

**CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
January 21, 2014
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order at 3:35 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner and Commissioners Cruickshank, Sturm and Schmidt.

PLAN COMMISSION MEMBERS EXCUSED: DPW Radtke and Commissioner DeCoster

PLAN COMMISSION MEMBERS ABSENT: None.

OTHERS PRESENT: CDD Keil, Andy Johnston and Steven Andrysczyk

C. MINUTES TO APPROVE

1. **Minutes of the January 7, 2014 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. Sturm to approve the January 7, 2014 Plan Commission meeting minutes. The motion carried.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

1. No one spoke.

E. COMMUNICATION

1. **Jefferson Park Master Plan RFP/RFQ**

F. DISCUSSION

1. **Auto Sales – S & S Jaber – 332 Ahnaip Street (Luigis) – Proposed Site Plan Changes**

This item was withdrawn.

G ACTION ITEMS

1. **Subdivision Ordinance Variance Request – Steve Andrysczyk – Birling Court Extension**

CDD Keil stated that the owner of the 3 lots within CSM 3095 has requested a variance from the Subdivision Ordinance requirements relating to lot frontage, street improvement and temporary cul de sac requirements to enable the construction of a dwelling on Lot 3 of the CSM prior to extending the public street, sewer and water facilities. The lot would be accessed by a paved driveway extending from the proposed home to the existing pavement surface on Birling Court. Water and sewer service would likewise be extended from the terminus of Birling Court. CDD Keil stated that the owner contacted Waverly Sanitary District and that it does not object to the lateral extensions.

The property owner stated that he has been unable to sell the lots for the past six years and he is not able to afford the cost of extending the street and utilities to service the properties. He now has a buyer for Lots 2 and 3, but the purchaser is not willing to extend the improvements at this time. The seller and the buyer are requesting that the installation of the improvements be deferred until the property to the west is developed and the street extension becomes necessary to serve that development.

Commissioners discussed:

- Applicability of the Deferred Assessment Policy
- Driveway configuration and surfacing
- Driveway access to Lot 3
- Refuse and recyclables collection
- Snow plowing
- Setting a precedent by granting a variance
- Recording the variance to inform future property owners

Motion by Comm. Sturm, seconded by Comm. Cruickshank to recommend approval of the variances to the lot frontage, street improvement and temporary cul de sac requirements due to the economic hardships imposed upon the building industry and the community related to the state of the national economy and that the community would benefit from the additional tax base resulting from the construction of a home on Lot 3. The variance is to be conditioned upon the street and utility improvements to be installed prior to the development of Lot 2. The motion carried with Comm. Schmidt voting no.

CDD Keil is to obtain comments on the variances from the Fire and Public Works departments to forward to the Common Council.

Ald. Benner commented on the basis for the variances contained within the memo and felt that the variance should relate more to conditions unique to the property.

2. **Province Terrace Trail Relocation and Bike / Pedestrian Accommodations in the Province Terrace Corridor**

This item was held.

H. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. Cruickshank to adjourn at 4:28 PM. The motion carried.

Minutes respectfully submitted by CDD Keil.