

**CITY OF MENASHA  
Plan Commission  
Third Floor Council Chambers  
140 Main Street, Menasha**

**March 17, 2009**

**3:30 PM**

**MINUTES**

**INFORMAL PUBLIC HEARING**

1. Proposed amendment to Title 13, Article F of the Code of Ordinances Related to the Regulation of Signs. No one spoke and no comments were received.
2. Creation of An Ordinance for Proposing and Enacting Amendments to the City of Menasha Comprehensive Plan. No one spoke and no comments were received.

**A. CALL TO ORDER**

The meeting was called to order at 3:30 p.m. by Mayor Donald Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner, DPW Radtke and Commissioners Cruickshank, and Sturm.

PLAN COMMISSION MEMBERS EXCUSED: David Schmidt, Norm Sanders

OTHERS PRESENT: CDD Keil, PRD Tungate, Scott Timm, Mike Hagens

**C. MINUTES TO APPROVE**

1. Minutes of the February 17, 2009 Plan Commission Meeting.
  - a. Moved by Comm. Sturm, seconded by Comm. Cruickshank to approve the February 17, 2009 Plan Commission meeting minutes. The motion carried.

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

No one spoke.

**E. DISCUSSION**

1. None

**F. ACTION ITEMS**

1. Final Plat – Second Addition to Woodland Hills
  - a. Commissioners discussed the following:
    - I. Parkland dedication & Park Board recommendation
    - II. Bike/pedestrian connections and trail routes
    - III. Drainage easements and lot grading plans

- IV. Name of the plat
- V. Street name
- VI. Street lights in boulevard
- VII. Entrance sign
- VIII. Vertical curb in boulevard

Motion by Comm. Cruickshank, seconded by DPW Radtke to recommend approval of the final plat with the following changes/considerations:

- That the name of the plat be changed to “New Heights”
- That the street be named “Woodcrest Heights Drive”
- That a 20 foot wide drainage easement be created in the rear of lots 82-85
- That the side yard grade between lots 84 and 85 be changed to 774.5’
- That the house grade on lot 80 be changed from 764.0 to “special”
- That land dedication for park purposes be sought within the area previously submitted to the Plan Commission as the Woodland Hills Second Addition Preliminary Plat

The motion carried.

2. Proposed Amendment to Title 13, Article F of the Code of Ordinances Related to the regulation of Signs

a. Commissioners discussed the following:

- I. The definition of “Static Display”
- II. Technological considerations related to electronic message centers (EMC’s)
- III. Impacts of EMC’s on neighboring residential properties
- IV. Size of the EMC relative to the sign as a whole
- V. Whether EMC’s should be a permitted use or a special use
- VI. Consideration for averaging the permissible size of monument signs on corner lots
- VII. Correction of typographical errors and formatting on pages 4 and 15
- VIII. The definition of “Business Center”

Motion by Ald. Benner, Seconded by Comm. Cruickshank to recommend approval of the changes to Title 13, Article F with the following changes:

- That a EMC be limited to 75 percent of the total sign face
- That a Special Use Permit be required for EMC’s proposed to be located within 200 feet of a residential use or zoning district
- That averaging the size of monument signs on corner lots be permitted with the limitation that the sign on the short side cannot exceed 125 percent of the allowable sign area based on building exposure
- That Section 13-1-61 (j) and (hh) be modified to eliminate “under common ownership” and “sharing a common development plan” from the criteria used to define a “Business Center” and “Premises”, respectively

The motion carried.

Motion by Comm. Cruickshank, seconded by DPW Radtke to recommend approval of the Downtown Menasha Sign Design Guidelines for the C-2 Central Business District

The motion carried.

### 3. Extraterritorial CSM- Valley Road

Commissioners discussed the relationship of the proposed CSM to adjoining city parcels.

Motion by DPW Radtke, seconded by Comm. Sturm to recommend approval of the extraterritorial CSM on Valley Road

The motion carried

### **G. ADJURNMENT**

Moved by DPW Radtke, seconded by Comm. Sturm to adjourn at 6:00 p.m. The motion carried.

*Minutes respectfully submitted by Greg Keil, Community Development Director*

DRAFT