

**CITY OF MENASHA**  
**Plan Commission**  
**Menasha City Center, Room 133 – 100 Main Street**  
**June 4, 2019**  
**MINUTES**

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**A. CALL TO ORDER**

Mayer Merkes Called the meeting to order at 3:33 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Alderperson Rebecca Nichols, DPW Radomski, and Commissioners Cruickshank, Homan and Sturm.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Benner.

OTHERS PRESENT: CDD Schroeder, AP Stephenson, CDC Heim, Alderperson Tom Grade (District 6), Dale Borremer (PDQ Carwash), Becky Lewis (PDQ Carwash), Gary Zahringer (Martenson & Eisele), Jay McKeefry (PDQ Carwash).

**C. PUBLIC HEARING**

1. Special Use Permit – 1462 Appleton Road (parcel #4-00783-24)  
AP Stephenson gave a background on the special use permit for 1462 Appleton Road.

Jay McKeefry (PDQ Car Wash) introduced himself and offered to answer any questions the Commission may have.

No others spoke. Mayor Merkes closed the public hearing.

2. Rezoning – 528 Milwaukee Street (parcel #1-00396-00): I-1 Heavy Industrial to C-1 General Commercial  
AP Stephenson gave a brief background on 528 Milwaukee Street rezoning.

No one spoke. Mayor Merkes closed the public hearing.

**D. MINUTES TO APPROVE**

1. **Minutes of May 21, 2019 Plan Commission Meeting**

Comm. Cruickshank made a motion to approve the minutes of May 21, 2019 Plan Commission Meeting with the following changes:

- a. “Environmental” in motion for item F(2) be changed to “environmentally”.
- b. The five findings from the special use permit be included in the motion for item F(1).

The motion was seconded by Comm. Sturm. The motion carried.

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

**Five (5) minute time limit for each person**

No comments were made.

**F. DISCUSSION / ACTION ITEMS**

1. **Special Use Permit and Site Plan Review – 1462 Appleton Rd – PDQ Car Wash**

AP Stephenson gave an overview of the proposed Special Use Permit and Site Plan Review for new automatic carwash facility at 1462 Appleton Road, zoned C-1 General Commercial.

The Plan Commission discussed the special use permit with the following items being discussed:

- The history of the site.
- Adjacent land uses.
- Traffic in the area.
- The building's façade.

Comm. Homan made a motion to approve the special use permit to allow a carwash for 1492 Appleton Road and find that the findings listed under 13-1-11 were applicable: The use shall be compatible with adjacent land uses so that existing uses will not be depreciated in value, and there will be no deterrents to development of vacant land; The use shall have an appearance that will not have an adverse effect upon adjacent properties; The use shall be reasonably related to the overall needs of the City and to existing land use patterns; The use will not cause traffic hazards or congestion; The use shall have adequate utilities, access roads, drainage, and other necessary facilities.

The motion was seconded by DPW Radomski. The motion carried.

The Planning Commission entered into further discussion surrounding the site plan with the following items being discussed:

- The site's lighting plan.
- The building's façade.
- Branding of the building.
- The materials the building façade is made out of.
- Industry accepted environmentally friendly materials.

Jay McKeefry (PDQ Carwash) informed the commission that the lighting plan could be updated with the removal of an existing fixture to meet city ordinance. Mr. McKeefry also went on to explain that the chosen façade is used with their company wide branding effort and has durable high quality materials that are industry accepted environmentally friendly building materials.

The Plan Commission encouraged the applicant to come back with an updated site plan that meets the City's lighting ordinance as well as has more information on the façade materials.

A motion was made by Comm. Homan to postpone the Site Plan Review of 1462 Appleton Road to the next plan commission meeting. The motion was seconded by Alderperson Nichols. The motion carried.

## **2. Certified Survey Map – 528 Milwaukee Street**

AP Stephenson gave an update on 528 Milwaukee Street CSM. He informed the Planning Commission that 528 Milwaukee Street is a substandard and nonconforming lot and the lot lines could not be changed in its current zoning district. Staff recommends that the lot be rezoned to General Commercial (C-1). If the lot was rezoned then the lot would no longer be substandard and nonconforming and the CSM could be approved.

Comm. Homan made a motion to approve the CSM lot line adjustment at 528 Milwaukee Street with the following conditions:

- a. 528 Milwaukee Street (#1-00397-00) is rezoned from Heavy Industrial District (I-1) to General Commercial District (C-1).

The motion was seconded by Alderperson Nichols. The motion carried.

**3. Rezoning – 528 Milwaukee Street (parcel #1-00396-00): I-1 Heavy Industrial to C-1 General Commercial**

AP Stephenson gave a brief background on the rezoning for 528 Milwaukee Street. The rezoning was necessary to bring the lot into conformance. The current zoning of 528 Milwaukee is I1 – Heavy Industrial but the property is used as a pub establishment. The use and zoning do not currently match.

The Plan Commission discussed the rezoning with the following items being discussed:

- The adjacent zoning districts.
- The comprehensive plan.
- The CSM for 528 Milwaukee.
- Allowable uses within the C-1 district.

Comm. Homan made a motion to approve the rezoning of 528 Milwaukee Street (#1-00396-00) as published being Lot One of the proposed CSM. The motion was seconded by DPW Radomski. The motion carried.

**4. Site Plan Amendment Review – 1680 Appleton Road – Alexander & Bishop 1, LLC**

CDD Schroeder gave an update on 1680 Appleton Road site plan amendment review. The approved site plan for 1680 Appleton Road called for underground storm water storage. The applicant asked that the original site plan be amended to allow for an off-site stormwater pond on the adjacent property, now owned by the applicant.

The Plan Commission entered into a conversation and discussed the following items:

- Total disturbed area, as it pertains to storm water requirements.
- Ground cover surrounding the pond.
- Easements between the properties.

Comm. Homan made a motion to approve the site plan amendment as presented for 1680 Appleton Road, with the following conditions:

- a. A new stormwater maintenance agreement and easements be submitted and recorded prior to issuing new stormwater permits.
- b. Staff may approve minor modifications to the stormwater plan provided municipal ordinances and state statutes are met.

The motion was seconded by Comm. Cruickshank. The motion carried.

**5. Sign Ordinance Discussion – Signs Illumination Restrictions**

The Plan Commission discussed illumination within the sign ordinance. No action was taken.

**G. COMMUNICATION**

**1. Set Next Meeting**

The next was set for June 25, 2019 at 3:30 PM.

**H. ADJOURNMENT**

A motion to adjourn the Plan Commission meeting at 5:10 PM was made by Comm. Cruickshank. The motion was seconded by Alderperson Nichols. The motion carried.

*Minutes respectfully submitted by AP Stephenson.*