

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, November 13, 2018
4:15 p.m.

Present:

Mayor Dean Kaufert, Chairman	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Nick Piergrossi, Vice Chairman	PRESENT
Kate Hancock-Cooke	PRESENT	Ald. Christopher Kunz	PRESENT	Karen Genett	PRESENT
Gerry Andrews	PRESENT	Ald. Jane Lang	PRESENT		

Also present:

Brad Schmidt – Deputy Director of Community Development	Cassandra Kohls, Administrative Assistant Community Development	Barbara McGinnis – 128 Lorraine Ave.
Ald. Cari Lendrum	Chris Haese – Director of Community Development	Bernice Meyer – 116 Armstrong St.
Kelly Herm – 763 W. Winneconne Ave.	Tom Vandeyacht – 1536 Lakeshore Dr., Menasha	

Mayor Kaufert called the meeting to order at 4:17 p.m.

Minutes:

MSC Hancock-Andrews/Hancock-Cooke to approve the October 30, 2018 meeting minutes. All Aye. Motion passed.

Public Appearances: Barbara McGinnis (128 Lorraine Ave.) voiced concerns about how the construction would negatively impact her property during/after construction. She would like an assurance that her property won't be impacted by flooding due to construction. She inquired about her legal recourse in the event that her property is negatively impacted by the proposed project. She would like a letter from the City Attorney to assure her property will not be negatively impacted by the construction.

Kelly Herm (763 W. Winneconne Ave.) indicated he owns the last house that was not purchased by the developer. The proposed construction would impact his side yard. He voiced concerns about light trespass on the west side of his property, pedestrians cutting across his yard, flooding, and the integrity of his foundation if the project requires blasting.

Barbara McGinnis (128 Lorraine Ave.) asked if the developer plans to use the vacant lot next to her property for construction purposes.

Bernice Meyer (116 Armstrong St.) indicated during the October 25th Plan Commission meeting regarding the Cardinal Plat, stormwater will be draining into retention ponds in the Eagle Crest Subdivision. She would like clarification as to which pond will be used. She raised concern that the creek is not correctly shown on the map and inquired about whether the creek will be "cleaned up". She voiced concern about runoff. Director Kaiser indicated there is only one pond in the Eagle Crest Plat. Deputy Director Schmidt stated there are no changes to the stream location and the size wasn't verified. The next step is a Preliminary Plat. The intent is to look at the general layout based on City standards. Any changes will be reviewed by Plan Commission.

Mayor Kaufert explained the stream is maintained by DNR standards. The City takes steps including adding legal language in agreements to hold the developer liable. He suggested taking photographs before construction and assured that blasting technologies have evolved to minimize damage. He also explained the process to file a claim with the City Attorney.

Deputy Director Schmidt addressed the drainage concerns indicating what is on the site will remain on the site. He indicated the City Attorney will not send a letter of assurance.

Barbara McGinnis (128 Lorraine Ave.) inquired about fencing on the proposed site. Mayor Kaufert doubted construction fencing would be installed but indicated erosion control would be required. Ms. McGinnis asked if the runoff will drain into the slough. Deputy Director Schmidt indicated drainage will go to the detention pond.

Bernice Meyer (116 Armstrong St.) indicated that the Cardinal Plat has lots that are wetlands. She inquired about the impact on the ability to build on these lots. Deputy Director Schmidt was unsure as the developer is going through the mitigation process with the Department of Natural Resources. Bernice indicated she spoke with the Army Corp of Engineers and the majority of the lots will not be sellable.

Public Hearings: None

Action Items:

1. Site Plan Review – Cobblestone Creek Apartments – Winneconne Avenue

Deputy Director Schmidt explained he is unsure if there is high bedrock on this site which would require blasting. If blasting is required for construction, a permit will be required. The townhomes will not have basements.

Kelly Herm (763 W. Winneconne Ave.) indicated the soil is clay.

Mayor Kaufert explained that he asked that the neighbors be notified of this project.

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Deputy Director Schmidt provided an overview of the history of the site. The original plan was created in October 2016. At that time there were concerns of traffic and the style of the proposed buildings. The property was rezoned to M2 (Multi-Family Residential) in 2017. Deputy Director Schmidt summarized the major changes with the new proposed site plan:

- Style: Garden style to townhomes
- Building height: Reduced to two-story (24 feet tall)
- Number of buildings: 7 townhouse buildings with 6-10 units per building
- Dwelling units: 53 total units total (1,200 square feet each)
- Density: Permitted to have 29 units per acre and are proposing 11 units per acre
- Driveway: Reduced from two driveways to a single driveway along Winneconne Avenue
- Garages: 54 garage parking stalls and 55 uncovered parking stalls (109 total parking stalls)

In addition, three single-family homes will be razed, Coral Court will be vacated, and a Certified Survey Map will be submitted to consolidate the site to one lot. Setback requirements have been met.

Deputy Director Schmidt identified the following issues with the proposed site plan:

1. Driveway width – The plan has 34-foot width and the minimum is 24 feet.
2. Pavement along west property line – Requesting developer maintain a minimum 5-foot setback.
3. Secure trail easement – The applicant will submit a CSM including a public easement for a future trail along the slough.
4. Move building 775 west, away from east property line.

The drainage plan indicates all of the stormwater runoff will utilize swales or the pond on the northeast portion of the site. The pond is 9-feet tall and has a 10-foot wide safety shelf. No landscape plan has been submitted yet. Staff would like to see the location of the garbage corrals and the required 6-foot fence screening that area.

Member Genett asked if the Fire Department approved the site plan. Deputy Director Schmidt indicated a copy was submitted to the Fire Department and they have not responded.

Member Andrews stated the size of the hammerhead turnaround seemed excessive. He asked if the pond will be a wet pond. Deputy Director Schmidt confirmed it will be a wet pond.

Member Hancock-Cooke explained that no fencing regulations would apply because the subject and the surrounding sites are both the same use (residential). She asked if a landscape border could be used to shield the abutting residential property. Deputy Director Schmidt indicated the developer seems flexible and has worked with Staff to specify landscaping locations in the past.

Mayor Kaufert asked if Plan Commission could impose a landscaping contingency. Deputy Director Schmidt indicated the developer must meet the minimum standards. Staff will work with the developer.

Member Piergrossi would like an added lighting plan condition for any exterior lighting to ensure no light spill over.

Ald. Kunz favors this style of development. He indicated the landscape could be increased in certain areas. He inquired about the size of units. Tom Vandeyacht, (1536 Lakeshore Dr., Menasha) indicated each unit will be 1,200 square feet, 2-bedroom and 1.5 baths. The road width allows ample room for firetrucks. Guests will park along the road. The site plan did not show signage in the boulevard. He could put signage along the road.

Mayor Kaufert inquired about fencing. Tom Vandeyacht explained his intent to install some form of screening to prevent light trespass. He stated berms are difficult to install due to grading differences. He adjusted the site plan to remove units to include the hammerhead. If he purchases the vacant lot, he intends to build a home on that site which would not be part of this project.

Barbara McGinnis expressed concerns about the vegetation along the slough and chemical runoff. Tom Vandeyacht explained the map identifies floodway and 100 year stormwater storage (floodplain). The area in the floodway (identified with a single hash mark on the submitted site plan) cannot be excavated or disturbed. He plans to hire a licensed applicator to apply chemicals using property application methods to avoid contamination of the slough.

Mayor Kaufert inquired about blasting. Tom Vandeyacht explained Winneconne was redone in the 1950s. The resulting waste material was buried on the subject site. The site will require lots of excavating and may require structural fill or pilings. There will be no blasting.

Kelly Herm (763 W. Winneconne Ave.) expressed his lighting concerns to the developer. Tom Vandeyacht indicated he doesn't want any more lighting than necessary. He is required to install a light at each entrance. He would use a 40-watt equivalent LED bulb which is similar to a standard porch light.

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Kelly Herm (763 W. Winneconne Ave.) inquired about razing the surrounding three homes. Tom Vandeyacht indicated he has an incentive to raze the homes before January 1st. However it may not be until Spring due to difficulty securing a contractor. He plans to begin site work as soon as the frost is out of the ground.

Member Genett inquired about a 4-foot fence to screen the abutting residence from this new development. Tom Vandeyacht indicated landscape could help. The tenants will park in the back and enter from the back. The proposed sidewalks will not connect with the city sidewalk.

Mayor Kaufert inquired about guest parking. Tom Vandeyacht stated each unit will be allotted one garage and one open stall and a few guest stalls will be available. Guests will park on the road. The hammerhead turnaround was created to accommodate fire trucks and may also be the dumpster location.

MSC Piergrossi/Genett, Plan Commission approves the site plan for the property located along the north side of Winneconne Avenue between Reddin Avenue and Lorraine Avenue subject to the conditions listed in the Staff review letter and the following condition:

1) Applicant to submit a lighting plan identifying the location/type of lighting.

All Aye.

Announcements and future agenda items:

Deputy Director Schmidt indicated two future agenda items:

1. Certified Survey Map to combine lots for the Cobblestone Creek Apartment site
2. Street discontinuance to vacate Coral Court

Adjournment: The Commission adjourned its meeting at 5:05 P.M. MSC Kaiser/Piergrossi. All Aye.

Respectfully Submitted,



Cassandra Kohls
Administrative Assistant, Community Development