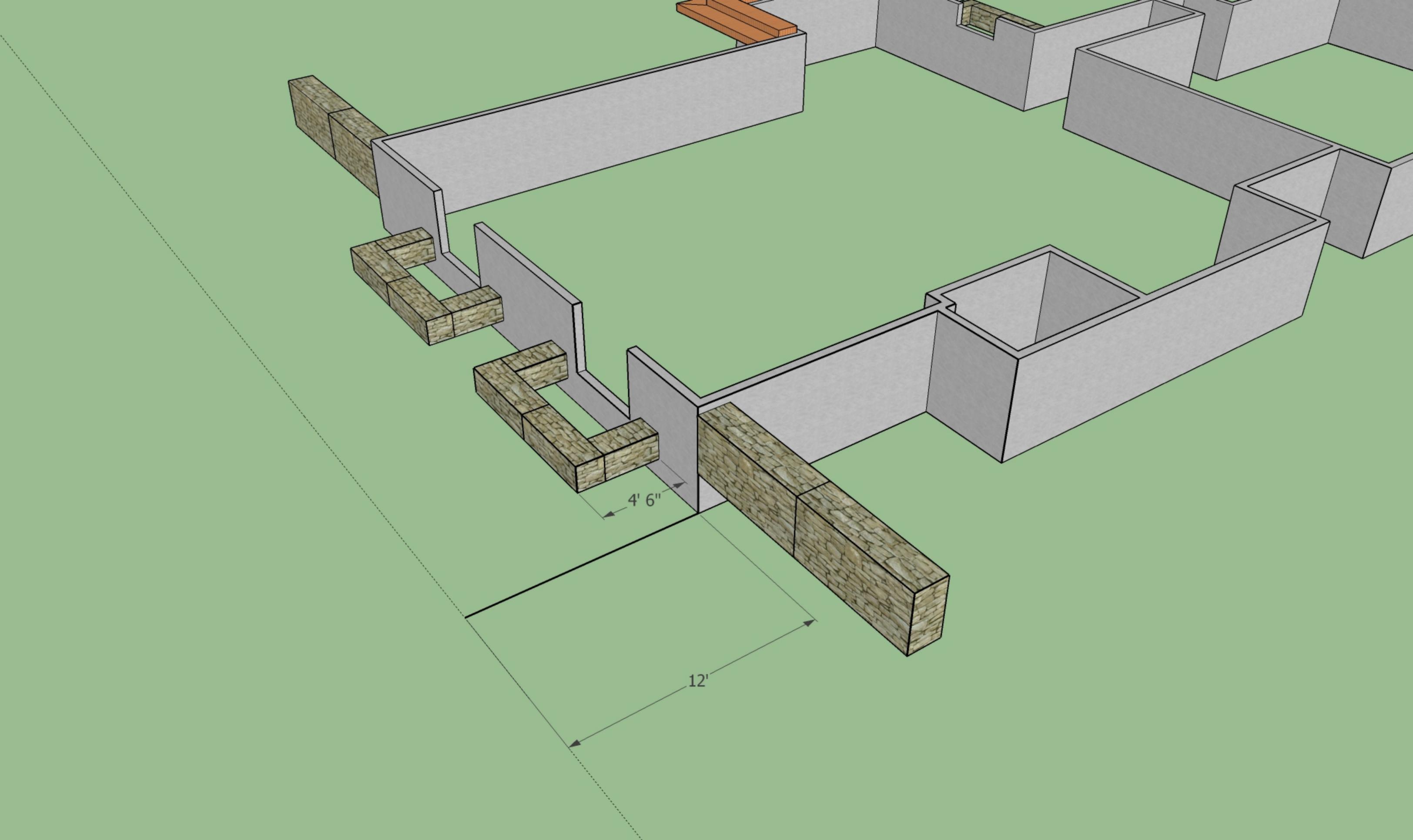
383 Winnebago Ave.

Menasha, WI 54952

**From:** Jamin and Kara Homan [<mailto:jaminandkara@hotmail.com>]  
**Sent:** Friday, April 15, 2016 10:44 AM  
**To:** Evans, Andy; [kenglebert@ci.menasha.wi.us](mailto:kenglebert@ci.menasha.wi.us)  
**Subject:** FW: 377 Winnebago South Retaining Walls

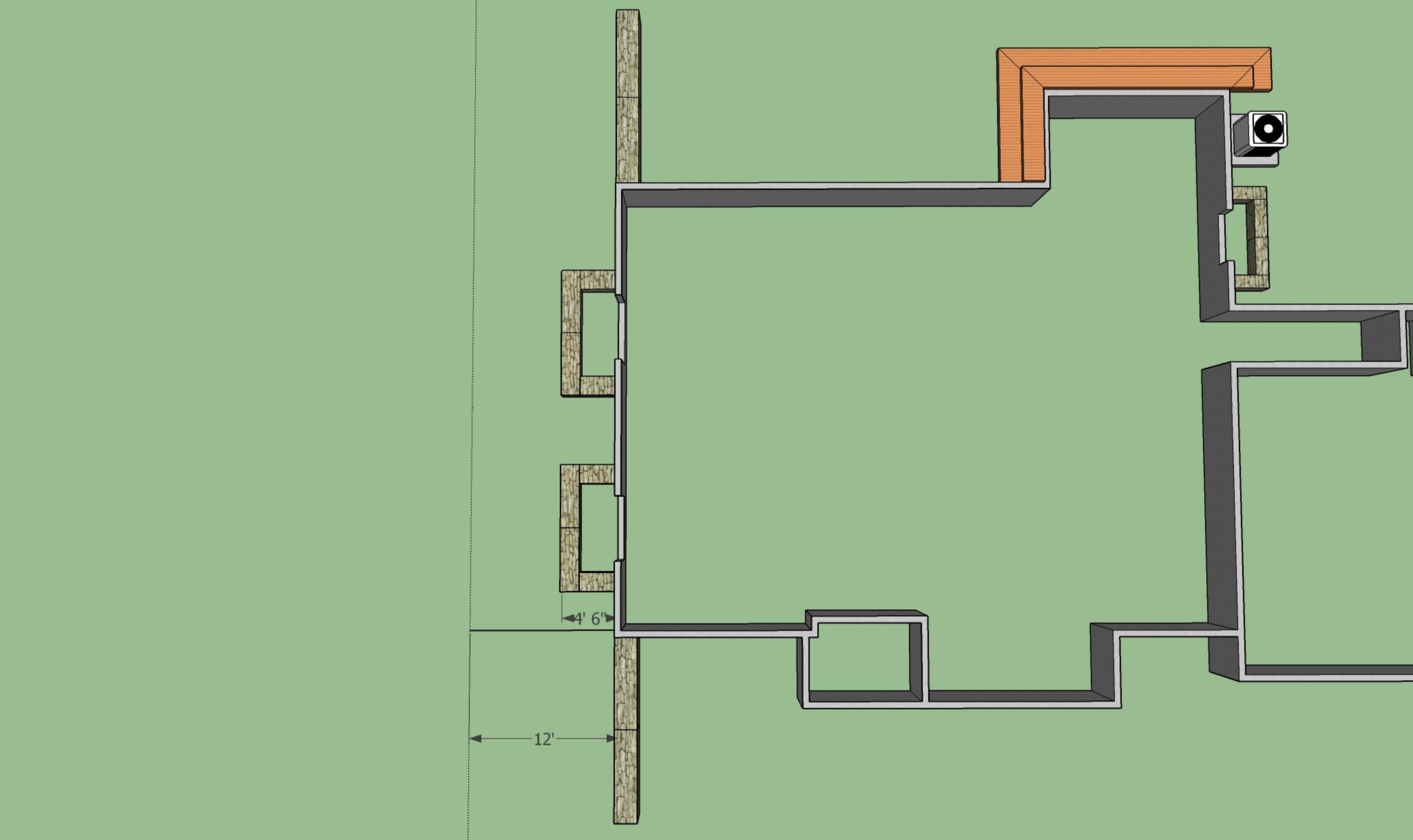
Hi Andy:

- (e) **LOTS ABUTTING MORE RESTRICTIVE DISTRICTS.** Lots abutting more restrictive district boundaries shall provide side and rear yards not less than those required in the more restrictive abutting district. The street yard setbacks in the less restrictive district shall be modified for a distance of not less than sixty (60) feet from the more restrictive district boundary line so such street yard setbacks shall be no less than the average of the street yards required in both districts.
- (f) **SITE SUITABILITY.** No land shall be used or structure erected where the land is held unsuitable for such use or structure by the Common Council and Plan Commission by reason of flooding, concentrated runoff, inadequate drainage, adverse soil or rock formation, unfavorable topography, low percolation rate or bearing strength, erosion susceptibility or any other feature likely to be harmful to the health, safety, prosperity, aesthetics and general welfare of this community. The Plan Commission, in applying the provisions of the Section, shall, in writing, recite the particular facts upon which it bases its conclusion that the land is not suitable for certain uses. The applicant shall have an opportunity to present evidence contesting such unsuitability if he so desires. Thereafter, the Plan Commission may affirm, modify or withdraw its determination of unsuitability when making its recommendation to the Common Council.
- (g) **PRESERVATION OF TOPOGRAPHY.** In order to protect the property owner from possible damage due to change in the existing grade of adjoining lands and to aide in preserving and protecting the natural beauty and character of landscape, no change in the existing topography of any land shall be made which would result in increasing any portion of the slope to a ratio greater than one and one-half (1-1/2) horizontal to one (1) vertical, within a distance of twenty (20) feet from the property line, except with the written consent of the owner of the abutting property and with the approval of the Plan Commission, or which would alter the existing drainage or topography in any way as to adversely affect the adjoining property. In no case shall any slope exceed the normal angle of slippage of the material involved, and all slopes shall be protected against erosion.
- (h) **SHORELAND USE AND DEVELOPMENT.**
- 1) **Shoreland Jurisdictional Area**  
 This subsection shall apply to lands lying within the following distances of navigable waters, as defined under Sec. 281.31(2)(d) Wisconsin Statutes:
- a) One thousand feet from a pond , lake or flowage. If the navigable water is a glacial pothole lake, this distance shall be measured from the high water mark of the lake.
  - b) Three hundred feet from a river or stream or to the landward side of the floodplain, whichever distance is greater.
- This subsection shall not apply to an artificially constructed drainage ditch, pond, or storm water retention basin if the drainage ditch, pond, or retention basin is not hydrologically connected to a natural navigable body of water.
- 2) **Use and Development Standards**
- a) For parcels within the corporate boundaries of the City of Menasha prior to May 8, 1982 the following standards shall apply within the R-1, R-1A, R-2, and R-2A, zoning districts:
    - 1) Shoreland setback area for a principal building - 50 feet as measured from the ordinary high-water mark.
  - b) For parcels annexed to the City of Menasha after May 7, 1982 the following standards shall apply within all zoning districts:
    - 1) Shoreland setback area for a principal building - 50 feet as measured from the ordinary high water mark, except that a principal structure may be constructed or placed within the shoreland setback area if all of the



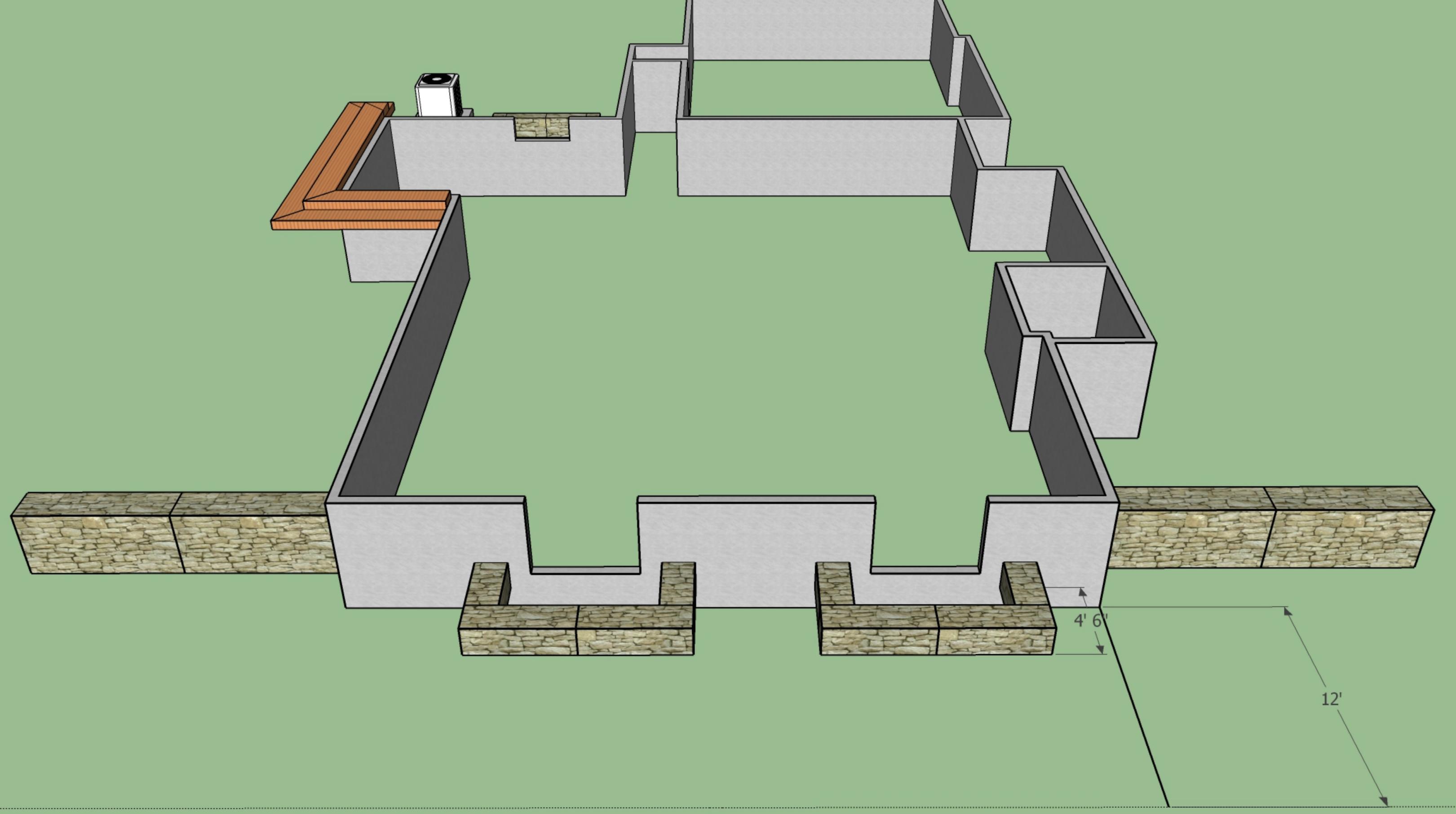
4' 6"

12'



4' 6"

12'



ONEIDA ST.  
(U.S.H. "10")

PROPOSED 3" THICK ASPHALTIC CONCRETE TRAIL

MANITOWOC ROAD

North

FILE NO. C-766A  
DRAWING NO. 11 OF 18



DRAWN BY: CLH/TJM  
CHECKED BY: CLH  
APPROVED BY: MCR  
CITY OF MENASHA  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DEPARTMENT  
140 MAIN STREET  
MENASHA, WI 54952  
TEL: 920-967-3610  
FAX: 920-967-5272

HANDICAP RAMP CURB CUT REQUIRED

6" THICK CONCRETE HANDICAP RAMP (TYPICAL)

UTILITY POLE GUY WIRE TO BE RELOCATED BY OTHERS

6.0' TRAIL EASEMENT

8.0' WIDE ASPHALT TRAIL

SAWCUT ASPHALT

6.0' TRAIL EASEMENT

8.0' WIDE ASPHALT TRAIL

STA. 5+50

REMOVE AND REPLACE EXISTING ASPHALT APRON

0 20  
SCALE - FEET

PROVINCE TERRACE

HANDICAP RAMP CURB CUT REQUIRED

DETECTABLE WARNING FIELD AT HANDICAP RAMP LOCATION (TYPICAL)

6" THICK CONCRETE HANDICAP RAMP (TYPICAL)

UTILITY POLE TO BE RELOCATED BY OTHERS

8.0' WIDE ASPHALT TRAIL

14.0' TO BOC

PROPOSED 3" THICK ASPHALTIC CONCRETE TRAIL

DETECTABLE WARNING FIELD AT HANDICAP RAMP LOCATION (TYPICAL)

ADJUST EXISTING STORM MANHOLE

MANITOWOC ROAD

BENCHMARK BOLT W/TAG ELEV. = 769.42

UTILITY POLE TO BE RELOCATED BY OTHERS

North

PROPOSED SIDEWALK & TRAIL CONSTRUCTION  
MANITOWOC ROAD

FROM ONEIDA STREET (U.S.H. "10") TO STA. 11+50 EAST

PROPOSED PEDESTRIAN CROSSWALKS BY OTHERS (TYPICAL)

PROP. 30" CONC. CURB AND GUTTER WITH 4" THICK ASPHALTIC CONC. PAVEMENT PATCH (3' WIDE)

PROPOSED PEDESTRIAN CROSSWALK BY OTHERS (TYPICAL)

6" THICK CONCRETE HANDICAP RAMP (TYPICAL)

0 20  
SCALE - FEET

DATE DRAWN: JAN. 2016  
CONTRACT NO.: 2016-02

FILE NO. C-766A



To: Plan Commission

From: Kevin Englebert, Associate Planner *KPE*

Date: April 20, 2016

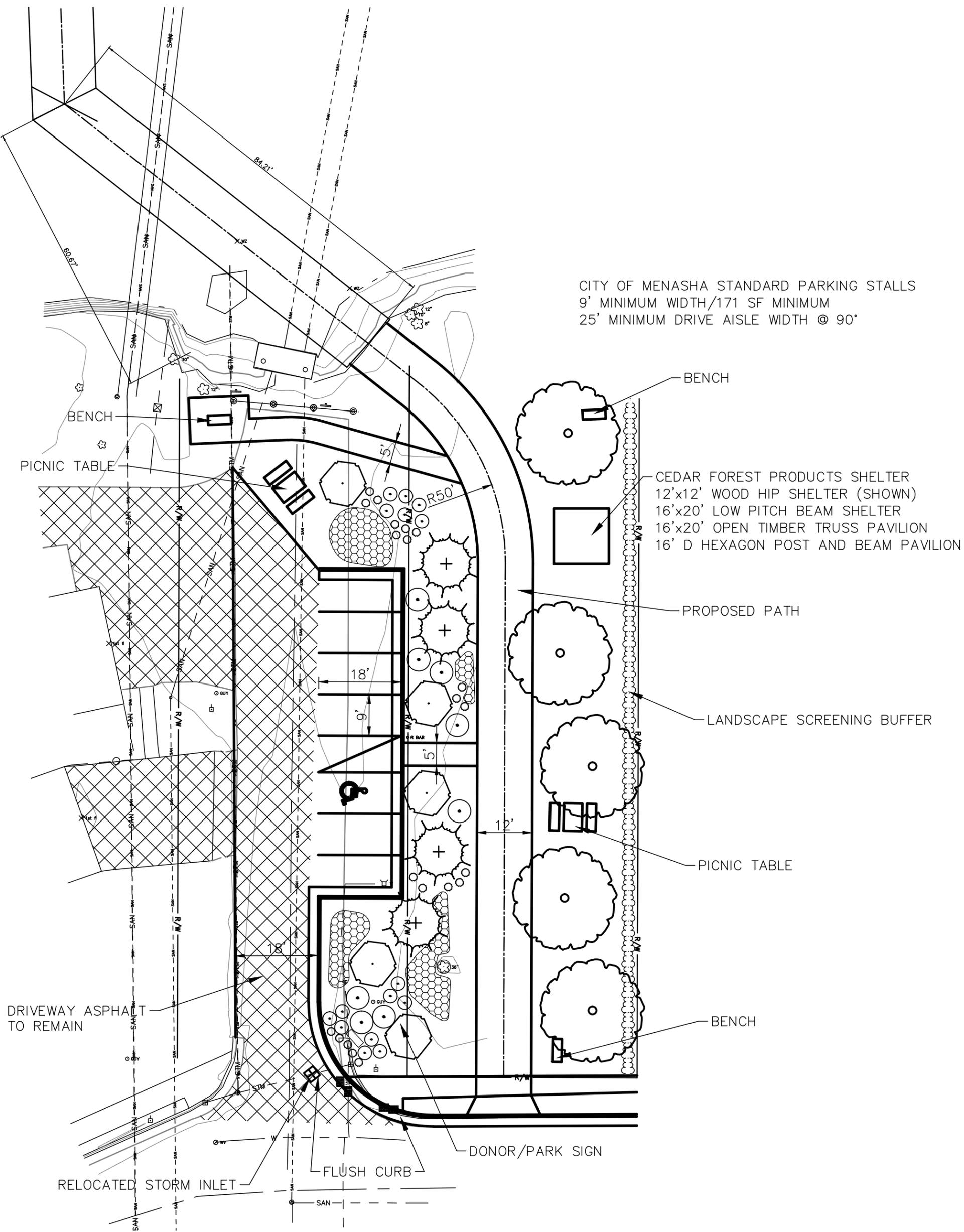
**RE: Property Acquisition - 100 Fox Street (#3-00700-00)**

Our engineering consultant for the Loop the Lake project, Graef Inc., has been designing two bicycle/pedestrian bridges for the extension of trestle trails to Doty Island. A sewage outfall structure exists that precludes using the Mathewson Street right-of-way for the south landing of the Menasha bridge. Therefore, the bridge must be rerouted to either the east or west side of the right-of-way, and real estate needs to be acquired to make a cost-effective bridge design work. Due to the fact that the east side of the right-of-way is a vacant lot, the location of the bridge on the east side lot is less invasive to the neighborhood. City staff requested Graef also provide options for utilization of the entire lot (100 Fox Street).

As part of the Loop the Lake project, city staff has been identifying potential areas for trail users to park. It is city staff's desire to utilize the lot at 100 Fox Street for the installation of 7 parking stalls along with landscaping improvements. We are currently in negotiations with the property owners of 100 Fox Street for the acquisition of the lot. The Plan Commission is tasked with reviewing the proposed usage of the lot and making a recommendation to the Common Council regarding lot acquisition. City staff recommends approval of the lot acquisition for 100 Fox Street.



CITY OF MENASHA STANDARD PARKING STALLS  
9' MINIMUM WIDTH/171 SF MINIMUM  
25' MINIMUM DRIVE AISLE WIDTH @ 90°



BENCH

PICNIC TABLE

BENCH

CEDAR FOREST PRODUCTS SHELTER  
12'x12' WOOD HIP SHELTER (SHOWN)  
16'x20' LOW PITCH BEAM SHELTER  
16'x20' OPEN TIMBER TRUSS PAVILION  
16' D HEXAGON POST AND BEAM PAVILION

PROPOSED PATH

LANDSCAPE SCREENING BUFFER

PICNIC TABLE

BENCH

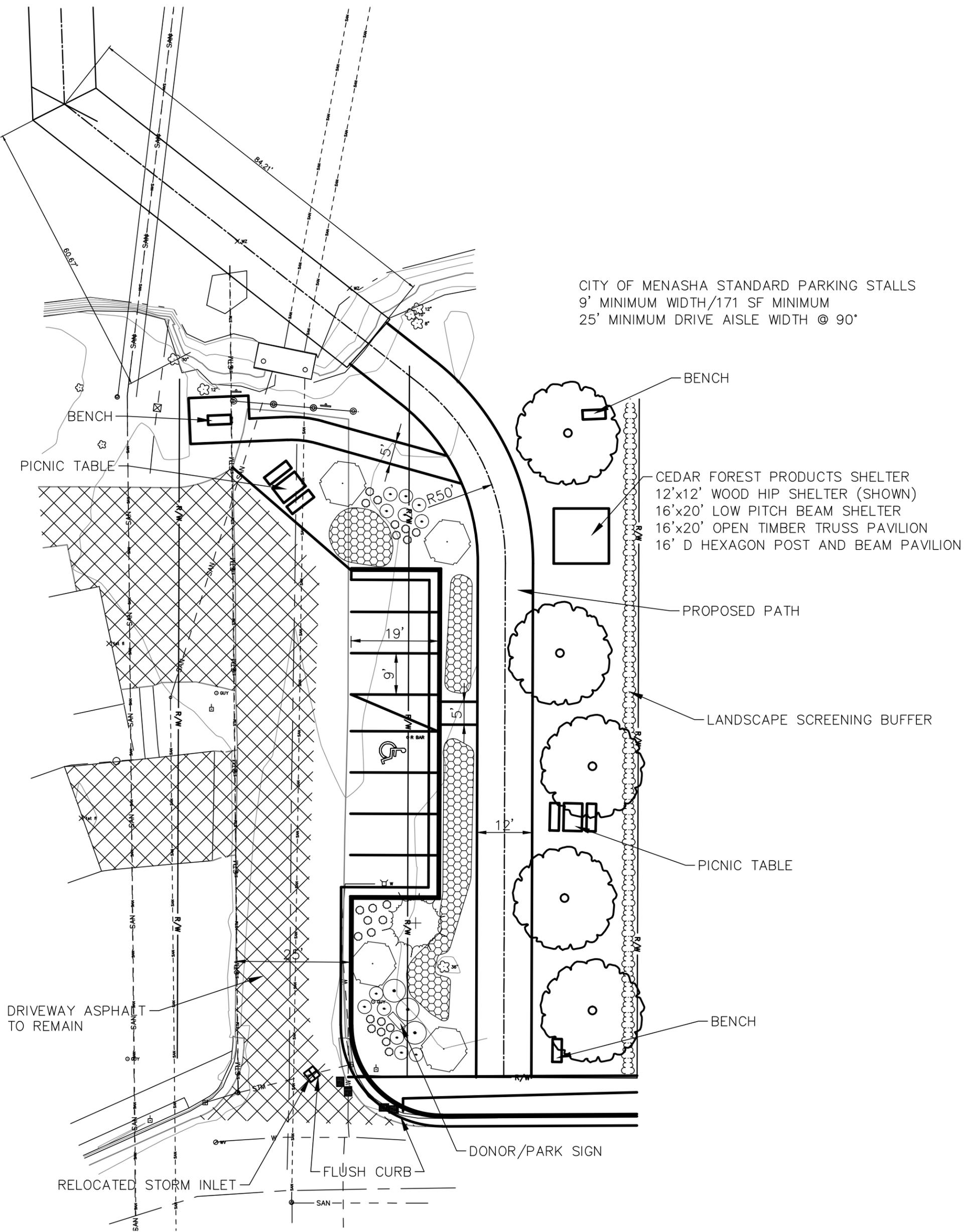
DRIVEWAY ASPHALT  
TO REMAIN

RELOCATED STORM INLET

FLUSH CURB

DONOR/PARK SIGN

CITY OF MENASHA STANDARD PARKING STALLS  
9' MINIMUM WIDTH/171 SF MINIMUM  
25' MINIMUM DRIVE AISLE WIDTH @ 90°



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LANDSCAPE SCREENING BUFFER

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BENCH

DRIVEWAY ASPHALT  
TO REMAIN

RELOCATED STORM INLET

FLUSH CURB

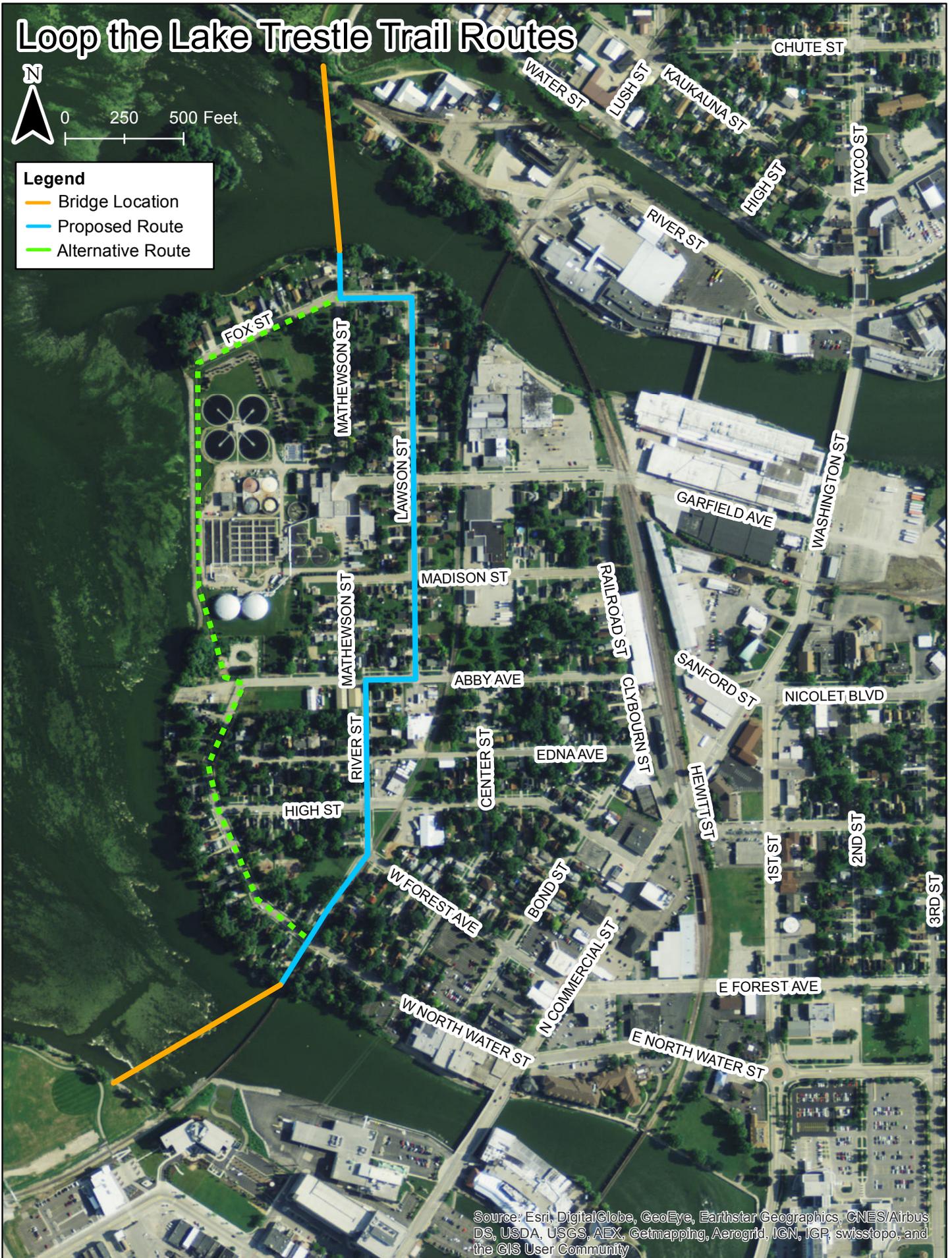
DONOR/PARK SIGN

# Loop the Lake Trestle Trail Routes



## Legend

- Bridge Location
- Proposed Route
- - - Alternative Route



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGR, swisstopo, and the GIS User Community