

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**November 10, 2010**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 4:45 p.m. by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Commissioners Schmidt, Sturm, and Ald. Zelinski (alternate).

PLAN COMMISSION MEMBERS EXCUSED: DPW Radtke, Commissioners Cruickshank, Homan, and Ald. Benner.

OTHERS PRESENT: PP Kester, Doug Haas, Thomas Larsen.

**C. MINTUES TO APPROVE**

1. **Minutes of the November 2, 2010 Plan Commission Meeting**

Mayor Merkes noted that the start time of the November 2, 2010 should be 3:35 rather than 3:30.

Moved by Comm. Schmidt, seconded by Ald. Zelinski to approve the November 2, 2010 Plan Commission meeting minutes with the noted change.

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. **Preliminary Site Plan Amendment – Exopack – 271 River Street**

PP Kester briefly explained the history of the property. The Plan Commission originally approved an expansion to the site on January 10, 2006 with several conditions including resubmission of parking, loading, lighting, drainage, erosion control, stormwater management, and landscaping. These resubmissions and final approvals did not occur. In the summer of 2010, the property was sold to Exopack, at which time staff worked with the owner to develop and approve the required submissions. Approved site improvements were to be installed within 60 days of closing, or Exopack was to enter into a Site Improvement Agreement with the city. Exopack did not implement the required improvements, but later submitted partial plans for a second addition under review at the current meeting. PP Kester stated that staff recommended conditional approval of the site plan with the following conditions:

- That a comprehensive landscaping plan for the entire site be submitted and approved by staff;
- In coordination with the Public Works Department, that the access/railroad track conflict on the west side of the property be addressed either by 1) installation of

shrubs/landscaping or a physical barrier with permission from the railroad or 2) installation of signage and lane striping;

- That the lighting plan be updated to include new lighting for the addition and submitted to staff for approval;
- That Exopack enter into a Site Plan Agreement with financial guarantees as required by ordinance.

Moved by Comm. Sturm and seconded by Comm. Schmidt to approve the site plan amendment with the conditions listed above.

The motion carried.

## **G. ADJOURNMENT**

Motion by Comm. Schmidt, seconded by Comm. Sturm to adjourn at 4:57 p.m.

The motion carried.

*Minutes respectfully submitted by Amy Kester, Principal Planner.*