

**CITY OF MENASHA  
Plan Commission  
Third Floor Council Chambers  
140 Main Street, Menasha**

**November 4, 2008**

**3:30 PM**

**MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 3:40 p.m. by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Schmidt and Cruickshank and DPW Radtke

OTHERS PRESENT: CDD Keil and Stan Martenson

**C. MINUTES TO APPROVE**

1. Minutes of the October 21, 2008 Plan Commission Meeting.
  - a. Moved by Comm. Sanders, seconded by Alderman Benner to approve the October 21, 2008 Plan Commission meeting minutes. Motion carried on voice vote.

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

No one from the gallery spoke.

**E. DISCUSSION**

1. None

**F. ACTION ITEMS**

1. Certified Survey Map – St. John's Cemetery (Valley Road).
  - a. CDD Keil explained that the Outlot shown on the CSM would not be developable unless combined with another lot that had access to a public street. Stan Martenson stated that Miron Construction owned the adjacent parcel and had made an offer to purchase Outlot 2.
  - b. Moved by Alderman Benner, seconded by Comm. Sanders to approve the Certified Survey Map, St. John's Cemetery. The motion carried on voice vote.
2. Certified Survey Map – 1381 Midway Road – Former CB Supply.
  - a. Stan Martenson explained that the CSM combines two existing lots.

- b. Commissioners discussed the following:
    - I. Whether the Midway Road right-of-way was wide enough to be able to accommodate a sidewalk or tail.
  - c. Moved by Comm. Sturm, seconded by Comm. Sanders to approve the Certified Survey Map, 1381 Midway Road. The motion carried on voice vote.
3. Site Plan Review – 1381 Midway Road – Former CB Supply.
- a. CD Keil explained that this item will be resubmitted as a Special Use Permit application because of zoning nonconformities. He further explained that staff had met with Martenson and Eisele and the following changes will be made to the preliminary site plan
    - I. Provision of site lighting specifications
    - II. Provision of a landscape planting plan identifying plant materials
    - III. The addition of landscaping/screen to the new parking area and the parking area in the northwestern corner of the site
    - IV. The addition of planting material along the Midway Road frontage
  - b. Commissioners discussed landscaping and lighting concerns and the need for landscaping/screening the southern end of the new parking area.
  - c. This item was held.
4. Province Terrace Greenspace
- a. This item was held.

## **G. ADJOURNMENT**

Moved by Comm. Sanders, seconded by Alderman Benner to adjourn at 4:12 p.m. The motion carried on voice vote.

Minutes respectfully submitted by Gregory Keil, Community Development Director