

*****TOWN OF MENASHA*****
PLANNING COMMISSION MEETING
WEDNESDAY, SEPTEMBER 15, 2010 at 5:15 PM
MUNICIPAL COMPLEX - 2000 MUNICIPAL DRIVE

CALL TO ORDER: Chairperson Bellmer called the Planning Commission meeting of September 15, 2010 to order at 5:15 p.m.

PRESENT: Chairperson: Alvin Bellmer
Commissioners: Dennis Jochman, Kris Koeppe, Terry Buck, Aaron Sabel, Michael VanDyke
Staff: George Dearborn, Community Development Director
Ria Hull, Associate Planner

ABSENT: Thomas Wroblewski

ALSO PRESENT: Gary Zahringer, Martenson & Eisele; Melvin Schultz; Sandy Ness; John Weyenberg; Dale Younquist

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – August 18, 2010

A motion was made by Mr. VanDyke, seconded by Mr. Buck, to approve the minutes of August 18, 2010.

The motion carried – 6-0-1.

COST BENEFIT ANALYSIS:

Mr. Dearborn said that the cost benefit is negative for the month and the year as a whole due to the fact that single-family home construction costs more in services than it generates in revenue. He said that this cost-benefit analysis is slightly skewed because it does not take additions into account, only new construction.

<i>Cost or Benefit of New Development</i>				
<i>July 2010</i>				
	<i>This Month</i>		<i>To Date</i>	
	<i>Value</i>	<i>Cost/Benefit</i>	<i>Value</i>	<i>Cost/Benefit</i>
One & Two Family Dwellings	\$667,700	(\$461.71)	\$3,078,600	(\$2,128.85)
Multiple Family Dwellings	\$0	\$0.00	\$0	\$0.00
Commercial/Industrial Development	\$0	\$0.00	\$0	\$0.00
Total	\$667,700	(\$461.71)	\$3,078,600	(\$2,128.85)

NEW ITEMS OF BUSINESS:

Item 1 - CSM Correction – 500 N. Lake St.

Mr. Dearborn said that this is a minor adjustment to a lot line to clarify the right-of-way line.

Chair Bellmer asked what the adjustment was exactly.

Mr. Zahringer from Martenson & Eisele said that there was a mistake back in 1997 on a CSM and they are correcting it now. They are adjusting the right-of-way line by shifting it over 8 feet.

A motion was made by Chair Bellmer, seconded by Mr. Jochman, to approve the Certified Survey Map for 500 N. Lake Street with the following condition:

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

The motion carried – 6-0-1.

Item 2 - 2-Lot CSM – 1031 E. Shady Lane

Mr. Dearborn said that the applicant is combining two parcels to make the property more useable and to reduce stormwater fees.

A motion was made by Mr. Jochman, seconded by Mr. VanDyke, to approve the Certified Survey Map for 1031 E. Shady Lane with the following condition:

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

The motion carried – 6-0-1.

Item 3 - 3-Lot CSM – McCrory Properties – Holly Road

Mr. Dearborn said that the applicant is adjusting lot lines for legal issues.

A motion was made by Chair Bellmer, seconded by Mr. Sabel, to approve the Certified Survey Map for McCrory Properties on Holly Road with the following condition:

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

The motion carried – 6-0-1.

Item 4 - Electronic Message Board Sign – Niemuth’s Southside Market – 2121 S. Oneida St.

Mr. Dearborn said that electronic message board signs must be approved by the Planning Commission. He said that Niemuth’s is proposing to add this message board to their existing sign and that staff recommends approval with four conditions.

Mr. Jochman asked whether the applicant was agreeable to condition #4.

Mr. Dearborn said yes.

A motion was made by Mr. Jochman, seconded by Mr. Buck, to approve the electronic message board sign for Niemuth’s Southside Market with the following conditions:

1. The sign may be used only to advertise activities conducted on the premises or to present public services such as time, date, temperature or weather.
2. The traveling message may travel no slower than sixteen (16) light columns per second and no faster than thirty-two (32) light columns per second.
3. No message may be displayed for less than one-half (1/2) of a second and no message may be repeated at interval of less than two (2) seconds.
4. Niemuth’s must take down the illegal temporary signage on the sign pole before a sign permit will be issued for the new electronic sign.

The motion carried – 6-0-1.

Item 5 - Approval of Miron Construction and SCA Tissue as HSBN Businesses

Mr. Dearborn said that the HSBN audit committee had its first meeting and voted to approve Miron Construction and SCA Tissue as HSBN businesses. He said that the basic concept of the HSBN program is to recognize businesses that are moving towards sustainability and a healthy work environment. We also want to create incentives for being HSBN businesses when we adopt our own zoning code. He said that the process is that the audit committee reviews the applications and then recommends approval to the Planning Commission which recommends approval to the Town Board.

Chair Bellmer said that it is good to see that these businesses are so committed to sustainability.

A motion was made by Chair Bellmer, seconded by Mr. VanDyke, to recommend approval of Miron Construction and SCA Tissue as Healthy Sustainable Businesses Network businesses.

The motion carried – 6-0-1.

Item 6 - Preliminary Replat of Lots 17-20 of Meadow Heights

Mr. Dearborn said that we previously addressed these properties with a rezoning from R-3 to R-2. Here the applicant is proposing to make 7 single-family lots out of 4 duplex lots. The 7 lots are comparable in size to the rest of the lots in the subdivision. He said the lots are all 9,000 square feet or more, which meets the requirements of the R-2 zoning district. He said that there is an easement that runs through the middle of lot 6 that will need to be corrected on the final plat. He said that staff recommends approval.

Chair Bellmer said that we haven't had a new subdivision in a while. He asked about the approval process.

Mr. Dearborn said that the preliminary plat must be approved before the final plat and both go before the Planning Commission and then the Town Board for approval.

Mr. Zahringer from Martenson & Eisele said that the easement in lot 6 will be moved so that it is along the lot lines.

A motion was made by Mr. Jochman, seconded by Chair Bellmer, to approve the Preliminary Replat of Lots 17-20 of the Meadow Heights Subdivision with the following conditions:

1. All taxes and assessments shall be paid prior to the Town affixing signatures on the Preliminary Plat.
2. The easement that runs through the middle of the proposed lot 6 shall be moved in the Final Plat so that the lot is usable.
3. A Developer's Agreement between the Town of Menasha and the applicant shall be drafted and accepted by both parties.

The motion carried – 6-0-1.

OTHER BUSINESS:

Development Status and Building Permits

Mr. Dearborn said that the total values are far above last year.

COMMUNICATIONS:

County Zoning Rewrite

Mr. Dearborn said that there have been no additional meetings. He said that the County is dealing with farmland preservation issues now. He said that the State is mandating that counties adopt farmland preservation ordinances by the end of next year so the County is thinking about just waiting to adopt the zoning ordinance until their farmland preservation ordinance is written.

Plan Commission
September 15, 2010
Draft Minutes Subject to Approval

Airport Overlay

Mr. Dearborn said that there was a meeting this morning to talk about the matrix, which will determine who can do what in terms of permitting within the overlay zone.

Chair Bellmer said that at some point we should have a public informational meeting about the airport overlay and how it will affect people.

Mr. Dearborn said that we could put information in The Bridge as well.

Sustainability Committee

Mr. Dearborn said that the Sustainability Committee is working on a green floating zone to include in the new zoning ordinance and that they have adopted a sustainability policy that will be going before the Town Board on the 27th.

ADJOURNMENT:

A motion was made by Chair Bellmer, seconded by Mr. Koeppe, to adjourn.

The motion carried. 5:50 p.m.

Ria Hull
Recording Secretary