

**CITY OF MENASHA
Plan Commission
Council Chambers, 140 Main Street, Menasha
August 12, 2008**

DRAFT MINUTES

1. CALL TO ORDER

Mayor Merkes called the meeting to order at 3:38 p.m.

Mayor Merkes opened the public hearing by asking if anyone from the gallery would like to speak. No one spoke.

2. ROLL CALL/EXCUSED ABSENCES

A.

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, DPW Radtke, Ald. Zielinski (3:55 p.m.), and Commissioners Schmidt and Sturm.

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Sanders and Cruickshank and Alderman Benner.

OTHERS PRESENT: CDD Keil and AP Beckendorf

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Minutes of the July 22, 2008 Plan Commission meeting.

Moved by DPW Radtke, seconded by Comm. Schmidt to approve the July 22, 2008 Plan Commission meeting minutes.

Motion Carried on voice vote

Results:

4. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

A.

None.

5. DISCUSSION

A. None

None.

6. ACTION ITEMS

A. Special Use Permit - Heckrodt Wetland Reserve - 1305 Plank Road

Moved by Comm. Sturm, seconded by DPW Radtke to recommend approval of the Special Use Permit application of Heckrodt Wetland Reserve to expand an existing garage and pavilion based on the nature of the buildings, the Reserve's need for space, the considerations that the facade materials will match existing and the secluded location of the buildings on the reserve.

AP Beckendorf described the project and location within the wetland reserve. The buildings are over 300 feet from the closest property line and are not visible from adjacent properties. Discussion ensued regarding facade materials. The proposal is to match existing.

Motion Carried on voice vote

Results:

B. Certified Survey Map Review - Kernan Avenue

Moved by Comm. Schmidt, seconded by Mayor Merkes to recommend approval of the CSM on Kernan Avenue with the finding that shifting the lot line to include the existing pond within one parcel is a sound rationale for reconfiguring the lot boundaries.

CDD Keil explained that the purpose of the proposal is to contain the pond entirely within Lot 3.

Commissioners discussed the following:

- Whether this would affect the ability to build on Lot 3.
- That the ponds adjacent to Lot 3 are not subject to shoreland zoning.
- Whether this proposal would affect utilities location and easements.

Motion Carried on voice vote

Results:

C. Certified Survey Map - Appleton Road - Town of Menasha - Extraterritorial

Moved by Mayor Merkes, seconded by DPW Radtke to table the extraterritorial CSM on Appleton Road in the Town of Menasha.

AP Beckendorf explained that the proposed CSM has an error regarding Outlot 1 that the Town has asked the survey company to correct. Once the CSM has been corrected, it will be brought back to the Plan Commission for approval.

Motion Carried on voice vote

Results:

D. Retention of the Southerly 150' of Lot 10 of the Province Terrace Plat for Public Greenspace

Moved by Mayor Merkes, seconded by DPW Radtke to other refer to the Park Board the retention of the southerly 150 feet of Lot 10, Province Terrace Plat, for public greenspace.

CDD Keil described the portion of Lot 10 that may be of use to the city but holds little economic value for buyers because of the presence of wetlands and a navigable

drainageway.

Commissioners discussed the following:

- Increasing the proposed size of the property.
- Long-term maintenance. CDD Keil explained that the long-term maintenance should be minimal due to the regulatory limitations placed on the use of wetlands and navigable drainageways.
- Quality of the wetland.
- The best long-term use of this property for the community.
- Referring this proposal to the park board.

Motion Carried on voice vote

Results:

E. Certified Survey Map - Lake Park Road - George Hansel

Commissioners discussed the following:

- Property access issues.
- Lot size and the possibility of a PUD if the lot size was increased.
- Possible transfer of jurisdiction for Lake Park Road from the County to the City.
- Appropriate density for the site.

This item was held over.

7. ADJOURNMENT

A. -

Moved by Comm. Sturm, seconded by DPW Radtke to adjourn at 4:28 p.m.

Motion Carried on voice vote

Results: