

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**February 21, 2012**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:31 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Schmidt

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, Linda Stoll, Steve Jamros, Scott DeWitt and Mary Ann Hittle, Pete Theisen and Brian Ritche

**C. MINUTES TO APPROVE**

1. **Minutes of the February 7, 2012 Plan Commission Meeting**

Motion by DPW Radtke, seconded by Comm. Cruickshank to approve the February 7, 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. **R-1 Uses in C-2 (Downtown Commercial) Zoning District**

PP Homan reported that the Community Development Department had received inquiry about renovating one of the structures in the 400 block of Broad Street into a single family residence. Single and two-family uses are not permitted as the principal use in the C-2 commercial district. Staff is seeking input from the Plan Commission on whether this provision is promoting the city's planning and development interests.

Commissioners discussed:

- Relationship to the Comprehensive Plan
- "Mixed Use" zoning designation for the downtown area
- The desirability of promoting one and two family uses in the C-2 district
- Possibilities for allowing one and two-family uses as a Special Use in the C-2 district
- Whether the current policy was discouraging reinvestment in residential properties

The consensus was that this was not a priority issue for the Community Development Department to address at this time.

1. **Electronic Billboards**

CDD Keil reported that staff had been approached by Next Media, an outdoor advertising company, to allow the replacement of existing static billboards with electronic displays. This would require an ordinance amendment as all billboards within the city are nonconforming. Next Media had proposed eliminating a billboard at another location if an existing billboard in the 441 corridor could be converted to an electronic display.

**F. ACTION ITEMS**

1. **Land Sale – Tonic**

This item was held from the February 7 Plan Commission meeting. CDD Keil stated that he had discussed the intended use of the parcel with the buyer. Their plan is to relocate the existing “Tonic” sign (a new base will need to be constructed to conform to sign ordinance requirements). The existing evergreen tree will remain and additional landscaping will be planted around the building.

Commissioners discussed:

- The compliance of the existing landscaping with landscaping requirements.

Motion by DPW Radtke, seconded by Ald. Benner to recommend approval of the land sale to Tonic with the finding that the property was not needed by the city for transportation or park or recreation purposes. The motion carried.

2. **Site Plan Review – Appanasha Pet Clinic – 1205 Wittmann Drive**

Steve Jamros gave an overview of the building and site plan. The staff report on the site plan review indicated there were deficiencies with respect to interior parking lot landscaping and transitional area planting. The revised site plan contained additional parking lot landscaping. The owner requested a reduction in the transitional area planting from what staff had required based on the presence of existing vegetation. Staff noted that much of the existing vegetation was either invasive or had undesirable characteristics for landscape plants.

Commissioners discussed:

- The location of the parking lot interior landscaping as related to truck loading, snow removal and the protection of parked vehicles
- Specifics of the existing vegetation in the transitional area as related to the staff recommendation and the owners request to utilize the existing vegetation to apply to the transitional area requirements.

Motion by Mayor Merkes, seconded by Ald. Benner to approve the site plan subject to the relocation of the parking lot landscape peninsulas to the perimeter of the lot and meeting the 10 percent minimum for interior landscaping, and that the existing transitional area be retained, but supplemented with evergreen plantings.

Comm. Sturm made a motion to amend the original motion to require the removal of buckthorn from the transitional area. The motion to amend was seconded by Comm. Cruickshank. The motion carried.

Motion by Mayor Merkes, seconded by Ald. Benner to approve the motion as amended to approve the motion as amended. The motion carried.

3. **Site Plan Review – Province Terrace Offices – 1427 Province Terrace**

CDD Keil reported that the site plan complied with ordinance requirements with the exception of that the final site lighting plan had not been submitted. Staff is also working with the adjacent property owner at 1429 Province Terrace with respect to the fence in the transitional area and site lighting compliance.

Commissioners discussed: The need to minimize the impact of the development and the residential properties to the east.

Motion by DPW Radtke, seconded by Ald Benner to approve the site plan for 1427 Province Terrace subject to approval of the final transitional area planting plan, fencing and lighting plan by Community Development Department staff. The motion carried.

**G. ADJOURNMENT**

Motion by Comm. Cruickshank, seconded by DPW Radtke to adjourn at 5:25 p.m.

The motion carried.