

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

February 3, 2009

3:30 PM

MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:32 p.m. by Mayor Donald Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Dick Sturm

OTHERS PRESENT: CDD Keil, AP Beckendorf, and Lonnie Pichler.

C. MINUTES TO APPROVE

1. Minutes of the January 20, 2009 Plan Commission Meeting.
 - a. Moved by Comm. Sanders, seconded by Ald. Benner to approve the January 20, 2009 Plan Commission meeting minutes. The motion carried.

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

No one spoke.

E. DISCUSSION

F. ACTION ITEMS

1. Utility Cabinet Ordinance.
 - a. CDD Keil described the changes made since the last Plan Commission meeting.
 - b. Commissioners discussed the following:
 - I. Minimum and maximum cabinet size.
 - II. Under which circumstances the permits can be denied.
 - III. The possibility of requiring clear distances from curbs.
 - IV. The addition of a notification requirement.
 - V. Landscaping and difficulties of enforcement.
 - VI. Landscape maintenance.
 - VII. Length of time for permit approval.

- c. Moved by DPW Radtke, seconded by Comm. Sanders to recommend approval of the proposed ordinance with the addition of a notification requirement.
- d. Commissioners discussed requiring landscaping for cabinets located in the right-of-way.
- e. Moved by Mayor Merkes, seconded by DPW Radtke to amend the motion to recommend approval of the proposed ordinance with the addition of a notification requirement and screening requirement when the cabinet is located within the right-of-way. The motion carried on a roll call vote of 6-0.

2. Sign Code Amendment.

- a. AP Beckendorf explained the process the Landmarks Commission had participated in when developing the proposed changes to the sign code.
- b. Commissioners discussed the following:
 - I. Requiring revocable occupancy permits for hanging, projecting, canopy signs, and awnings.
- c. CDD Keil described the proposed changes to the electronic message center ordinance.
- d. Commissioners discussed the following:
 - I. The use of static images.
 - II. LED colors, single-color versus multi-color displays.
 - III. Video displays.
 - IV. Requiring the same color be used for both static and changeable displays when located on the same sign.
- e. CDD Keil explained that existing code does not allow for any off-premise signage. Presently, businesses located at Lake Park Square do not have a sign at the entrance because such a sign would not be in conformance with city ordinances.
- f. No action was taken on this item to allow staff time to make modifications.

3. Acquisition of 428 Sixth Street.

- a. CDD Keil described the location and explained the Neighborhood Stabilization Act which provides funds that can be used for acquisition and demolition of blighted properties.
- b. This item was held over to allow time for an analysis of the site condition.

G. ADJOURNMENT

Moved by Comm. Schmidt, seconded by Comm. Sanders to adjourn at 5:38 p.m. The motion carried.

Minutes respectfully submitted by Jessica Beckendorf, Associate Planner