

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
October 4, 2016
MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:31 PM by Mayor Merkes.

3:30 PM – Informal Public Hearing Regarding the Proposed Special Use Permit – 320 Nicolet Blvd. – Parcel #1-00041-00

Mayor Merkes opened the public hearing at 3:31 PM. CDD Buck provided an overview of the proposed special use permit. No one spoke. Mayor Merkes closed the hearing at 3:32 PM.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Comm. DeCoster.

OTHERS PRESENT: CDD Buck, CDD Heim, Don Whitehouse (St. Patrick's Congregation), Kristen Bergstrom (St. Patrick's Congregation), Garritt Bader (R. Lewis & R. Lewis, LLC), Ald. Arnie Collier (708 Appleton St.) and Steve Grenell (Menasha Utilities).

C. MINUTES TO APPROVE

1. **Minutes of the September 13, 2016 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Ald. Benner to approve the September 13, 2016 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. CORRESPONDENCE

1. None.

F. DISCUSSION

1. None.

G. ACTION ITEMS

1. **Special Use Permit Application and Site Plan Review – 324 Nicolet Blvd. – St. Patrick's Congregation**

CDD Buck provided an overview of the special use permit and the site plan for St. Patrick's Congregation for the expansion of the parking lot at 320 Nicolet Boulevard. The proposed parking lot expansion includes addition of 21 parking stalls, new parking lot lighting and addition of landscaping. Staff recommends approval of the special use and site plan with the following conditions:

1. Lighting plan which meets code requirements be submitted and approved by staff
2. An amended landscape plan be submitted and approved by staff

Motion by Comm. Schmidt, seconded by Comm. Cruickshank to recommend approval to the Common Council for the Special Use Permit finding that staff recommendations outlined be met.

Further discussion ensued which included the following:

- Lighting plan be brought back to Commission for review and approval
- Timing of project with regard to trenching for the lighting and landscaping
- Clarification of ordinance specifically relating to lighting standards

Amended motion by Comm. Schmidt, seconded by Comm. Cruickshank to recommend approval of the Special Use Permit and Site Plan with the following conditions:

1. The lighting plan detailing fixtures and light levels be brought back to Plan Commission for review.
2. An amended landscape plan showing internal parking lot landscaping be submitted and approved by staff.

The motion carried.

2. **Proposed Annexation – Appleton Road – R. Lewis & R. Lewis, LLC**

CDD Buck presented the unanimous approval annexation for a single parcel of land located at 1462 Appleton Road in the Town of Menasha. The property is currently vacant and per the Intermunicipal Agreement between the City of Menasha and Town of Menasha, the city has authority to annex the unimproved site. Impact statements were presented to the Administration Committee at the October 3, 2016 meeting with no negative or detrimental effects to city services.

Motion by Comm. Sturm, seconded by Ald. Benner, to recommend to the Common Council the proposed annexation, Appleton Road, R. Lewis & R. Lewis with the following findings:

- The application was submitted prior to the incorporation from Town of Menasha to Village of Fox Crossing
- Is a logical expansion of the city's Municipal boundary
- Allows for future development of the lot and the area

The motion carried.

H. ADJOURNMENT

Motion by Comm. Schmidt, seconded by Ald. Benner, to adjourn at 4:07 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.