

**CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
November 3, 2015
MINUTES**

A. CALL TO ORDER

The meeting was called to order at 3:36 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner, DPW Radtke, Commissioner Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Sturm, Schmidt, and DeCoster.

OTHERS PRESENT: CDD Keil and AP Englebert.

C. MINUTES TO APPROVE

1. **Minutes of the October 20, 2015 Plan Commission Meeting**

Motion by Ald. Benner, seconded by DPW Radtke to approve the October 20, 2015 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. **Temporary Cul de Sac Easement Release – Woodcrest Heights Drive**

AP Englebert introduced the easement release and explained that the need for the release derived from a prior CSM that was approved by the Common Council. The intention of the developer was to establish a cul de sac easement to the north of Lot 1 and Lot 2 of the Woodcrest Heights CSM in order to comply with City of Menasha subdivision requirements.

Motion by Ald. Benner, seconded by Comm. Cruickshank to approve the Temporary Cul de Sac Easement Release for Woodcrest Heights Drive. The motion carried.

2. **Temporary Cul de Sac Easement – Woodcrest Heights Drive**

CDD Keil explained that the proposed easement meets City requirements for the size of cul de sac and location.

Motion by Ald. Benner, seconded by Comm. Cruickshank to approve the Temporary Cul de Sac Easement for Woodcrest Heights Drive. The motion carried.

H. ADJOURNMENT

Motion by DPW Radtke, seconded by Comm. Cruickshank to adjourn at 3:45 PM. The motion carried.

Minutes respectfully submitted by AP Englebert.