

It is expected that a Quorum of the Board of Public Works, Park Board, Administration Committee, and/or Common Council may attend this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA  
PLAN COMMISSION  
Council Chambers  
140 Main Street, Menasha**

**October 4, 2011  
3:30 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Minutes of the August 16, 2011 Plan Commission Meeting](#)
- D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA  
Five (5) minute time limit for each person
- E. DISCUSSION
  - 1. None
- F. ACTION ITEMS
  - 1. Sale of Melissa Street Substation to WPPI
  - 2. [Certified Survey Map Creating Melissa Street Substation Parcel](#)
  - 3. [Grant of Easement to WPPI for Access to Melissa Street Substation](#)
- G. ADJOURNMENT

**CITY OF MENASHA  
Plan Commission  
Council Chambers, City Hall – 140 Main Street  
August 16, 2011  
DRAFT MINUTES**

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*3:30 PM – Public Hearing – Year 2030 Comprehensive Plan Future Land Use Map Amendment – Racine Road*

No one spoke.

*3:35 PM – Public Hearing – Proposed Rezoning – R-1 Single Family Residential to PUD – Planned Unit Development – STH 114/CTH LP Vicinity*

Dan Scharenbrock commented on the weed management practices on the city owned land. He also expressed concerns about the drainage plans for the developments and whether there would be flooding in the Lake Park Heights Subdivision. He also questioned whether the housing units in The Cottages at Lake Park Condominiums would be attached or detached units. Debra Agne and Dave Uhlenbrach also expressed concerns about the character of the development and its compatibility with the existing development in Lake Park Heights.

**A. CALL TO ORDER**

The meeting was called to order at 4:03 p.m. by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Sturm and Schmidt and DPW Radtke

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, Claude Bucklin, Dave Uhlenbrauck, Dan Scharenbrock, Debra Agne, Chris Klein and Kenneth Syring

**C. MINTUES TO APPROVE**

1. **Minutes of the August 2, 2011 Plan Commission Meeting**

Motion by Comm. Homan, seconded by Comm. Cruickshank to approve the August 2, 2011 Plan Commission meeting minutes as corrected.

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. **Amendment to Year 2030 Comprehensive Plan Future Land Use Map – Racine Road – Re-designate Future Land Use Classification from Parks and Recreation to Community Commercial**

CDD Keil stated that the amendment was proposed to correct a mapping error in the Future Land Use Map. The map classified the future land use as “Parks and Recreation” as opposed to “Community Commercial” as was intended.

Commissioners discussed the procedure for amending the comprehensive plan.

Motion by Comm. Homan, seconded by Comm. Cruickshank to recommend amending the Future Land Use Map of the City of Menasha Year 2030 Comprehensive land use plan to change the future land use classification of Parcel # 4-00762-03 from "Parks and Recreation" to "Community Commercial" in accordance with the procedures for amending the comprehensive plan.

The motion carried.

2. **Rezoning of Lot 2 of CSM 3275, Lot 4 of CSM 3276, and Lot 1 and Outlots 1, 2 and 3 of CSM 3277 from R-1 Single Family Residential to PUD Planned Unit Development (Ponds of Menasha)**

CDD Keil stated that the rezoning is proposed to facilitate the implementation of the development agreement between the City of Menasha and the Ponds of Menasha, LLC. The rezoning proposal is consistent with the "Low Density Residential" use classification proposed in the Future Land Use Map of the City of Menasha Year 2030 Comprehensive Plan.

Motion by Ald. Benner, seconded by Comm. Cruickshank to recommend approval of the rezoning of the above-referenced parcels from R-1 Single Family Residential to PUD Planned Unit Development.

The motion carried.

3. **Rezoning of Lots 1 and 2 of CSM 3276 from R-1 Single Family Residence to PUD Planned Unit Development (The Cottages at Lake Park Condominiums)**

CDD Keil stated that the rezoning is proposed to facilitate the implementation of the development agreement between the City of Menasha and Cypress Homes and Realty, Inc. The rezoning proposal is consistent with the "Low Density Residential" use classification proposed in the Future Land Use Map of the City of Menasha Year 2030 Comprehensive Plan.

Motion by Ald. Benner, seconded by Comm. Homan to recommend approval of the rezoning of the above-referenced parcels from R-1 Single Family Residential to PUD Planned Unit Development.

The motion carried.

**G. ADJOURNMENT**

Motion by Comm. Cruickshank, seconded by Comm. Homan to adjourn at 4:15 p.m.

The motion carried.

*Minutes respectfully submitted by Greg Keil, CDD.*

A PART OF GOVERNMENT LOT 1 OF SECTION 14, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN

EAST 1/4 CORNER SECTION 14-20-17 FOUND MAG NAIL

PLANK ROAD

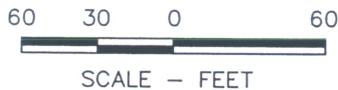
20' INGRESS/EGRESS EASEMENT TO PLANK ROAD FOR THE BENEFIT OF LOT 1 OF THIS CSM TO BE DESCRIBED BY SEPARATE INSTRUMENT

NOTES:  
UNABLE TO LOCATE BUILDING IMPROVEMENTS WITHIN LOT 1 OF THIS CSM - PROPERTY CONTAINS ELECTRIC SUBSTATION

LOT 1 OF THIS CSM AND THE ADJACENT PROPERTY IS SUBJECT TO A SUBSTATION TRANSMISSION LINE AND ACCESS EASEMENT RECORDED JULY 2, 2001 AS DOCUMENT NO. 1136092.



BEARINGS ARE REFERENCED TO THE EAST LINE OF THE SOUTHEAST 1/4 OF SECTION 14, T20N, R17E, WHICH BEARS S00°18'59"E PER WINNEBAGO COUNTY COORDINATE SYSTEM.



UNPLATTED LANDS

LOT 1

44376 S.F.  
1.019 ACRES

20' INGRESS/EGRESS EASEMENT FOR THE BENEFIT OF LOT 1 OF THIS CSM TO BE DESCRIBED BY SEPARATE INSTRUMENT

20' INGRESS/EGRESS EASEMENT FOR THE BENEFIT OF LOT 1 OF THIS CSM TO BE DESCRIBED BY SEPARATE INSTRUMENT

POINT OF BEGINNING

WISCONSIN CENTRAL LIMITED RAILROAD

FOR: -MENASHA UTILITIES  
-ATTN; MELANIE KRAUSE  
-P.O. BOX 340  
-MENASHA, WI 54952-0340

LEGEND

- - 3/4" x 24" ROUND IRON REBAR WEIGHING 1.5 lbs./lineal ft. SET
- - MAG NAIL SET
- ⊙ - CERTIFIED LAND CORNER WINNEBAGO COUNTY
- ( ) - RECORDED BEARING AND/OR DISTANCE
- S.F. - SQUARE FEET



MEANDER CORNER TO THE SOUTHEAST CORNER SECTION 14-20-17 FOUND MAG NAIL

**McMAHON**  
ENGINEERS ARCHITECTS

1445 McMAHON DRIVE NEENAH, WI 54956  
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025  
Tel: (920) 751-4200 Fax: (920) 751-4284

DRAFTED BY: DOUG WOELZ

www.mcmgrp.com

A PART OF GOVERNMENT LOT 1 OF SECTION 14, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN

I, David M. Schmalz, Wisconsin Registered Land Surveyor S-1284, certify that I have surveyed, divided and mapped a part of Government Lot 1 of Section 14, Township 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin containing 44,376 square feet (1.019 acres) of land more or less and described as follows:

Commencing at the East 1/4 corner of said Section 14; Thence S00°18'59"E, 501.59 feet along the East line of Government Lot 1 to the Northerly right-of-way line of Wisconsin Central Limited Railroad; Thence S74°41'52"W, 39.38 feet along said Northerly right-of-way line to the Point of Beginning; Thence continuing S74°41'52"W, 148.33 feet along said Northerly right-of-way line; Thence N09°24'47"W, 250.34 feet; Thence N43°58'27"E, 56.69 feet; Thence S89°43'57"E, 145.71 feet; Thence S00°14'54"W, 247.95 feet to the Point of Beginning.

I further certify that this map is a correct representation of the exterior boundary lines of the lines of the land surveyed and the division of that land, and that I have complied with Section 236.34 of the Wisconsin Statutes, the City of Menasha Subdivision Ordinances in surveying, dividing and mapping the same.

Given under my hand and seal this 27th day of September, 2011.

David M. Schmalz  
David M. Schmalz, Reg. WI Land Surveyor S-1284



- THIS CSM IS PART OF TAX PARCEL NO: 705-0497
- THE PROPERTY OWNERS OF RECORD ARE: CITY OF MENASHA
- THIS PROPERTY IS CONTAINED WHOLLY WITHIN LANDS DESCRIBED IN VOLUME 1172 OF DEEDS ON PAGES 136-138

COMMON COUNCIL RESOLUTION

Resolved, this Certified Survey Map in the City of Menasha is hereby approved by the Common Council on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor  
Donald Merkes

Dated

\_\_\_\_\_  
City Clerk  
Deborah A Galeazzi

Dated

A PART OF GOVERNMENT LOT 1 OF SECTION 14, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN

OWNER'S CERTIFICATE

CITY OF MENASHA, As Owner's, We hereby certify that we caused the land described on this plat to be surveyed, divided and mapped as represented on this Certified Survey Map.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Donald Merkes, Mayor-City of Menasha

\_\_\_\_\_  
Deborah Galeazzi, Clerk-City of Menasha

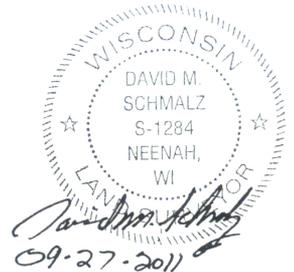
State of Wisconsin) )ss  
\_\_\_\_\_ County)

Personally appeared before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, the above named persons to me known to be the persons who executed the foregoing instrument, and acknowledged the same.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_ County, \_\_\_\_  
My commission expires \_\_\_\_\_

[Seal]



CERTIFICATE OF TREASURERS

I, being the duly elected, qualified and acting Treasurer, do hereby certify that in accordance with the records in my office there are no un-paid taxes or un-paid special assessments on any of the lands included in this Certified Survey Map as of:

\_\_\_\_\_  
City \_\_\_\_\_ Date

\_\_\_\_\_  
County \_\_\_\_\_ Date

\_\_\_\_\_  
City Treasurer \_\_\_\_\_ Date  
Thomas Stoffel

\_\_\_\_\_  
County Treasurer \_\_\_\_\_ Date  
Mary Krueger



# EXHIBIT A

## EASEMENT DESCRIPTION:

A PART OF GOVERNMENT LOT 1 AND A PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 14, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN CONTAINING 29,175 SQUARE FEET (0.670 ACRES) OF LAND AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST 1/4 CORNER OF SAID SECTION 14; THENCE S00°18'59"E, 501.59 FEET ALONG THE EAST LINE OF SAID GOVERNMENT LOT 1 TO THE NORTHERLY RIGHT-OF-WAY LINE OF THE WISCONSIN CENTRAL LIMITED RAILROAD; THENCE S74°41'52"W, 18.62 FEET ALONG SAID NORTHERLY RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING; THENCE CONTINUING S74°41'52"W, 20.76 FEET ALONG SAID NORTHERLY RIGHT-OF-WAY LINE; THENCE N00°14'54"E, 247.95 FEET; THENCE N89°43'57"W, 145.71 FEET; THENCE S43°58'27"W, 56.69 FEET; THENCE S09°24'27"E, 250.34 FEET TO THE NORTHERLY RIGHT-OF-WAY LINE OF SAID WISCONSIN CENTRAL LIMITED RAILROAD; THENCE S74°50'37"W, 20.10 FEET ALONG SAID NORTHERLY RIGHT-OF-WAY LINE; THENCE N09°24'27"W, 262.41 FEET; THENCE N43°58'27"E, 68.45 FEET; THENCE N11°16'58"W, 367.07 FEET; THENCE N25°36'54"W, 187.08 FEET; THENCE N28°42'01"W, 166.08 FEET TO THE SOUTHERLY RIGHT-OF-WAY LINE OF OLD PLANK ROAD (S.T.H. 114); THENCE N60°00'36"E (RECORDED AS N59°48'E), 20.01 FEET; THENCE S28°42'01"E, 167.07 FEET; THENCE S25°36'54"E, 190.14 FEET; THENCE S11°16'58"E, 368.62 FEET; THENCE S89°43'57"E, 159.58 FEET; THENCE S00°14'54"W, 262.38 FEET TO THE POINT OF BEGINNING.



*David M. Schmalz*  
09-27-2011

V:\PROJECTS\M0002\910498\MENASHA UTILITIES SUB STATION EASEMENT.dwg, Model, 9/20/2011 11:27:01 AM, dmschz, 1:100

**McMAHON**  
ENGINEERS ARCHITECTS

Project No. M0002 910498.00 Date SEPT., 2011 Scale 1"=100'

Drawn By DEW Field Book \_\_\_\_\_ Page \_\_\_\_\_

1445 McMAHON DRIVE NEENAH, WI 54956  
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025  
Tel: (920) 751-4200 Fax: (920) 751-4284

File No.