

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
June 21, 2011
MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Commissioner Homan, DPW Radtke and Ald. Benner

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Cruickshank, Sturm and Schmidt

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Kester, Todd Platt and Rick Fischer

C. MINUTES TO APPROVE

1. **Minutes of the June 7, 2011 Plan Commission Meeting**

Motion by DPW Radtke, seconded by Ald. Benner to approve the June 7, 2011 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. None

F. ACTION ITEMS

1. **Site Plan Review – Dollar General – Appleton Road**

This item was held from the June 7, 2011 Plan Commission meeting to resolve questions about lighting, landscaping, mechanical screening and building materials. Following discussion, Ald. Benner made, and Comm. Homan seconded a motion to approve the site plan for Dollar General subject to the following conditions:

- The appearance and specifications for the metal architectural panels shall be subject to staff approval
- A lighting plan meeting the adopted standards shall be created and presented to the Plan Commission for approval
- External duct work shall be painted or otherwise treated to blend with building colors
- A 6 foot high wood fence shall be added to the transitional area abutting the parking lot on the east side of the site
- Ground mounted mechanicals shall be screened with a 6 foot high wood fence
- A wall section shall be furnished along with the building plan submittal
- The storm water management plan shall be subject to approval by the Public Works Department

The motion carried.

2. **Easement Release – Lake Park Square**

CDD Keil stated that the owners of Lake Park Swim and Fitness requested release of the Ingress and Egress Easement that cuts diagonally through their parking lot. He stated that he had reviewed the easement with DPW Radtke, and it is staff's opinion that there would be no adverse impact from releasing the easement.

Motion by DPW Radtke, seconded by Ald. Benner to recommend approval of the release of the Ingress and Egress Easement as shown on the reference drawing.

The motion carried

3. **Certified Survey Maps – Lake Park Villas – Section 1, Section 2, Section 3**

CDD Keil explained that the CSM's were created to enable the transfer of land as per the development agreements entered into between the city and the Ponds of Menasha, LLC and Cypress Homes and Realty. Commissioner's discussed:

- Creating a lot for the parcel that was transferred to the Waverly Sanitary District via quit claim deed
- The sequencing of CSM approval/recording
- The purpose of Outlot 3 on the drawing labeled Section 2

Motion by Comm. Homan, seconded by DPW Radtke to recommend approval of the CSM's subject to the following:

- Details shall be labeled A & B on the CSM labeled Section 2
- The Waverly Sanitary District shall be added as an owner on the CSM's labeled Section 2 and Section 3
- The CSM's labeled Section 2 shall be recorded after those labeled 1 and 3.

The motion carried

G. ADJOURNMENT

Motion by Comm. Homan, seconded by Ald. Benner to adjourn at 4:55 p.m. The motion carried.

Minutes respectfully submitted by Greg Keil, CDD.