

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
December 5, 2017
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:45 PM by Ald. Kevin Benner.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Ald. Benner, DPW Radomski, Commissioners Strum and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Mayor Merkes, Commissioners Homan and Schmidt.

OTHERS PRESENT: PP Schroeder, CDC Heim, Joel Jackson (Bishop Engineering representing McDonald's) and Ald. Collier.

C. PUBLIC HEARING

1. No action items for public hearing

D. MINUTES TO APPROVE

1. **Minutes of the November 21, 2017 Plan Commission Meeting**
Motion by Comm. Cruickshank, seconded by DPW Radomski, to approve the November 21, 2017 Plan Commission meeting minutes as presented. The motion carried.

E. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

1. None

F. DISCUSSION / ACTION ITEMS

1. **Site Plan Review – 212 Racine Street – McDonald's**
PP Schroeder presented the site plan request by McDonald's to approve the proposed changes to the exterior façade. By code any proposed alteration of more than 15% of the exterior wall area within the C-1 zoning district requires a site plan review by the City Plan Commission. As presented the entire façade will be renovated updating the predated 1980's façade as part of a franchise wide re-branding. The new façade will incorporate a flat wall with extending canopies above the windows removing the existing parapet roof. In order to comply with our Code, the building will be completely brick with tile accents at the entrances. Any new signage will be reviewed separately. Besides bringing the existing sidewalks up to ADA standards, there is no other major proposed site work affecting the existing landscaping, lighting, or stormwater. Lastly, the Applicant has stated that they are hoping for to start construction in January which should last approximately 3 months.

Commissioners discussed the following:

- color of brick and if the entire exterior will be new brick
- lighting, with no changes to existing lighting except accent lights at the entrances which will be full cutoff
- for ADA compliance, sidewalks along the exterior of the building will be redone along ADA parking stalls, the remainder of the parking lot will remain as is

Motion by Comm. Sturm, seconded by DPW Radomski, to approve the site plan as presented McDonald's located at 212 Racine Street. The motion carried.

G. COMMUNICATION

1. 2018 Meeting Schedule

PP Schroeder presented the 2018 Meeting Schedule. As approved at the previous Plan Commission meeting, the 2018 schedule incorporates one meeting a month, with availability to hold a special meeting for emergencies, time sensitive materials, or the quantity of applications. Typically this one meeting a month will be held on the first Tuesday of every month at 3:30 with the exception to the following dates that have been predetermined based upon the Council schedule and holidays (subject to change): January 9, 2018; May 8, 2018; July 10, 2018; and September 11, 2018.

2. Set Next Meeting Date

The next meeting is scheduled for Dec. 19 at which time staff was proposing to bring the Downtown Vision Plan for commission recommendation; however, it was felt that the plan will not be ready. PP Schroeder suggested that the vision plan be brought to the January 9th meeting. A public hearing will be set for that day. PP Schroeder suggested that the commission consider moving the start time of the meeting and the public hearing to a later time to encourage more public participation. Commissioners concluded that the meeting should be remain scheduled for the normal meeting time (3:30 PM), as there have been multiple occasions for public input as well as a final public hearing before the Common Council before the plan is adopted.

The next Plan Commission meeting has been set for Tuesday, January 9, 2018 at 3:30 PM.

ADJOURNMENT

Motion by Comm. Sturm, seconded by Ald. Benner to adjourn at 4:20 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.