

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**

**May 3, 2016  
3:30 PM**

**AGENDA**

*3:30 PM – Informal Public Hearing Regarding the Proposed Special Use Permit, 222 Washington Street,  
Parcel #3-00571-00*

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the April 26, 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. [Proposed Special Use Permit – 222 Washington Street](#)
2. [Certified Survey Map – Community Way](#)
3. [Property Acquisition – 305 Chute Street, Parcel # 2-00084-00](#)

H. ADJOURNMENT

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**April 26, 2016**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner and Commissioner DeCoster.

OTHERS PRESENT: AP Englebert, CDC Heim, CDD Intern Dan Ramsey, Ald. Becky Nichols and Ald. Arnie Collier.

**C. MINUTES TO APPROVE**

1. **Minutes of the March 22, 2016 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Comm. Cruickshank to approve the March 22, 2016 Plan Commission meeting minutes. The motion carried.

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

1. Community Development Intern Dan Ramsey was introduced to the Commission.

**E. CORRESPONDENCE**

1. None.

**F. DISCUSSION**

1. None.

**G. ACTION ITEMS**

1. **Preservation of Topography – 377 Winnebago Avenue**

AP Englebert explained the Preservation of Topography ordinance and how it relates to the request of the property owner at 377 Winnebago Avenue in relationship to the proposed retaining wall along the south property line. Per the ordinance, the property owner obtained written consent from the owner of the abutting property and is now seeking approval from the Plan Commission.

Commissioners discussed the current grade and if the proposed retaining wall will cause any drainage issues in the future.

Motion by Comm. Cruickshank, seconded by DPW Radtke to approve the grading change as shown on the documents presented with the finding that no adverse effect will exist to the adjoining property owner and that the neighbor has provided written support of the plan. The motion carried.

2. **Easement for Trail Extension from Oneida Street (U.S.H. “10”) to Province Terrace**

AP Englebert and DPW Radtke provided an overview of the trail extension and the reasoning to support obtaining the easement. Staff is seeking recommendation to approach the property owner at 1109 Oneida Street (Parcel #7-00011-02) to acquire the easement.

Motion by Comm. Sturm, seconded by DPW Radtke to recommend the easement for the trail extension from Oneida Street to Province Terrace based on the following findings:

- a. the easement provides sufficient terrace width without interfering with the existing utility poles
- b. the easement provides sufficient trail width to accommodate trail users and the trail will connect the east and west sides of the city

The motion carried.

3. **Property Acquisition for Loop the Lake Trail – Parcel #3-00700-00, 100 Fox Street**

AP Englebert provided an overview of the Loop the Lake Trail project and reasoning for the acquisition of the property when tasked with parking, assessing the end use of the property and the most desirable entrance and exit to the trail. Staff is now seeking authorization to proceed with the purchase of the property.

Commissioners discussed the following:

- Park Board meeting with residents of the neighborhood and the impact the trail may have
- Desire of the neighborhood as well as the Park Board and Plan Commission to push the trail as far east as possible

Motion by Comm. Strum, seconded by Mayor Merkes to recommend approval of property acquisition of parcel #3-00700-00, 100 Fox Street, for the Loop the Lake Trail.

Further discussion by the Commission ensued:

- The necessity of purchasing the entire parcel versus the portion of the lot needed for the trail
- Current site zoning requirements along with the complexity of the floodplain requirements and the need for variance in order to build on the lot
- Concerns over purchasing a portion of the lot regarding who would maintain the remnant portion of the parcel and the risk of creating greater non-conformities
- The neighborhood may find that property values may increase because of the trail
- Importance of listening to those affected (neighborhood residents) and their desire to make the trail aesthetically pleasing and gain that value for the neighborhood and community
- Suggestion that the space acquired be named after the property owner

Motion by Comm. Sturm, seconded by Mayor Merkes to recommend to the Common Council the property acquisition for the Loop the Lake Trail at 100 Fox Street with the following findings:

- a. Having the entrance/exit of the trail as far east as possible minimizes pedestrian/automotive safety concerns
- b. The addition of parking stalls minimizes neighborhood parking concerns
- c. Landscaping improvements would provide desirable entry into the city and the neighborhood from the bridge.

The motion carried on roll call 6-0.

## H. ADJOURNMENT

Motion by Comm. Schmidt, seconded by DPW Radtke, to adjourn at 4:10 PM. The motion carried.

*Minutes respectfully submitted by CDC Heim.*

City of Menasha  
SPECIAL ZONING APPROVAL

Owner Greg Miller Case or Plan No. \_\_\_\_\_

Address 16871 STATE Rd Black Creek Fee \$ 35000

Applicant (if different than Owner) \_\_\_\_\_

Address 222 WASHINGTON ST, MENASHA WA

Zoning Industrial I-2 Parcel Number(s) 3-00571-00

PLEASE INDICATE WHICH REQUEST IS BEING MADE

- Rezoning
- Special Use
- Flood Plain Map Amendment
- Appeal or Variance
- PUD Plan Approval

Description of Request: Indoor Storage climate controlled, Non-occupant.

Owner/Agent   
Signature

(If applicable) Formal Hearing \_\_\_\_\_

Informal Hearing \_\_\_\_\_ Notice Mailed \_\_\_\_\_

Notice Mailed \_\_\_\_\_ Notice Mailed \_\_\_\_\_

Action Taken: \_\_\_\_\_ 20\_\_

- APPROVED
- DENIED

Conditions (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



April 21, 2016

RE: Special Use Permit Application for 222 Washington Street

Dear Property Owner:

Greg Muller, Owner, has applied for a Special Use Permit for 222 Washington Street (parcel number 3-00571-00). The applicant has requested a Special Use Permit to provide indoor, climate controlled, non-occupant storage. The subject site is zoned I-2 General Industrial District and requires a Special Use Permit due to zoning non-conformities on the property, per Sec. 13-1-44(b)(2) of the City of Menasha Municipal Code.

The City of Menasha Plan Commission will be considering this request at an informal public hearing on Tuesday, May 3, 2016 at 3:30 p.m. or shortly thereafter in the City Hall Council Chambers at 140 Main Street, Menasha.

The City of Menasha Common Council will also be considering this request at a formal public hearing scheduled for Monday, May 16, 2016 at 6:00 p.m. or shortly thereafter in the City Hall Council Chambers, 140 Main Street, Menasha. A copy of the notice of the Common Council hearing on this proposal is attached along with an area map identifying the location of the property.

Persons interested in this matter will be given an opportunity to comment on the request; written comments will also be considered. The City of Menasha is notifying you because you own property within one hundred (100) feet of the proposed special use. If you have any questions, please contact me.

Sincerely,

Kristi Heim  
Community Development Coordinator

C: Plan Commission ✓  
City Clerk Galeazzi

**City of Menasha  
Public Hearings**

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on an application for a Special Use Permit by Greg Muller, Owner, to provide indoor, climate controlled, non-occupant storage on a property with zoning non-conformities in the I-2 General Industrial District, as required by Sec. 13-1-44(b)(2) of the City of Menasha Municipal Code. The proposed use is to take place at 222 Washington Street (Parcel Number 3-00571-00), City of Menasha, Winnebago County, Wisconsin. The Plan Commission will hold its informal public hearing on Tuesday, May 3, 2016 at 3:30 PM, or shortly thereafter, in the Council Chambers of Menasha City Hall located at 140 Main Street, Menasha, WI 54952. The Common Council will hold its formal public hearing on this matter at 6:00 PM, or shortly thereafter, on Monday, May 16, 2016 at the same location. All persons interested in commenting on the application for this Special Use Permit are invited to attend.

Deborah A. Galeazzi, WCMC  
City Clerk

Run: April 29 and May 9, 2016



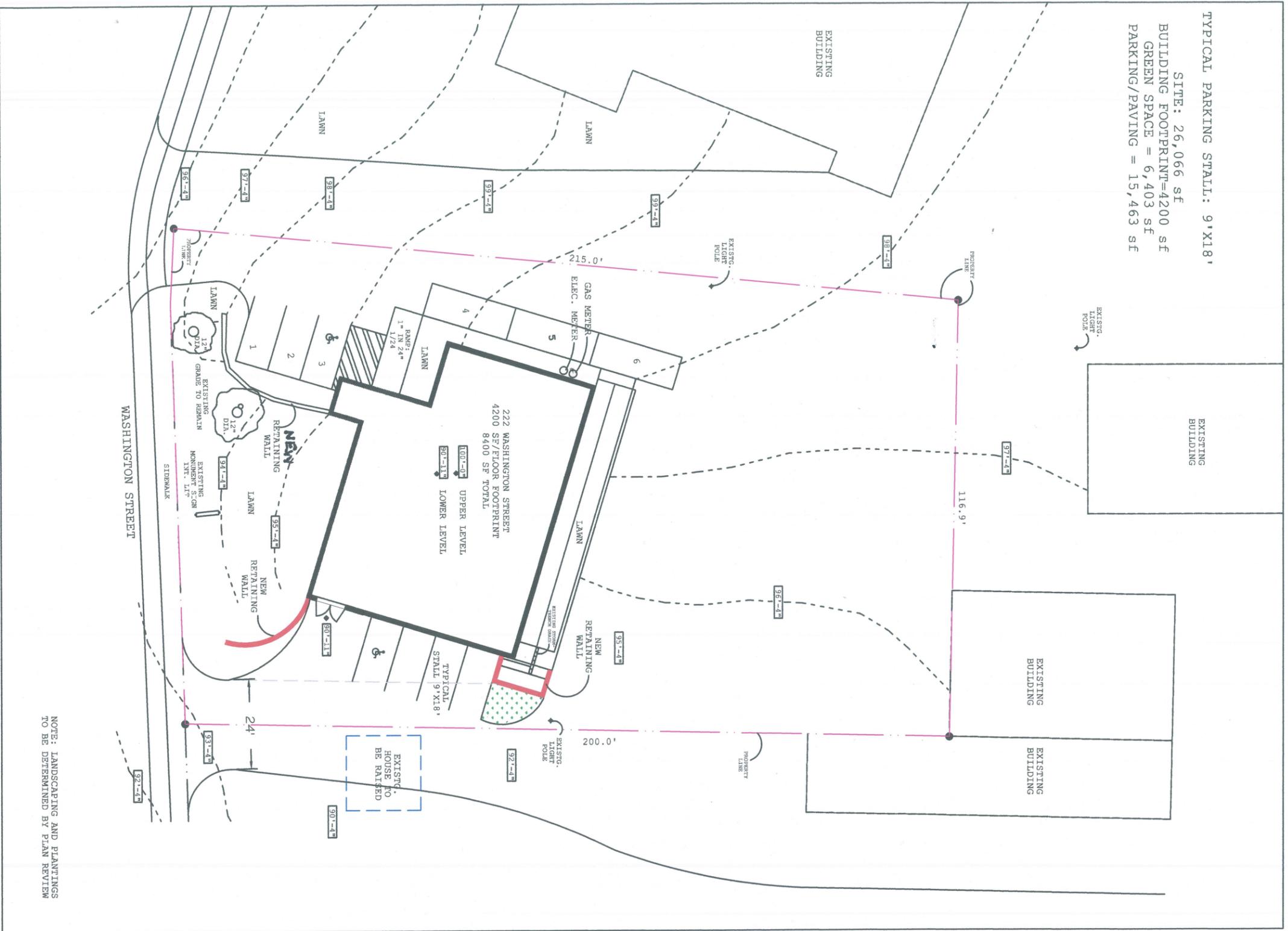
**Special Use Permit Location  
Proposed Indoor Storage  
222 Washington Street**

**Legend**

- Parcel Proposed for Special Use Permit  
Parcel ID# 3-00571-00



TYPICAL PARKING STALL: 9'X18'  
 SITE: 26,066 sf  
 BUILDING FOOTPRINT=4200 sf  
 GREEN SPACE = 6,403 sf  
 PARKING/PAVING = 15,463 sf



NOTE: LANDSCAPING AND PLANTINGS  
 TO BE DETERMINED BY PLAN REVIEW



SITE PLAN

SHEET  
**A1.0**  
 DATE  
 21 APR 16  
 PROJECT NUMBER  
 16-021

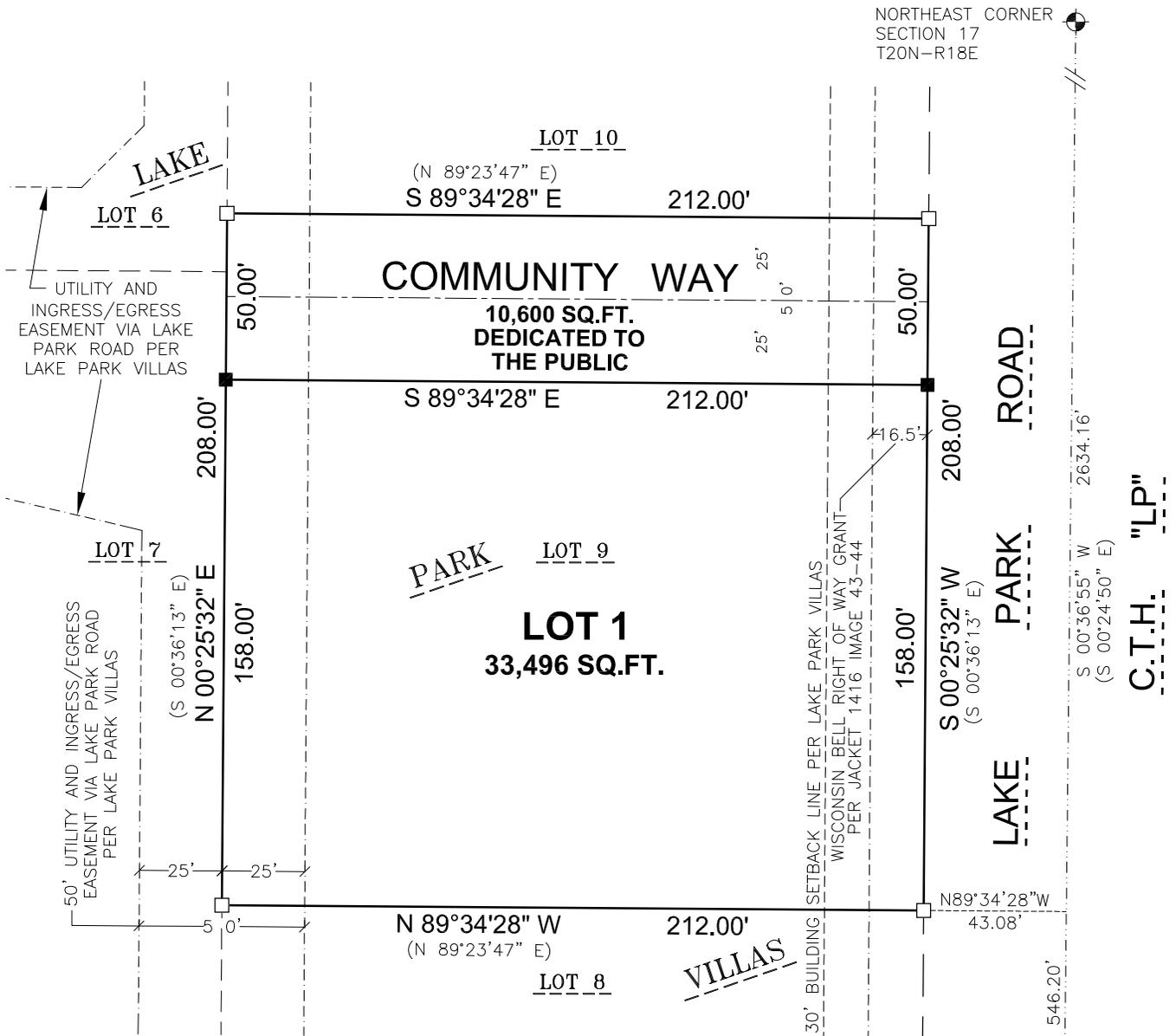
PROPOSED BUILDING ALTERATIONS FOR:  
**WISCONSIN REAL ESTATE OPTIONS**  
 222 WASHINGTON ST.  
 MENASHA, WI 54952

CONTRACTING SPECIALISTS INC.  
~~WABOR 350~~  
 NEENAH, WI 54957

PHONE:  
 (920) 886-8700  
 FAX:  
 (920) 886-8703  
 EMAIL:  
 info-csl@ncw.lt.com

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

ALL OF LOT 9, LAKE PARK VILLAS, BEING PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 17, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN.

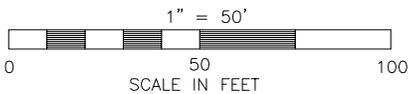


LEGEND

- 1" O.D. IRON PIPE SET, 18" LONG, WEIGHING 1.130 LBS. PER LIN. FOOT
- 1" O.D. IRON PIPE FOUND
- ⊕ GOVERNMENT CORNER
- ( ) RECORDED AS

EAST 1/4 CORNER SECTION 17 T20N-R18E

BEARINGS ARE REFERENCED TO THE CALUMET COUNTY COORDINATE SYSTEM, IN WHICH THE EAST LINE OF SECTION 17, BEARS S 00°36'55" W



Martenson & Eisele, Inc.



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

Planning  
Environmental  
Surveying  
Engineering  
Architecture

SURVEY FOR  
CITY OF MENASHA  
C/O KEVIN ENGLEBERT  
140 MAIN STREET  
MENASHA, WI 54952

PROJECT NO. 1-0146-003  
FILE 1-0146-003csm SHEET 1 OF 3  
THIS INSTRUMENT WAS DRAFTED BY: A.Sedlar

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

**SURVEYOR'S CERTIFICATE:**

I, GARY A. ZHRINGER, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY:

THAT I HAVE SURVEYED, MAPPED, DIVIDED AND DEDICATED AT THE DIRECTION OF THE CITY OF MENASHA, ALL OF LOT 9, LAKE PARK VILLAS, FILED IN THE OFFICE OF THE REGISTER OF DEEDS FOR CALUMET COUNTY, WISCONSIN, ON JANUARY 17, 2003, IN CABINET C ON SLIDE 146, AS DOCUMENT NO. 347976, BEING PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 17, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN. CONTAINING 44,096 SQUARE FEET. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE FULLY COMPLIED WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND WITH THE CITY OF MENASHA SUBDIVISION ORDINANCE IN SURVEYING, DIVIDING, MAPPING AND DEDICATING THE SAME.

THAT THIS MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF.

GIVEN UNDER MY HAND THIS 25TH DAY OF APRIL, 2016.

\_\_\_\_\_  
GARY A. ZHRINGER, PROFESSIONAL WI LAND SURVEYOR S-2098

**THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENTS**

OWNERS OF RECORD:  
COMMUNITY FIRST CREDIT UNION

RECORDING INFORMATION:  
DOCUMENT NO.

PARCEL NUMBER:  
7-01700-09

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

**COMMON COUNCIL RESOLUTION:**

RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MENASHA, THAT THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
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

\_\_\_\_\_  
DATE

**CORPORATE OWNER'S CERTIFICATE:**

COMMUNITY FIRST CREDIT UNION, 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, DEDICATED AND MAPPED AS SHOWN AND REPRESENTED ON THIS MAP.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME & TITLE

\_\_\_\_\_  
PRINT NAME & TITLE

STATE OF WISCONSIN )

) SS

\_\_\_\_\_  
COUNTY )

PERSONALLY CAME BEFORE ME ON THE \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 2016, THE ABOVE NAMED TO  
ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING  
INSTRUMENT AND ACKNOWLEDGE THE SAME.

\_\_\_\_\_  
NOTARY PUBLIC,

STATE OF \_\_\_\_\_

MY COMMISSION (IS PERMANENT)

(EXPIRES: \_\_\_\_\_)



# 305 Chute Street - Lot Acquisition

