

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
May 17, 2011
DRAFT MINUTES

Informal Public Hearing – Ordinance Relating to the Paving of Driveway and Parking Lots

No one spoke.

A. CALL TO ORDER

The meeting was called to order at 3:37 p.m. by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Commissioners Schmidt and Homan, DPW Radtke and Ald. Benner

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Strum and Cruickshank

OTHERS PRESENT: CDD Keil, Ald. Chris Klein, Ald. Steve Krueger and John Davel

C. MINTUES TO APPROVE

1. **Minutes of the May 3, 2011 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by DPW Radtke to approve the May 3, 2011 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. None

F. ACTION ITEMS

1. **Site Plan Amendment – Minimax Storage – 1840 Bud Drive**

CDD Keil reported that this item had been held from the May 3, 2011 meeting to address setback, lighting, building material and landscaping issues, and to give the Engineering Department an opportunity to review the storm water management plan. A revised site plan was presented by John Davel of Davel Engineering, representing the site owner.

Plan Commissioners discussed landscaping, building elevations and lighting criteria.

Motion by DPW Radtke, seconded by Comm. Homan to approve the site plan amendment subject to the following conditions:

- The wall pack lights visible from Bud Drive shall be full cut-off fixtures.
- The east sidewall of the building facing the storm water pond shall have the same wainscot panel treatment as the north and south endwalls.
- Two street trees shall be planted in the street ROW adjacent to the pond in lieu of building perimeter landscaping.

The motion carried.

2. **Ordinance Relating to the Paving of Driveways and Parking Lots**

CDD Keil stated that the proposed ordinance is being reintroduced with some modifications from earlier versions. The main changes are the removal of paving requirements for existing one and two family dwellings, the addition of a time of sale paving requirement for multi-family and commercial properties, and the addition of a timetable for paving driveway aprons.

Commissioners discussed the timing of paving relative to occupancy, notification of non-conforming commercial and multi-family properties.

Motion by Ald. Benner, seconded by Comm. Homan to recommend approval of the ordinance Relating to the Paving of Driveways and Parking Lots with a change to the timeline for surfacing in the R-3, R-4, C-1, C-2, C-3, C-4, I-1, I-2 and GU Districts from nine months from the date of site plan or parking lot plan approval to "prior to an occupancy permit being granted for the principal use, or, if conditions are not conducive to paving, in accordance with a timetable approved by the Community Development Department".

The motion carried.

G. ADJOURNMENT

Motion by DPW Radtke, seconded by Ald. Benner to adjourn at 4:20 p.m. The motion carried.

Minutes respectfully submitted by Greg Keil, CDD.