

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

**January 20, 2009**

**3:30 PM**

**MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 3:30 p.m. by DPW Radtke.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Catherine Cruickshank

OTHERS PRESENT: CDD Keil, AP Beckendorf, Jim Dreifuerst, Steve Winter, and Lonnie Pichler.

**C. MINUTES TO APPROVE**

1. Minutes of the January 6, 2009 Plan Commission Meeting.
  - a. Moved by Comm. Sanders, seconded by Ald. Benner to approve the January 6, 2009 Plan Commission meeting minutes. The motion carried.

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

Jim Dreifuerst, representing AT&T, stated his concerns regarding restrictions in the proposed utility cabinet ordinance.

**E. COMMUNICATIONS**

1. Local Land Use Planning and Zoning – A WisLine Teleconference Series 2009.
  - a. There was no discussion.

**F. DISCUSSION**

1. Proposed Ordinance O-XX-09 Relating Utility Cabinets.
  - a. CDD Keil reviewed changes to the proposed ordinance that were made since the January 6, 2009 Plan Commission meeting. These changes were the result of a meeting held with Menasha Utilities staff.
  - b. Commissioners discussed the following:
    - I. Placement of cabinets in new subdivisions. Steve Winter, representing AT&T, stated that any new subdivision and green spaces will be served underground.

- II. Required submittal materials and application requirements. Lonnie Pichler, representing Menasha Utilities, explained his concern regarding the amount of time it would take to assemble the submission materials.
  - III. Industry standard cabinet sizes.
  - IV. The purpose of this planning and permit process.
  - V. Timeframe of permit and how it can best be timed with the plat approval process and purchase of easements.
  - VI. Cabinet colors limited by manufacturers.
  - VII. Coordinating the proposed permit process with excavation permits.
  - VIII. Lettering and logo size and color.
  - IX. The effect the cabinets have on aesthetics.
  - c. This item was held pending further review.
2. Proposed Ordinance O-XX-09 Relating to Comprehensive Plan Amendments.
- a. AP Beckendorf described the proposed process and ordinance provisions.
  - b. Commissioners discussed the following:
    - I. Coordinating the timing of the annual meeting with the start of construction season.
    - II. Approval criteria.
    - III. Fees.
  - c. This item was held pending further review.

#### **G. ACTION ITEMS**

- 1. None.

#### **H. ADJOURNMENT**

Moved by Comm. Schmidt, seconded by Comm. Sanders to adjourn at 4:57 p.m. The motion carried.

Minutes respectfully submitted by Jessica Beckendorf, Associate Planner