

\*\*\*TOWN OF MENASHA\*\*\*  
**PLANNING COMMISSION MEETING**  
**WEDNESDAY, MAY 14, 2008 at 5:15 PM**  
**MUNICIPAL COMPLEX - 2000 MUNICIPAL DRIVE**

**CALL TO ORDER:** Chairperson Bellmer called the Planning Commission Meeting of May 14, 2008 to order at 5:15 p.m.

**PRESENT:** Chairperson: Alvin Bellmer  
Commissioners: Aaron Sabel Kris Koeppe  
Terry Buck Michael Van Dyke  
Michelle Allness @ 5:18 p.m.  
Dennis Jochman @ 5:20 p.m.

Staff: George Dearborn, Community Development Director  
Jeffrey Sturgell, Town Administrator  
Annette Look, Deputy Clerk

**EXCUSED:** None

**ABSENT:** None

**ALSO PRESENT:** Barb Knaack, Pat Dobberke, and Dennis Gerhart.

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF MINUTES – April 16, 2008**

The minutes of April 16, 2008 were reviewed. Motion by Chairman Bellmer, seconded by Commissioner Buck to approve the minutes of the April 16, 2008 meeting. Motion carried unanimously.

**COST BENEFIT ANALYSIS**

The cost-benefit table for April shows that there is a positive cost-benefit for the month. Building permits have been issued for one four-plex and one commercial development, which resulted in the shift to a positive cost – benefit for the month and year-to-date.

	<i>Cost or Benefit of New Development</i>			
	<i>April</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>	\$160,000	(\$110.64)	\$1,119,000	(\$773.79)
<b>Multiple Family Dwellings</b>	\$500,000	\$1,755.65	\$500,000	\$1,755.65
<b>Commercial/Industrial Development</b>	\$512,000	\$1,797.79	\$512,000	\$1,797.79
<b>Total</b>	<b>\$1,172,000</b>	<b>\$3,442.80</b>	<b>\$2,131,000</b>	<b>\$2,779.65</b>

**NEW ITEMS OF BUSINESS:**

- 1. Report on May 8th Organizational Meeting of Sustainability Committee**

Department of Community Development Director George Dearborn reported the Sustainability Committee's first meeting was an organizational meeting at which they appointed Mike Dillon as Chairman and Shelly Allness as Vice Chair. The committee plans to meet on the second Thursday of each month and will rotate the location of the meetings.

Commissioner Allness reported that the Planning Commission will be kept apprised of any speakers presenting to the Sustainability Committee in case they would like to attend. Director Dearborn indicated the comprehensive plan for the Town has many issues pertaining to sustainability and looks forward to the committee's involvement. Reports on the Sustainability Committee's activities will be given at the Planning Commission and Town Board meetings.

## **2. Report on Status of Hiring Replacement Associate Planner**

Community Development Director Dearborn reported many qualified applicants have submitted resumes. The interview process will begin within the next couple of weeks.

The intern for the Community Development Department will be starting in the next couple of weeks.

## **3. Proposed Amendment to the Winnebago County B-3 General Business District**

Community Development Director Dearborn is working with Winnebago County to amend the B-3 zoning district to allow for drive-in restaurants to allow outside food consumption. Specifically, the Town has been approached by an A&W Restaurant that wishes to have both indoor and outdoor dining. The present B-3 zoning district would require a HB highway business district overlay rezoning. This type of zoning requires a 75 foot setback which is not acceptable in this instance. The Town must incur the standard fee of \$765 for the amendment.

Chairman Bellmer asked if a language change to an amendment still requires payment by the Town. Director Dearborn confirmed the County still considers this rezoning and the \$765 fee would apply.

### **OLD ITEMS OF BUSINESS:**

#### **1. Report on Status of Comprehensive Plan Update**

Community Development Director Dearborn reported that work on the comprehensive plan has been hindered due to a shortage of staff. Discussion of preliminary goals will hopefully take place in June.

#### **2. Directional Signage Program & Regional Wayfinding Signage Status Report**

Community Development Director Dearborn reported the Town has contracted with Signs & Such to handle our local wayfinding sign program. A grant application for a 50/50 match has been submitted to the Fox Cities Convention and Visitors Bureau for placement of regional wayfinding signs.

Commissioner Allness reiterated the importance of regional signage and asked if the State Department of Tourism may have grants available. Director Dearborn indicated he will check with the Fox Cities Convention and Visitors Bureau to see if they have explored state grants.

### **OTHER BUSINESS:**

#### **1. Development Status**

Community Development Director Dearborn reported it is anticipated that there will be two commercial projects next month. There is less revenue compared to this time last year, but the Town is still doing well compared with nearby municipalities.

## 2. Building Permit Report

Community Development Director Dearborn reported that nine single family permits have been issued and one for commercial development.

### COMMUNICATIONS:

#### 1. Memo from Park Commission

Community Development Director Dearborn referred to the memo from Parks and Recreation Director Kading indicating the Park Commission has authorized an independent firm, Ruekert-Mielke, to review the Park and Open Space Plan. Ruekert-Mielke will also review the formula and calculations for generating the fee structure for parkland dedication, fees in lieu of and park improvement fees. This information should be available to the Planning Commission in June.

Chairman Bellmer asked about the status of the creation of a sub-committee as previously discussed at a Planning Commission meeting. Director Dearborn reported the Park Commission preferred to wait for information from the independent review firm first.

### PUBLIC FORUM

Barb Knaack, Irish Rd., asked if there is documentation regarding citizen demand for parks. Director Dearborn referred to community needs assessment surveys done by both the Park & Recreation Department and Community Development Department. Surveys have indicated interest in a well-maintained park and trail system. Director Dearborn offered to provide the survey information to Ms. Knaack.

Pat Dobberke, Palisades Ln., asked if the Town has a system to document calls from residents regarding complaints, specifically regarding accessibility to parks. Director Dearborn responded that the process is informal at this time, but is something the Town could consider.

Commissioner Jochman reported he attended a meeting in Appleton where Governor Doyle talked about the importance of sustainability as part of his remarks. Commissioner Jochman also reported on a meeting with Mike Marsden, Chairman of the Town of Grand Chute, regarding detention ponds. Commissioner Jochman commented on fences placed around some of Grand Chute's detention ponds. Mr. Jochman explained that some of the ponds are regional ponds and his hope that firms/developers pay fees in lieu of building their own detention pond. Commissioner Jochman provided the Planning Commission with a copy of Grand Chute's detention pond policy.

At Chairman Bellmer's request Administrator Sturgell updated the commission on the progress of the stormwater projects. Administrator Sturgell reported he has met with Mayor Merkes of the City of Menasha twice on the Tayco Pond and the Town Board approved purchase of the property for the Cold Spring pond. Staff is continuing work on the Millcreek, Independence and Northern ponds.

### ADJOURNMENT:

MOTION: Chairman Bellmer, seconded by Commissioner Allness to adjourn the meeting of May 14, 2008 at 6:00 p.m. Motion carried unanimously.

Annette Look  
Recording Secretary