

**\*\*\*TOWN OF MENASHA\*\*\*  
PLANNING COMMISSION MEETING  
WEDNESDAY, APRIL 20, 2011 at 5:15 PM  
MUNICIPAL COMPLEX - 2000 MUNICIPAL DRIVE**

**CALL TO ORDER:** Chairperson Bellmer called the Planning Commission meeting of April 20, 2011 to order at 5:17 p.m.

**PRESENT:** Chairperson: Alvin Bellmer  
Commissioners: Dennis Jochman, Kris Koeppe, Aaron Sable, Michael VanDyke  
Staff: George Dearborn, Community Development Director, Jacci Ziebert, Planning Assistant

**NOT PRESENT:** Terry Buck

**ALSO PRESENT:** Jeff Sturgell, Town Administrator, Dale Youngquist, Town Chair

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES – March 16, 2011**

A motion was made by Mr. VanDyke, seconded by Mr. Bellmer, to approve the minutes of March 16, 2011.

The motion carried – 5-0

**DEVELOPMENT REPORT**

**Cost-Benefit Analysis**

Mr. Dearborn presented the cost-benefit analysis for March 2011. One new residential construction, a single family home, and no new commercial construction occurred in March.

**NEW ITEMS OF BUSINESS:**

**Item 1 – Solar Parkway Condo Amendment- 957 and 961 Beta Drive**

Mr. Dearborn explained that Martenson & Eisele has prepared a condominium plat that combines two condos into one at the Solar Parkway Condominium, located on 957 and 961 Beta Drive.

Mr. Dearborn noted that the Town's Comprehensive Plan encourages concentrations of higher density and intensity for areas in the Town that are served by transportation facilities and public utilities and this runs counter to that policy. He also stated that combining these two units would benefit the owner in which the owner would have to pay taxes on one property, instead of two.

A motion was made by Mr. Bellmer, seconded by Mr. Jochman, to recommend approval of the condominium amendment with the following condition.

1. All taxes and assessments shall be paid prior to the Town affixing signatures on the condominium Plat.

The motion carried – 5-0.

### **Item 2 – Sign Amendment – Electronic Billboards**

Mr. Dearborn said that Lamar Signs has requested a postponement of this discussion until the next Planning Commission meeting.

A motion was made by Mr. Jochman, seconded by Mr. Bellmer, to postpone the discussion for next meeting.

The motion carried – 5-0.

### **Item 3 – SCA Tissue Sign Review and Action**

Mr. Dearborn said that SCA Tissue is applying for a freestanding sign, which requires approval by the Town Planning Commission. He said the applicant will need to provide an improved site plan that shows clear setbacks from all property lines prior to the issuance of a sign permit.

A motion was made by Mr. Jochman, seconded by Mr. VanDyke, to recommend approval of the sign permit.

The motion carried – 5-0.

### **OTHER BUSINESS:**

#### **Report on Town Zoning Permit Issuance**

Mr. Dearborn said the County must complete an agriculture preservation ordinance which has delayed action for the County to complete its Comprehensive Revision; therefore the Town must wait for the completion of the revision to start issuing zoning permits.

Mr. Dearborn said the date the Town will possibly start issuing zoning permits is May 16, and notes that the Town would collect the fees and retain half the cost.

#### **Airport Overlay Status Report**

Mr. Dearborn said that public hearings will be held for public input and is encouraging the public to look at the status report online at Outagamie County's website.

Mr. Koeppe suggested that the navigation agreement be put online, in addition to the report.

#### **Building Permit and Development Report**

Mr. Dearborn said that two mini storage projects are currently in the process of being reviewed and developed.

## **COMMUNICATIONS**

### **Sustainability Committee Meeting**

Mr. Dearborn said an electronics recycling was held on April 9 with great success; a total of 125 vehicles came to drop off a total of 11,847 pounds of recycled items.

Mr. Dearborn stated that the energy audit by We Energies was presented at the last meeting on April 9. A representative from We Energies suggested the Town should focus on lighting for energy savings. He suggested shutting off lights at night in the police garage and changing the outdoor lighting at the fire station to bulbs with lower wattage.

## **PUBLIC COMMENTS**

There were no public comments.

## **ADJOURNMENT:**

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

The motion carried. 5:55 p.m.

Jacci Ziebert for Ria Hull  
Acting Recording Secretary