

CITY OF MENASHA
Plan Commission
Council Chambers, 140 Main Street, Menasha
August 26, 2008

DRAFT MINUTES

1 CALL TO ORDER

Mayor Merkes called the meeting to order at 11:35 a.m.

Public Hearing - TID #4 Project Plan Amendment
No one spoke.

Public Hearing - TID #5 Project Plan Amendment
No one spoke.

2. ROLL CALL/EXCUSED ABSENCES

A. -

PLAN COMMISSION MEMBERS PRESENT: Mayor Donald Merkes and Commissioners Sanders, Sturm and Cruickshank

PLAN COMMISSION MEMBERS EXCUSED: DPW Radtke, Alderman Benner, and Commissioner Schmidt

OTHERS PRESENT: CDD Keil, AP Beckendorf, Comptroller Stoffel, and Jim Wiegert

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Minutes of the August 12, 2008 Plan Commission meeting

Moved by Comm. Sturm, seconded by Mayor Merkes to approve the August 12, 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. -

None.

5. ACTION ITEMS

A. Plan Commission Resolution 2-08 Recommending Amendment #3 to Tax Increment Finance District #4

Moved by Comm. Sanders, seconded by Comm. Sturm to adopt Plan Commission Resolution 2-08, Recommending Amendment #3 to the Project Plan for Tax Increment District No. 4

CDD Keil explained that this amendment would allow excess increment from TID 4 to be applied to TID 7 to help pay debt obligations for TID 7.

Motion Carried on voice vote
Results:

B. Plan Commission Resolution 3-08 Recommending Amendment #3 to the Project Plan for Tax Increment District #5

Moved by Comm. Sanders, seconded by Comm. Sturm to adopt Plan Commission Resolution 3-08, Recommending Amendment #3 to the Project Plan for Tax Increment District No. 5 with the following change: The excess increment from TID No.5 would apply to TID No.7 in addition to TID No.8

CDD Keil explained that this amendment to TID 5 would allow excess increment to be applied to both TID 7 and TID 8. While TID 8 value is performing as expected, expenses in that district have exceeded projections - mainly in the acquisition and demolition of 81 and 87 Racine and 504 Broad.

Motion Carried on voice vote
Results:

C. Site Plan Review - Province Terrace Lot 15 - 1180 Province Terrace

Moved by Mayor Merkes, seconded by Comm. Sanders to approve the site plan for 1180 Province Terrace - Circle of Friends Child Learning Center - based on the project's consistency with the comprehensive plan, that it meets site plan requirements, and that the use is consistent with the zoning district – subject to the following conditions: 1. That the required 3' landscaping strip normally required along building facades facing a street be added to either the west side of the fence or to the east of the proposed sign; 2. The proposed fence shall be vinyl coated; 3. A new lighting plan must be submitted by September 4 and must illustrate the light values of all proposed luminaires; 4. That the owner work with staff on the substitution of all proposed potentillas; 5. That pedestrian access from the building to the Province Terrace trail be added

AP Beckendorf described the project and reviewed the staff report and proposed changes to the landscaping plan (distributed at the meeting).

Commissioners discussed the following:

- Replacing the potentillas at the front facade with evergreens
- Building orientation
- Pedestrian access to the Province Terrace trail and options for achieving access
- Potential snow removal issues
- Parking lot configuration
- Facade and roof line changes/options that would save the owner money and enhance the appearance of the building

Motion Carried on voice vote
Results:

D. Extraterritorial CSM Review - Appleton Road - Town of Menasha

Moved by Mayor Merkes, seconded by Comm. Sanders to recommend approval of the extraterritorial CSM located on STH 47/Appleton Road in the Town of Menasha

Commissioners discussed the following:

- Annexation
- Pedestrian easement

Motion Carried on voice vote
Results:

6. ADJOURNMENT

A. -

Moved by Comm. Sanders, seconded by Comm. Cruickshank to adjourn at 12:45 p.m.