

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
July 16, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:36 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Schmidt

PLAN COMMISSION MEMBERS ABSENT: Ald. Benner

OTHERS PRESENT: CDD Keil and PP Homan

C. MINUTES TO APPROVE

1. **Minutes of the July 2, 2013 Plan Commission Meeting**

Motion by Commissioner Cruickshank, seconded by Commissioner Sturm to approve the July 2, 2013 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. Alternate Access to Shoreline Park area at Gilbert Site

CDD Keil provided commissioners with an overview of an alternative access route, which could be situated on the west end of the "duck pond". Currently the designated route runs along the berm on the west end of the East Central Planning site. This route was suggested by the owners of the East Central Planning Site, and the law office that maintains the pond.

Commissioners discussed the following:

- Potential for more direct access to the riverfront and added amenity of proximity to the duck pond.
- Potential grade issues with the alternative route, and need to maintain ADA accessibility.
- Situating the trail in a way so as not to prevent the development potential of the remaining vacant land.

It was the general consensus of the Plan Commission that Community Development staff further explore the feasibility of this alternative and present this information at a future meeting.

ACTION ITEMS

1. **Site Plan Amendment - United Paper Corporation, 1330 University Drive**

PP Homan provided an overview of the proposed expansion to United Paper. She indicated that the proposed site plan had several minor deficiencies that would need to be addressed in order for it to be in compliance with the City's site plan regulations. These included adding more information to the lighting plan, providing additional landscaping screening to the parking lot and along the foundation at east end of the building, and indicating what type of gate would enclose the new dumpster enclosure. She indicated that the existing vegetation along the south property line met the requirements for transitional areas.

Motion by Comm. Sturm, seconded by Commissioner Cruickshank to approve the Site Plan

Amendment for United Paper Corporation, with the following conditions:

- Final landscape plan, to include screening of parking lot and foundation planting, be submitted to and approved by Community Development Staff.
- Depiction of the proposed gate to the dumpster enclosure be submitted with the final site plan.
- Final Lighting Plan, to include cut sheets of light fixtures, be submitted to and approved by Community Development staff.
- Final Stormwater Plan approval by the Public Works Department.

The motion carried.

G. ADJOURNMENT

Motion by Comm. DeCoster, seconded by Comm. Sturm to adjourn at 4:15p.m. The motion carried.

Minutes respectfully submitted by PP Homan.