

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**November 17, 2015**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:33 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Sturm.

OTHERS PRESENT: CDD Keil and AP Englebert.

**C. MINUTES TO APPROVE**

1. **Minutes of the November 3, 2015 Plan Commission Meeting**

Motion by Comm. Cruickshank, seconded by Ald. Benner to approve the November 3, 2015 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. **2016 Plan Commission Schedule**

AP Englebert introduced the proposed Plan Commission meeting dates for the year 2016. Staff explained the current process for Site Plan reviews and how the new process would work. Commissioners discussed the following:

- Turnaround time for items reviewed by the Plan Commission that need Council approval.
- Availability of commissioners' schedules to attend Plan Commission meetings.
- The need for more review time before items are brought to Plan Commission.

There was consensus to keep the Plan Commission meeting days in the 1<sup>st</sup> and 3<sup>rd</sup> weeks of the month and staff is to bring back a revised meetings schedule.

**F. ACTION ITEMS**

1. **Certified Survey Map – 186 Main Street**

CDD Keil introduced the CSM for 186 Main Street. Commissioners discussed state and local building codes and if the CSM would have the efficacy intended for servicing the building.

Motion by Ald. Benner, seconded by DPW Radtke to approve the CSM for 186 Main Street subject to staff review of applicable building codes. The motion carried.

**H. ADJOURNMENT**

Motion by Comm. DeCoster, seconded by Comm. Schmidt to adjourn at 4:03 PM. The motion carried.