

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, 3rd Floor City Hall - 140 Main Street, Menasha**  
**July 22, 2008**

**DRAFT MINUTES**

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**1. CALL TO ORDER**

Mayor Merkes called the meeting to order at 3:34 p.m.

No one from the gallery spoke.

No one from the gallery spoke.

**2. ROLL CALL/EXCUSED ABSENCES**

**A.**

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

OTHERS PRESENT: CDD Keil, AP Beckendorf, Ken Kubiak, Michael Hagens, Peggy Heller, John F. Lindsay III, Steven Dietzen, Tom Marshall, and Mike King of *The Post-Crescent*.

**3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**Minutes to approve:**

**A. July 8, 2008 Plan Commission Meeting Minutes**

Moved by Comm. Sanders, seconded by Comm. Sturm to approve the July 8, 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.**

Peggy Heller, 1156 Fieldview, inquired about the plans for the property that is proposed to be rezoned to C-3.

Michael Hagens, property owner adjacent to the proposed dog kennel, shared his concerns and spoke in opposition to the granting of a special use permit.

**5. DISCUSSION**

**A. None**

**6. ACTION ITEMS**

**A. Special Use Permit - Don Verkulien to Operate a Kennel at 2889 Manitowoc Road**

**(previously received)**

Moved by Comm. Sturm, seconded by Comm. Sanders to recommend denial of the special use permit application of Don Verkuilen to operate a kennel at 2889 Manitowoc Road based on the findings that 1) a Special Use Permit procedure was not the proper procedure; and 2) The use of a kennel is incompatible with the surrounding uses because of the potential for breeding and closeness to neighboring properties.

Commissioners discussed the following:

- Terminology differences of Condition Use Permit versus Special Use Permit
- Jeff Brandt, City Attorney, stated that since the ordinance refers to a Conditional Use Permit, the Special Use Permit process was inappropriate.
- Possibility of limited the number of dogs, prohibiting breeding, requiring onsite management and daily removal of feces.

Motion Passed

Results:

Roll Call:

AYES: Benner (7)  
          , Cruickshank  
          , Merkes  
          , Radtke  
          , Sanders  
          , Schmidt  
          , Sturm

Moved by DPW Radtke, seconded by Comm. Sanders to remove from the table the special use permit application of Don Verkuilen to operate a kennel at 2889 Manitowoc Road.

Motion Carried on voice vote

Results:

**B. Rezoning of Parcel #7-01-10, Lot 10 Province Terrace Plat from R-2 Two Family Residential to C-3 Business and Office**

Moved by Comm. Sturm, seconded by Comm. Sanders to recommend approval of the rezoning of parcel #7-01-10 from R-1 to C-3.

AP Beckendorf described the location and the intended use as a daycare center.

Commissioners discussed the following:

- Rezoning the surrounding properties on Province Terrace.
- The proposed zoning is appropriate and in conformance with the proposed comprehensive plan.
- Concerns regarding disturbance of the natural areas.

Motion Passed

Results:

Roll Call:

AYES: Benner (7)  
          , Cruickshank  
          , Merkes

, Radtke  
, Sanders  
, Schmidt  
, Sturm

**C. Special Use Permit Application - John F Lindsay, III to Operate a Used Vehicle Sales Establishment at 1285 Appleton Road**

Moved by Mayor Merkes, seconded by Comm. Sanders to recommend approval of the Special Use Permit application of John F. Lindsay III based on the conclusion that the proposed use is appropriate for the lot and neighborhood and with the following conditions: 1) Existing rooftop lights must not be used. 2) Three additional shrubs per front setback area must be added, for a total of 12 shrubs. 3) The owner must work with staff on the addition of a planting island adjacent to the west side of the building. 4) All vehicles stored outside must be in driving condition. 5) There is to be no outdoor storage of equipment, parts or materials. 6) The existing pole sign must be removed.

John Lindsay explained that the proposed use would be a facility specializing in selling classic "muscle cars". Customers would generally be served by appointment. The cars will all be driving and functional.

Commissioners discussed the following:

- Dumpster enclosure. The picture in the packet is the enclosure Mr. Lindsay intends to construct.
- The number of vehicles to be kept on the lot. Mr. Lindsay stated he planned on keeping between 5 and 10 on the lot at one time.

Motion Carried on voice vote  
Results:

**D. Extraterritorial Certified Survey Map - Tayco Road - Town of Menasha**

Moved by Comm. Sanders, seconded by Comm. Cruickshank to recommend approval of the extraterritorial CSM on Tayco Road in the Town of Menasha

Motion Carried on voice vote  
Results:

**7. ADJOURNMENT**

**A.**

Moved by Comm. Schmidt, seconded by Comm. Sanders to adjourn at 4:55 p.m.

Motion Carried on voice vote  
Results: