

**CITY OF MENASHA**  
**Plan Commission**  
**Menasha City Center, Room 133 – 100 Main Street**  
**February 4, 2020**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Mayor Merkes at 3:34 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: DPW Alix, and Commissioner Homan.

OTHERS PRESENT: CDD Schroeder, PP Stephenson, CDC Heim, and DDPW Gordon.

**C. PUBLIC HEARING**

There were no public comments.

**D. MINUTES TO APPROVE**

**1. Minutes of January 7, 2020 Plan Commission Meeting**

A motion was made by Comm. Cruickshank to approve the minutes of January 7<sup>th</sup>, 2020 Plan Commission Meeting. 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 at this time.

**F. DISCUSSION / ACTION ITEMS**

**1. Certified Survey Map – 342 and 334 Winnebago Avenue – Lot Line Adjustment and Consolidation**

CDC Heim gave a background on the lot line adjustment and consolidation for 342 and 334 Winnebago Ave.

The Plan Commission briefly discussed the CSM with the following being discussed:

- Purpose of the CSM.

A motion was made by Comm. Benner to recommend approval of the Certified Survey Map as proposed for the lot line adjustment and lot consolidation of 334 Winnebago Avenue and 342 Winnebago Avenue (Parcel #3-00525-00 and 3-0009-00) with the following condition:

- The Community Development Member signature line is changed to signature lines for Mayor and City Clerk.

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

**2. Certified Survey Map – Part of 730 Lake Park Road – Lot Creation**

PP Stephenson explained the proposed CSM creating a lot as part of 730 Lake Park Road and provided the background of previously approved surveys.

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

- Location of the CSM in relation to the parent parcel.
- The need to see the parent parcel on the CSM.
- Plans for the newly created parcel.

Comm. Sturm made a motion to recommend approval of the Certified Survey Map as proposed dividing 730 Lake Park Road into two parcels (#7-01700-06) with the following conditions:

- The CSM includes the parent parcel in the legal description and map.

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

### **3. Ordinance – Repeal and Replace to Title 13 – Zoning Code, Chapter 1 (Fences)**

PP Stephenson gave a background on the fence ordinance update.

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

- Clarification on the use of barbed wire or other security fencing.
- How tall a rear yard fence should be.
- The implications of a request for variance, regarding fence height and location.
- When a fence should require a permit.
- Regulations for fencing in neighboring communities.
- Allowed fence materials.

A motion was made by Mayor Merkes to recommend approval of the presented draft Ordinance to the Common Council, repealing and replacing Title 13, Chapter 1, Article G, SEC 13-1-88 of the Code of Ordinances of the City of Menasha.

The motion was seconded by Comm. Benner.

Comm. Benner made a motion to amend the original motion and change Section (d) (2) to read:

“Fences in residential-zoned districts or residentially used properties shall not exceed six feet (6’) in height except those fences in a residential district abutting a commercial or industrial district may have a fence of up to eight feet (8’) in height along the abutting side.”

The motion was seconded by Alderperson Nichols. The motion carried on roll call 5 to 0.

Comm. Sturm made a motion to amend the original motion and remove galvanized or coated chain link fences from section (e)(2).

The motion was seconded by Alderperson Nichols. The motion failed on roll call vote, 4 to 1, with Comm. Sturm voting yes.

Alderperson Nichols made a motion to amend the original motion to require permits for all fencing.

The motion was seconded by Comm. Sturm. The motion failed on roll call vote 5 to 0 with all members voting no.

The original motion carried.

**4. Façade Discussion**

The Plan Commission discussed this briefly and the item will return on the next Plan Commission meeting.

**G. COMMUNICATION**

**1. Set Next Meeting**

The next meeting was set for March 3<sup>rd</sup> at 3:30 PM.

**H. ADJOURNMENT**

A motion was made by Comm. Benner to adjourn the meeting at 5:11 PM. The motion was seconded by Comm. Sturm. The motion carried.

*Minutes respectfully submitted by PP Stephenson.*