

It is expected that a Quorum of the Board of Public Works, Park Board, Administration Committee, and/or Common Council may attend this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA  
PLAN COMMISSION  
Council Chambers  
140 Main Street, Menasha**

**November 6, 2012  
3:30 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Minutes of the October 2, 2012 Plan Commission Meeting](#)
- D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA  
Five (5) minute time limit for each person
- E. DISCUSSION
  - 1. [Draft Digital Billboards Ordinance Revisions](#)
  - 2. City Regulations Pertaining to Lot Divisions/CSMs
- F. ACTION ITEMS
  - 1. None
- G. ADJOURNMENT

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**October 2, 2012**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Cruickshank.

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, PRD Tungate, Vern Green, NMFR, City Attorney Captain.

**C. MINUTES TO APPROVE**

1. **Minutes of the September 11, 2012 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by DPW Radtke to approve the September 11, 2012 Plan Commission meeting minutes as presented.

The motion carried.

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

1. No one spoke.

**E. DISCUSSION**

1. **Acquisition of Army Reserve Building and Intended Uses – Jefferson Park**

City Staff provided Commissioners with an overview of the status of the Army Reserve Building on the east end of Jefferson Park, and potential for re-use of the site pending termination of the lease and removal of the structures by the Army Reserve. This included:

- The nature and history of the lease agreement between the City and the Army Reserve, and the ability to terminate the agreement.
- Current status of the building and site, and their suitability for reuse.
- Potential future uses for the site, such as expanded parkland or redevelopment site.

Commissioners discussed the following items as they pertain to the potential acquisition of the Army Reserve building:

- The status of the buildings mechanical systems and structural integrity.
- The city's use of the site before Army use.
- The desire of the Parks and Recreation Board to return the site to parkland.
- The need to utilize planning to determine what to use the site for in the future.
- Potential environmental hazards on the site, including asbestos, storage tanks, and whether an environmental assessment had been done.
- The need for the Army to return the site to its previous condition prior to the city accepting it back, as specified in the lease agreement, to include closure of utility lines, removal of any footings, and mitigation of environmental contamination, if any.

Motion by Alderman Benner, seconded by Commissioner Schmidt, to recommend terminating the lease and accepting the Army Reserve Property with the following conditions:

- The building is demolished by the Army and returned to its previous state per the lease agreement, to include removal of any underground footings, utilities, storage tanks,

- pavement or other structures, and grading and seeding of the site.
- The Army demonstrates that there's no contamination resulting from their use of the property.

The motion carried.

## **ACTION ITEMS**

### **1. Certified Survey Map – Lake Road**

PP Homan explained the intent of the CSM was to expand the lot to the north, and leave a smaller buildable parcel to the south. The owners of the parcel to the south intend to demolish the existing structure that straddles proposed lots 1 and 2 once a new home they are renovating is complete. A new home would then be built on the southern lot and sold to the public. She advised the Plan Commission to make their recommendation for approving the CSM conditioned upon demolition of the existing structure that spans proposed lots 1 and 2 to ensure that there would be no structure that would straddle the new lot lines, once recorded.

Motion by Commissioner Schmidt, seconded by DPW Radtke, to recommend approval of the Lake Road CSM conditioned upon demolition of the existing structure that straddles proposed lots 1 and 2 before recording the CSM.

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 PP Homan.*

(o) **Digital Billboards.** “Digital Billboard” means an outdoor advertising sign, display or device without moving parts whose message may be change by electronic process through the use of moving or intermittent light or lights.

(d) **Digital Billboards.** Digital Billboards shall be permitted in the C-1, I-1 and I-2 District on properties abutting STH 441, subject to the following limitations:

- 1) **Setback:** Digital billboards shall be setback a minimum of 100 feet from any property line except that property boundary abutting the STH 441 right-of way where the outermost edge of the sign shall be setback a minimum of 15 feet from the right-of-way.
- 2) **Location:** Digital Billboards shall not be located within 300 feet of a residential use or district.
- 3) **Spacing:** Digital billboards shall not be located within 200 feet of an interchange or at grade intersection measured from the beginning or ending of pavement widening at the exit from or entrance to the main-traveled way. Digital billboards shall not be located within 800 feet of another digital billboard, irrespective of what political jurisdiction the digital billboard is located in.
- 4) **Size:** The maximum size per sign face shall not exceed 700 square feet. The maximum aggregate square footage per sign location shall not exceed 1,400 square feet.
- 5) **Height:** The height of a digital billboard shall not exceed 30 feet above the centerline grade of STH 441 measured from a point nearest the digital billboard.
- 6) **Brightness:** The brightness of the sign shall be modulated to correspond to ambient light conditions with a daytime maximum of 5,000 nits and a nighttime maximum of 150 nits.
- 7) **Message Duration:** Any display shall have a minimum duration of not less than eight seconds and a transition time of not more than one second.
- 8) **Movement of Image:** The use of scrolling messages, animation, flashing, blinking or motion video is prohibited.
- 9) **Conflict with Traffic Control Devices:** Digital billboards shall not interfere with the visibility or operation of any traffic control signage, signal or device.
- 10) **Audio:** There shall be no audio or amplified sound associated with digital billboards.
- 11) **Mitigation:** A minimum of three square feet of existing billboard advertising space shall be eliminated for each square foot of digital billboard space permitted. If, due to the dimensional characteristics of the signage to be mitigated the strict application of this ratio is impractical, the Plan Commission may reduce this requirement by up to 25 percent. The location of signage to be removed for mitigation purposes shall be subject to approval by the Plan Commission.
- 12) **Annual Certification Required:** The permittee shall annually certify to the Community Development Department that the digital billboard is being operated within the parameters established in this subsection