

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**

**March 8, 2011  
3:30 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Minutes of the January 18, 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. [Proposed Utility Easement – HWY 114 and Lake Park Square](#)
- G. ADJOURNMENT

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
January 18, 2011  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:43 p.m. by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Cruickshank and DPW Radtke

OTHERS PRESENT: CDD Keil and PP Kester

**C. MINTUES TO APPROVE**

1. **Minutes of the January 11, 2011 Plan Commission Meeting**

Motion by Comm. Homan, seconded by Comm. Sturm to approve the January 11, 2011 Plan Commission meeting minutes with the following changes:

- The motion regarding paving of driveways and parking lots be amended to read – “Motion by DPW Radtke, seconded by Comm. Homan that an alternative ordinance be drafted requiring the paving of driveways and driveway aprons for new one and two family residential dwellings in the R-1, R-1A, R2 and R2A districts, and for the paving of driveways, driveway aprons and parking lots in the R-3, R-4, C-1, C-2, C-3, C-4, I-1, I-2 and GU Districts *and upon transfer of parcels within these districts*, except for existing one and two family residential dwellings. The motion carried.
- The utilization of “*low maintenance plant materials*” in raised medians be added to the Plan Commission’s recommendations to WisDOT regarding the USH 10 Corridor review of preliminary design alternatives

The motion carried.

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

1. No one spoke.

**E. DISCUSSION**

1. **Comprehensive Plan Annual Review**

Commissioners selected the following items as priorities for the 2011:

- Population and Housing
  - Develop a strategy for using TIF resources and other potential funding sources for maintaining/improving housing stock in older neighborhoods
- Transportation
  - Engage property owners along the proposed Friendship Trail extension in discussions about trail location, property acquisition – advance proposed route to DNR for appraisals/acquisition
  - Engage residents along trail segments in trail planning/development
- Agricultural, Natural, and Cultural Resources
  - Continue efforts related to planning and engineering shoreline/channel restoration at the Gilbert site
- Economic Development

- Develop and distribute materials to brokers and other parties discussing Menasha's attributes as a desirable place to live, work, visit
- Intergovernmental Cooperation
  - Continue efforts to coordinate development of a regional park in northwest Calumet County

## **F. ACTION ITEMS**

### **1. Extraterritorial Plat Review – Lakeshore Manor – Town of Menasha**

CDD Keil reported that the Preliminary Plat was reviewed by the Plan Commission about a year ago. Concerns were expressed about the easement for a public road in the northwest corner of the plat and the steepness of the slopes within the drainage easement in the rear yards of the lots fronting Lakeshore Drive. No action was taken at that time because the preliminary plat was held up by Winnebago County due to conflicts with its zoning ordinance. The property has since been rezoned, the access issue in the northwest corner was resolved by a driveway easement negotiated between the adjoining property owner, the city and the town, and the slopes in the rear yards were addressed through a revised grading plan.

Motion by Comm. Homan, seconded by Ald. Benner to recommend approval of the Lakeshore Manor extraterritorial plat.

The motion carried.

## **G. ADJOURNMENT**

Motion by Ald. Benner, seconded by Comm. Homan to adjourn at 5:10 p.m.

The motion carried.

*Minutes respectfully submitted by Greg Keil, Community Development Director.*

KNOW ALL PEOPLE BY THESE PRESENTS that in consideration of One Dollar (\$1.00) and other good and valuable consideration paid to the Grantor, hereinafter appearing as signator to this document, Menasha Utilities, Herein after referred to as Grantee, the receipt of which is hereby acknowledged, said grantor (signator hereto) does hereby grant, bargain, sell, transfer, and convey unto the Grantee, its successors and assigns, the right to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with distribution of electricity, electric energy and communications for such purposes as the same is now or may hereafter be used and for sounds and signals, all in, over, under, across, along and upon the property shown within those areas designated as "Utility Easement Areas" together with the rights to install service connections upon, across, within and beneath the surface of each lot to serve improvements thereon, or on an adjacent lots, also the right to trim or cut down trees, brush and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or caused to have restored, the property, as nearly as is reasonably possible, to the conditions existing prior to such entry by the Grantees or their agents. Buildings shall not be placed over grantee's facilities or in, upon or over the property within the lines marked "Utility Easement Areas" without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than four inches without the written consent of Grantees. The Grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

Recording Area

MENASHA UTILITIES  
P.O. Box 340  
Menasha, WI 54952-0340  
Attn: Dan Hutter

This grant likewise includes the right of ingress and egress on the lands of the undersigned for the purpose of exercising the rights herein.

Through the lands of the Grantor situated in the City of Menasha, Calumet County, State of Wisconsin, said lands being as follows:

That part of the Northerly 6.00 feet of the Southerly 50.00 feet of Calumet County tax parcels No. 770170003 & 770170007, described as all of Lot 3 and Lot 7, Lake Park Villas Plat, located in the SE¼ - NE 1/4, Section 17, T20N, R18E, City of Menasha, Calumet County, Wisconsin.

The consideration herein above recited shall constitute payment in full for any damages present or future to the lands of the Grantor, his successors and assigns, by reason of the installation, operation, and maintenance of the structures or improvements referred to herein (utilities). The Grantee covenants to maintain the easement in good repair so that no unreasonable damage will result from its use to adjacent lands of the Grantor, his successors and assigns.

