

**CITY OF MENASHA**  
**Plan Commission**  
**Menasha City Center, Room 133 – 100 Main Street**  
**March 3rd, 2020**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Mayor Merkes at 3:33 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED:

OTHERS PRESENT: CDD Schroeder, PP Stephenson, CDC Heim, Tom Grade (District 6), and Doug Woelz (McMahon)

**C. PUBLIC HEARING**

There were no public comments.

**D. MINUTES TO APPROVE**

**1. Minutes of February 4, 2020 Plan Commission Meeting**

Comm. Sturm made a motion to approve the minutes of February 4, 2020 Plan Commission Meeting. The motion was seconded by Comm. Cruickshank. The motion carried.

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

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

None

**F. DISCUSSION / ACTION ITEMS**

**1. Final Plat Review – Third Addition to Woodland Hills**

CDC Heim gave an update on the Third Addition to Woodland Hills.

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

- Drainage easements within the subdivision.
- Location of future trails.
- How the subdivision fits into the long range plan for that area.

A motion was made by Comm. Homan approval of the final plat as presented finding that the conditions stated above have been incorporated into the plat, the plat conforms to the Municipal Ordinance, the City Comprehensive Plan, and surrounding development with the following condition:

1. The necessary drainage easement along rear of Lot 123 is added to the plat prior to recording.

**2. Site Plan Amendment – Façade Update – Casey’s General Store – 1822 Midway Road, 1818 Midway Road, and 1530 Oneida Street**

This item was pulled by the applicant – no action was taken.

**3. Certified Survey Map – Lots 8 and 9 Province Terrace – Lot Consolidation and Affidavit of Correction (setback)**

PP Stephenson gave an overview of the proposed CSM for a lot consolidation of lots 8 and 9 of Province Terrace and an accompanied affidavit of correction.

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

- The proposed project.
- The need to know the layout of the project.
- The need to ensure that commercial land is used responsibly because the City is land locked.
- The need for developable lots.
- Size and shape of neighboring lots.

A motion was made by Mayor Merkes to table the proposed Certified Survey Map. The motion was seconded by Comm. Cruickshank. The motion carried.

**4. Façade Discussion (Draft Redline Ordinance)**

PP Stephenson gave an update on the draft façade ordinance and past conversations.

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

- Equal vs equivalent architectural design.
- Current building code requirements, as they relate to zoning.
- Decorative concrete block vs concrete block.
- The use of EIFS.
- The use of metal panels and corrugated metal panels.
- How glazed material fits into the façade calculations.

**G. COMMUNICATION**

**1. Set Next Meeting**

The next meeting was set for April 7<sup>th</sup> at 3:30 PM.

**H. ADJOURNMENT**

A motion was made by Comm. Benner to adjourn the meeting at 4:43 PM. The motion was seconded by Comm. Homan. The motion carried.

*Minutes respectfully submitted by PP Stephenson.*