

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
March 21, 2017
MINUTES

3:30 PM – Informal Public Hearing Regarding the Proposed Special Use Permit – 829 Appleton Road (Parcel #6-00132-00 and 6-00133-00)

Mayor Merkes opened the public hearing at 3:37 PM. PP Englebert gave an introduction of the Special Use Permit application at 829 Appleton Road. No one spoke. Mayor Merkes closed the public hearing at 3:38 PM.

A. CALL TO ORDER

The meeting was called to order at 3:36 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, EA Gordon, and Commissioners Sturm, and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner, Commissioners Schmidt and Homan.

OTHERS PRESENT: CDD Buck, PP Englebert, Mark Mayer (Bethel Evangelical Lutheran), Jeff Smies (Smies Architects), Sam Degner (Bethel Evangelical Lutheran), and Pedar and Beverly Bloon (758 Pleasant Lane).

C. MINUTES TO APPROVE

1. **Minutes of the March 7, 2017 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by EA Gordon, to approve the March 7, 2017 Plan Commission meeting minutes as presented. The motion carried.

2. **Minutes of the March 7, 2017 Joint Park Board and Plan Commission Meeting**

Motion by EA Gordon, seconded by Comm. Sturm, to approve the March 7, 2017 Joint Park Board and Plan Commission meeting minutes as presented. The motion carried

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

1. No one spoke.

E. COMMUNICATION

1. None

F. DISCUSSION

1. None

G. ACTION ITEMS

1. **Special Use Permit and Site Plan Review – 829 Appleton Road – Bethel Evangelical Lutheran Church**

PP Englebert provided an overview of the Special Use Permit and Site Plan for Bethel Evangelical Lutheran Church. Bethel Evangelical Lutheran is proposing a 4,290ft² addition to their existing facility as well as full reconstruction of their parking lot. Church uses in the R-1 Single Family Residence District require a Special Use Permit.

PP Englebert detailed various aspects of the site plan including building materials and use of alternate materials, landscaping, and lighting. The applicant proposed using a combination of brick and stone veneer with concrete masonry in earth-tones on the addition to match the

existing building. PP Englebert stated that the landscape plan needed additional plantings in the transitional area and the lighting plan needs to be adjusted to comply with maximum light spillage at the property line.

Motion by Comm. Cruickshank, seconded by Comm. Sturm, to recommend approval of the Special Use Permit for 829 Appleton Road. The motion carried.

Motion by EA Gordon, seconded by Comm. Sturm, to approve the Site Plan for 829 Appleton Road with the finding to allow alternate architectural materials as proposed and the following conditions:

- Final landscape plan include additions to the transitional area plantings to meet minimum code requirements, as approved by the Department of Community Development.
- Final lighting plan be adjusted to comply with minimum/maximum light levels at property lines, as approved by the Department of Community Development.

The motion carried.

H. ADJOURNMENT

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

Minutes respectfully submitted by PP Englebert.