

**CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
December 17, 2013
MINUTES**

A. CALL TO ORDER

The meeting was called to order at 3:35 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: DPW Radtke and Commissioner Schmidt

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, David Elliott and Brian Adesso - Menasha Joint School District, and Jim Lundberg - Point of Beginning.

C. MINUTES TO APPROVE

1. **Minutes of the December 3, 2013 Plan Commission Meeting**

Motion by Ald. Benner, seconded by Comm. Cruickshank to approve the December 3, 2013 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. None.

ACTION ITEMS

1. **Special Use Permit – 420 Seventh Street – Menasha High School Addition/Renovation**

CDD Keil informed commissioners of the changes to the site plan that have been made since the last meeting. These included the addition of gates on the dumpster enclosure, the addition of a sidewalk on the south side of Eighth Street, changes to the existing lighting on the north side of the building, and changes to the erosion control plan.

Jim Lundberg described the sidewalk alignment and its relationship to the street and the site. Dave Elliot commented on the lighting plan and the disposition of the football equipment on the north side of the site.

Commissioners discussed the future conveyance of the sidewalk and terrace from the school district to the city and the content of the lighting plan to be furnished to the city.

Ald. Benner made, and Comm. Sturm seconded a motion to recommend approval of the Special Use Permit for the Menasha High School subject to the following conditions:

- That a lighting plan be submitted for review and approval by Community Development Department staff.
- That the parking lot landscaping as shown on the site plan be installed when the parking lot is resurfaced.
- That the City Forester reviews and approves the selection of canopy trees shown on the landscaping plan.

The motion carried.

G. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. Cruickshank to adjourn at 4:50 p.m. The motion carried.

Minutes respectfully submitted by CDD Keil.