

**CITY OF MENASHA**  
**Plan Commission**  
**Menasha City Center, Room 133 – 100 Main Street**  
**April 3, 2018**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:31 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Schmidt.

OTHERS PRESENT: CDD Schroeder, CDC Heim, Abby Maslanka (Martenson & Eisele) and John Davel (Davel Engineering).

**C. PUBLIC HEARING**

1. **Proposed Special Use Permit – 1690 Appleton Road**

Mayor Merkes opened the public hearing at 3:32 PM. No one spoke. Mayor Merkes closed the public hearing at 3:33 PM.

**C. MINUTES TO APPROVE**

1. **Minutes of the March 20, 2018 Plan Commission Meeting**

Motion by Comm. Cruickshank, seconded by DPW Radomski, to approve the March 20, 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. **Special Use Permit – 1690 Appleton Road – Matthews Tire**

CDD Schroeder explained that in the initial discussions with the Applicant, it was thought the request to resurface the parking lot would require a variance to the zoning code. As staff reviewed the request and parking code of the zoning ordinance, it was determined that per Section 13-1-51(b)(2)b. a Special Use Permit could be requested. This section of the code allows an existing non-conforming parking lot that cannot be brought into conformance due to the physical site constraints or without increasing the degree of nonconformity can request a parking lot plan be reviewed through the special use permit process. To meet the required ten (10) foot parking setback requirement, the site would likely lose the majority of the northern parking stalls due to traffic circulation required for the garage bays.

Discussion by the commissioners ensued regarding how the ten foot parking setback requirement would result in the loss of parking spaces, the turning radius for the garage bays, amount of landscaping shown on the proposed plan, future Department of Transportation landscaping within the right-of-way.

Motion by Comm. Homan, seconded by Comm. Cruickshank to recommend approval of the special use permit as presented to allow the resurfacing of Matthews Tire located at 1690 Appleton Road with the following condition:

1. Prior to issuance of permits, a site improvement agreement must be recorded.

The motion carried.

**2. Site Plan Review – 1164 Province Terrace – Davel Engineering**

CDD Schroeder provided an overview of the proposed new office building at 1164 Province Terrace for Davel Engineering. The proposed new facility is approximately 8,000 square feet with office space and an enclosed garage for fleet vehicles. The plan also shows an enclosed dumpster, on-site parking which will exist of permeable materials, signage and landscaping. The proposed building will have a solid brick veneer façade with split face block and a blue metal roof above the front entrance for added accents.

Upon staff review, the landscaping plan meets code requirements with the exception of the north landscape island breaking up the long linear row of parking. Staff would suggest one extra tree and additional ground cover be planted in or near said landscape island.

The lighting plan does propose three freestanding light poles along with one wall mounted light, and recessed lights under the roof overhang. All fixtures are full cut-off and meet lighting requirements.

The Province Terrace stormwater pond located across the street from this site is a regional pond that was designed for this area. This pond, however, does not meet the full requirements for current stormwater standards. Davel Engineering will work with City staff to provide enough on-site stormwater management to fill that gap. The Commission questioned if allowance was given for the use of permeable parking surfaces. DPW Radomski stated that the permeable surface will be added into the stormwater calculation along with the bio-filtration shown on the plan and the regional pond to meet city standards.

Motion by Comm. Sturm, seconded by DPW Radomski to approve the Site Plan as presented for Davel Engineering, located at 1165 Province Terrace with the following conditions:

1. Prior to issuance of building permit, a stormwater and site improvement agreement must be recorded for the proposed development.
2. One additional tree, per Sec. 13-1-12(g)(5)b be planted in or near the north landscape island labeled “bio-filtration area” in addition to some ground cover.

*Discussion.*

Additional discussion ensued regarding specific light shut-off times, the general landscaping along Oneida Street frontage of all businesses along Oneida Street, the Dept. of Transportation requirement of a 110’ setback from the centerline of Oneida Street, building orientation and proposed signage.

Vote on the original motion, the motion carried.

**F. COMMUNICATION**

**1. Set Next Meeting Date**

The next Plan Commission meeting has been set for Tuesday, May 8<sup>th</sup>, 2018 at 3:30 PM.

**G. ADJOURNMENT**

Motion by Ald. Benner, seconded by Mayor Merkes to adjourn at 4:10 PM. The motion carried.

*Minutes respectfully submitted by CDC Heim.*