

A QUORUM OF THE ADMINISTRATION COMMITTEE, BOARD OF PUBLIC WORKS, PARK BOARD, 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, 3rd Floor City Hall - 140 Main Street, Menasha
September 9, 2008

3:30 PM

AGENDA

 [← Back](#)  [Print](#)

1. CALL TO ORDER

A.

2. ROLL CALL/EXCUSED ABSENCES

A.

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Minutes of the August 26, 2008 Plan Commission Meeting

[Attachments](#)

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

Five (5) minute time limit for each person

A.

5. DISCUSSION

A. None

6. ACTION ITEMS

A. CSM Lake Park Road - George Hansel

[Attachments](#)

B. Site Plan Amendment - Prairie Home Elder Services CBRF - Kenwood Drive

[Attachments](#)

7. ADJOURNMENT

A.

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Community Development Department at 967-3650 at least 24-hours in advance of the meeting so special accommodations can be made.

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:

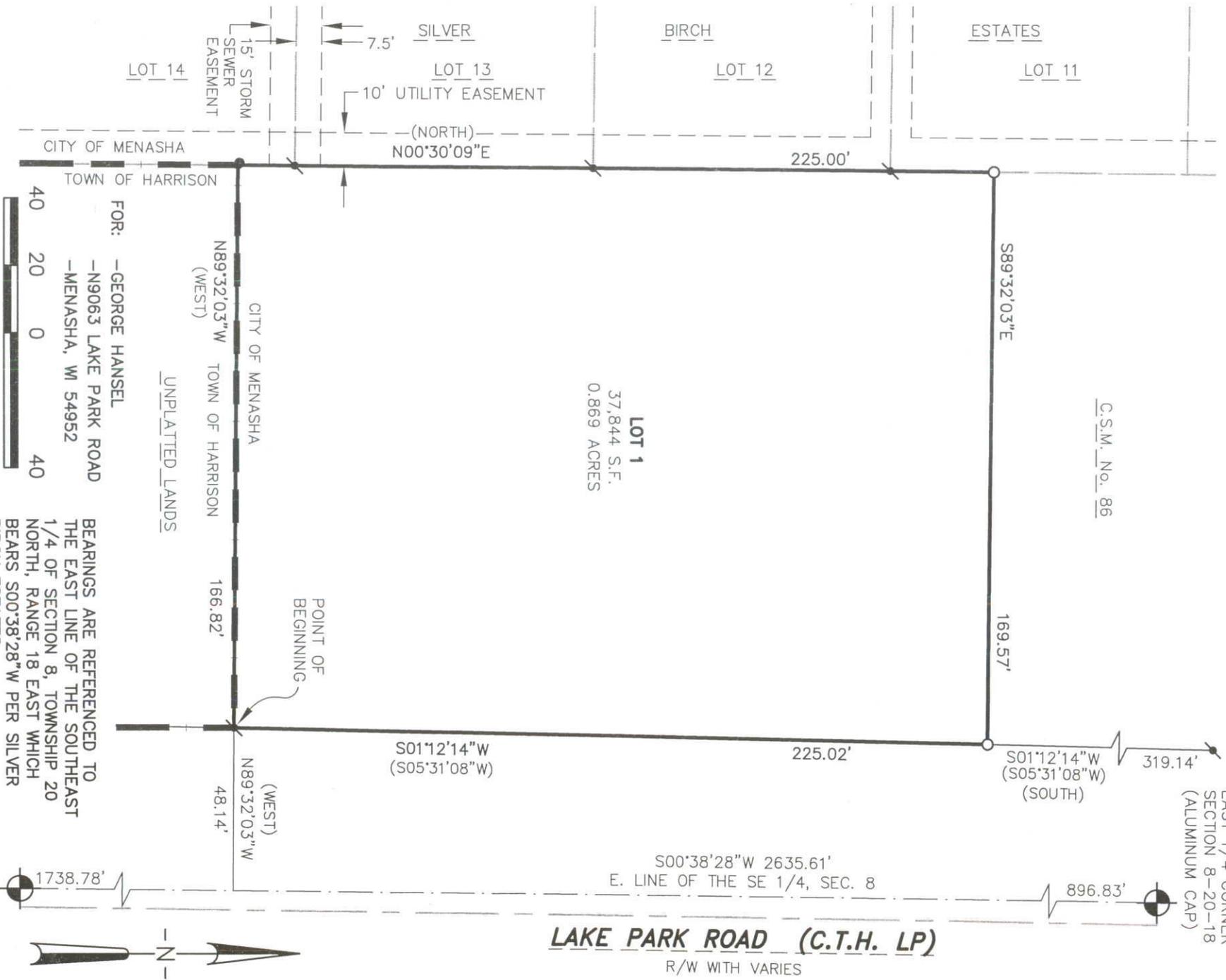
6. ADJOURNMENT

A. -

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

CERTIFIED SURVEY MAP NO. _____

A PART OF CERTIFIED SURVEY MAP No. 86 AS RECORDED IN VOLUME 1 OF CERTIFIED SURVEY MAPS ON PAGE 216, LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4, SECTION 8, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN



McMAHON ASSOCIATES
 ENGINEERS | ARCHITECTS | SURVEYORS | PROJECT MANAGERS
 1445 McMAHON DRIVE NEENAH, WI 54956
 Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
 Tel: (920) 751-4200 Fax: (920) 751-4284

DRAFTED BY: Corey Kalkofen

CERTIFIED SURVEY MAP NO. _____

PAGE 2 OF 3

A PART OF CERTIFIED SURVEY MAP No. 86 AS RECORDED IN VOLUME 1 OF CERTIFIED SURVEY MAPS ON PAGE 216, LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4, SECTION 8, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, David M. Schmalz, Wisconsin Registered Land Surveyor S-1284, certify that I have surveyed, divided and mapped a part of Certified Survey Map No. 86 as recorded in Volume 1 of Certified Survey Maps on Page 216, located in the Northeast 1/4 of the Southeast 1/4, Section 8, Township 20 North, Range 18 East, City of Menasha, Winnebago County, Wisconsin containing 37,844 square feet (0.869 acres) of land and described as follows:

Commencing at the East 1/4 corner of said Section 8; Thence S00°38'28"W, 896.83 feet along the East line of the Southeast 1/4 of said Section 8 to the Easterly extension of the South line of Certified Survey Map No. 86; Thence N89°32'03"W (recorded as West), 48.14 feet along said Easterly extension to the West right-of-way line of Lake Park Road (C.T.H. LP) and the Point of Beginning; Thence continue N89°32'03"W (recorded as West), 166.82 feet along the South line of said Certified Survey Map No. 86 to the Southwest corner thereof and the East line of Lot 14 of Silver Birch Estates; Thence N00°30'09"E (recorded as North), 225.00 feet along the West line of Certified Survey Map No. 86 and the East line of Lots 11, 12, 13 & 14 of Silver Birch Estates; Thence S89°32'03"E, 169.57 feet to said West right-of-way line of Lake Park Road (C.T.H. LP); Thence S01°12'14"W (recorded as S05°31'08"W), 225.02 feet along said West right-of-way line to the Point of Beginning.

I further certify that this map is a correct representation of the exterior boundary lines of the lines of the land surveyed and the division of that land, and that I have complied with Section 236.34 of the Wisconsin Statutes, the City of Menasha Subdivision Ordinances in surveying, dividing and mapping the same.

Given under my hand and seal this 5th day of August, 2008.

David M. Schmalz, Reg. WI Land Surveyor S-1284



COMMON COUNCIL RESOLUTION

Resolved, this Certified Survey Map in the City of Menasha is hereby approved by the Common Council on this ____ day of _____, 20____.

Mayor _____ Dated _____ City Clerk _____ Dated _____
Donald Merkes Deborah Galeazzi

PRAIRIE HOME ELDER SERVICES

20-BED C.B.R.F. - PHASE III

MENASHA, WISCONSIN

PLANS PREPARED BY:
 GRUNWALDT & ASSOCIATES, LLC
 3113 MacArthur Way
 Plover, WI 54467
 Tls 344-8647 / Fhs 344-9814 FX

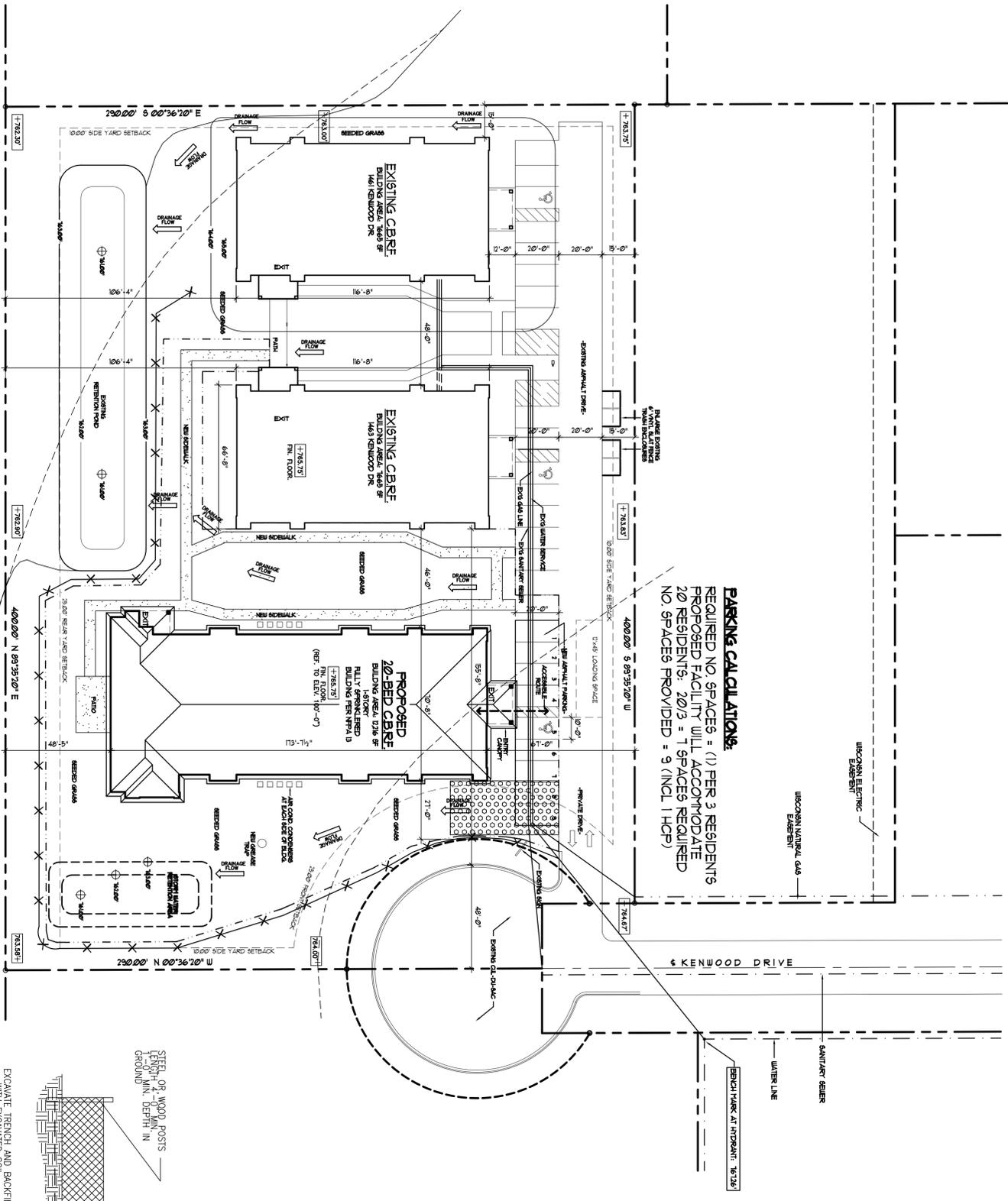
PROPERTY OWNER:
 CROCUS ESTATES
 3021 PATTON DRIVE
 PLOVER, WI 54467
 Tls 344-0999 FH / Fhs 254-0999 FX

PROPERTY ZONING:
 C-3 BUSINESS AND OFFICE

PROPERTY ADDRESS:
 (TO BE DETERMINED) KENWOOD DRIVE
 MENASHA, WI 54952

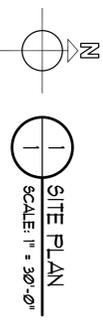
LEGAL DESCRIPTION:
 LOT 2 OF C&T #3832
 RECORDED AS DOC. #863999 LINNEBAGO COUNTY

PARKING CALCULATIONS:
 REQUIRED NO. SPACES = (1) PER 3 RESIDENTS
 PROPOSED FACILITY WILL ACCOMMODATE
 20 RESIDENTS. 20/3 = 7 SPACES REQUIRED
 NO. SPACES PROVIDED = 9 (INCL. 1 HCP)



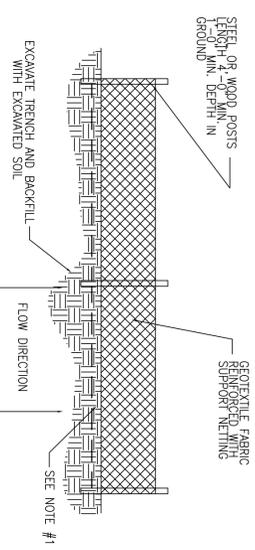
LEGEND

- IRON PIPE
- GRADIAN MARKER
- CONCRETE
- PROPERTY LINE
- ROAD LINE
- CENTER LINE OF ROAD
- OBJECT LINE
- ROOF LINE
- BUILDING LINE



GENERAL NOTES:

- CONSTRUCTION DETAIL NOT SHOWN ON THIS DRAWING SHALL CONFORM TO REQUIREMENTS SET BY LOCAL GOVERNING AUTHORITIES AND THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES. IF POSSIBLE, THE SILT FENCE SHOULD BE INSTALLED IN AN ARC OR HORSESHOE SHAPE WITH THE ENDS POINTING UP SLOPE TO MAXIMIZE EFFECTIVENESS AND STRENGTH.
- EXCAVATE A TRENCH 4" WIDE AND 6" DEEP TO ANCHOR THE GEOTEXTILE FABRIC. FOLD GEOTEXTILE MATERIAL TO FIT TRENCH THEN BACKFILL AND COMPACT TRENCH WITH EXCAVATED MATERIAL.
- REINFORCED GEOTEXTILE MATERIAL WITH AN INDUSTRIAL POLYPROPYLENE NETTING WITH A MAXIMUM TENSILE STRENGTH OF 128 LBS./YD. (MIN. 12 (300mm) THICK) OR EQUIVALENT IS REQUIRED.
- WOOD POSTS SHALL HAVE A MINIMUM SIZE OF 4" DIAMETER OR 1 1/2" X 3 1/2".



EROSION CONTROL LEGEND:

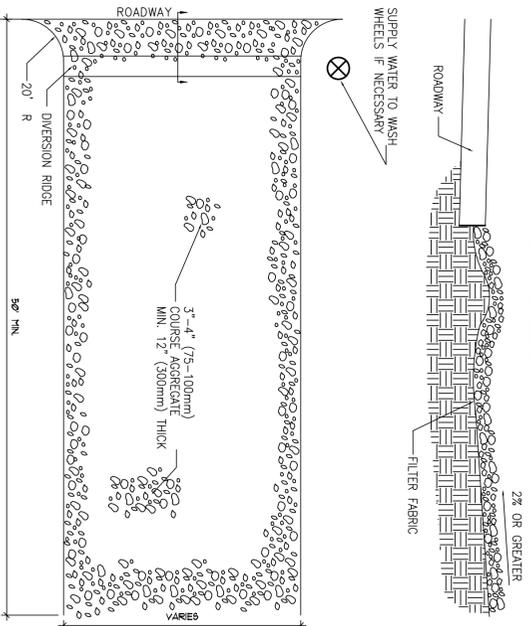
- SILT FENCE
- DRIVE ENTRANCE
- SEMENT TRACKING
- DISTURBED LIMBS

TOTAL DISTURBED AREA = 40,261 SQ. FT. (0.92 ACRES)
 TOTAL AREA OF SITE = 109,884 SQ. FT. (2.52 ACRES)

EROSION CONTROL NOTES:

- CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
- NOTIFY THE CITY OF MENASHA DEPARTMENT OF PUBLIC WORKS AND WINNEBAGO COUNTY AT LEAST 2 WORKING DAYS PRIOR TO THE START OF SOIL DISTURBING ACTIVITIES.
- OBTAIN PERMSSION IN WRITING FROM CITY OF MENASHA DEPARTMENT OF PUBLIC WORKS PRIOR TO MODIFICATION OF THE EROSION AND SEDIMENT CONTROL PLAN.
- ALL ACTIVITIES SHALL BE CONDUCTED IN A LOGICAL SEQUENCE AS TO MINIMIZE THE AMOUNT OF BARE SOIL EXPOSED AT ANY ONE TIME. MAINTAIN EXISTING VEGETATION AS LONG AS POSSIBLE.
- ROCK SHALL BE MAINTAINED AT ALL CONSTRUCTION ENTRANCES TO THE DISTURBED AREA.
- ROCK DIMENSIONS FOR SEDIMENT TRAPPING SHALL BE AS FOLLOWS: 3" MINIMUM TO 12" MAXIMUM.
- OFF SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION ACTIVITIES, INCLUDING SOIL TRACKED BY CONSTRUCTION TRAFFIC, SHALL AT A MINIMUM BE CLEANED BY THE END OF EACH WORK DAY. EXCESSIVE AMOUNTS OF SEDIMENT DEPOSITS SHALL BE REMOVED FROM THE SITE.
- BEFORE MAINTENANCE OPERATIONS OVER A WEED AT A MINIMUM OF 100 YARDS FROM THE CONSTRUCTION AREA, INCLUDING SOIL STOCKPILES, THAT ARE LEFT INACTIVE FOR MORE THAN 10 DAYS SHALL BE TEMPORARILY STABILIZED BY SEEDING/MULCHING OR OTHER METHODS APPROVED BY THE CITY OF MENASHA.
- WASTY MATERIAL WHERES GENERATED ON THE CONSTRUCTION SITE SHALL BE PROPERLY DISPOSED OF AND NOT ALLOWED TO RUN INTO RECEIVING WATERS.
- EROSION CONTROL DEVICES DESTROYED AS A RESULT OF CONSTRUCTION ACTIVITIES SHALL BE REPAIRED BY THE END OF EACH WORK DAY.
- INSPECT ALL EROSION CONTROL MEASURES AT LEAST ONCE A WEEK AND AFTER ANY RAINFALL OF 0.25 INCHES OR MORE. MAKE NEEDED REPAIRS AND DOCUMENT ALL ACTIVITIES. MAINTAIN AT THE CONSTRUCTION SITE WEEKLY WRITTEN REPORTS OF ALL INSPECTIONS, INCLUDING THE DATE OF INSPECTION, THE NAME OF THE INSPECTOR, THE FOUNDATION OF THE CONSTRUCTION SITE, THE LOCATION OF EROSION AND SEDIMENT CONTROL DEVICES, A DESCRIPTION OF ANY EROSION AND SEDIMENT CONTROL BMP IMPLEMENTATION AND MAINTENANCE PERFORMED, AND A DESCRIPTION OF THE PRESENT PHASE OF LAND DISTURBING CONSTRUCTION ACTIVITY AT THE CONSTRUCTION SITE.
- TEMPORARY EROSION CONTROL MEASURES SHALL BE REMOVED AT THE CONCLUSION OF CONSTRUCTION AFTER STABILIZATION.
- IF DISTURBED SOIL HAS OCCURRED.
- ALL SEDIMENT LOAN WATER PLUMBED FROM THE SITE SHALL BE TREATED BY A TEMPORARY SEDIMENT BASIN OR BE FILTERED BY OTHER APPROVED MEANS. WATER SHALL NOT BE DISCHARGED IN A MANNER THAT CAUSES EROSION OF THE SITE OR RECEIVING CHANNELS.

SILT FENCE



SEDIMENT TRACKING PAD

- NOTES:**
- THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAYS. THIS MAY REQUIRE TOP DRESSING, REPAIR AND/OR CLEANOUT ANY MEASURES USED TO TRAP SEDIMENT.

DRAWN: PD
CHECKED: TLS
DATE: 3-4-2008
SCALE: 1"=30'-0"
JOB NO.: 0818
SHEET 1
OF 3 SHEETS

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GRUNWALDT & ASSOCIATES, LLC
 Architectural / Planning Services
 3113 MacArthur Way
 Plover, Wisconsin 54467
 715/344-8647 [Phone] 715/344-9814 [Fax]

PRAIRIE HOME ELDER SERVICES
 20-BED C.B.R.F. - PHASE III
 MENASHA, WISCONSIN

CROCUS ESTATES
 3021 PATTON DRIVE
 PLOVER WISCONSIN 54461

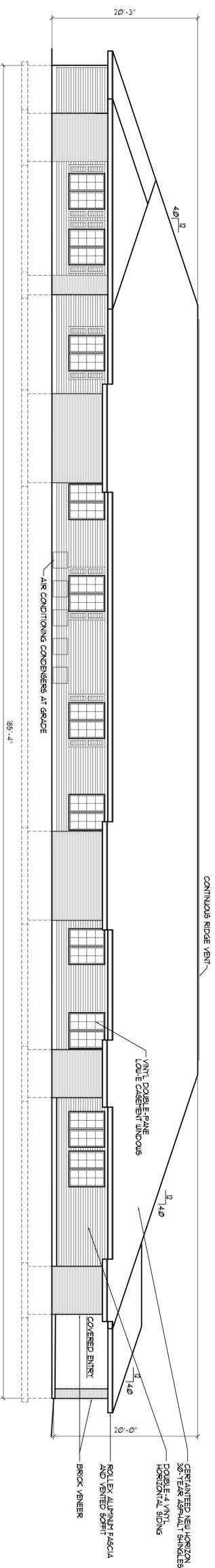
SITE PLAN SHEET #1

REVISIONS	BY

PRAIRIE HOME ELDER SERVICES

20-BED C.B.R.F. - PHASE III

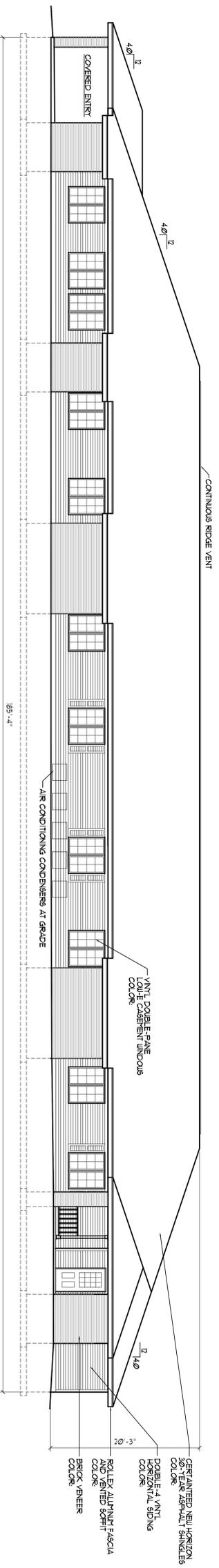
MENASHA, WISCONSIN



PERCENTAGE OF MATERIALS:

GROSS WALL AREA	1345 SF	100%
LESS WINDOWS	775 SF	20%
LESS BRICK	341 SF	25.3%
LESS DOORS	0 SF	0%
NET SIDING AREA	719 SF	54.1%

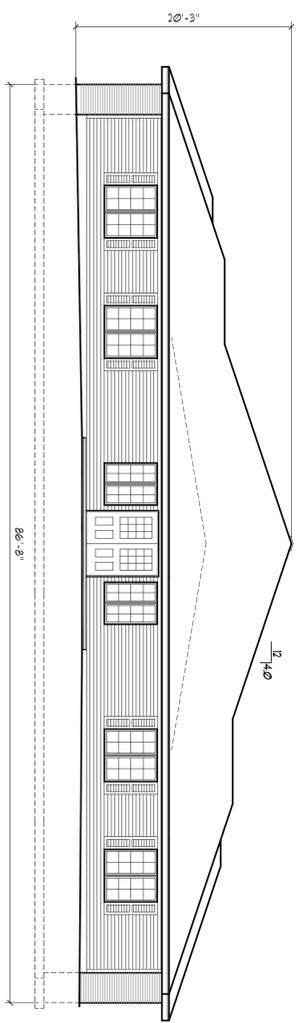
1 EAST ELEVATION
SCALE: 1/8" = 1'-0"



PERCENTAGE OF MATERIALS:

GROSS WALL AREA	1345 SF	100%
LESS WINDOWS	775 SF	20%
LESS BRICK	317 SF	23.5%
LESS DOORS	20 SF	1.5%
NET SIDING AREA	733 SF	56.5%

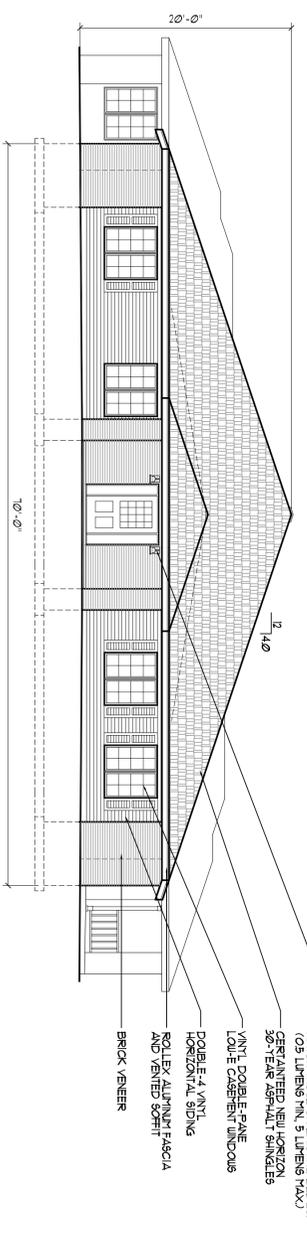
2 WEST ELEVATION
SCALE: 1/8" = 1'-0"



PERCENTAGE OF MATERIALS:

GROSS WALL AREA	671 SF	100%
LESS WINDOWS	140 SF	20.8%
LESS BRICK	46 SF	6.8%
LESS DOORS	40 SF	6%
NET SIDING AREA	445 SF	66.4%

3 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



PERCENTAGE OF MATERIALS:

GROSS WALL AREA	671 SF	100%
LESS WINDOWS	175 SF	18.6%
LESS BRICK	180 SF	26.8%
LESS DOORS	40 SF	6%
NET SIDING AREA	316 SF	48.6%

4 NORTH ELEVATION
SCALE: 1/8" = 1'-0"

GRUNWALDT & ASSOCIATES, LLC
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 Plover, Wisconsin 54467
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 MENASHA, WISCONSIN

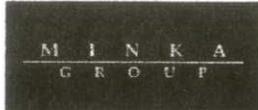
CROCUS ESTATES
 3021 FATTON DRIVE
 PLOVER, WISCONSIN 54461

SITE PLAN SHEET 2

REVISIONS	BY

DRAWN: PJD
 CHECKED: TUG
 DATE: 9-4-2009
 SCALE: 1/8" = 1'-0"
 JOB NO.: 0909
 SHEET
2
 OF 3 SHEETS

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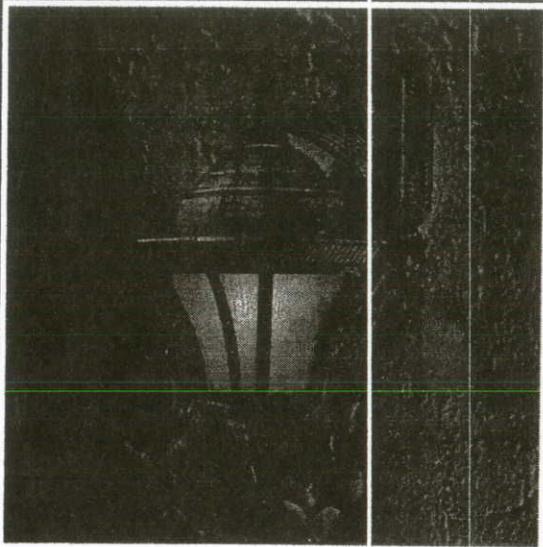
minka lavery thegreatoutdoors minka aire met opolitan ambience kovacs energy star

The Great Outdoors

Search by Keywords:

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 - Pendant
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 - Post
 - Post Mount
 - Sconce
 - Scroll Pier Mount
- Others
- Chain Hung
 - Flush Mount
 - Pendant
 - Post Mount
 - Sconce
- Dark Sky

Product Details



8202-61-PL

VintageRust™
Etched Optic Glass
8 1/2"W x 17 1/2"H x 10"Ext.
Wall Lantern
120V LVS Electronic
1-13W Spiral PL Included
Photo Cell Included

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Project Description:

The proposed project consists of a 20-bed 12,216 s.f. C.B.R.F building in the City of Menasha, Winnebago County, Wisconsin. The project also includes the construction of some additional parking stalls, sidewalk, dumpster enclosure, and landscaping. The site has a total area of 2.52 acres and currently has two C.B.R.F. buildings on it. The total estimated disturbed area for this project is 40,261 s.f.

Sequence of Construction:

Silt fence and stone tracking pad shall be installed before any land disturbance. Construction shall be staged and scheduled to minimize the amount of bare/exposed soils to reduce the potential for soil erosion. The construction is expected to start October 1, 2008. The permanent seeding and mulch will not be placed until the spring of 2009. Once the grass is grown and the soil is stable, all temporary erosion control items shall be removed.

Technical Standards:

Erosion control elements to be implemented with this project include silt fence, stone tracking pad, seeding, and mulching.

Silt Fence (WDNR 1056)

Continuous silt fencing will be required along all areas downstream of disturbed area. The silt fencing will provide a siltation barrier between the disturbed area and any inlets and ultimately downstream water bodies. All silt fence shall be removed upon completion of the project or when disturbed areas have generated sufficient vegetation to prevent erosion and the threat of sediment reaching inlets and bodies of water.

Stone Tracking Pad (WDNR 1057)

Stone tracking pads will be constructed at all entrances to the construction site to minimize sediment tracking onto existing streets. A minimum of one construction entrance is required for the project site. Tracking pads are temporary and will be removed or much of the aggregate will be removed before the site is completed.

Site Vegetation

Providing vegetation that resists erosion, maintains slow storm water velocities, and retains sediment from runoff is critical. Temporary seeding may be required for disturbed areas that are subject to long periods of construction inactivity. Temporary vegetation is used when areas are disturbed and may remain unfinished long enough to allow vegetation to grow and assist with erosion control. Permanent vegetation is encouraged as soon as possible in the construction process.

**Crocus Estates, LLC
3021 Patton Drive
Plover, WI 54467
715-344-1099**

September 3, 2008

Attn: Plan Commission Member – City of Menasha.

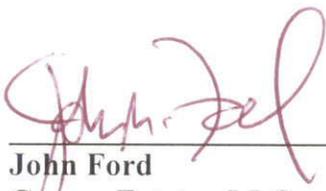
RE: PROPOSAL FOR NEW 20 UNIT CBRF AT PRAIRIE HOME ELDER SERVICES.

We are asking permission to circumvent the 75% brick façade rule and in fact have closer to approximately 38% brick exterior (excluding windows).

Our reasons are as follows:

1. To make the final building consistent with the existing (2) on site. In essence to create a smooth campus flow.
2. The new building will be the main office and a different façade could create confusion to potential new customers and visitors.
3. The new building will be a destination point at the end of a cul de sac and not on the main thoroughfare.

We thank you for your extra consideration on this matter.



John Ford
Crocus Estates, LLC

From: Mike Tlapa (mtlapa@wernerelectric.com)
To: cselectric@ymail.com
Date: Wednesday, September 3, 2008 1:22:19 PM
Subject: FW: Menasha CBRF site layout

[Here you go](#) Mike T

From: Jim Brockman
Sent: Wednesday, September 03, 2008 1:18 PM
To: Mike Tlapa
Subject: Menasha CBRF site layout

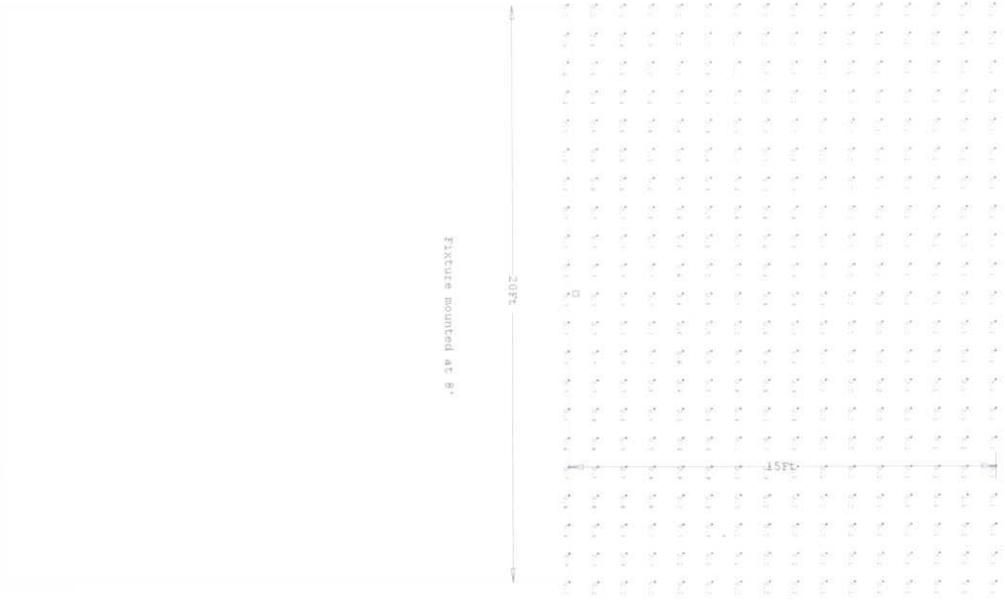
Hi Mike,
Here is that layout that was requested. I used a 20' x 20' building at 12' tall and mounted the fixture at 8'. Please let me know if there are questions.

Thanks,

Jim Brockman
Lighting Designer
Werner Electric Supply Co.
P920-969-2173
F920-729-4492
www.wernerelectric.com

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SCALE: 1/2" = 1'-0"