

CITY OF MENASHA
Plan Commission
1st Floor Conference Room, City Hall – 140 Main Street
October 18, 2011
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:35 p.m. by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: DPW Radtke

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: Tom Grade, John Kuehl, Sandy Weston, CDD Keil and PP Homan

C. MINTUES TO APPROVE

1. **Minutes of the October 4, 2011 Plan Commission Meeting**

Motion by Ald. Benner, seconded by Comm. Schmidt to approve the October 4, 2011 Plan Commission meeting minutes as corrected.

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

2. **Certified Survey Map – Kernan Avenue**

CDD Keil explained that the CSM will combine two lots to enable a more favorable placement of a home on the site.

Motion by Comm. Schmidt, seconded by Ald. Benner to recommend approval of the CSM.

The motion carried

3. **Transitional Area Review – 999 Brighton Drive**

CDD Keil summarized the history of the property with regard to the parcel size and Government Use zoning designation. A transitional area is required between Government Use and residential zoning districts.

Tom Grade explained his proposal to add on to the north side of the building to enable the installation of a window and salvaged stone architectural details from the original Sensenbrenner mansion. The foundation for the addition was constructed over the property line.

Motion by Comm. Cruikshank, seconded by Comm. Schmidt to approve the transitional area subject to:

- Submission of construction plans and approval of a building permit
- Relocation on the foundation within the property boundary
- Submission of a final landscaping plan for review and approval by Community

Development Department staff

The motion carried.

G. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. Cruickshank to adjourn at 4:15 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, CDD.