

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**May 3, 2011**  
**MINUTES**

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Homan and Sturm

OTHERS PRESENT: CDD Keil, Dave Stubbs and John Davel

**C. MINTUES TO APPROVE**

1. **Minutes of the April 19, 2011 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Ald. Benner to approve the April 19, 2011 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. **Status of Driveway Ordinance**

CDD Keil reported that the amended driveway ordinance will be placed on the May 17 Plan Commission agenda.

**F. ACTION ITEMS**

1. **Site Plan Amendment – Community Clothes Closet – 1465 Opportunity Way**

CDD Keil reviewed the proposed addition to the Community Clothes Closet.

Plan Commissioners discussed:

- Drainage and storm water management
- Site lighting
- Landscaping
- Sidewalk/crosswalk
- Parking
- Turning radii & delivery vehicles
- Zoning classifications

Motion by Dave Schmidt, seconded by DPW Radtke to approve the site plan amendment based on the finding that the addition will increase the capacity of the Community Clothes Closet to serve the needs of Fox Cities residents, and subject to the conditions that a lighting plan be submitted demonstrating compliance with lighting standards and that the drainage and erosion control plan be reviewed and approved by the Public Works Department.

2. **Site Plan Amendment – Minimax Storage – 1840 Bud Drive**

CDD Keil reviewed the proposed site plan amendment.

Commissioners discussed:

- Definition of steel panels
- Setbacks
- Landscaping
- Lighting
- Fencing

The consensus was to hold this item pending receipt of a revised site plan that met setback requirements, added landscaping along bud drive, and considers relocating the fence along Bud Drive to the west of the street ROW. Information is also to be provided about site lighting.

## **G. ADJOURNMENT**

Motion by DPW Radtke, seconded by Ald. Benner to adjourn at 4:20 p.m. The motion carried.

*Minutes respectfully submitted by Greg Keil, CDD.*