

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**September 21, 2010**  
**MINUTES**

---

**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 Homan and Sturm

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Schmidt and Cruickshank and Ald. Benner

OTHERS PRESENT: CDD Keil, PP Kester, Gary Gieger, Steve Borsechnik, Fire Chief Al Auxier, and Nick Pflum

**C. MINTUES TO APPROVE**

1. **Minutes of the September 14, 2010 Plan Commission Meeting**

Moved by Comm. Homan, seconded by DPW Radtke to approve the September 14, 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 Review – 217 Washington Street**

PP Kester reviewed the proposed site plan. Compliance with the 10 foot front yard setback for the parking lot is problematic because of the limited space between the building and the ROW.

Commissioners discussed:

- The proposed use (it is to be a nutrition/weight loss center).
- The parking configuration and potential conflicts with the dumpster location.
- The height and spread of the canopy trees in the front yard
- The height of shrubbery in proximity to the driveway access/vision clearance concerns.

Motion by Comm. Sturm, seconded by Comm. Homan to approve the site plan with a finding that a 10 foot parking lot setback is not practical due to the current building/parking configuration, and that there be an option of altering the type of canopy tree in the front yard with approval of Community Development Department staff.

The motion carried.

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

PP Kester reviewed the proposed change to the site –plan which included the addition of brick to meet the 75% requirement, and the modifications to the landscaping plan which included the addition of evergreens and the extension of foundation plantings along the east side of the building. The lighting plan specifications were unclear

Commissioners discussed:

- The width of the driveway in proximity to the equipment bays.
- The status of the rain gardens as bid items.
- The deletion of the solar water heating system.
- The lighting plan.

Motion by DPW Radtke, seconded by Comm. Sturm to approve the site plan with the conditions that the storm water and erosion control plans be approved by the Engineering Dept., and that the lighting plan be approved by Community Development Department staff.

The motion carried.

**G. ADJOURNMENT**

Motion by DPW Radtke, seconded by Comm. Sturm to adjourn at 4:35 p.m.

The motion carried.

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