

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
March 3, 2015
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. Benner and Commissioners Sturm, DeCoster and Cruickshank (excused at 4:20 p.m.).

PLAN COMMISSION MEMBERS EXCUSED: DPW Radtke and Comm. Schmidt

OTHERS PRESENT: CDD Keil, CDC Heim, Jim Fletcher, Glen Femal, Cal Waters, Steve Grenell and Hans Zietlow.

Public Hearing Regarding the Special Use Permit Application for 1233 Midway Road, Proposed Kwik Trip Convenience Store and Gas Station

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

Hans Zietlow, Director of Real Estate, Kwik Trip, Inc., gave an overview of the project at this location which included: the store at this location will be larger than previously built stores in the state and that the car wash will be attached to the building, Kwik Trip has received DOT and Winnebago County approval of the driveway access points, all stormwater will be managed on site and that they are looking at starting construction in June, 2015.

Cal Waters, Waters Plumbing, stated that they have worked with Kwik Trip in the past and have found them to be an excellent company to work with, the site is clean, construction on time and sees Kwik Trip as an asset to the community.

The hearing was closed at 3:38 PM.

Public Hearing the Special Use Permit Application for 100 Main Street

Mayor Merkes opened the public hearing at 3:39 PM.

Jim Fletcher, Remax 24/7 Commercial, gave an overview of the Special Use Permit request and the need to have approval of the permit as there is a tenant seeking to occupy the space for 18 months starting in April, 2015.

The hearing was closed at 3:40 PM.

C. MINUTES TO APPROVE

1. **Minutes of the February 3, 2015 Plan Commission Meeting**
Motion by Comm. Sturm, seconded by Comm. Cruickshank to approve the February 3, 2015 Plan Commission meeting minutes. The motion carried 5-0.

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

1. No one spoke.

E. DISCUSSION

1. **Lighting Standards for Residential Properties**
Discussion by Commissioners regarding if this was still an issue and if residential properties

should be held to a similar level of lighting standards as business properties. CDD Keil explained that he had conversations with the Police Department and the Public Nuisance ordinance seems to be the best fit if an ordinance adoption is pursued. It was the opinion of the Commissioners that this issue be brought back to the next meeting for further discussion.

2. **Comprehensive Plan Review – Rezoning of Parcel Immediately to the East of 1233 Midway Road**

CDD Keil provided a history on this parcel which the city acquired for the Midway Business Park. The property was then acquired by Winnebago Color Press in exchange for additional right-of-way on Midway Road when the intersection was reconstructed. When other parcels were rezoned from C-3 (Business and Office District) to C-4 (Business Park District) this parcel was excluded. Commissioners discussed what could be done with the parcel. It was alluded that when the CSM for the Kwik Trip property is completed it could be part of a possible commercial development. There is an existing easement on the parcel which will be addressed with review of the CSM. Commissioners had no issues and the rezoning will be initiated and placed on the next agenda.

F. ACTION ITEMS

1. **Special Use Permit – 1233 Midway Road – Kwik Trip Convenience Store and Gas Station**

CDD Keil provided an overview of the proposed site plan for the Kwik Trip store and gas station. He proposed the following be brought into compliance with the Menasha Code of Ordinances: the parking lot interior landscaping be brought into compliance per Sec. 13-1-12(g)(5)(b), landscaping adjacent to the building be brought into compliance per Sec. 13-1-12(g)(3), curbing adjacent to the building be brought into compliance per Sec. 13-1-51(b)(2)(b), approval of erosion control and stormwater management plan be approved by the Public Works Department, that the annexation of parcel #008-0381 be completed prior to occupancy, the canopy lighting intensity comply with the lighting standards in Sec. 13-1-12(5), parking lot lighting to comply with Color Rendition Index of 50 or greater be brought into compliance per Sec. 13-1-12(5) and that the submission of a CSM combining and splitting of the parcels be completed prior to occupancy.

Hans Zietlow indicated that at other project sites they have successfully used large planters in the front of the building as landscaping as it helps to minimize the amount of trash that could be disposed of in a landscaped area. Mr. Zietlow indicated that he would work with the landscape architect to resubmit the landscaping plan showing the planters and the updates to the interior parking lot landscaping. Ald. Benner asked what types of plantings were typically used in the planters. Mr. Zietlow indicated that seasonal and evergreen shrubbery is typically used. Comm. Strum indicated that the planters would have to be substantial. Comm. Cruickshank asked if the planters would fulfil the landscape requirements. CDD Keil indicated it could be addressed as part of the Special Use Permit and not the Site Plan review. Mr. Zietlow addressed the interior curbing issue stating that Kwik Trip has used bollards with sidewalks to grade in lieu of sidewalk curbing as this eliminates a trip hazard for customers. CDD Keil indicated that the bollards would address the curbing requirements and could be addressed as part of the Special Use Permit in lieu of the curbing and the location of the bollards should be noted on the site plan. All lighting is LED and he would be sure to have the lighting spec sheets and a revised lighting plan submitted to compliance.

Motion by Ald. Benner, seconded by Comm. Cruickshank to recommend approval of the Special Use Permit for 1233 Midway Road, Kwik Trip convenience store and gas station with the following conditions:

- The parking lot interior landscaping to comply with Sec. 13-1-12(g)(5)(b)
- Landscape planters be placed adjacent to the building in lieu of landscaping adjacent to the building as required by Sec. 13-1-12(g)(3)
- A new landscaping plan showing the revised parking lot interior landscaping and the planter location and planting plan be submitted for review
- Bollards are to be placed in lieu of the curbing adjacent to the building requirements of Sec. 13-1-51(b)(2)(b). A revised site plan is to be submitted showing the bollard locations
- Erosion control and storm water management plans be approved by the Public Works

- Department prior to the issuance of a building permit
- That the canopy lighting intensity be brought into compliance with the lighting standards of Sec. 13-1-12(5)
- That parking lot lighting comply with Color Rendition Index of 50 or greater per Sec. 13-1-12(5)
- That a revised lighting plan be submitted for review showing the changes to the parking lot and canopy lighting
- Annexation of parcel #008-0381 be completed prior to building occupancy
- Submission of a CSM recombining the parcels be completed prior to occupancy

The motion carried 5-0.

2. **Special Use Permit – 100 Main Street – AAK Holdings II, LLC**

CDD Keil provided an overview of the site conditions. Due to the building being vacant for greater than twelve months, the site must be brought into compliance. Commissioners discussed the site and the current condition. Jim Fletcher spoke regarding the urgency for the Special Use Permit as there is proposed lease for the building and bringing the site into compliance prior to the lease agreement is not feasible. Commissioners discussed several issues including the planting of trees in the transition area and coordination of that with the adjoining property owner, removal of dead trees on the property, setting a compliance date for plantings to be completed, matching new mulch material with existing mulch.

Motion by Comm. Sturm, seconded Ald. Benner to approve the Special Use Permit for 100 Main Street with the following conditions:

- Replace the maple tree on the Main Street frontage and extend the transitional area to the dumpster
- The parking lot transitional area to be brought into full compliance with all ordinance standards upon reconstruction of the parking lot
- Parking lot to be sealed and striped upon sale of the property
- Planting plan and tree replacement to be reviewed and approved by the City Forester
- Stone mulch to match the existing mulch on property
- Pursue installation of canopy trees with adjoining property using a mix of deciduous and evergreens
- June 15, 2015 compliance date for planting installation
- Replace trees on east side of property
- Deciduous and evergreens

The motion carried 5-0.

H. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. DeCoster, to adjourn at 4:45 PM. The motion carried 4-0.

Minutes respectfully submitted by CDC Heim.