

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
October 29, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:30 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, Rick Fischer (Fischer & Associates), Tim Lehrer (Building Creations), and Tonni Larson (Kim Central Credit Union)

C. MINUTES TO APPROVE

1. **Minutes of the October 8, 2013 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Comm. DeCoster to approve the October 8, 2013 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.

ACTION ITEMS

1. **Extraterritorial Certified Survey Map (CSM) – 901-921 Appleton Road, Town of Menasha**
CDD Keil provided an overview of this CSM located in the Town of Menasha. The owners of the existing gas station were in the process of acquiring the property to the north, tearing down the structures for a planned expansion of the convenience center.

DPW Radtke inquired about whether any comments could be made pertaining to the existing curb cuts. CDD Keil indicated that could be communicated as a comment made to Winnebago County as part of their review process.

Motion by Comm. Sturm, seconded by Comm. DeCoster, to recommend approval of the Extraterritorial CSM at 901-921 Appleton Road, Town of Menasha.

The motion carried.

2. **Certified Survey Map (CSM) – 835 Valley Road**

PP Homan indicated that the purpose of this CSM was to facilitate the expansion of Alpha Prime and ensure the building addition met all zoning and setback requirements.

Commissioners inquired about whether the remaining lot met minimum lot standards for the I-1 zoning district. PP Homan confirmed that it did.

Motion by DPW Radtke, seconded by Comm. Cruickshank to recommend approval of the Certified Survey Map at 835 Valley Rd.

The motion carried.

3. **Site Plan Amendment – 835 Valley Road – Alpha Prime, Inc.**

PP Homan provided an overview of the proposed addition to Alpha Prime, and discussed proposed site improvements, and where certain items were lacking.

A general discussion occurred on the following items:

- The provision of additional landscaping to screen the parking lot from the road, as originally required in the 1996 site plan
- The need for all stormwater to be dealt with on site
- The current state of naturalized vegetation on the site
- The lack of landscaping at the base of the building that is visible from the road, as was required in the site plan amendment approved in 1996
- The proposed building materials and colors
- Planned changes to lighting location and fixtures
- The current condition of the right of way and the need for improperly placed gravel within the right of way to be restored to a grassy state

Motion by Comm. Sturm, seconded by Comm. Cruikshank, to recommend approval of the Site Plan Amendment for Alpha Prime, Inc, 835 Valley Road, with the following conditions:

- Approval and recording of the proposed CSM at 835 Valley Road
- Foundation plantings to be provided at the north face of the 1996 building addition
- Final Drainage/Stormwater Plan to be submitted for review and approval by Public Works Staff; all stormwater must be dealt with on the parcel where the addition is located.
- Grass to be restored in the Right of Way up to the road base, where the parking lot driveway entrance had been improperly extended.
- Final lighting plan to be submitted for review and approval by Community Development Staff.
- Existing Trees and Shrubs in front of the proposed addition to be maintained.

The motion carried.

G. ADJOURNMENT

Motion by Comm. DeCoster, seconded by DPW Radtke to adjourn at 4:05 p.m. The motion carried.

Minutes respectfully submitted by PP Homan.