

It is expected that a Quorum of the Board of Public Works, Park Board, Administration Committee, and/or Common Council may attend this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA  
PLAN COMMISSION  
Council Chambers  
140 Main Street, Menasha**

**January 20, 2009**

**3:30 PM**

**AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Approve Minutes of the January 6, 2009 Plan Commission Meeting](#)

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

Five (5) minute time limit for each person

E. COMMUNICATIONS

1. [Local Land Use Planning and Zoning – A WisLine Teleconference Series 2009](#)

F. DISCUSSION

1. [Proposed Ordinance O-XX-09 Relating to Utility Cabinets](#)
2. [Proposed Ordinance O-XX-09 Relating to Comprehensive Plan Amendments](#)

G. ACTION ITEMS

1. None

H. ADJOURNMENT

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

**January 6, 2009**

**3:30 PM**

**MINUTES**

**PUBLIC HEARINGS:**

*Proposed Ordinance O-XX-09 Relating to the Adoption of Floodplain Maps*

Mayor Merkes opened the public hearing by asking if anyone would like to speak regarding the Special Use Permit. No one from the gallery spoke. The hearing was closed.

**A. CALL TO ORDER**

The meeting was called to order at 3:30 p.m. by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

OTHERS PRESENT: CDD Keil and AP Beckendorf.

**C. MINUTES TO APPROVE**

1. Minutes of the December 16, 2008 Plan Commission Meeting.
  - a. Moved by Comm. Schmidt, seconded by DPW Radtke to approve the December 16, 2008 Plan Commission meeting minutes with the following changes: Reflect that there was a roll call vote for item F2, add the word "access" after "fire department" to item F1, CII. Motion carried.

**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. Proposed Ordinance O-XX-09 Relating to the Adoption of Floodplain Maps – Recommendation to the Common Council.
  - a. CDD Keil explained that since FEMA updated the floodplain maps in Calumet County, the city is obliged to adopt the map panels within the existing floodplain zoning ordinance. This is not expected to have much of an impact because most of the mapped floodplain areas are outside of the city's growth area.
  - b. Commissioners discussed the following:

- I. FEMA's authority.
  - II. DNR code NR117.
  - c. DPW Radtke made and Comm. Sanders seconded a motion to recommend approval of the proposed ordinance relating to the adoption of floodplain maps. The motion carried.
2. Proposed Ordinance O-XX-09 Relating to the Regulation of Utility Cabinets.
    - a. CDD Keil described the proposed ordinance and distributed photos to illustrate cabinet size.
    - b. Commissioners discussed the following:
      - I. Whether 32 cubic feet and less than 4 feet in height is the proper threshold for requiring a permit.
      - II. Size and setback requirements.
      - III. Whether railroad cabinets would be regulated under this ordinance.
      - IV. Whether and when screening should be required.
      - V. Whether the utility company should notify adjacent property owners when they plan to install a cabinet.
      - VI. Setbacks for snow plowing.
      - VII. Encouraging the cabinets to be placed in the side or rear yards whenever possible.
    - c. This item was held over pending modifications based on Plan Commission discussion.
3. Extraterritorial CSM – Town of Menasha
    - a. Commissioners discussed the following:
      - I. Impact on the city.
    - b. Comm. Schmidt made and Comm. Sanders seconded a motion to recommend approval of the extraterritorial CSM, finding that the CSM would have no impact on the city: The motion carried.
4. Consideration of Comprehensive Plan Review Procedures
    - a. AP Beckendorf described the proposed procedures.
    - b. Commissioners discussed the following:
      - I. Whether the process will be incorporated into the plan or adopted as an ordinance or whether the state statutes would be referenced within it. AP Beckendorf stated that the procedure is not required to be an ordinance because it is outlined in the state statutes.
      - II. Whether a public hearing will be held before the plan commission.
      - III. Timing of ordinance amendments.
      - IV. Adding governmental entities to the allowed applicants list.
      - V. A separate application for text amendments.
      - VI. Plan Commission review of text amendments before annual process begins.
      - VII. Annual review meeting process.
    - c. This item was held over pending modification to the process based on Plan Commission discussion.

## **G. ADJOURNMENT**

Moved by Comm. Cruickshank, seconded by Ald. Benner to adjourn at 5:24 p.m. The motion carried.

Minutes respectfully submitted by Jessica Beckendorf, Associate Planner



## REGISTRATION FORM

Participation in an active WisLine session includes the written materials. Materials will be sent to the site if you register at least 10 days prior, or to your address if you register late. Cancellations must be received 10 days prior in order to receive a refund.

For other learning options available a few days after the live WisLine, see "What is a WisLine" (right).

### REGISTRATION FORM 1765

2009 WisLine Teleconference Series

#### USE THIS FORM ONLY FOR LIVE ATTENDANCE.

WisLine Location (see back panel) \_\_\_\_\_  
Name \_\_\_\_\_  
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E-Mail Address \_\_\_\_\_  
Government Unit \_\_\_\_\_

- Jan. 7, 2009 - Putting Sustainability to Work
- Feb. 4, 2009 - Land Use and the First Amendment
- Mar. 4, 2009 - Extreme Rainfall Events
- Apr. 1, 2009 - Legislative and Case Law Update

Mail form and fee (\$20 per session per person) to:

WisLine Registrations  
Dept. 111, Room 139  
702 Langdon Street  
Madison, WI 53706

Or register by fax: (800) 741-7416;  
or phone: (608) 262-0810, using credit card.

Questions only (no registration): (608) 262-9960

Method of payment: Visa  MC  Am Exp

Credit Card # \_\_\_\_\_

Cardholder's name \_\_\_\_\_ Exp. Date \_\_\_\_\_

Bill Me  Check Enclosed

Make check payable to UW-Extension.

## LOCAL LAND USE PLANNING AND ZONING

2008-09 WisLine Teleconference Series

**January 7, 2009** (Wednesday), 10:30-11:50 a.m. **PUTTING SUSTAINABILITY TO WORK IN YOUR GOVERNMENT (#1765-1).** Wisconsin Communities large and small are implementing the American Planning Association (APA) Policy on Sustainability. They are adopting sustainability plans and actively administering them. Learn about the APA Policy on Sustainability and how Wisconsin communities have used employee input to save money, reduce pollution and improve employee morale. *Moderated by Brian W. Ohm, Dept. of Urban & Regional Planning, UW-Madison / UW-Extension; presented by Gary Peterson, AICP, President of the Wisconsin Chapter of the American Planning Association, and other speakers to be announced.*

**February 4, 2009** (Wednesday), 10:30-11:50 a.m. **LAND USE AND THE FIRST AMENDMENT (#1765-2).** Several individual rights guaranteed by the First Amendment to the United States Constitution impact local land use regulations. For example, local efforts to regulate signage and sexually-oriented businesses are limited by the First Amendment guarantees of freedom of speech and expression. In addition, local efforts to regulate religious establishments need to work within the limitations of the First Amendment and the Religious Land Use and Institutionalized Persons Act (RLUIPA). This program will provide an overview of these limitations and provide practical guidance to local communities for how to regulate these uses. *Moderated by Brian W. Ohm, Dept. of Urban & Regional Planning, UW-Madison / UW-Extension; presented by Daniel Olson, Assistant Legal Counsel, League of Wisconsin Municipalities.*

efforts  
regulate  
FIRST USE  
AMENDMENT  
Constitution  
limitations  
guidance  
guarantees  
religious



Lake Delton flooding, June 2008. Source: emergencymanagement.wi.gov photo gallery.

Word clouds created by a free Internet utility program at [wordle.net/create](http://wordle.net/create).

**March 4, 2009** (Wednesday), 10:30-11:50 a.m. **GROWING COMMUNITIES, GREENING COMMUNITIES: PLANNING TO MANAGE EXTREME RAINFALL EVENTS (#1765-3).** You thought you had your stormwater plans and systems in hand, but what happens when storms produce more water than your system is designed to handle? And what happens when this type of event comes along more than once a year? Recent findings by UW researchers indicate that extreme rainfall events, like the one that led to the failure of the Lake Delton dam, will become more common. This program will review community storm water management requirements in brief, then focus on what communities can do to minimize the impact of heavy rainfall on their storm water management systems. *Moderated by Elaine Andrews, UW-Extension Environmental Resources Center; presented by David Liebl, UW Solid and Hazardous Waste Education Center and Kenn Potter, UW-Madison, Civil and Environmental Engineering.*

If you have a disability and desire accommodations, please advise us when you register. Requests are confidential.

recent  
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legislation  
LAW  
implementation  
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**April 1, 2009** (Wednesday), 10:30-11:50 a.m. **LEGISLATIVE AND CASE LAW UPDATE (#1765-4).** This program will highlight recent Wisconsin court cases and legislation related to land use planning and implementation. *Presented by Brian W. Ohm, J.D., Land Use Law Specialist, Department of Urban & Regional Planning, UW-Madison / UW-Extension.*

## What is a WisLine?

A WisLine is a **live teleconference** offered by the University of Wisconsin-Extension. You pre-register by mail, fax or phone to attend at a public WisLine site convenient to you. The day of the program, you will go to a room set up for two-way sound communication. Because there is no visual presentation in these teleconferences, you will receive a packet of printed materials that will be referred to throughout the program and that you can take home.

Other learning options available a few days after the live WisLine, at \$25 each:

– Purchase a "materials bundle" and receive written materials along with an audio CD of the actual teleconference. Order form is at:

[lgc.uwex.edu/materials](http://lgc.uwex.edu/materials)

– Purchase audio-streamed program online (requires fast Internet connection) at:

[lgc.uwex.edu/stream](http://lgc.uwex.edu/stream)

## AN ORDINANCE RELATING TO THE INSTALLATION OF UTILITY CABINETS

Introduced by \_\_\_\_\_

The Common Council of the City of Menasha ~~does~~ *does* ordain as follows:

SECTION 1: Chapter 4, Title 9 is created to read as follows:

### **SEC. 9-4-1 UTILITY CABINETS REGULATED.**

(a) Public franchise utility cabinets, electric distribution system cabinets and telecommunication system utility cabinets, hereafter referred to as Utility Cabinets, are subject to requirements of this section.

### **SEC. 9-4-2 APPLICABILITY.**

(a) A permit is required for the installation of all Utility Cabinets except as follows:

(1) Cabinets under 32 cubic feet *and less than four feet in height* located in the rear yard or outside of a front yard setback.

### **SEC. 9-4-3 APPLICATION REQUIREMENTS.**

Application for the installation of Utility Cabinets shall be made on forms available from the ~~Department~~ *Director* of Public Works (DPW) and shall include the following information:

- (a) Name, address, phone number and e-mail address of the applicant.
- (b) A description of the project including the relationship of the Utility Cabinet(s) to the overall *utility* system *and the* size and location of related elements of the proposed Utility Cabinet.
- (c) A description of the function of the cabinet documenting the required size of the cabinet *and the* maximum spacing from other cabinets serving a related function.
- (d) A site plan drawn to scale of the proposed cabinet location and a scale drawing showing the location of street right-of-way, sidewalks, terraces, driveways, above and underground utilities, trees, traffic control devices, fences, hedges, *and* structures within 100 feet of the proposed site.
- (e) A scaled drawing showing the dimensions of the cabinet and base. The drawing shall indicate the color of the cabinet and shall depict the location and size of any lettering, logo's or other symbols that may be applied on or attached to the cabinet. The location of any electric meters shall also be depicted.
- (f) Any other information as the ~~Department of Public Works~~ *DPW* may determine as relevant to the placement of the Utility Cabinet.
- (g) Payment of a Utility Cabinet application fee in an amount ~~as may be~~ set by the Common Council.

### **SEC. 9-4-4 GUIDELINES FOR PLACEMENT OF UTILITY CABINETS.**

The ~~Department of Public Works~~ *DPW* shall consider the following criteria when evaluating a permit application for a Utility Cabinet:

- (a) The rationale set forth by the applicant in Sec. 9-4-3(b & c) stating the need for a Utility Cabinet at the specified location.
- (b) The location of the Utility Cabinet in relation to the features described in 9-4-3(d).
- (c) The overall appearance of the Utility Cabinet including the features described in 9-4-3(e).
- (d) Other factors as may be relevant to the placement of the Utility Cabinet.

### **SEC. 9-4-5 PERMIT ISSUANCE:**

Following review, the ~~Department of Public Works~~ *DPW* may issue, deny, or issue with conditions a permit for the proposed Utility Cabinet within 30 days of receipt of the completed application. If denied, the ~~Department of Public Works~~ *DPW* shall state the reasons for such denial in writing. The

~~Department of Public Works~~ DPW may attach conditions to the permit related to the size, height, location or appearance of the Utility Cabinet including requirements for landscaping or other screening of the cabinet.

**SEC. 9-4-6 APPEAL.**

The applicant may appeal any permit denial or condition attached to the Utility Cabinet permit. Such appeal shall be made, in writing, to the Board of Public Works within 30 days of permit denial or issuance with conditions. In considering an appeal of a permit denial, the Board of Public Works may affirm the ~~Department of Public Works~~ DPW's denial, or grant the permit with such conditions as it deems necessary. In considering an appeal of permit conditions, the Board of Public Works may affirm the conditions as noted by the ~~Department of Public Works~~ DPW, or rescind, modify or add conditions as it deems necessary.

**SEC. 9-4-7 REVOCATION.**

Permits for Utility Cabinets may be revoked by the ~~Department of Public Works~~ DPW if:

- (a) The project is not constructed in accordance with the plan submitted under Sec. 4(a).
- (b) The conditions attached to the permit by the ~~Department of Public Works~~ DPW have not been met within 180 days of permit issuance.
- (c) The use of the cabinet has been ~~disconnected~~ discontinued for a period of not less than 60 days.

SECTION 2. This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of January, 2009.

\_\_\_\_\_  
Donald J. Merkes, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk

AN ORDINANCE RELATING TO COMPREHENSIVE PLAN AMENDMENTS

Introduced by \_\_\_\_\_

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Title \_\_\_\_\_, Chapter 1 is created to read as follows:

SEC. \_\_\_\_\_ COMPREHENSIVE PLAN AMENDMENTS

- (a) **Purpose.** The purpose of this chapter is to provide procedures and criteria for amending and updating the City of Menasha Comprehensive Plan. Comprehensive Plan amendments may involve changes in the plan narrative, goals, objectives or policies of the plan. The Future Land Use Map or other maps within the plan may also be amended. Comprehensive Plan amendments will be reviewed in accordance with this chapter, the state comprehensive planning law (ch. 66.1001), the goals and policies of the City of Menasha Comprehensive Plan, intergovernmental agreements, applicable capital facilities plans, official population growth forecasts and growth indicators.
- (b) **Applicability.**
- (1) The criteria and requirements of this chapter shall apply to all applications or proposals for changes to the comprehensive plan text, goals, objectives, policies, map designations, or other map changes unless specifically exempted. The following types of comprehensive plan amendments may be considered through the comprehensive plan amendment process:
    - (a) Future Land Use map changes including land use and growth boundaries;
    - (b) Minor technical Future Land Use map corrections;
    - (c) Future Land Use or other text changes;
    - (d) Changes or corrections to other maps within the plan;
    - (e) The amendment or adoption of the Utilities and Community Facilities element of the comprehensive plan that occurs concurrently with the adoption or amendment of the city budget; and
    - (f) Amendments necessary to address an emergency situation.
- (c) **Procedure.**
- (1) In December of each year, the Community Development Department shall publish notice in the official city newspaper to announce the City of Menasha Comprehensive Plan amendment process is open to accepting applications. At that time, the Community Development Department will invite public comments and suggestions regarding changes to the comprehensive plan.
  - (2) Applications for all comprehensive plan amendments shall be considered legislative actions and subject to the procedures in this section.
  - (3) Applicants proposing Future Land Use Map changes must schedule a pre-application meeting with staff.
  - (4) Applications shall be submitted to the Community Development Department in writing by the last working day of December in order to be considered during the annual review process.
  - (5) A fee established by the Common Council must accompany all Future Land Use Map changes and text changes as listed in Sec. \_\_\_\_\_ (b)(1)(a) and (c).

- (6) Two public hearings shall be scheduled and held – an informal public hearing before the Plan Commission and a formal public hearing before the Common Council. They shall be noticed as follows:
- (a) Informal Public Hearing. For all amendments, a Class One (1) notice shall be published in the official city newspaper at least seven (7) days prior to the informal public hearing. Additionally, for amendments specific to a property or properties, property owners within one hundred feet (100') of the subject property or properties shall be notified by first class mail at least seven (7) days prior to the hearing.
  - (b) Formal Public Hearing. For all amendments, a Class One (1) notice shall be published in the official city newspaper at least thirty (30) days prior to the formal public hearing. Additionally, for amendments specific to a property or properties, property owners within one hundred feet (100') of the subject property or properties shall be notified by first class mail at least thirty (30) days prior to the hearing. Said notice may be sent together with the notice for the informal public hearing.
- (7) The Plan Commission shall, by resolution (§66.1001(4)(b)), make a recommendation to the Common Council within thirty (30) days of the date of the review meeting or the Common Council may take action without it.
- (8) The Common Council shall have the authority to approve or deny the proposed amendment(s). Amendments may not take effect until the Common Council enacts an ordinance that adopts the amendment(s) (§66.1001(4)(c)).
- (9) Copies of the adopted amendment(s) shall be sent to the reviewing authorities (as defined in Sec. \_\_\_\_\_ of this ordinance) within 30 days of adoption.

**(d) Submittal Requirements.** All requests for comprehensive plan amendments shall be made in writing, using forms supplied by the Community Development Department, and shall include the following information:

- (1) Future Land Use map amendments:
  - (a) Completed application form, signed by the applicant or owner.
  - (b) Property map showing adjacent properties and clearly outlining the subject parcel(s).
  - (c) Where the property is not owned by the applicant, a letter from the owner giving consent to apply for the comprehensive plan amendment.
  - (d) A description of the purpose of the comprehensive plan amendment.
  - (e) Justification and support for the proposed map amendment.
- (2) All other amendments:
  - (a) Completed application form.
- (3) The Department of Community Development, Plan Commission and/or the Common Council may require additional information be submitted before taking action.

**(e) Approval Criteria.**

- (1) The following criteria shall be considered in any review and approval of amendments to City of Menasha Comprehensive Plan Future Land Use Maps:
  - (a) To change a designation, the proposed Future Land Use map amendment must do at least one of the following:
    - i) Respond to a substantial change in conditions beyond the property owner's control applicable to the area within which the subject property lies; or
    - ii) Better implement applicable comprehensive plan policies than the current map designation; or
    - iii) Correct an obvious mapping error, or;
    - iv) Address an identified deficiency in the Comprehensive Plan.
  - (b) Additional documentation may be needed to address the public facilities and services elements that may be necessary for the proposed designation. Such

services may include water, sanitary sewer, storm drainage, transportation (all modes), police and fire protection, and schools.

- (2) The following criteria shall be considered in any review and approval of amendments to City of Menasha Comprehensive Plan text and maps other than the Future Land Use Map:
  - (a) To change text, including goals, objectives and policies, or any map other than the Future Land Use Map, the amendment must do at least one of the following:
    - (i) Better implement applicable comprehensive plan policies; or
    - (ii) Correct errors; or
    - (iii) Replace outdated data; or
    - (iv) Address an opportunity for physical, economic, social or cultural improvement of the city.
  - (2) The comprehensive plan amendment(s) shall take into consideration the comprehensive plans adopted by neighboring communities, the East Central Wisconsin Regional Planning Commission, Calumet and Winnebago Counties, and related regional issues.
  - (3) Comprehensive plan text amendments and amendments to other maps within the plan shall be consistent with the state of Wisconsin comprehensive planning law (§66.1001).

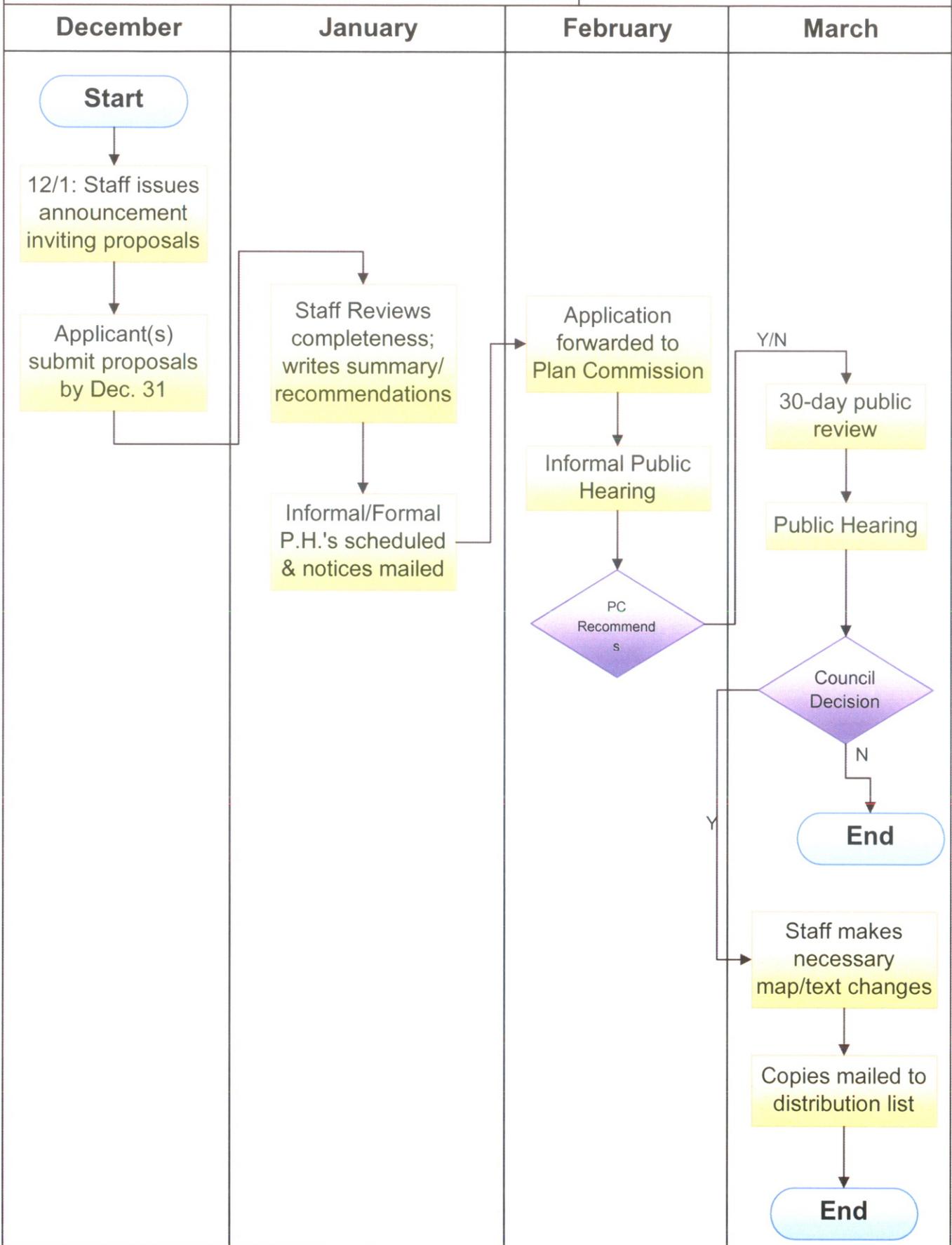
SECTION 2: This Ordinance shall become effective upon its passage and publication as provided by law.

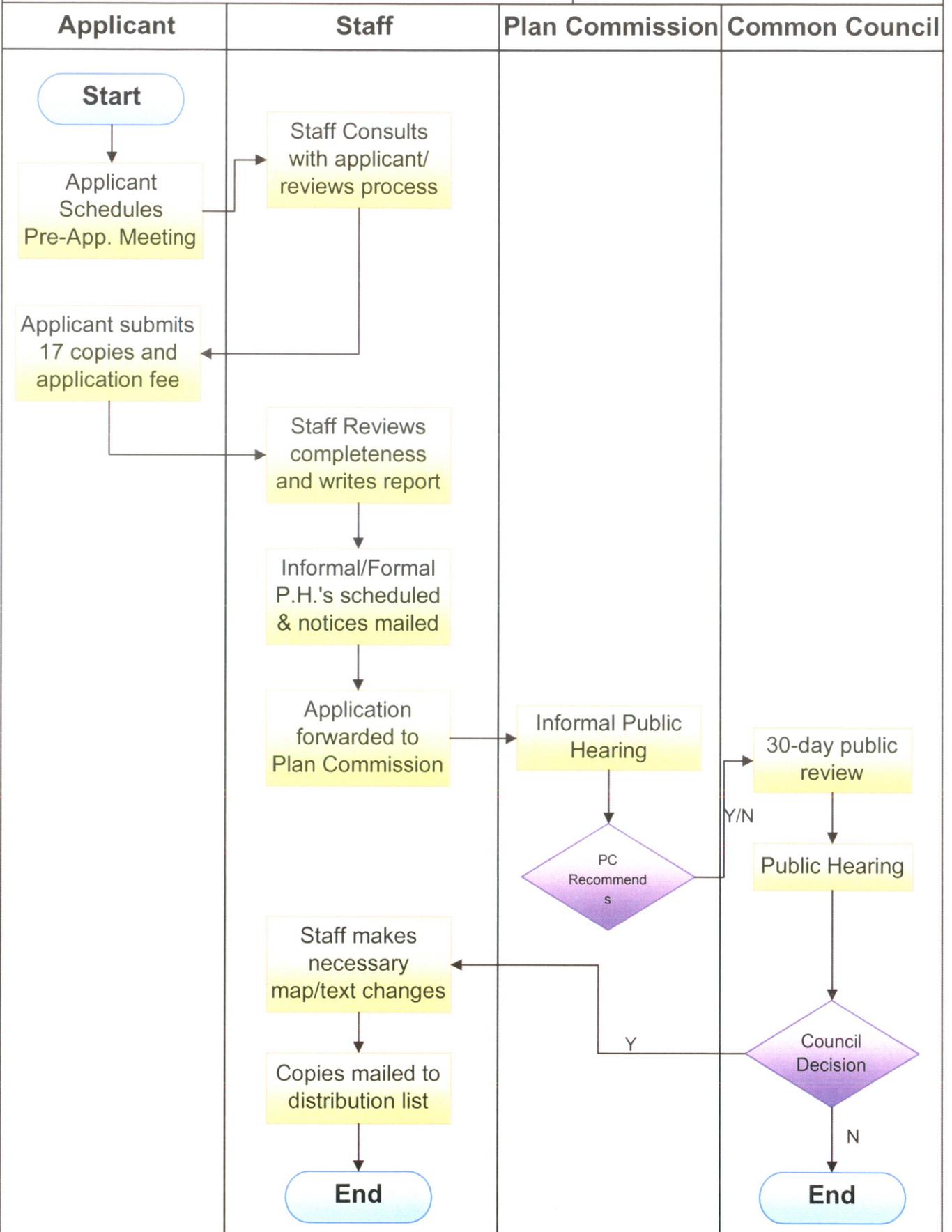
Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Donald J. Merkes, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk







# City of Menasha Comprehensive Plan Map Amendment Application

|                |       |
|----------------|-------|
| Date Filed:    | _____ |
| Fee:           | _____ |
| Check #:       | _____ |
| Application #: | _____ |

Fee: \$200.00 Regular Meeting / \$350.00 Special Meeting

A comprehensive plan map amendment is a change or revision to a land use map designation assigned to a specific property (or properties). Applications for plan map amendments and the applicable fee **must be submitted by December 31<sup>st</sup>** for consideration during the City's annual comprehensive plan amendment cycle. Applicant will be notified of the date and place of meetings and the public hearing for this proposed amendment and it is strongly recommended that applicants and owners attend all meetings and public hearings related to the amendment request.

### 1. Applicant Information

Applicant \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax \_\_\_\_\_

### 2. Owner Information (If different than applicant)

Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax \_\_\_\_\_

### 3. Correspondence Address: (This is the address to which all agendas, letters and other materials will be forwarded.)

Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax \_\_\_\_\_

### 4. Applicant is (Check one): Owner ( ) Agent ( ) Other ( ) \_\_\_\_\_ (If Applicant is not the owner, provide letter of Authorization from All Property Owners) (Specify)

### 5. The present Owner acquired legal title to the subject property on \_\_\_\_\_ (Date)

### 6. Property location & address: \_\_\_\_\_

\_\_\_\_\_

### 7. Parcel I.D. Number: \_\_\_\_\_

### 8. Parcel Size/Dimension: (Square feet/Acres) \_\_\_\_\_

9. Existing Use of Property: \_\_\_\_\_
10. Future Land Use of Property (Future Land Use Map Designation):  
\_\_\_\_\_
11. Proposed Future Land Use (by Applicant): \_\_\_\_\_
12. Existing Zoning: \_\_\_\_\_
13. Proposed Zoning change (if Applicable): \_\_\_\_\_
14. Surrounding Future Land Use/Zoning Classification/Existing Use (*map(s) may be substituted for narrative*):

\_\_\_\_\_

\_\_\_\_\_

15. The following additional procedures and enclosures are required to complete this application:

- \_\_\_\_\_ A pre-application meeting with Community Development Department staff is required prior to formal submittal.
- \_\_\_\_\_ Application Fee (\$200 for the annual meeting, \$350 for a special meeting).
- \_\_\_\_\_ Property map showing adjacent properties and clearly outlining the subject parcel(s).
- \_\_\_\_\_ Where the property is not owned by the applicant, a letter must be attached giving consent of the owner to apply for the comprehensive plan amendment.
- \_\_\_\_\_ On a separate sheet(s) of paper, provide the following information:
  - a. A description of the purpose of the comprehensive plan amendment.
  - b. Justification and support for the proposed map amendment. (e.g. a discussion of changes that have occurred in the area of the proposed plan map amendment since the comprehensive plan's adoption, consistency of the proposed amendment with the adopted comprehensive plan and/or how the proposed change will benefit the community)

\_\_\_\_\_  
Signature of Applicant

**Applicant attendance at this hearing is not mandatory, but is strongly recommended.**

**For Staff Use Only**

Date of Initial Consultation: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Application #: \_\_\_\_\_

Staff Review Date: \_\_\_\_\_

Plan Commission Meeting Date: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Recommendation of the Planning Commission: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PC Resolution #: \_\_\_\_\_ Resolution Adoption Date: \_\_\_\_\_

**NOTE: This is only a recommendation. Requires adoption of ordinance by City Council to become effective.**

30-Day Public Review Period Began on: \_\_\_\_\_

Common Council Meeting Date: \_\_\_\_\_

Date of Plan Amendment Public Hearing: \_\_\_\_\_

Ordinance #: \_\_\_\_\_

Ordinance Approved: \_\_\_\_\_

Ordinance Published: \_\_\_\_\_

Sent to Statutory Distribution List: \_\_\_\_\_

Map Amendment: (Adopted / Denied)

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk



## City of Menasha Comprehensive Plan Text Amendment Application

|                |       |
|----------------|-------|
| Date Filed:    | _____ |
| Fee:           | _____ |
| Check #:       | _____ |
| Application #: | _____ |

Fee: \$250.00 where request is intended to benefit a specific property  
or group of properties under the same ownership or control

A comprehensive plan text amendment is a change or revision to the Comprehensive Plan narrative (text). It typically includes amendment to the plan's goals, objectives, policies or background text. Amendments may include new text, revisions to existing text, or deletion of text. Applications for plan text amendments and the applicable fee **must be submitted by December 31st** for consideration during the City's annual comprehensive plan amendment cycle. Applicants will be notified of the date and place of meetings related to this proposed amendment. It is strongly recommended that applicants attend all meetings and public hearings related to their amendment request.

### 1. Applicant Information

Name: \_\_\_\_\_

Firm Name (if Applicable): \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone Number: (     ) \_\_\_\_\_ Fax \_\_\_\_\_

Email Address: \_\_\_\_\_

1. Please describe the proposed text amendment, indicating the exact nature of the change sought. Also, if the proposal is to amend or delete existing text, please reference the Comprehensive Plan Chapter and page number. Use strikethrough and underline if appropriate. (Use additional pages as necessary.)

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2. Please clearly describe why the text amendment is being proposed. (You may attach separate pages if necessary.)

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3. Please feel free to attach (preferably on 8.5"X11" or 11"X17" paper) any additional information that supports your request (maps, additional explanation).

**For Staff Use Only**

Date Filed: \_\_\_\_\_

Application #: \_\_\_\_\_

Reviewed by City Staff Date: \_\_\_\_\_

Plan Commission meeting Date: \_\_\_\_\_

Date(s) of Planning Commission Review: \_\_\_\_\_

Recommendation of the Plan Commission: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PC Resolution #: \_\_\_\_\_ Resolution Adoption Date: \_\_\_\_\_

**NOTE: This is only a recommendation. Requires adoption of ordinance by City Council to become effective.**

30-Day Public Review Period Began on: \_\_\_\_\_

Forwarded to the City Council on: \_\_\_\_\_

Date of Plan Amendment Public Hearing: \_\_\_\_\_

Ordinance #: \_\_\_\_\_

Ordinance Approved: \_\_\_\_\_

Ordinance Published: \_\_\_\_\_

Sent to Statutory Distribution List: \_\_\_\_\_

Map Amendment (if necessary): (Adopted / Denied)

\_\_\_\_\_

Mayor