

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**July 19, 2011**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 4:42 p.m. by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Commissioners Sturm, Schmidt and Cruickshank, DPW Radtke and Ald. Benner

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Homan

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: John Davel, CDD Keil and Ald. Zelinski

**C. MINUTES TO APPROVE**

1. **Minutes of the July 12, 2011 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Ald. Benner to approve the July 12, 2011 Plan Commission meeting minutes.

The motion carried.

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

1. Ald. Zelinski inquired about the status of the development agreement with the Ponds of Menasha and the sequencing of actions/approvals relative to the agreement. He also inquired about the status of LPV Lot 16 (the site of the proposed apartments).

CDD Keil commented that he and the City Attorney had met with the developer on July 18 with the expectation that the agreement would be signed that day. There was however a difference in the understanding as to how the developer incentive would be calculated and paid. The City Attorney will be creating an explanatory memorandum as to how the developer incentive is to operate. The current owner of Lot 16 is waiting to receive a final copy of the development agreement prior to taking further action.

**E. DISCUSSION**

1. None

**F. ACTION ITEMS**

1. **The Ponds of Menasha Preliminary Plat Review**

Commissioners reviewed the staff comments outlined in the memorandum to the developer and his engineering consultant. John Davel, project engineer, prepared a response to the staff comments which were also reviewed by the commissioners.

There was extensive discussion on the lot configuration in the NW corner of the plat and with regard to the reservation of right of way to enable the future extension of Lotus Trail to the north. The consensus was to retain the layout as proposed in the NW corner of the plat based on the reasoning that the number of pond lots would be reduced, the woodlot would be substantially

impacted under either layout, and that there would be additional infrastructure costs. The consensus of the Plan Commission was that providing for the future extension of Lotus Trail was necessary for connectivity and to provide access to a potential future neighborhood park.

Motion by DPW Radtke, seconded by Comm. Sturm to recommend approval of the Ponds of Menasha Preliminary Plat with the following conditions:

- That right of way for the future extension of Lotus Trail be reserved.
- That the subdivision contain a minimum of 124 lots.
- That the drainage easement around the stormwater pond be set at a width and grade acceptable to the Public Works Department.
- That the street name "Whisper Falls Lane" not be used in the plat.
- That sufficient ROW be reserved on Lot 73 to enable the eastward extension of the street without curvature.

The motion carried.

## 2. **The Ponds of Menasha Variance Request**

CDD Keil stated that the variances requested were developed in consultation with staff, and that staff are of the opinion that there would be no adverse impacts if the variances were to be granted.

DPW Radtke made, and Comm. Sturm seconded a motion to recommend approval of the variances requested as follows:

- Establishing a 65' ROW on Villa Way (the existing segment of Villa Way has an 80' width).
- Establishing a ROW width of 50' (standard ROW is 60').
- Permitting the west end of Villa Way to terminate in a temporary cul de sac whose length exceeds the 800' standard.
- Eliminating the requirement for a temporary cul de sac on Snowberry Way due to the short length of the segment of street extending westward from Lotus Trail.

The motion carried.

## **G. ADJOURNMENT**

Motion by Comm. Schmidt, seconded by Comm. Cruickshank to adjourn at 4:57 p.m.

The motion carried.

*Minutes respectfully submitted by Greg Keil, CDD.*