

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
April 3, 2012
DRAFT MINUTES

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, Commissioners Sturm and Cruickshank, DPW Radtke and Ald. Benner.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Schmidt

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, Dave Schmalz, Tom Van Dalen, Steve Smet, Rod Fisk, Brent Andrews, Spencer Rolph and Gary Zahringer

C. MINUTES TO APPROVE

1. **Minutes of the February 21, 2012 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Ald. Benner to approve the March 20, 2012 Plan Commission meeting minutes as presented.

The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. **Potential Appleton Street Rezoning Application – R-1 to R-2 Non-Conforming Duplex**

Spencer Rolph, owner of the property, made comments to the effect that the property he purchased was configured as a two-family dwelling and that he was not aware that reestablishing that use would be in conflict with zoning standards.

Commissioners discussed:

- Presence of other two-family dwellings in proximity.
- Future land use recommendations of the comprehensive plan.
- Comprehensive plan policies regarding neighborhood stability and the conversion of single to two-family dwellings
- The configuration of the structure and whether it was constructed as or converted to a two-family dwelling

This item was held pending the provision of more information relative to the configuration of the structure and the establishment of two-family use.

2. **Subdivision Concept Plan – Grassymeadow Lane, Extended**

Commissioners discussed:

- The relationship to the Menasha Conservancy and access thereto by street or trail.
- Plans for sidewalk.
- Future street extensions.
- Configuration of the temporary cul-de-sac.
- Lot configurations with the street abutting the Conservancy vs. having lots about the conservancy.

The consensus was to proceed with the concept that had lots about the Conservancy with access to be provided via a trail easement.

ACTION ITEMS

1. Change in Fox Lodge Building Materials

Steve Smet described the proposed change to the building materials. The proposal is to substitute the Heritage Collection utility size brick for the standard size brick and to substitute the Old World Tumbled masonry units for the natural stone. The colors of the brick are to be 70% Cardinal Blend and 30% Burgundy Blend. The masonry units are to be cream color.

Commissioners discussed ordinance requirements and definitions applied to various building materials.

Motion by Comm. Sturm, seconded by Comm. Cruickshank to approved the proposed changes to the building materials based on the findings that the materials are durable and of high quality, they enable the use of innovative design. The motion carried.

2. Site Plan – Fast N Easy Pawn, 1275 Appleton Road

CDD Keil presented staff comments on the site plan. The following aspects of the site plan do not meet requirements:

- Lack of dumpster enclosure.
- Parking lot perimeter landscaping missing.
- Landscaping adjacent to building required.
- Front parking lot layout deficiencies.
- Building materials/configuration deficiencies.
- Site lighting.
- Existing outdoor storage not permitted.

Tom Van Dalen, project architect, stated he would meet with the site owner and work with staff to address the above-noted concerns.

This item was held.

3. Extraterritorial CSM – W7027 Verna Road (Town of Harrison)

CDD Keil reported that the relationship of the proposed CSM to the Town of Harrison/City of Menasha boundary agreement had been reviewed with the City Attorney. It was determined that there was no basis to withhold approval of the CSM on its technical merits.

Motion by Ald. Benner, seconded by DPW Radtke to recommend approval of the extraterritorial CSM for W7027 Verna Road in the Town of Harrison.

The motion carried.

4. Extraterritorial Preliminary Plat – Papermaker Ridge (Town of Harrison)

Motion by DPW Radtke, seconded by Comm. Sturm to recommend approval of the extraterritorial preliminary plat for the Papermaker Ridge subdivision in the Town of Harrison.

The motion carried.

G. ADJOURNMENT

Motion by Ald. Benner, seconded by DPW Radtke to adjourn at 5:10 p.m.

The motion carried.

Minutes respectfully submitted by CDD Greg Keil.