

**CITY OF MENASHA  
Plan Commission  
Council Chambers, City Hall – 140 Main Street  
November 6, 2012  
DRAFT MINUTES**

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: None

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan.

**C. MINUTES TO APPROVE**

1. **Minutes of the October 2, 2012 Plan Commission Meeting**

Motion by DPW Radtke, seconded by Comm. Schmidt to approve the October 2, 2012 Plan Commission meeting minutes as presented.

The motion carried.

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

1. No one spoke.

**E. DISCUSSION**

1. **Draft Digital Billboards Ordinance Revisions**

CDD Keil provided an overview of the draft Digital Billboards Ordinance. He indicated he consulted Wisconsin DOT standards when drafting the proposed language, although spacing standards in the proposed Ordinance were reduced to allow for locations to place the signs. He indicated DOT standards only apply to unincorporated areas.

PP Homan provided Commissioners with a map illustrating where digital billboards would be allowed utilizing a slightly modified definition of on-ramp start/end point from what was included in the draft ordinance. This was necessary as without that modification there was very little space to locate a digital billboard. Upon construction of USH 441 as planned, there would be no locations where these would be located if utilizing the WisDOT definition of on-ramp beginning/end point.

Plan Commissioners discussed the following items in regards to the draft Digital Billboard Ordinance:

- Safety concerns.
- Reconstruction and realignment of USH 441 and how that will affect the ability to place signs.
- Illumination, and how that will be monitored and regulated.
- How to determine when a digital billboard becomes “non-conforming”.
- Weighing elimination of blight and undesired billboards within the urban core with safety concerns for allowing digital billboards on USH 441.

After much discussion, the Plan Commission directed community development staff to do the following prior to bringing this issue back at a future meeting:

- Discuss reduced spacing standards and on-ramp/off-ramp issues with the Police

- Department and WisDOT.
- Discuss concerns with the City Attorney.

2. **City Regulations Pertaining to Lot Divisions/CSMs**

CDD Keil provided an overview of the City's current regulations related to regulating lot divisions, and compared that with neighboring jurisdictions. He indicated that Winnebago County required at minimum a CSM for lot divisions, while the City of Appleton provides for a slightly less involved procedure called a Plat of Survey.

PP Homan provided Commissioners with an overview of a division of land that was done via multiple deed transfers. PP Homan indicated that without any oversight from City staff, these types of lot divisions result in non-conforming lots, building setbacks, and oftentimes undesirable consequences for the parties involved.

Commissioners discussed the following:

- The cost of requiring CSMs versus Plats of Survey.
- The need to oversee lot divisions to ensure orderly and code compliant land divisions.
- The difficulty in updating city parcel data and assessment data for lot splits that are not overseen by a city process.
- The long term implications of requiring oversight of all lot splits versus not.

It was the consensus of the Plan Commission that staff should pursue an ordinance revision to regulate all lot divisions.

**ACTION ITEMS**

1. **None.**

**G. ADJOURNMENT**

Motion by Ald. Benner, seconded by Comm. Schmidt to adjourn at 4:52 p.m.

The motion carried.

*Minutes respectfully submitted by PP Homan.*