

**CITY OF MENASHA  
Plan Commission  
Third Floor Council Chambers  
140 Main Street, Menasha**

**December 16, 2008**

**3:30 PM**

**MINUTES**

**PUBLIC HEARINGS:**

*Special Use Permit – Commonwealth Development – Midway Road*

Mayor Merkes opened the public hearing by asking if anyone would like to speak regarding the Special Use Permit. No one from the gallery spoke. The hearing was closed.

*Special Use Permit – Veterans of Foreign Wars (VFW) – 546 Third Street*

Mayor Merkes opened the public hearing by asking if anyone would like to speak regarding the rezoning. No one from the gallery spoke. The hearing was closed.

*Rezoning – St. John's Polish Cemetery – Valley Road*

Mayor Merkes opened the public hearing by asking if anyone would like to speak regarding the rezoning. No one from the gallery spoke. The hearing was closed.

**A. CALL TO ORDER**

The meeting was called to order at 3:32 p.m. by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Sturm.

OTHERS PRESENT: CDD Keil, AP Beckendorf, Paul Fluette, Tom Robinson, Robert J. Acord, Christopher Jaye, and Lonnie Pichler.

**C. MINUTES TO APPROVE**

1. Minutes of the December 2, 2008 Plan Commission Meeting.
  - a. Moved by Comm. Sanders, seconded by Comm. Schmidt to approve the December 2, 2008 Plan Commission meeting minutes. Motion carried.

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

No one from the gallery spoke.

**E. DISCUSSION**

1. None

## F. ACTION ITEMS

1. Special Use Permit – Commonwealth Development – Midway Road.
  - a. CDD Keil explained that the proposed project is one that relies on tax credits. The site plan is preliminary, project details will be brought back for approval in 2009 before project implementation if tax credits are awarded by WHEDA.
  - b. Commissioners discussed the following:
    - I. The difference between the proposed plan and what was proposed for the property in 2004.
    - II. Fire access concerns regarding the northernmost building.
    - III. Shared access possibilities with a neighboring property owner.
    - IV. Discharge locations for retention ponds.
    - V. Requiring a PILOT payment should the property ever become tax-exempt.
  - c. Comm. Schmidt made and Comm. Sanders seconded a motion to recommend approval of the Special Use Permit for 1655 University Drive with the following conditions:
    - I. That the following plans are submitted for approval by July 31, 2009:
      - a. Lighting/photometrics
      - b. Landscaping/paving/parking
      - c. Erosion Control
      - d. Stormwater Management
      - e. Grading/Drainage
      - f. Building Elevations
      - g. Dumpster Enclosure detail
      - h. Any other materials as requested by staff for site plan review
      - i. A Payment In Lieu of Taxes (PILOT) agreement
    - II. That the owner study the addition of a second access point and review fire department access to all buildings with the fire department.  
The motion carried.
2. Special Use Permit – Veteran of Foreign Wars (VFW) – 546 Third Street.
  - a. AP Beckendorf described the location and reviewed the proposal. Commissioners discussed the following:
    - I. Landscaping and compliance with code requirements.
    - II. Transitional area compliance and its relationship to the existing hedge on the neighboring residential property.
    - III. Site lighting.
    - IV. Whether landscaping should be added to the street frontage or to the west property line.
    - V. Plant material variety.
    - VI. The addition of street trees in the terrace.
    - VII. Location of the sign.
  - b. Mayor Merkes made and Comm. Cruickshank seconded a motion to recommend approval of the Special Use Permit for 546 Third Street with the following conditions:
    - I. The Appleton Street terrace, except for point of ingress and egress, is restored to grass with a minimum of three street trees to be planted. The curb must be replaced and specially assessed at the time of road reconstruction.
    - II. A minimum six-foot landscaped front setback must be added to the Appleton Street frontage.
    - III. The handicap stall must be moved to the west side of the parking lot.  
The motion carried on a roll call vote of 4-2 (DPW Radtke and Comm. Schmidt – no).

3. Rezoning – St. John's Polish Cemetery – Valley Road

- a. AP Beckendorf stated that the CSM splitting this property was approved by the Plan Commission earlier this year. The rezoning application is for Outlot 2 of the CSM. The intended use is to provide additional space for Miron. The impact is expected to be minimal because the surrounding uses are mainly commercial and industrial.
- b. Commissioners discussed the following:
  - I. Status of the land use plan amendment process.
- c. Mayor Merkes made and Comm. Sanders seconded a motion to recommend approval of the rezoning of Outlot 2 of CSM 6330 from R-1 Single Family Residential to I-1 Industrial contingent on the approval of the proposed land use plan amendment and with the following findings:
  - I. The proposed use is consistent with surrounding land uses;
  - II. That the change in land use was not anticipated at the time of plan adoption.The motion carried.

**G. ADJOURNMENT**

Moved by Comm. Sanders, seconded by DPW Radtke to adjourn at 4:40 p.m. The motion carried.

Minutes respectfully submitted by Jessica Beckendorf, Associate Planner