

CITY OF MENASHA
Plan Commission
Menasha City Center, 100 Main Street
November 10th, 2020
MINUTES

A. CALL TO ORDER

The meeting was called to order by Mayor Merkes at 4:02 PM.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Alderperson Schmidt, DPW Alix and Commissioners Cruickshank, Homan, Benner and Sturm (arrived at 4:10 pm).

PLAN COMMISSION MEMBERS EXCUSED:

OTHERS PRESENT: CDC Heim and PP Stephenson.

C. PUBLIC HEARING

D. MINUTES TO APPROVE

1. Minutes of October 6, 2020 Plan Commission Meeting

A motion was made to approve the minutes of October 6th, 2020 Plan Commission meeting by Alderperson Schmidt. The motion was seconded by Comm. Benner. The motion carried.

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

Five (5) minute time limit for each person

No public comments

F. DISCUSSION / ACTION ITEMS

1. Remove from Table – Site Plan Review – 1205 Province Terrace – Samaritan Counseling Center

A motion was made by Comm. Benner to remove Item F(1) from the table. The motion was seconded by Alderperson Schmidt. The motion carried on roll call with all members voting in favor.

PP Stephenson gave an update on the site plan for 1205 Province Terrace. The site plan has made all the corrections mentioned by Plan Commission the last time this item appeared on the agenda.

The Plan Commission entered into a conversation with the following being discussed:

- Landscaping along the lot line.
- Building material used for the dumpster enclosure.
- Where mechanicals would be placed and the need for roof top screening.

A motion was made by Comm. Benner to approve the site plan as presented for 1205 Province Terrace (parcel #7-00001-08) with the following conditions:

- Prior to the issuance of building permits, a stormwater and site improvement agreement must be recorded for the proposed development.
- Prior to issuance of building permits a stormwater management plan is submitted and approved by the Public Works Department.

- If roof mounted mechanicals are implemented they shall be screened per zoning code section 13-1-12 (f)(5).

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

2. Site Plan Review – 504 London Street – Down to Earth Greenscaping, LLC

PP Stephenson gave an update on the site plan for 504 London Street.

The Plan Commission entered into a conversation discussing the following:

- The façade of the building.

A motion was made by Comm. Benner to approve the site plan as presented for 504 London Street (5-00396-00) with the following conditions:

- Prior to the issuance of building permits, a stormwater and site improvement agreement must be recorded for the proposed development.
- Prior to issuance of building permits a stormwater management plan is submitted and approved by the Public Works Department.
- All new driveway and parking areas shall be paved with a hard surface material.
- The southernmost drive entrance/aisle shall be paved up to the first building entrance.
- A veneer masonry unit is used for the lower half of the building's façade and a hardy board material is used for the upper half.

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

3. Site Plan Review – 1865 Bud Drive – Resolve Specialty, LLC

PP Stephenson gave an update on the site plan for 1865 Bud Drive.

The Plan Commission entered into a conversation with the following being discussed:

- The building material being used on the façade.
- What the definition of masonry is.

Comm. Benner made a motion to approve the site plan as presented for 1865 Bud Drive (Parcel #4-00761-09) with the following conditions:

- Prior to the issuance of building permits, a stormwater and site improvement agreement must be recorded for the proposed development.
- The proposed masonry unit on the North and West portions of the building be approved by Community Development staff before installation.

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

G. COMMUNICATION

1. Set Next Meeting

The next meeting was set for December 8th.

H. ADJOURNMENT

A motion was made by Alderperson Schmidt to adjourn the meeting at 4:34 PM. The motion was seconded by Comm. Benner. The motion carried.