

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**November 8, 2016**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:32 PM by Mayor Merkes.

**3:30 PM – Informal Public Hearing on the Proposed Rezoning of 217 Washington Street – Parcel #3-00529-00**

Mayor Merkes opened the public hearing at 3:32 PM. CDD Buck explained the proposed rezoning of 217 Washington Street. Written public comment was received and distributed from Sandra Dabill Taylor (545 Broad Street). She is in favor of the rezoning for 217 Washington Street. No one else spoke. Mayor Merkes closed the hearing at 3:33 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Sturm and DeCoster.

OTHERS PRESENT: CDD Buck, AP Englebert, Ald. Benner, Stacy Knaack (Glass Nickel Pizza), Tim Nicholson (Glass Nickel Pizza).

**C. MINUTES TO APPROVE**

1. **Minutes of the October 18, 2016 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Ald. Benner, to approve the October 18, 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. **Grade Requests, Setting Grades, Verifying Grades**

No discussion took place.

2. **Code Sections for Revision Priorities**

At the October 4<sup>th</sup> Plan Commission meeting, the commission asked city staff to prepare a report regarding sections of the zoning code most in need of revision. CDD Buck and AP Englebert provided an overview of the zoning code and identified the following sections, staff felt to be a priority for revision:

- Special Use Permits and Processes
- Non-Conforming Code
- Sign Code
- Off-Street Parking
- Commercial/Industrial Lighting Code
- Temporary Uses
- Architectural Design Standards

Commissioners discussed the report and focused on architectural building standards and the Special Use Permit process. Staff brought up recent law changes at the State and Federal level

that affect the Non-Conforming Code and the Sign Code. The Plan Commission asked staff to prioritize the list and come back with a plan for addressing revisions.

## **G. ACTION ITEMS**

### **1. Rezoning – 217 Washington Street – Parcel #3-00529-00**

AP Englebert introduced the proposed rezoning at 217 Washington Street. The applicant wishes to operate a Glass Nickel Pizza restaurant at the location and therefore requested to rezone the property from 1-2 General Industrial District to C-1 General Commercial District. AP Englebert reported that the lot size and dimensions would not create any non-conformity if the rezoning was approved and that the rezoning would be consistent with the City of Menasha Comprehensive Plan. Staff also relayed to the Plan Commission that they would be contacting property owners and rezoning neighboring properties to a commercial district so as to mitigate the presence of conflicting land uses and spot zoning.

Ald. Benner discussed the Washington Street corridor and asked if there would be a comprehensive plan update coming forth soon. CDD Buck responded that there would be.

Motion by Ald. Benner, seconded by Comm. Cruickshank, to recommend approval of the rezone for 217 Washington Street (#3-00529-00) from 1-2 General Industrial District to C-1 General Commercial District. The motion carried.

### **2. Moving Permit – Lot 8 Deerfield Court**

CDD Buck presented the moving permit application for Lot 8 Deerfield Court. The applicant desires to move an existing two-family structure and locate it on the lot. According to the City of Menasha Building Code, the Plan Commission must approve any application to relocate an existing structure based on several criteria. CDD Buck informed the Plan Commission that when making a decision, the commission is to consider the effect of the move on consistency with neighborhood property improvements and architectural/functional plan of nearby properties.

Commissioners and staff discussed the following:

- Style and size of the structure to be moved
- Existing neighborhood and architectural styles present
- Neighborhood land use and development
- Bonding and insurance required to move a structure

Motion by Ald. Benner, seconded by Comm. Cruickshank, to deny the Moving Permit application for Lot 8 Deerfield Court with the finding that the exterior architectural appeal will be at variance with the architectural appeal and functional plan of buildings already constructed in the immediate neighborhood and the proposed orientation of the structure is also at odds with the functional plan of the neighborhood. The motion carried.

## **H. ADJOURNMENT**

Motion by Comm. Schmidt, seconded by Ald. Benner, to adjourn at 4:40 PM. The motion carried.

*Minutes respectfully submitted by AP Englebert.*