

**CITY OF MENASHA
Plan Commission
Third Floor Council Chambers
140 Main Street, Menasha**

January 6, 2009

3:30 PM

MINUTES

PUBLIC HEARINGS:

Proposed Ordinance O-XX-09 Relating to the Adoption of Floodplain Maps

Mayor Merkes opened the public hearing by asking if anyone would like to speak regarding the Special Use Permit. No one from the gallery spoke. The hearing was closed.

A. CALL TO ORDER

The meeting was called to order at 3:30 p.m. by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner , DPW Radtke and Commissioners Sanders, Cruickshank, Sturm and Schmidt.

OTHERS PRESENT: CDD Keil and AP Beckendorf.

C. MINUTES TO APPROVE

1. Minutes of the December 16, 2008 Plan Commission Meeting.
 - a. Moved by Comm. Schmidt, seconded by DPW Radtke to approve the December 16, 2008 Plan Commission meeting minutes with the following changes: Reflect that there was a roll call vote for item F2, add the word "access" after "fire department" to item F1, CII. Motion carried.

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

No one from the gallery spoke.

E. DISCUSSION

1. None

F. ACTION ITEMS

1. Proposed Ordinance O-XX-09 Relating to the Adoption of Floodplain Maps – Recommendation to the Common Council.
 - a. CDD Keil explained that since FEMA updated the floodplain maps in Calumet County, the city is obliged to adopt the map panels within the existing floodplain zoning ordinance. This is not expected to have much of an impact because most of the mapped floodplain areas are outside of the city's growth area.
 - b. Commissioners discussed the following:

- I. FEMA's authority.
 - II. DNR code NR117.
 - c. DPW Radtke made and Comm. Sanders seconded a motion to recommend approval of the proposed ordinance relating to the adoption of floodplain maps. The motion carried.
2. Proposed Ordinance O-XX-09 Relating to the Regulation of Utility Cabinets.
 - a. CDD Keil described the proposed ordinance and distributed photos to illustrate cabinet size.
 - b. Commissioners discussed the following:
 - I. Whether 32 cubic feet and less than 4 feet in height is the proper threshold for requiring a permit.
 - II. Size and setback requirements.
 - III. Whether railroad cabinets would be regulated under this ordinance.
 - IV. Whether and when screening should be required.
 - V. Whether the utility company should notify adjacent property owners when they plan to install a cabinet.
 - VI. Setbacks for snow plowing.
 - VII. Encouraging the cabinets to be placed in the side or rear yards whenever possible.
 - c. This item was held over pending modifications based on Plan Commission discussion.
3. Extraterritorial CSM – Town of Menasha
 - a. Commissioners discussed the following:
 - I. Impact on the city.
 - b. Comm. Schmidt made and Comm. Sanders seconded a motion to recommend approval of the extraterritorial CSM, finding that the CSM would have no impact on the city: The motion carried.
4. Consideration of Comprehensive Plan Review Procedures
 - a. AP Beckendorf described the proposed procedures.
 - b. Commissioners discussed the following:
 - I. Whether the process will be incorporated into the plan or adopted as an ordinance or whether the state statutes would be referenced within it. AP Beckendorf stated that the procedure is not required to be an ordinance because it is outlined in the state statutes.
 - II. Whether a public hearing will be held before the plan commission.
 - III. Timing of ordinance amendments.
 - IV. Adding governmental entities to the allowed applicants list.
 - V. A separate application for text amendments.
 - VI. Plan Commission review of text amendments before annual process begins.
 - VII. Annual review meeting process.
 - c. This item was held over pending modification to the process based on Plan Commission discussion.

G. ADJOURNMENT

Moved by Comm. Cruickshank, seconded by Ald. Benner to adjourn at 5:24 p.m. The motion carried.

Minutes respectfully submitted by Jessica Beckendorf, Associate Planner