

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**May 17, 2016**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:30 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Kevin Benner, DPW Radtke and Commissioners Sturm, DeCoster, Schmidt and Cruickshank (arrived at 3:33 PM).

PLAN COMMISSION MEMBERS EXCUSED:

PLAN COMMISSION MEMBERS ABSENT:

OTHERS PRESENT: AP Englebert, CDC Heim, Greg Muller (Owner, 222 Washington St), Doug Schmidt (Contracting Specialists, Inc.) and Ald. Arnie Collier.

**C. MINUTES TO APPROVE**

1. **Minutes of the April 26, 2016 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. Sturm to approve the April 26, 2016 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

**E. CORRESPONDENCE**

1.

**F. DISCUSSION**

1.

**G. ACTION ITEMS**

1. **Special Use Permit Revised Plan – 222 Washington Street**

AP Englebert provided an overview of the Special Use Permit. The site will be used for indoor storage, which is a permitted use in the I-2 General Industrial District. The site has non-conformities which have triggered the Special Use Permit process. The applicants have submitted revised plans that include the addition of loading docks in lieu of the removal of some parking stalls, perimeter landscaping and wall pack lights that will be placed in the loading dock areas. Staff is looking for a recommendation from the Plan Commission to the Common Council regarding the plan.

Extensive discussion ensued between Plan Commission members, the developer, contractor and city staff which included:

- Raze of house located at 218 Washington Street to create new ingress/egress that would service both 218 and 222 Washington Street
- South side loading zone and entrance area concrete to be replaced
- Current and future site grades
- East façade windows to be closed off for security reasons and installation of the proposed planting bed
- West façade planting bed will be brought to grade with parking lot to accommodate proposed planting bed; windows on that façade will be covered up for security reasons

- and for installation of the planting bed
- Comprehensive Plan vs. proposed use of storage units
- Lighting plan
- Verification of ingress/egress easements

Motion by Comm. DeCoster, seconded by DPW Radtke, to recommend approval of the Special Use Permit for 222 Washington Street to the Common Council with the following conditions:

1. Lighting plan to be submitted to include cut sheets on the fixtures along with photometrics
2. Verification of ingress/egress easement(s)
3. Prior to the Common Council meeting, elevations of the project are to be submitted with staff approval the proposed materials.

The motion carried.

## **H. ADJOURNMENT**

Motion by Comm. DeCoster, seconded by Comm. Schmidt, to adjourn at 4:41 PM. The motion carried.

*Minutes respectfully submitted by CDC Heim.*