

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
November 4, 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. Kevin Benner, DPW Radtke and Commissioners Schmidt and DeCoster

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Cruickshank and Sturm.

OTHERS PRESENT: CDD Keil and Brian Moore.

C. MINUTES TO APPROVE

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

Motion by Comm. Schmidt, seconded by Comm. DeCoster, to approve the October 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. None.

F. DISCUSSION

1. **Comprehensive Plan Review – 2015 Issues to Consider**

Commissioners discussed:

- The desirability of creating a design review process for buildings in the C-2 (downtown) commercial district.
- Future land use designations for the Water Street and Anhaip Street corridors.
- Land use and development prospects for the Third and Fourth Street corridors.

Commissioners are to bring forward any other issues to be considered at the next meeting. Staff is to present information on the Third and Fourth Street corridors at the next meeting.

G. ACTION ITEMS

1. **Extraterritorial Certified Survey Map (CSM) Review – 501-505 Valley Road, Town of Menasha**

CDD Keil stated that the purpose of the CSM was to consolidate two existing lots into a single parcel.

Motion by DPW Radtke, seconded by Comm. DeCoster to approve the Extraterritorial Certified Survey Map (CSM) Review for 501-505 Valley Road, Town of Menasha. The motion carried.

2. **Certified Survey Map – Fountain Way/Georgetown Place**

CDD Keil stated that the purpose of the CSM was to reconfigure lots due to the elimination of the roundabout at Fountain Way/Georgetown Place and the vacation of the portion of Georgetown Place that extended westward from the intersection.

Commissioners discussed the relationship of the lots to the existing outlots and easements.

Motion by DPW Radtke, seconded by Ald. Benner to recommend approval of the Fountain Way/Georgetown Place CSM. The motion carried.

3. **Disposition of Outlot 3 CSM 3277 (Georgetown Place)**

CDD Keil explained that this outlot was not transferred to the Redevelopment Authority along with all of the other lots and outlots in Lake Park Villas, and that it is now proposed to include it Lots 1 and 2 of the Fountain Way/Georgetown Place CSM.

CDD Keil stated that the outlot presently serves no purpose and recommended that it be incorporated into the remainder of the proposed Lots 1 and 2 of the CSM owned by the RDA.

Motion by DPW Radtke, seconded by Comm. Schmidt that Outlot 3 of CSM 3277 be made available for sale and to further recommend that the outlot be attached to Lots 1 and 2 of the proposed Fountain Way, Georgetown Place CSM. The motion carried.

4. **Certified Survey Map – Georgetown Place**

CDD Keil stated that this CSM had been approved by the Common Council in February, but was not recorded because it needed to be approved by the Lake Park Villas Phase 2 Homeowners Association since they are owners of some of the property within the CSM. The HOA approved the CSM at its annual meeting, however, that meeting occurred after the six month window for recording the CSM had passed.

Motion by Ald. Benner, seconded by DPW Radtke to recommend approval of the Georgetown Place CSM. The motion carried.

5. **Certified Survey Map – Eden Court**

CDD Keil explained that a building permit was issued in 2004 based on a site plan configured by the developer using the boundaries of the proposed CSM. However, the CSM was never recorded, thereby resulting in encroachments into other parcels and setback areas. The proposed CSM has been approved by the current homeowner and the lake Park Villas Phase 2 Homeowners Association.

Motion by Ald. Benner, seconded by Comm. DeCoster to recommend approval of the Eden Court Certified Survey Map. The motion carried.

H. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. DeCoster, to adjourn at 4:25 PM.

The motion carried.

Minutes respectfully submitted by CDD Keil.