

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
December 7, 2010
MINUTES

3:30 PM – Informal Public Hearing – Driveway Paving Requirements

No one spoke.

A. CALL TO ORDER

The meeting was called to order at 3:35p.m. by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Cruickshank

OTHERS PRESENT: CDD Keil, PP Kester and Peter Kemps

C. MINTUES TO APPROVE

1. **Minutes of the November 10, 2010 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Comm. Schmidt to approve the November 10, 2010 Plan Commission meeting minutes.

The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. **Comprehensive Plan Annual Review**

CDD Keil stated that the Annual Comprehensive Plan Review process has been initiated and invited commissioners to identify those issues that should be considered in this year's review. Commissioners asked that they be provided with the list of items from last year's review and further requested information on the proposed USH 10 Corridor Study.

2. **Student Housing Concept Plan – Midway Road/University Drive**

The developer requested that this item be held.

F. ACTION ITEMS

1. **Proposed Driveway Paving Ordinance**

PP Kester reviewed the proposed ordinance relating to the paving of driveways and explained that Engineering Department Staff were taking an inventory of all driveways in the city and noting which were unpaved, and or had unpaved driveway aprons. Commissioners discussed:

- The minimum amount of paved surface and where it is to be located
- Options for promoting the use of permeable paving.
- The maximum allowable amount of paved driveway surface in the rear yard area.
- Implementing the paving requirements in the instance of shared driveways.

- The number of properties that may be affected and the associated workload.
- The permissible number of driveway openings per lot
- Permitting procedures.

This item was held pending the receipt of additional information pertaining to the items as discussed above.

2. **Site Plan Review – 23 Main Street – Jitters Lounge**

Peter Kemps described his intentions regarding the proposed Outdoor Alcohol Service area at Jitter's Lounge. Commissioners discussed:

- Whether the site included the both the parcel upon which the building is located and the adjoining parcel which is used for parking and the lighting and landscaping standards that may be applicable thereto.
- The architectural compatibility of the proposed structure relative to the existing building include the type of roof and its pitch, the relationship of the roof to existing window openings, the type and color of roofing materials and the type of brick to be used in enclosing the columns
- Accessibility and building code requirements
- The type of fencing to be used for the dumpster enclosure and outdoor seating area

The business operator is to work with staff and bring back a complete site plan that addresses the aforementioned discussion items.

G. ADJOURNMENT

Motion by Comm. Homan, seconded by Ald. Benner to adjourn at 5:10 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, Community Development Director.