

**CITY OF MENASHA**  
**Plan Commission**  
**Menasha City Center, Room 133 – 100 Main Street**  
**July 10, 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. Nichols, DPW Radomski, Commissioners Cruickshank, Sturm and Benner.

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Homan.

OTHERS PRESENT: CDD Schroeder, AP Stephenson, Gary Zahringer (M&E), and Abby Maslanka (M&E).

**C. MINUTES TO APPROVE**

**1. Minutes of June 5, 2018 Plan Commission Meeting**

Motion by DPW Radomski, seconded by Comm. Benner, to approve the June 5, 2018 Plan Commission meeting minutes. The motion carried.

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

No public comment

**E. DISCUSSION / ACTION ITEMS**

**1. Site Plan Review – 1486 Earl Street – Earl Street 1486, LLC**

AP Stephenson gave a brief background of the request explaining that in the Spring of 2017 a conceptual plan was brought forward to Plan Commission to discuss the proposed project of revamping the property and creating a business incubator. At that time the Plan Commission was receptive to the presented plan. The updated site plan request involved the same concept showing a large expansion to the parking lot to the south as well as opening the parking to the north. Stephenson also explained that there were still concerns regarding the proposed landscaping and lighting and recommended that part of the approval these items be brought into conformance with the code.

The Commission discussed the site plan request including the proposed use, the façade materials, the renovations, the access, traffic and parking circulation, landscaping, lighting, and stormwater. The representative explained that the request for larger lighting levels was due to the security concerns on the west portion of the building and looking at the loading docks as a “drive-thru/canopy” area. The Commission disagreed and felt the final plans should be brought into conformance.

DPW Radomski made a motion to approve the site plan request as presented with the following conditions: 1) prior to the issuance of building permits, a stormwater and site improvement agreement must be recorded for the proposed development, 2) an additional 6 shade trees be added to the eastern property line, 3) all proposed lighting must meet the City of Menasha Zoning Code requirements, and 4) the existing driveway aprons shall not exceed 36 feet in width or the existing width whichever is more permissible. The motion was seconded by Commission Benner. The motion carried.

**F. COMMUNICATION**

1. **Set Next Meeting** - The next Plan Commission meeting has been set for Tuesday, August 7, 2018 at 3:30 PM.

**G. ADJOURNMENT**

Motion made by Comm. Benner, seconded by Commissioner Cruickshank to adjourn at 3:59 PM. The motion carried.

*Minutes respectfully submitted by CDD Schroeder*