

**Draft**  
**To Be Approved**

**\*\*\*TOWN OF MENASHA\*\*\*  
**PLANNING COMMISSION MEETING**  
**WEDNESDAY, APRIL 18, 2007 at 5:00 PM**  
**MUNICIPAL COMPLEX - 2000 MUNICIPAL DRIVE****

**CALL TO ORDER:** Chairperson Bellmer called the Planning Commission Meeting of April 18, 2007 to order at 5:00 PM.

**PRESENT:** Chairperson: Alvin Bellmer  
 Commissioners: Dennis Jochman<sup>(5:05)</sup> Aaron Sabel Kris Koepp  
 Terry Buck Michelle Allness Michael Van Dyke  
 Staff: George Dearborn, Community Development Director  
 Mark Mommaerts, Associate Planner

**EXCUSED:** None

**ABSENT:** None

**ALSO PRESENT:** Dan Hoel Tom Shepeck

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF MINUTES – March 21, 2007**

The minutes of March were reviewed. Motion by Commissioner Van Dyke, seconded by Commissioner Sabel to approve the minutes of the March 21, 2007 meeting. Motion carried 6-0-1 (Commissioner Jochman).

**COST BENEFIT ANALYSIS**

The cost-benefit table for March shows that there is a positive cost-benefit for the year because of the commercial and industrial development.

	<i>Cost or Benefit of New Development</i>			
	<i>March 2007</i>			
	<i>This Month</i>		<i>To Date</i>	
	<i>Value</i>	<i>Cost/Benefit</i>	<i>Value</i>	<i>Cost/Benefit</i>
<b>One &amp; Two Family Dwellings</b>	\$440,000	(\$304.26)	\$1,100,000	(\$760.65)
<b>Multiple Family Dwellings</b>	\$0	\$0.00	\$0	\$0.00
<b>Commercial/Industrial Development</b>	\$3,100,000	\$10,885.03	\$3,100,000	\$10,885.03
<b>Total</b>	\$3,540,000	\$10,580.77	\$4,200,000	\$10,124.38

**NEW ITEMS OF BUSINESS:**

**1. Condominium Plat – Tom Shepeck – Prairie Lake Condominiums – North of Jacobsen Road & East of Clayton Avenue – 008-0216**

Department of Community Development Director George Dearborn introduced the item.

**MOTION:** Chairperson Bellmer, seconded by Commissioner Koepp to approve the Condominium Plat with the following conditions:

- All taxes and assessments shall be paid prior to the Town affixing signatures on the Condominium Plat.
- All conditions of the Conditional Use Permit shall be met prior to the Town affixing signatures on the Condominium Plat.

Motion carried unanimously.

**2. Sign – Appleton Sign Co. – American Drive Center – 1395 West American Drive – 008-0239 (070418-1 PC)**

Department of Community Development Director George Dearborn introduced the item.

MOTION: Chairperson Bellmer, seconded by Commissioner Jochman to approve the Signs with the following conditions:

- The applicant shall obtain a sign permit for each wall-mounted sign and the free-standing sign.
- The applicant shall meet all requirements of the Winnebago County Zoning Ordinance for setbacks and under clearance of the free-standing sign.

Motion carried unanimously.

**3. Sign – Appleton Sign Co. – Edward Jones – 1350 West American Drive – 008-0224-03-01 (070418-2 PC)**

Department of Community Development Director George Dearborn introduced the item.

MOTION: Commissioner Jochman, seconded by Commissioner Buck to approve the Sign with the following conditions:

- The applicant shall obtain a sign permit for the sign.

Motion carried unanimously.

**4. Certified Survey Map – Martenson & Eisele – JJ Plank Corp. – 728 Watermark Court – 008-0118-04**

Department of Community Development Director George Dearborn introduced the item.

Chairperson Bellmer asked if the pond was decorative.

Director Dearborn stated that it is, but it could be modified into a wet detention pond.

Dan Hoel, of Martenson & Eisele, stated that it is a decorative pond and the proposed lot line would be along a berm. He also stated that the applicant is willing to hold the lot until the right buyer comes along.

Commissioner Jochman stated that the buyer has to understand storm water issue.

Director Dearborn mentioned the sign issue.

Mr. Hoel replied that the applicant would like to keep the sign and that they would own both parcels so it should remain.

Director Dearborn stated that once the lot is split, the sign would become a non-conforming structure as it would be an off-premise sign which is prohibited by ordinance.

Mr. Hoel asked about an easement for the sign.

Director Dearborn replied that it is still an off-premise sign.

MOTION: Commissioner Jochman, seconded by Commissioner Van Dyke to delay for 30-days the Certified Survey Map so the applicant can explore alternatives for the sign.

Mr. Hoel asked about a variance for the sign.

Director Dearborn stated that the applicant could apply, but the Commission would not be able to speculate on a variance at this time.

Commissioner Van Dyke mentioned that the applicant could propose a way finding sign to direct customers to their building.

Motion carried unanimously.

**5. County Zoning Text Amendments – Winnebago County Zoning**

Department of Community Development Director George Dearborn introduced the item.

Commissioner Jochman asked if an applicant would have to request a zoning change for the overlay.

Director Dearborn stated that they would.

Chairperson Bellmer asked how the uses were going to be restricted to agricultural uses only.

Associate Planner Mark Mommaerts stated that the amendment refers to the County Zoning staff in determining the use.

MOTION: Chairperson Bellmer, seconded by Commissioner Van Dyke to approve the County Zoning Text Amendments as submitted except for the creation of Section 17.16-A, the Agricultural Development Overlay. Motion carried unanimously.

**OLD ITEMS OF BUSINESS:**

None for this meeting.

**OTHER BUSINESS:**

6. Development Report – The First Business Center has started construction at the old Colonial Inn Site.
7. Building Permit Report

**COMMUNICATIONS:**

8. Letter from Senator Ellis
9. Letter from Secretary Busalacchi, WDOT.

**ADJOURNMENT:**

MOTION: Chairperson Bellmer, seconded by Commissioner Allness to adjourn the meeting of April 18, 2007 at 5:45 PM. Motion carried unanimously.

Mark J. Mommaerts  
Recording Secretary