

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
August 18, 2015
MINUTES

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 Sturm, DeCoster, Cruickshank and Schmidt.

PLAN COMMISSION MEMBERS EXCUSED: None.

OTHERS PRESENT: CDD Keil, AP Englebert, Roger Roth, Sr. (Habitat for Humanity), Dan Krause (Martenson & Eisele) and Steve Grenell (Menasha Utilities).

C. MINUTES TO APPROVE

1. **Minutes of the August 8, 2015 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. DeCoster to approve the August 8, 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. **Ordinance Amendment to Allow the Expansion of Existing Non-conforming Mini Storage Facilities in the C-1 and C-4 Zoning Districts**

CDD Keil presented draft ordinance provisions which would allow the expansion of existing ministorage facilities in the C-1 and C-4 zoning districts subject to the special use permit process.

Commissioners discussed the potential benefits of upgrading the appearance of the properties through the site plan/special use permit process and what precedent this change may create for allowing expansions of other nonconforming properties.

F. ACTION ITEMS

1. **Certified Survey Map – 1049 Brighton Drive**

CDD Keil explained the CSM was being created to combine two existing lots where a house has been razed and a new home is to be constructed. Motion by Comm. Schmidt, seconded by Ald. Benner to approve the Certified Survey Map for 1049 Brighton Drive. The motion carried.

2. **Site Plan Review – Living Hope Church – 1164 Province Terrace**

AP Englebert presented the staff findings on the proposed site plan for the new church. Items included: interior parking lot landscaping, major lighting, stormwater, sanitary laterals and dumpster location.

Commissioners discussed the placement of parking lot interior landscaping, future parking lot expansion and the dumpster location/access.

Motion by Comm. Strum, seconded by Comm. DeCoster to approve the site plan for Living Hope Church pending resolution of the parking lot interior landscaping and dumpster location. The motion carried.

3. **Site Plan Review – Habitat for Humanity – 951 Midway Road – Building Addition**
AP Englebert presented the staff findings on the proposed expansion of the building and parking lot. Items included dumpster location, drainage, masonry and outdoor storage. Dan Krause requested the use of alternate building materials in order to match the existing structure.

Commissioners discussed site drainage, building materials and whether there would be outdoor storage.

Motion by DPW Radtke, seconded by Comm. DeCoster to approve the site plan for Habitat for Humanity subject to the resubmission of building elevations. The motion carried.

4. **Easement for Trail Extension from Oak Park Place to Barker Farm Park**
CDD Keil reported that the Park Board had reviewed the proposal to extend the proposed bike/pedestrian path within the Oak Park Place development to Barker Farm Park and is in support of the proposal. He also reported that the owners of the development do not object to the proposal.

Commissioners discussed where the trail would link to existing and proposed paths within the park and the timing of when such linkages may be made.

Motion by Comm. Sturm, seconded by Comm. Cruickshank to approve the extension of the easement to the eastern perimeter of Barker Farm Park. The motion carried.

H. ADJOURNMENT

Motion by Comm. Sturm, seconded by Comm. DeCoster to adjourn at 4:47 PM. The motion carried.

Minutes respectfully submitted by CDD Keil.