

**CITY OF MENASHA
Plan Commission
Council Chambers, 3rd Floor City Hall - 140 Main Street, Menasha
September 30, 2008**

DRAFT MINUTES

1. CALL TO ORDER

The meeting was called to order at 3:38 p.m. by Mayor Merkes.

2. ROLL CALL/EXCUSED ABSENCES

A.

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

PLAN COMMISSION MEMBERS EXCUSED: Comm. Cruickshank

OTHERS PRESENT: CDD Keil, AP Beckendorf, Dave Karch, John McCarthy, Jim Wiegert, and Mike King of *The Post-Crescent*.

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Minutes of the September 9, 2008 Plan Commission Meeting

Moved by Comm. Sanders, seconded by Comm. Sturm to approve the September 9, 2008 Plan Commission meeting minutes.

Motion Carried on voice vote
Results:

4. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

A.

No one spoke.

5. DISCUSSION

A. Provision of Resource Material to Commissioners

Mayor Merkes described the offer of *The Commissioner*, a resource and guide for plan commissioners from the American Planning Association. Consensus was to reserve money in the budget for a 10-bundle subscription.

6. ACTION ITEMS

A. Proposed Amendment to the Menasha Zoning Ordinance Granting the Plan Commission Discretionary Authority Over Building Materials in Campus-Type Settings

Commissioners discussed the following:

- ❖ Changing the definition to read "one or more parcels on adjacent or opposing lots upon which

- ❖ two or more structures exhibit a common design theme and architectural character”.
- ❖ Creating a new application process.
- ❖ The purpose of the ordinance – to give the Plan Commission authority to review such projects.
- ❖ Clarity of ordinance.

Moved by Mayor Merkes, seconded by Comm. Schmidt to recommend approval of the proposed O-18-08 Ordinance Relating to Architectural Design in Existing Campus Developments with the definition change as follows: Campus – one or more parcels on adjacent or opposing lots upon which two or more structures exhibit a common design theme and architectural character. The Plan Commission made the following findings in support of the proposed ordinance:

- ❖ The ordinance allows the Plan Commission latitude in approving materials of high quality.
- ❖ The ordinance allows a common design theme for existing campus developments.
- ❖ The ordinance allows for architectural compatibility.
- ❖ The ordinance gives the Plan Commission the ability to deny proposed changes that do not meet the established criteria.

Motion Carried on voice vote
Results:

B. Site Plan Modifications – Lot 15 Province Terrace

Commissioners discussed the following:

- ❖ Landscaping plant materials.
- ❖ Lowering the storm sewer from the parking lot to the street for frost protection.

Moved by Comm. Sanders, seconded by DPW Radtke to approve the site plan modifications for Circle of Friends Child Learning Center, Lot 15 Province Terrace based on the findings that the project's consistency with the comprehensive plan, that it meets site plan requirements, and that the use is consistent with the zoning district.

Motion Carried on voice vote
Results:

C. Site Plan Review – Prairie Home Elder Care

Commissioners discussed the following:

- ❖ The performance of fluorescent light fixtures in temperatures below 0 degrees.
- ❖ Materials warranty – the building materials are under warranty for 50 years following the date of installation.
- ❖ Landscaping at the north property line. Most of it is currently prairie plants.

Moved by Comm. Sanders, seconded by Comm. Schmidt to approve the site plan for Prairie Home Elder Services CBRF based on the finding that the proposed building is in a campus setting and the proposed building's architecture is compatible with existing buildings on the site. Approval is subject to the approval of proposed ordinance O-18-08 Relating to Architectural Design in Existing Campus Developments.

Moved by DPW Radtke, seconded by Comm. Sanders to approve 5 evergreen trees (species as proposed in the plan) to be spaced along the north property line in lieu of the proposed landscaping based on the finding that the north perimeter is already landscaped with prairie plants.

Motion Both motions carried on voice vote
Results:

7. ADJOURNMENT

A.

Moved by Comm. Schmidt, seconded by DPW Radtke to adjourn at 4:35 p.m.