

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
March 20, 2018
MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:34 PM by Ald. Kevin Benner.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Mayor Merkes and Commissioner Schmidt.

OTHERS PRESENT: CDD Schroeder, CDC Heim, Shelly Verhagen (Miron Construction) and Jason Daye (Excel Engineering).

C. MINUTES TO APPROVE

1. **Minutes of the February 12, 2018 Plan Commission Meeting**

Motion by Comm. Cruickshank, seconded by DPW Radomski, to approve the February 12, 2018 Plan Commission meeting minutes. The motion carried.

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

No one spoke.

E. DISCUSSION / ACTION ITEMS

1. **Site Plan Review – 1737 Racine Road – Sunshine Real Estate, LLP**

CDD Schroeder provided the overview of the proposed project at 1737 Racine Road for a crane maintenance shop. At the March 6th Plan Commission meeting no action on the site plan was taken stating concerns regarding the parking surface and lighting.

The revised site plan shows the parking stalls being relocated east of the building, the hard surfacing being extended and removing the dumpster enclosure from the plan. The revised photometric plan shows the existing three-pack fixture as well as two additional wall packs to meet lighting standards.

DPW Radomski noted that he had no concerns with the proposed modifications and that the proposed stormwater plan meets standards.

Ald. Benner inquired if the additional lighting fixtures will be full cut-off. CDD Schroeder stated that Community Development staff will verify that all fixtures be full cut-off prior to the issuance of building permits. This was confirmed by Miron's representative.

Motion by DPW Radomski, seconded by Comm. Homan to approve the site plan as presented for Miron Construction located at 1737 Racine Road with the condition that prior to issuance of building permits, a stormwater and site improvement agreements be recorded for the proposed development. The motion carried.

F. COMMUNICATION

1. **Set Next Meeting Date**

The next Plan Commission meeting has been set for Tuesday, April 3, 2018 at 3:30 PM. CDD Schroeder also explained that the May meeting has been scheduled for May 8th, this is so that the Plan Commission will follow the Tuesday after the Common Council meeting.

G. ADJOURNMENT

Motion by Comm. Homan, seconded by Comm. Cruickshank to adjourn at 3:42 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.