

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**June 17, 2014**  
**MINUTES**

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, DPW Radtke and Commissioners Cruickshank and DeCoster

PLAN COMMISSION MEMBERS EXCUSED: Ald. Kevin Benner

PLAN COMMISSION MEMBERS ABSENT: Commissioners Strum and Schmidt

OTHERS PRESENT: CDD Keil, PP Homan, Ron Diemel and Brian Moore, Menasha Utilities.

***3:30 PM – Proposed amendments to Title 13 of the Menasha Code of Ordinances pertaining to Accommodating Bio-retention Devices within Perimeter and Parking Lot Landscaping Areas.***

Mayer Merkes opened the public hearing at 3:30 PM.

No one spoke.

The hearing was closed at 3:31 PM.

**C. MINUTES TO APPROVE**

1. **Minutes of the May 20, 2014 Plan Commission Meeting**

Motion by Comm. DeCoster, seconded by DPW Radtke to approve the May 20, 2014 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. **Preferred Emails to Receive Digital Agendas**

PP Homan requested email addresses from Plan Commissioners so that the agenda be emailed as soon as it is posted, due to recent delays in postal delivery. Paper copies will still be delivered by the USPS. Comm. DeCoster suggested going completely digital in the future. Commissioners discussed the pros and cons of going digital.

**F. ACTION ITEMS**

1. **Special Use Permit Amendment – 1284 Midway Road – Hotel/Rooming Type Use (Previously Tabled Item)**

Motion by DPW Radtke, seconded by Comm. DeCoster to remove this item from the table. The motion carried 4-0.

CDD Keil explained that a separate but related ordinance has been drafted pertaining to the regulation of short-term housing rentals that had been brought about by the application for this special use permit.

Motion by Comm. Cruickshank, seconded by DPW Radtke to recommend approval of the amendment to the Special Use Permit for 1284 Midway Rd, to allow for the use of the property

for short-term rental type use from May 15 through and including August 15 of each year, with the following condition:

- Adoption of an ordinance pertaining to the permitting and regulation of short-term rental units prior to final approval of the Special Use Permit amendment.

The motion carried.

2. **Ordinance O-\_\_\_\_-14 Relating to Landscaping Design and Materials for Site Plan Requirements pertaining to Accommodating Bio-retention Devices within Perimeter and Parking Lot Landscaping Areas**

PP Homan described how current code requirements for parking lot landscaping does not accommodate storm water facilities. The proposed ordinance seeks to accommodate storm water facilities within the required landscape areas, which still ensuring that aesthetic and screening is maintained.

Motion by DPW Radtke, seconded by Comm. DeCoster to approve Ordinance O-\_\_\_\_-14 Relating to Landscaping Design and Materials for Site Plan Requirements Pertaining to Accommodating Bio-retention Devices within Perimeter and Parking Lot Landscaping Areas with the following revisions:

- Deletion of references to "infiltration" from sections (5)b and (6) and (6)d.
- Addition of language to ensure at least 3 feet in height above the finished grade of the parking lot in section (6)c.
- Delete "part of an approved Stormwater Management Plan" and replace with "a permitted stormwater management practice" in section (6)d.

The motion carried.

3. **Site Plan Review – 1010 Manitowoc Road – Tonic**

Motion by DPW Radtke, seconded by Comm. Cruickshank to approve the site plan with the following conditions:

- Final landscape plan to be submitted to & approved by staff with the following modifications (see attached map with these areas highlighted/described)
  - Addition of screening around dumpster enclosure, to include upright evergreens;
  - Addition of 8 large scale shrubs to be added to transitional area to meet density requirements
  - Perimeter Area Landscaping areas to be added to northwest, southwest, and south central area.
- Lighting Plan to plan to be submitted to & approved by staff.

The motion carried.

## H. ADJOURNMENT

Motion by DPW Radtke, seconded by Comm. Cruickshank to adjourn at 4:25 PM. The motion carried.

*Minutes respectfully submitted by PP Homan.*