

**CITY OF MENASHA  
Plan Commission  
Council Chambers, City Hall – 140 Main Street  
November 13, 2012  
DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 4:35 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Comm. Cruickshank.

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil and PP Homan.

**C. MINUTES TO APPROVE**

1. **Minutes of the November 6, 2012 Plan Commission Meeting**  
No action was taken.

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

1. No one spoke.

**E. DISCUSSION**

1. **None**

**ACTION ITEMS**

1. **Site Plan Amendment – Kwik Trip, 1870 USH 10/114**  
PP Homan described the proposed site plan amendment, which consists of an 1,100 square foot addition on the east side of the building and refacing the east, west and south building elevations with brick. The amendment also incorporates additional parking lot interior and perimeter landscaping and building lighting. The existing non-conforming sign at the STH 114 entrance will be replaced. Minor modifications will need to be made to the landscaping and lighting plans to make them compliant.

Commissioners discussed :

- Site access
- Site layout relative to the proposed Province Terrace trail extension
- It was also noted that the east and west building elevations were transposed on the plan

Motion by Ald. Benner, seconded by DPW Radtke to approve the site plan amendment for 1870 USH10/STH 114 subject to Community Development staff review and approval of the final landscaping and lighting plan.

The motion carried.

**G. ADJOURNMENT**

Motion by Ald. Benner, seconded by DPW Radtke to adjourn at 3:52 p.m.

The motion carried.