

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**September 14, 2010**  
**MINUTES**

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Cruickshank

OTHERS PRESENT: CDD Keil, PP Kester, Stanley Bye, Steve Borsecnik, Aaron Madsen, and Lonnie Pichler

**C. MINTUES TO APPROVE**

1. **Minutes of the August 30, 2010 Plan Commission Meeting**

Moved by Comm. Homan, seconded by Ald. Benner to approve the August 30, 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. None

**F. ACTION ITEMS**

1. **Site Plan Revisions – 1429 Province Terrace**

CDD Keil gave an overview of the proposed site plan modifications that were prepared in response to the direction given at prior Plan Commission meetings. These included transitional area landscaping, parking lot interior landscaping and curbing, dumpster enclosure location, parking lot screening and site lighting. The buyer of the property asked that the Plan Commission give consideration to reducing the size of the planting specimens in the transitional area from 1.5" caliper to 1" for deciduous trees and from 5' to 3' tall evergreens.

Commissioners discussed:

- Size of plant materials
- The type and shielding of light fixture at the rear entrance
- Dumpster location
- Lighting levels in the parking lot
- The mix of evergreen and deciduous trees in the transitional area
- The possibility of future additional parking between the two buildings

Motion by Comm. Sturm, seconded by Ald. Benner to approve the site plan revisions with the

following conditions and with the understanding that the size of the planting specimens may be reduced to the size described above:

- That 4 small deciduous trees be added to the transitional area
- That the planting plan be modified by relocating evergreens to better screen the rear entryway
- That the lighting of the rear entryway be of the full cut-off type with a color rendition index that meets current ordinance standards
- That a lighting plan be prepared for the parking lot that meets current ordinance standards
- That these changes are to be approved by Community Development Department staff

The motion carried.

2. **Site Plan Review – 1525 Midway Place – Subway**

PP Kester reviewed the proposed site plan and noted that the landscaping plan was lacking certain details, that lighting plan and dumpster enclosure details were missing, and that the required amount of interior parking lot landscaping needs to be verified. She also stated that the storm water management plan needs to be reviewed by an independent engineering firm and approved by the Public Works Department.

Commissioners discussed:

- Driveway access to the site
- The amount of parking available relative to the building occupancy
- The configuration of the parking lot
- The placement of trees within the parking lot island

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

- That the site designer work with staff to bring the landscaping plan into compliance with ordinance requirements
- That a lighting plan meeting ordinance requirements be submitted and approved by staff
- That a dumpster enclosure detail be submitted and approved by staff
- That the amount of interior parking lot landscaping meet ordinance requirements
- That the storm water management plan be approved by the Public Works Department

The motion carried.

3. **Site Plan Review – Manitowoc Road/Province Terrace – Fire Station #36**

PP Kester reviewed the proposed site plan and noted that landscaping plan was lacking certain details and that additional landscaping was needed in the front yard setbacks, the parking lot on Manitowoc Road needs to meet landscape screening requirements, the proposed building materials do not meet the 75% requirement for brick or natural stone, and that additional detail is needed on the lighting fixtures. She also stated that the storm water management plan needs to be reviewed by an independent engineering firm and approved by the Public Works Department.

Commissioners discussed:

- The building materials as proposed and the status of the 2005 conditional approval of the site plan
- Cost implications of alternate building materials
- The zoning of neighboring properties
- The implications of rezoning the parcel to GU government use
- Timing issues associated with plan approvals and building construction

- The appearance and use of the proposed outbuilding

The consensus was that staff should review the approval status of the 2005 site plan with the City Attorney and that this item should return on the next Plan Commission Agenda.

#### 4. **Puccetti (Golden Eagle Properties, LLC) Annexation and Temporary Zoning Designation**

CDD Keil stated that the above named owner of "Parcel A" was petitioning to annex a one acre parcel in proximity to UW Fox Valley as part of a proposed student housing development. The other two parcels located in the Appleton road corridor were being brought in as part of an annexation by majority. No projects are currently planned for Parcels "A" & "B". He stated that Plan Commission input was being sought on the temporary zoning designation for recommendation to the Administration Committee/Common Council.

Commissioners discussed land uses neighboring the parcels and the consistency with the Comprehensive Plan.

Motion by DPW Radtke, seconded by Ald. Benner to recommend the annexation to the Common Council with the temporary zoning classification as follows:

- Parcel "A" – R-4 Multi Family
- Parcel "B" – C-1 Commercial
- Parcel "C" – C-1 Commercial

The motion carried.

#### **G. ADJOURNMENT**

Motion by Comm. Schmidt, seconded by Comm. Homan to adjourn at 5:25 p.m.

The motion carried.

*Minutes respectfully submitted by Greg Keil, Community Development Director*