

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
November 21, 2017
MINUTES

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. Zelinski, DPW Radomski, Commissioners Homan and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Strum and Schmidt.

OTHERS PRESENT: PP Schroeder and Sam Tijan (McMahon representing LEAVEN).

C. PUBLIC HEARING

1. No action items for public hearing

D. MINUTES TO APPROVE

1. **Minutes of the October 17, 2017 Plan Commission Meeting**
Motion by Homan, seconded by Ald. Zelinski, to approve the October 17, 2017 Plan Commission meeting minutes as presented. The motion carried.

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

1. None

F. COMMUNICATION

1. None

G. DISCUSSION/ACTION ITEMS

1. **Site Plan Review – 1475 Opportunity Way - LEAVEN**
PP Schroeder presented the request by LEAVEN to approve a building and parking lot addition for the property located at 1475 Opportunity Way. The proposed 5,000+/- square foot building addition is almost a mirror image as the existing building with multiple bump outs and a 100% masonry façade. In addition to doubling the size of the building, LEAVEN is also proposing to double the size of the parking area expanding to the west. This parking addition will displace some landscaping and a statue that will be relocated. Alternatively to additional on-site stormwater, LEAVEN will be working with the Department of Public Works to buy credits/pay an impact fee towards the City's Tayco Pond. McMahon/LEAVEN is not proposing any changes to the exterior lighting as the re-lamping/re-fixturing of the exterior lights were recently done as a separate project. The last element that was reviewed was the landscaping. As previously mentioned, the submitted plans did show the removal of some landscaping and minimal replacement. Due to the private/shared condo ownership of the overall property, all of our landscape requirements do not directly reflect private streets; however, staff feels that the intent of the code would be to still require landscaping in and around the parking area.

With all that said, staff did recommend approval of the request with conditions that additional landscaping be planted and the stormwater be resolved with Public Works. DPW Radomski made a motion to approve as recommended adding the condition that the stormwater drainage swale to the north of the parking area not be disturbed to protect the existing drainage of the site. The Commission had a general discussion of the request pressing issues or concerns.

Motion by Radomski, seconded by Homan, to approved the site plan as presented for LEAVEN located at 1475 Opportunity Way with the following conditions:

1. At least 1 canopy tree (min 1.5" caliper) and 5 shrubs shall be planted in every interior landscape island/peninsula and every 30 feet along the landscape planting strip just south of the parking lot.
 2. Agreement to utilize capacity in the City Tayco Pond be executed or on-site detention be utilized per the approval of the Department of Public Works.
 3. The proposed parking lot be reconfigured to avoid the existing storm drainage swale area to the north.
- The motion carried.

2. 2018 Meeting Schedule

Looking ahead in the 2018 schedule, staff invited the Plan Commission members to provide their opinions if any on reducing the number of scheduled Plan Commission meetings from twice a month to once a month. Right now the Plan Commission is scheduled to meet every first and third Tuesday of the month. Because the meetings typically fall only two weeks apart, many meetings only have one item or are ultimately canceled. In addition, being short staff, a two week time period can be difficult to keep organized with quality reviews. While staff is suggesting reducing the number of meetings to once a month, it was added that we would recommend still reserving the time and location for the second meeting in case of an emergency or due to high application volumes.

With no objections, the Plan Commission shall meet regularly every first Tuesday of the month with a standing meeting scheduled for the third Tuesday of the month for emergency's, time sensitive materials, or due to high volumes of applications.

H. ADJOURNMENT

Motion by Cruickshank, seconded by Radomski, to adjourn at 3:50 PM. The motion carried.

Minutes respectfully submitted by PP Schroeder.