

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

**\*\*\*TOWN OF MENASHA\*\*\***  
**PLANNING COMMISSION MEETING**  
**WEDNESDAY, MARCH 21, 2007 at 5:00 PM**  
**MUNICIPAL COMPLEX - 2000 MUNICIPAL DRIVE**

**CALL TO ORDER:** Chairperson Bellmer called the Planning Commission Meeting of March 21, 2007 to order at 5:01 PM.

**PRESENT:** Chairperson: Alvin Bellmer  
 Commissioners: Dennis Jochman Aaron Sabel Kris Koeppe  
 Terry Buck Michael Van Dyke  
 Staff: George Dearborn, Community Development Director  
 Mark Mommaerts, Associate Planner

**EXCUSED:** Michelle Schaetz

**ABSENT:** None

**ALSO PRESENT:** John Davel Bill Degeneffe Jeanne Krueger  
 Penny Amundson Mary Mettler

**PLEDGE OF ALLEGIANCE:**

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

The minutes of February were reviewed. Motion by Chairperson Bellmer, seconded by Commissioner Jochman to approve the minutes of the February 21, 2007 meeting with the changes as noted by Commissioner Van Dyke under item 5. Motion carried 6-0-1 (Commissioner Schaetz).

**COST BENEFIT ANALYSIS**

The cost-benefit table for February shows that there is a negative cost-benefit for the Town because the cost of services for single and two-family developments cost more than the amount of taxes that are created.

<i>Cost or Benefit of New Development</i>				
<i>January 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>	\$520,000	(\$359.58)	\$520,000	(\$359.58)
<b>Multiple Family Dwellings</b>	\$0	\$0.00	\$0	\$0.00
<b>Commercial/Industrial Development</b>	\$0	\$0.00	\$0	\$0.00
<b>Total</b>	\$520,000	(\$359.58)	\$520,000	(\$359.58)

**NEW ITEMS OF BUSINESS:**

- 1. Condominium Plat – Palisades Estates – William Degeneffe – Stanton Circle – 008-1796, 008-0040 & 008-0040-03**

Department of Community Development Director George Dearborn introduced the item.

Bill Degeneffe, developer of Palisades Estates, asked if it was true that there is no parking in the driveways.

Director Dearborn stated that was correct in that the driveways are within the Right-of-Way (ROW). He stated that staff’s intent was to make it clear on the face of the plat that the driveways are within the ROW.

Commissioner Jochman stated that the curb is different than the property line, and that the ROW extends beyond the curb.

Chairperson Bellmer had concerns that the condition was too broad as presented. He also asked about the setback for Building A.

Director Dearborn stated that the Plan Commission can modify the condition. He also stated that the County approved the Conditional Use Permit for the project, which is similar to the plat layout, which may mean that they pre-approved the reduced setback.

Penny Amundson, of Baldwin Ct, asked why the Commission was considering a setback less than 30-feet and why a greater density.

Director Dearborn responded that the density has not changed from the approved CUP.

Ms. Amundson asked why the letter was sent out.

Associate Planner Mark Mommaerts responded that the letter is the typical 300-foot notice that the Town sends out for plats, CUP, rezoning, etc. explaining the project.

Ms. Amundson questioned if this is an overuse of the property as it is too close to the existing residential and there is not enough parking.

Chairperson Bellmer stated that these were issues that the Commission discussed at previous meetings and the plat doesn't change that. He also asked about the setback issue.

Director Dearborn stated that there are several options.

Commissioner Jochman stated that Building A could be changed to 3-units, then at a later date a condo amendment could be submitted to add the fourth unit.

Ms. Amundson stated that there are three buildings that have driveways backing out onto a major street.

Chairperson Bellmer stated that it is no different than in any other area of the Town.

**MOTION #1:** Commissioner Jochman, seconded by Commissioner Buck 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.
- An Erosion Control Plan shall be submitted and reviewed and approved by the Town prior to the Town affixing signatures on the Condominium Plat.
- The Condominium Plat shall include on its face a statement that there shall be no parking on the driveway within the Town's Right-of-Way corresponding with the Town's winter parking ordinance.
- Building A shall be reconfigured or the applicant shall explore the possibility of a CSM to attach additional land to the development to meet the 30-foot setback requirement of the R-5 zoning district.

John Davel, Davel Engineering, asked that the erosion control condition be eliminated as it is part of the building permit.

MOTION AMENDMENT: Commissioner Jochman, seconded by Commissioner Bellmer to remove the condition regarding the erosion control. Motion Amendment carried 6-0-1 (Commissioner Schaetz).

Motion #1 carried 6-0-1 (Commissioner Schaetz).

**2. Sign – First Business Center – Green Bay Sign & Design – 3913 W. Prospect Ave. – 008-0088-01**

Department of Community Development Director George Dearborn introduced the item.

Mary Mettler, of Green Bay Sign & Design, stated that they performed field measurements of the existing signs and the upper cabinet, not including the pediment, was 203.4 square feet and the lower cabinet was 96 square feet for a total of 299.4 square feet of existing signage. The original permit drawing calculated to 277 square feet of signage.

Director Dearborn stated that the Commission can approve the design and layout, but the calculation of the area of signage is done on the County's end.

Chairperson Bellmer asked about the height.

Associate Planner Mark Mommaerts stated that the sign is considered a non-conforming structure and that since the applicant is using the existing footings and poles, the County is allowing them to maintain the existing height. If the applicant removed the poles, then they would have to conform to the existing regulations for height and size.

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

- The applicant shall obtain a Town permit for each wall-mounted sign and a Town/County permit for the free-standing signs.
- The applicant shall meet all the requirements of the County Zoning Ordinance for the signs.

Motion carried 6-0-1 (Commissioner Schaetz).

**OLD ITEMS OF BUSINESS:**

None for this meeting.

**OTHER BUSINESS:**

1. Development Report – Jacobsen Meadows is close to obtaining its first building permit for a single-family home.
2. Building Permit Report

**COMMUNICATIONS:**

None for this meeting.

**ADJOURNMENT:**

MOTION: Chairperson Bellmer, seconded by Commissioner Jochman to adjourn the meeting of March 21, 2007 at 6:00 PM. Motion carried 6-0-1 (Commissioner Schaetz).

Mark J. Mommaerts  
Recording Secretary