

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

**October 21, 2008**

**3:30 PM**

**MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 3:40 p.m. by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

OTHERS PRESENT: CDD Keil, AP Beckendorf, Gary Caspary, and Andy Fitzwilliam.

**C. MINUTES TO APPROVE**

1. Minutes of the September 30, 2008 Plan Commission Meeting.
  - a. Moved by Comm. Sanders, seconded by Comm. Sturm to approve the September 30, 2008 Plan Commission meeting minutes. Motion carried on voice vote.

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

No one from the gallery spoke.

**E. DISCUSSION**

1. Comprehensive Plan Amendment Process.
  - a. AP Beckendorf outlined the considerations for implementing a comprehensive plan amendment process and described some aspects of amendment processes in other communities. Commissioners discussed the following:
    - I. Addressing applications on an individual basis.
    - II. Making allowance for taking applications over the course of the entire year.
    - III. State requirements for plan amendments.
    - IV. Holding a regular review meeting annually.
    - V. Application Fees.
    - VI. Allowing for administrative applications to clear up any errors.
  - b. Moved by Comm. Cruickshank, seconded by Comm. Sanders to direct staff to prepare a proposal for comprehensive plan amendments that would include an annual review and fee, and an elevated fee for those applications received over the course of the rest of the year.
2. Building Communities Focus on Sustainability Webinar Materials to Plan Commissioners.

- a. Mayor Merkes described the programs offered in the series and invited Commissioners to attend.

## **F. ACTION ITEMS**

1. Comprehensive Plan Amendment/Land Use Plan Amendment – St. John’s Cemetery.
  - a. CDD Keil described the location of the proposed amendment and the surrounding neighborhood and suggested that the role of the Commission was to decide whether the proposal makes sense for the property and for the neighborhood. Commissioners discussed the following:
    - I. Changing the property to the west of the proposal to industrial to ensure a more appropriate fit with the uses of the neighborhood.
    - II. Zoning map designations versus Future Land Use Map designations.
  - b. Moved by DPW Radtke, seconded by Comm. Cruickshank to approve Plan Commission resolution 04-2008 with the following changes:
    - I. Add Comprehensive Plan Ordinance adoption date.
    - II. Add a reference regarding the reference map.The motion carried on voice vote.
  
2. Certified Survey Map – St. John’s Cemetery (Valley Road).
  - a. Commissioners discussed the following:
    - I. Creation of a lot without access.
    - II. Definition of an Outlot versus a Lot.
    - III. Access to the property.
  - b. This item was held over.
  
3. Site Plan Amendment – Tayco Street – SCA Tissue.
  - a. AP Beckendorf described the location of the addition and the application to existing site plan requirements.
  - b. Moved by Comm. Sturm, seconded by Comm. Sanders to approve the site plan amendment for SCA Tissue with the following findings:
    - I. The use is appropriate.
    - II. The amendment allows SCA to expand.
    - III. The amendment has minimal impact on the surrounding neighborhood.The motion carried on voice vote.

## **G. ADJOURNMENT**

Moved by DPW Radtke, seconded by Comm. Cruickshank to adjourn at 4:59 p.m. The motion carried on voice vote.