

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
March 18, 2014
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:30 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Zelinski (Alternate for Ald. Benner and Commissioners Cruickshank and Sturm.

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner, DPW Radtke and Commissioner Schmidt.

PLAN COMMISSION MEMBERS ABSENT: None.

OTHERS PRESENT: CDD Keil, PP Homan, Brian Moore and Lonnie Pichler of Menasha Utilities.

C. MINUTES TO APPROVE

1. **Minutes of the March 10, 2014 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Ald. Zelinski to approve the March 10, 2014 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. None.

F. ACTION ITEMS

1. **Removed from Table Pending New Information to be received Special Use Permit Amendment – 1284 Midway Road – Hotel/Rooming Type Use**

a. Proposed Permitting of Transient Rental Units

CDD Keil provided an overview of a preliminary short-term rental of dwelling units ordinance, which was modeled after an ordinance used by a coastal community in Washington.

Commissioners discussed what types of zoning districts this would be allowed in and how violations would be incurred and enforced.

Motion by Comm. Sturm, seconded by Ald. Zelinski for staff to pursue formal development of a permitting process for transient rental units. The motion carried.

2. **Certified Survey Map – Fountain Way**

PP Homan stated this CSM realigned parcels due to the pending Georgetown Place street right of way vacation. A utility easement containing the City's sanitary sewer would be extended.

Lonnie Pichler discussed relocation of utility boxes and the need for vacation & relocation of utility easements.

Commissioners took no action.

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

CDD Keil explained that this CSM would correct an issue where a home was built partly into the Lake Park Villas "common area." Both property owner and HOA are aware of the proposed CSM and are agreeable to this solution.

Motion by Comm. Sturm, seconded by Comm. Cruickshank to recommend approval of the Eden Court CSM. The motion carried.

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

PP Homan stated that this CSM was drafted exactly the same as a CSM that had been created by the original developer of Lake Park Villas, and approved by the City, but never recorded.

Lonnie Pichler suggested relocation of utility boxes to locations between the lot lines, of which Menasha Utilities could prepare cost estimates.

Commissioners took no action.

5. **Certified Survey Map – Seventh Street (Menasha High School)**

Commissioners discussed the offset in the eastern property line due to differing widths in the sidewalk, and the location of light fixtures on the south side of the property.

Motion by Comm. Sturm, seconded by Comm. Cruickshank to approve the CSM for Menasha High School. The motion carried.

H. ADJOURNMENT

Motion by Comm. DeCoster, seconded by Comm. Cruickshank to adjourn at 4:45 PM. The motion carried.

Minutes respectfully submitted by PP Homan.