

*****TOWN OF MENASHA*****
PLANNING COMMISSION MEETING
WEDNESDAY, SEPTEMBER 21, 2011 at 5:15 PM
MUNICIPAL COMPLEX - 2000 MUNICIPAL DRIVE

CALL TO ORDER: Chairperson Bellmer called the Planning Commission meeting of September 21, 2011 to order at 5:15 p.m.

PRESENT: Chairperson: Alvin Bellmer
Commissioners: Dennis Jochman (5:17), Kris Koeppe, Aaron Sable, Michael VanDyke, Morris Cox, Terry Buck
Staff: George Dearborn, Community Development Director; Jacci Ziebert, Planning Assistant; Jeff Sturgell, Town Administrator
Also Present: Melvin Schultz, Mary Macphetridge, Debbie Bolwerk

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – August 17, 2011

A motion was made by Mr. Bellmer, seconded by Mr. VanDyke, to approve the minutes of August 17, 2011.

The motion carried – 6-0

NEW BUSINESS:

Item 1 – Conditional Use Permit – 1055 Winchester Road – Prolamina

Mr. Dearborn explained that Prolamina is occupying the northern part of the building and the proposed project involves construction of a roadway over a stream. This would be safer as trucks and cars will use two separate entrances to the site. A CUP is needed since the construction will be in a shoreland district and a variance is needed since this construction does not meet the setback requirements from the stream. He added that this construction will have no negative impact on surrounding properties and that staff recommends approval of both the variance and the CUP.

Mr. Bellmer points out that the driveways seem a bit close together and is in close proximity to the railroad; however, Prolamina has little flexibility in the location of this driveway. Since it is in shoreland, these permits Winnebago County will have the final say

A motion was made by Mr. VanDyke, seconded by Mr. Jochman, to recommend approval the CUP.

The motion carried – 7-0

Item 2 – Variance – 1055 Winchester Road – Prolamina

A motion was made by Mr. Jochman, seconded by Mr. Cox, to recommend approval the variance.

The motion carried – 7-0

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Item 3 – Condominium Plat – 2343 & 2345 Spring Meadow Drive

Mr. Dearborn said that the applicant is proposing a condominium plat for an existing duplex located at 2343 & 2345 Spring Meadow Drive.

Ms. Bolwerk said the plat would change the property from common area to limited common area.

A motion was made by Mr. Bellmer, seconded by Mr. Buck, to recommend approval of the condominium plat under one condition.

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

The motion carried – 7-0

Item 4 – HSBN Application – Jack's Maintenance

Mr. Dearborn said that the HSBN Audit Committee and the Sustainability Committee reviewed the application and both recommended approval. He said that incentives will be given to members of the HSBN program once the Town adopts its own zoning ordinance.

A motion was made by Mr. Jochman, seconded by Mr. Cox, to recommend approval of the HSBN Application.

The motion carried – 6-0. 1 Abstain

OLD BUSINESS:

Item 1 – Town Zoning Ordinance and status on the County Zoning Ordinance

Mr. Dearborn said that the County is expecting to adopt the new County Zoning Ordinance in March of 2012 and the Town will adopt a modification of the this ordinance.

Item 2 – Report on the Outagamie County Airport Overlay Meetings

Mr. Dearborn said the date for the public meeting is September 21, which is tonight, and the next meeting will be October 5 at 7:00pm at the Municipal Complex.

OTHER BUSINESS:

Cost-Benefit Analysis and Development Activity Report – Community Development Director

Mr. Dearborn presented the cost-benefit analysis for August 2011. There were no new residential construction and no new commercial construction in the month.

COMMUNICATIONS

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Sustainability Committee Meeting Agenda and Report – Joint meeting with ECOS

Mr. Dearborn said that a joint meeting with ECOS was held and the committee is looking forward to working with this group. The committee intends to create a video about sustainability and present it to the Planning Commission.

PUBLIC COMMENTS

Mr. Schultz made comments about the sustainability video.

ADJOURNMENT:

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

The motion carried. 6:03 p.m.

Jacci Ziebert
Recording Secretary