

**CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
December 8, 2015
MINUTES**

A. CALL TO ORDER

The meeting was called to order at 3:32 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, DPW Radtke, Commissioners Sturm, Schmidt, and DeCoster.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Cruickshank and Ald. Benner.

OTHERS PRESENT: CDD Keil, AP Englebert, and Dave Schmalz (McMahon Engineering).

3:30 PM – Informal Public Hearing Regarding the Proposed Rezoning of Parcels Immediately West of Kernan Avenue and North of STH10/114 – Portions of Parcels #'s 7-01811-01, 7-01811-02, 7-01811-03 and 7-00700-72 from R-1 Single Family to Planned Unit Development

Mayor Merkes opened the public hearing at 3:31PM

No one spoke.

The hearing was closed at 3:32PM

C. MINUTES TO APPROVE

1. **Minutes of the November 17, 2015 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. DeCoster to approve the November 17, 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. **Proposed Rezoning of Portions of Parcel #'s 7-01811-01, 7-01811-02, 7-071811-03 and 7-00700-72 from R-1 Single Family to Planned Unit Development**

CDD Keil introduced the property and explained that the reason the property owner is requesting a rezoning is due to a state highway setback that would render the development unfeasible. Commissioners discussed the following:

- The location of stormwater facilities to serve the site
- The need to have a public trail easement portrayed on the PUD plan as approved by the Development Agreement between the City of Menasha and Woodland Hills Development, LLC (approved 8/3/15)
- The locations of sewer and water easements on the property
- The ownership of existing roadway

Dave Schmalz commented on the stormwater pond and the proposed condo development. He expressed that the trail will be reflected in the final plans and stressed the importance of a publicly maintained street.

No action was taken.

2. **Planned Unit Development Review – Lake Cottage Estates**

This item was discussed with action item number one. No action was taken.

3. **Preliminary Plat Review – Second Addition to Woodland Heights**

AP Englebert introduced the preliminary plat for the Second Addition to Woodland Heights. The commissioners discussed the following:

- Location of the cul-de-sac
- Size of the drainage easement
- Sewer and water easement extensions
- Future roadway design

CDD Keil informed the Plan Commission that the stream on the plat is considered navigable and there needs to be a 50' shore yard setback depicted on the preliminary plat.

Motion by DPW, seconded by Comm. Sturm to approve the preliminary plat for the Second Addition to Woodland Heights conditioned on the 50' setback line from the navigable stream being shown on the plat, staff review of the drainage easement widths, and the City of Menasha retaining an outlot at the termination of the cul-de-sac. The motion carried.

H. ADJOURNMENT

Motion by Comm. DeCoster, seconded by Comm. Sturm to adjourn at 4:32 PM. The motion carried.

Minutes respectfully submitted by AP Englebert.