

CITY OF MENASHA
Plan Commission
Council Chambers, 3rd Floor City Hall – 140 Main Street
January 8, 2008
DRAFT MINUTES

I. CALL TO ORDER

A. Call to Order

Mayor Laux called the meeting to order at 3:30 p.m.

II. ROLL CALL/EXCUSED ABSENCES

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

OTHERS PRESENT: AP Beckendorf, CDD Keil, Paul Brunette, Jim Eagon, Jill Zalar, Ken Saiki, and Trevor Frank.

III. MINTUES TO APPROVE-MINUTES & COMMUNICATES TO RECEIVE

A. Minutes to approve:

Ald. Merkes made and Comm. Schmidt seconded a motion to approve the December 18, 2007 Plan Commission meeting minutes. The motion carried.

IV. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

A. No one spoke.

V. DISCUSSION

A. None.

VI. ACTION ITEMS

A. Site Plan Review – UW-Fox Valley Communication Arts Center

Trevor Frank, of SEH, described the project. It has been designed to attain LEED silver certification. Mr. Frank explained the components of the project which qualify it for LEED silver certification.

Commissioners discussed the following:

- Parking concerns.
- Concerns with the project meeting TSS removal standards for stormwater.
- Project budget and use of existing auditorium.
- Whether the facility will be available for public programs and whether the school will be actively pursuing outside entertainment and/or lecturers.
- The need to review a photometric plan.

DPW Radtke made and Ald. Merkes seconded a motion to approve the site plan for UW-Fox Valley's Communication Arts Center with the following conditions:

1. TSS removal documentation must be provided for review.
2. A photometric plan must be provided for review.

The motion carried.

B. Acceptance of Comprehensive Plan Chapters 1 (Issues and Opportunities) and 3 (Transportation) with Changes Noted in December 18 Plan Commission Minutes (chapters previously received)

Commissioners discussed the following:

- (Chapter 1) Vision statement.
- (Chapter 3) Road classification definitions (page 2-3 and 2-4).
- Addressing transit goals and needs.

- The addition of a goal or objective addresses safe routes to school.
- The addition of a recommendation to begin tracking pedestrian accidents.

Ald. Merkes made and Comm. Schmidt seconded a motion to accept Comprehensive Plan Chapters 1 (Issues and Opportunities) and 3 (Transportation) with Changes Noted in December 18 Plan Commission Minutes and the above changes. The motion carried.

C. Acceptance of Comprehensive Plan Chapters 2 (Population and Housing) and 4 (Utilities and Community Facilities)

Commissioners discussed the following:

- (Chapter 2) Including dialogue with comparison data for Outagamie County, Appleton, etc. .
- Using stronger language (e.g. “shall” instead of “may”) for a number of recommendations.
- Incorporating more recommendations concerning environmental protection/sustainability.
- Using consistent age group data.
- (Chapter 4) Using stronger language for a number of recommendations.
- Using the word “neighborhoods” in place of “subdivisions”.
- Deleting information on Veteran’s Park.
- The addition of several short-term and long-term needs and recommendations.
- The addition of a map which shows utility and sanitary districts.

Comm. Cruickshank made and Comm. Schmidt seconded a motion to accept Comprehensive Plan Chapters 2 (Population and Housing) and 4 (Utilities and Community Facilities) with the above changes. The motion carried.

D. Health Department – Sale of 226 Main Street and Department Relocation

CDD Keil reviewed events leading to the proposed sale and relocation. Commissioners discussed timing and space considerations. Comm. Schmidt made and Comm. Sanders seconded a motion to recommend the sale of 226 Main Street and the relocation of the Health Department to 312-320 Racine Street. The motion carried.

VII. ADJOURNMENT

- A. Comm. Schmidt made a motion to adjourn at 5:32 p.m. Comm. Cruickshank seconded the motion. The motion carried.