

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

**\*\*\*TOWN OF MENASHA\*\*\***  
**PLANNING COMMISSION MEETING**  
**WEDNESDAY, JANUARY 16, 2008 at 5:15 PM**  
**MUNICIPAL COMPLEX - 2000 MUNICIPAL DRIVE**

**CALL TO ORDER:** Chairperson Bellmer called the Planning Commission Meeting of January 16, 2008 to order at 5:15 PM.

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

**EXCUSED:** None

**ABSENT:** None

**ALSO PRESENT:** Melvin Schultz Arnold Kaun Dale Youngquist  
 Jeff Sturgell Kate McQuillan Jim Sheloff

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF MINUTES – December 12, 2007**

The minutes of December were reviewed. Motion by Commissioner Jochman, seconded by Commissioner Allness to approve the minutes of the December 12, 2007 meeting. Motion carried unanimously.

**COST BENEFIT ANALYSIS**

The cost-benefit table for December shows that there was a negative cost-benefit for single-family residential development, however, overall it was positive for the year due to the multi-family, commercial and industrial development.

|                                          | <i>Cost or Benefit of New Development</i> |                     |                |                     |
|------------------------------------------|-------------------------------------------|---------------------|----------------|---------------------|
|                                          | <i>December 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>    | \$0                                       | \$0.00              | \$7,469,500    | (\$5,165.16)        |
| <b>Multiple Family Dwellings</b>         | \$0                                       | \$0.00              | \$1,933,655    | \$6,789.64          |
| <b>Commercial/Industrial Development</b> | \$0                                       | \$0.00              | \$13,168,155   | \$46,237.34         |
| <b>Total</b>                             | \$0                                       | \$0.00              | \$22,571,310   | \$47,861.83         |

**NEW ITEMS OF BUSINESS:**

**1. Sign – Appleton Sign – Snap Fitness – 1350 West American Drive**

Department of Community Development Director George Dearborn introduced the item.

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

- A permit shall be obtained for the sign.

Motion carried unanimously.

**2. Certified Survey Map – Davel Engineering – Century Oaks, 970 West American Drive & James Kriha, 989 Highland Park Road**

Department of Community Development Director George Dearborn introduced the item.

MOTION: Commissioner Jochman, seconded by Chairperson Bellmer to approve the Certified Survey Map with the following conditions:

- All taxes and assessments shall be paid prior to the Town affixing signatures on the Certified Survey Map.

Motion carried unanimously.

**3. Conditional Use Permit – Arnold Kaun – 255 N Green Bay Road**

Department of Community Development Director George Dearborn introduced the item.

Chairperson Bellmer asked if this was an existing garage or shed that is proposed to be used.

Arnold Kaun, of Green Bay Road and the applicant, replied that it is an existing garage.

Kate McQuillan, of Whippletree Lane, asked the location of the property.

Director Dearborn stated that the proposal is for 255 Green Bay Road, just south of the former Diaper Plant.

Commissioner Koeppel asked about the delivery trucks and if the condition listed in the staff memo referred to UPS or FedEx trucks.

Associate Planner Mark Mommaerts replied that the condition does not apply to delivery trucks going to the site for normal residential deliveries, but it is intended to apply to delivery trucks for business purposes. He also stated that the condition follows what was written in the application by the applicant.

Commissioner Allness had concerns about the condition regarding noise and how the noise would be measured.

Director Dearborn stated that an investigation will occur only on a compliant basis and the noise will be measured while the business is in operation and compared to the ambient noise level while the business is not operating.

Commissioner Allness asked the application about how many trailers will be assembled per month.

Mr. Kaun replied that he would assemble about 2 per month. He also stated that there is minimal welding to assemble the aluminum sub frame and that grinding is minimal as well. After the sub frame is assembled, the box is just bolted on.

MOTION: Chairperson Bellmer, seconded by Commissioner Sabel to approve the Conditional Use Permit with the following conditions:

- There shall be no outside storage of business materials.
- The business operating hours shall be limited to 8am to 5pm Monday through Saturday.

- All tools and equipment used in the home occupation shall be of the type commonly found in normal residential use. Industrial Welding equipment, industrial presses or other types of industrial equipment used in manufacturing and assembly shall be prohibited.
- No noise, vibration, light or odors shall be detectable at or beyond the property line from this business beyond what is typically anticipated from normal residential use of the property.
- Any signage shall require a separate review and approval from the Town Plan Commission & Town Board and shall meet all Town and County rules, regulations and ordinances.
- This Conditional Use Permit shall only apply to the current owners of the property. The Conditional Use Permit is non-transferable to subsequent owners.
- Customers shall be by appointment only and shall be only during operating hours.
- There shall be no delivery trucks permitted on-site. All deliveries shall be made off-site.
- A detailed site plan shall be reviewed and approved by staff to ensure adequate fire protection, restroom accommodations, and other facilities are provided as required by ordinance.

Motion carried unanimously.

**OLD ITEMS OF BUSINESS:**

None for this meeting.

**OTHER BUSINESS:**

4. Discussion Item – 5 year update to the Comprehensive Plan

The Town Board may form a Sustainable Committee to focus on creating a more sustainable future. This will allow the Plan Commission to focus on the Comprehensive Plan 5-Year Update while tying in the recommendations of the sustainable committee, if formed.

5. Development Report – No report at this time.
6. Building Permit Report

**COMMUNICATIONS:**

None for this meeting.

**ADJOURNMENT:**

MOTION: Commissioner Jochman, seconded by Commissioner Allness to adjourn the meeting of January 16, 2008 at 5:43 PM. Motion carried unanimously.

Mark J. Mommaerts  
Recording Secretary