CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
May 19, 2009
MINUTES

INFORMAL PUBLIC HEARING:

1. *Proposed Amendment to Title 13, Article F of the Code of Ordinance 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.
3. *Creation of an Exception to Setback Requirements Prohibiting the Placement of Structures Within 10 Feet of a Dedicated Drainage Easement.*
   No one spoke and no comments were received.

A. CALL TO ORDER

The meeting was called 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, and Commissioners Cruickshank, Schmidt and Sturm

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Norm Sanders and DPW Radtke

OTHERS PRESENT: CDD Keil

C. MINTUES TO APPROVE

1. **Minutes of the April 7, 2009 Plan Commission Meeting**
   Moved by Comm. Strum, seconded by Comm. Benner to approve the April 7, 2009 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. **Release of Road Reservation – 921 Midway Road**
   CDD Keil reported that Habitat for Humanity is in the process of purchasing the building at this address. They are requesting that the city release the 30 foot access easement along the east lot line as it may limit future use or development on that part of the lot. CDD Keil stated that he reviewed the proposal with DPW Radtke, and staff recommends the decision on releasing the easement should be deferred until such time as there is either a plan for the use of the easement area by Habitat for Humanity, or a development plan for the vacant parcel to the south of the site is presented.

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Motion by Mayor Merkes, seconded by Ald. Benner to retain the road reservation based on the finding that access may be needed for the development of the adjacent vacant parcel to the south of the 921 Midway Road parcel.

The motion carried.

2. **Site Plan Review – 23 Main Street – Jitters**
CDD Keil stated that the applicant withdrew his site plan review application pending resolution of building and zoning code conflicts associated with the plan that was originally advanced.

3. **Proposed Amendment to Title 13, Article F Related to the Regulation of Signs**
CDD Keil stated that this item was formerly addressed by the Plan Commission with a recommendation for approval, but was held at the Common Council based on concerns related to guidelines for electronic message centers. The ordinance as now proposed contains specific limitations on illumination.

Motion by Ald. Benner, seconded by Comm. Cruickshank to recommend approval of the changes to Title 13, Article F related to the Regulation of Signs.

The motion carried.

4. **Proposed Amendment to Title 2, Chapter 4 Related to the Adoption and Amendment of the Comprehensive Plan**
CDD Keil stated that this item was formerly reviewed by the Plan Commission with a recommendation for approval, but based on comments from former City Atty. Jeff Brandt, the format needed to be reconfigured to fit within the organizational framework of the city's code of ordinances. There were no substantive changes to the text.

Motion by Comm. Schmidt, seconded by Comm. Sturm to recommend approval of the proposed amendment to Title 2, Chapter 4 Relating to the Adoption and Amendment of the Comprehensive Plan based on the finding that a procedure is needed to guide the public through the amendment process,

The motion carried.

5. **Proposed Amendment to Title 13, Article B Related to the Height, Setback and Area Exceptions**
CDD Keil stated that this amendment was proposed to limit the placement of structures in close proximity to drainageways. Ald. Benner requested that this item be held over pending consideration of the relationship of the proposed amendment to International Building Code requirements

This item was held.

G. ADJOURNMENT

Moved by Comm. Schmidt, seconded by Comm. Cruickshank to adjourn at 4:20 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, Community Development Director

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