It is expected that a Quorum of the Board of Public Works, Park Board, Administration Committee, and/or Common Council may attend this meeting: (although it is not expected that any official action of any of those bodies will be taken)

CITY OF MENASHA
PLAN COMMISSION
Council Chambers
140 Main Street, Menasha

January 20, 2015
3:30 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE
   1. Minutes of the December 16, 2014 Plan Commission Meeting

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA
   Five (5) minute time limit for each person

E. DISCUSSION
   1. 2015 Comprehensive Plan Amendment and Potential Zoning District Changes
   2. Lighting Standards for Residential Properties

F. ACTION ITEMS
   1. Remove from Table – Proposed Amendment to Title 13 of the Menasha Code of Ordinances Pertaining to Electronic Message Center Signage

G. ADJOURNMENT

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Community Development Department at 967-3650 at least 24-hours in advance of the meeting so special accommodations can be made.

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
December 16, 2014
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:34 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: None.

PLAN COMMISSION MEMBERS ABSENT:

OTHERS PRESENT: CDD Keil, Lilly and Richard O'Connell, Tom Grade and Brian Moore.

3:30 PM – Public Hearing Regarding Proposed amendment to Title 13 of the Menasha Code of Ordinances pertaining to Electronic Message Center signage

Mayor Merkes opened the public hearing at 3:34 PM.

No one spoke.

The hearing was closed at 3:35 PM.

C. MINUTES TO APPROVE

1. **Minutes of the November 18, 2014 Plan Commission Meeting**
Motion by Ald. Benner, seconded by Comm. DeCoster to approve the November 18, 2014 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. **Nonconforming Usage in the R-1 Single Family Residential Zoning District**
Commissioners reviewed the map showing the locations of nonconforming uses in the R-1 Single Family district and discussed the prospects for eliminating some of them through zoning actions. Commissioners also discussed possibilities for rezoning properties that are occupied as single family from R-2 to R-1 and directed staff to prepare a map of such properties for consideration at a future meeting.

F. ACTION ITEMS

1. **Proposed Amendment to Title 13 of the Menasha Code of Ordnances Pertaining to Electronic Message Center Signage**
CDD Keil explained that electronic message centers (EMC's) are presently only permitted in the C-1 and I-1 and I-2 zoning districts. Kwik Trip, which is planning a new facility at Midway and Appleton Road has requested an EMC at that location, which is currently zoned C-4 Business Park District. The proposed amendment would allow EMC's in the C-3 and C-4 districts following application for and approval of a Special Use Permit.

Commissioner's discussed impacts on neighboring properties and whether the current standard of 200 feet from a residential property triggering a Special Use Permit requirement in the C-1

district is appropriate.

This item was held with direction to staff to further evaluate off site impacts of EMC's.

2. **Site Plan Amendment – 2205 Midway Road – Oak Park Place**
CDD Keil reported that the developer has requested the amendment to enable the construction of an additional twelve units of memory care. The building additions will not have a material effect on the overall site plan.

Motion by Comm. Schmidt, seconded by DPW Radtke to approve the site plan amendment with the condition that revised landscape and storm water plans be submitted to staff for review and approval. The motion carried.

3. **Certified Survey Map – 820 Arthur Street**
CDD Keil stated that the owners of the parcel have had the CSM prepared to split the lot into two parcels. Both parcels comply with zoning standards for minimum width and area, and that the existing structures meet setback requirements.

Motion by DPW Radtke, seconded by Comm. Schmidt to approve the Certified Survey Map for 820 Arthur Street. The motion carried.

4. **Consideration of Proposed Improvements – Vacant Lot on Brighton Drive at Lake Winnebago**
Tom Grade reported on his efforts to work with the owners and the razing contractor to salvage architectural elements from 175 Main Street with the intention that these elements be incorporated into city-owned sites, including the site on Brighton Drive. Commissioners discussed the merits of retaining these items for future reuse and the desirability of developing a plan for their future use and disposition.

Motion by Ald. Benner, seconded by Comm. Sturm to recommend that the Common Council authorize the use of city staff and equipment to facilitate the salvage, relocation and storage of architectural elements from 175 Main Street for future reuse on city properties. The motion carried.

H. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. DeCoster, to adjourn at 4:50 PM. The motion carried.

Minutes respectfully submitted by CDD Keil.

ORDINANCE O-__-14

Introduced by _____ at the recommendation of the Plan Commission.

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Article F, SEC.13-1-67(d)(1) is repealed and recreated as follows:

SEC. 13-1-67 REQUIREMENTS BY SIGN TYPE

(d) **Electronic Message Centers.** Signs whose informational content can be changed or altered by electronic means shall be subject to the following standards:

(1) Electronic message centers ~~shall only be allowed~~ are permitted in the C-1, I-1, and I-2 districts. Electronic message centers in the C-1, I-1 and I-2 districts shall require a Special Use Permit if they are located less than 200 feet from 13-1-67 (a) or (b). Electronic message centers in the C-3 and C-4 districts shall require a Special Use Permit. Electronic message centers shall require a Special Use Permit if they are located ~~within~~ more than two hundred (200) feet of either of the following:

a. a residential use or district;

b. any property use that requires a Special Use Permit.

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this ___ day of _____, 2015.

_____
Donald Merkes, Mayor

ATTEST:

_____
Deborah A. Galeazzi, City Clerk