

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**

**June 7, 2016
3:30 PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the May 17, 2016 Plan Commission Meeting](#)
- D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA
Five (5) minute time limit for each person
- E. CORRESPONDENCE
 - 1.
- F. DISCUSSION
 - 1.
- G. ACTION ITEMS
 - 1. [Certified Survey Map – Lake Cottage Estates](#)
- H. ADJOURNMENT

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
May 17, 2016
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:30 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Kevin Benner, DPW Radtke and Commissioners Sturm, DeCoster, Schmidt and Cruickshank (arrived at 3:33 PM).

PLAN COMMISSION MEMBERS EXCUSED:

PLAN COMMISSION MEMBERS ABSENT:

OTHERS PRESENT: AP Englebert, CDC Heim, Greg Muller (Owner, 222 Washington St), Doug Schmidt (Contracting Specialists, Inc.) and Ald. Arnie Collier.

C. MINUTES TO APPROVE

1. **Minutes of the April 26, 2016 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. Sturm to approve the April 26, 2016 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. CORRESPONDENCE

1.

F. DISCUSSION

1.

G. ACTION ITEMS

1. **Special Use Permit Revised Plan – 222 Washington Street**

AP Englebert provided an overview of the Special Use Permit. The site will be used for indoor storage, which is a permitted use in the I-2 General Industrial District. The site has non-conformities which have triggered the Special Use Permit process. The applicants have submitted revised plans that include the addition of loading docks in lieu of the removal of some parking stalls, perimeter landscaping and wall pack lights that will be placed in the loading dock areas. Staff is looking for a recommendation from the Plan Commission to the Common Council regarding the plan.

Extensive discussion ensued between Plan Commission members, the developer, contractor and city staff which included:

- Raze of house located at 218 Washington Street to create new ingress/egress that would service both 218 and 222 Washington Street
- South side loading zone and entrance area concrete to be replaced
- Current and future site grades
- East façade windows to be closed off for security reasons and installation of the proposed planting bed
- West façade planting bed will be brought to grade with parking lot to accommodate proposed planting bed; windows on that façade will be covered up for security reasons

- and for installation of the planting bed
- Comprehensive Plan vs. proposed use of storage units
- Lighting plan
- Verification of ingress/egress easements

Motion by Comm. DeCoster, seconded by DPW Radtke, to recommend approval of the Special Use Permit for 222 Washington Street to the Common Council with the following conditions:

1. Lighting plan to be submitted to include cut sheets on the fixtures along with photometrics
2. Verification of ingress/egress easement(s)
3. Prior to the Common Council meeting, elevations of the project are to be submitted with staff approval the proposed materials.

The motion carried.

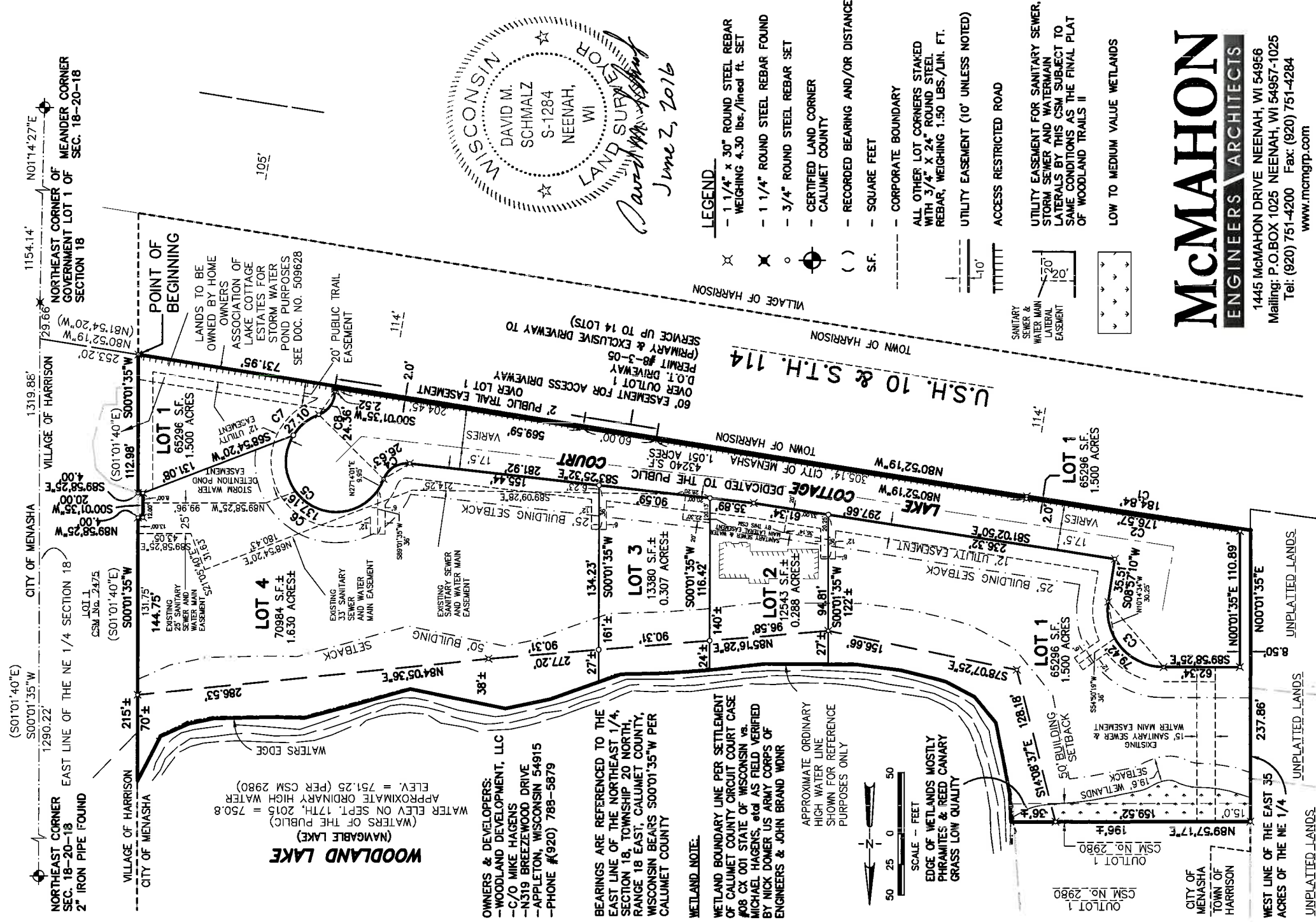
H. ADJOURNMENT

Motion by Comm. DeCoster, seconded by Comm. Schmidt, to adjourn at 4:41 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.

CERTIFIED SURVEY MAP NO.

A PART OF OUTLOT 1 OF CERTIFIED SURVEY MAP NO. 2980 AS RECORDED IN VOLUME 24 OF MAPS ON PAGE 288 AS DOCUMENT NO. 414583 AND A PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 18, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN.



WOODLAND LAKE
 (NAVIGABLE LAKE)
 (WATERS OF THE PUBLIC)
 WATER ELEV ON SEPT. 17TH, 2015 = 750.8
 APPROXIMATE ORDINARY HIGH WATER
 ELEV. = 751.25 (PER CSM 2980)

OWNERS & DEVELOPERS:
 - WOODLAND DEVELOPMENT, LLC
 - C/O MIKE HAGENS
 - N319 BREEZEWOOD DRIVE
 - APPLETON, WISCONSIN 54915
 - PHONE #(920) 788-5879

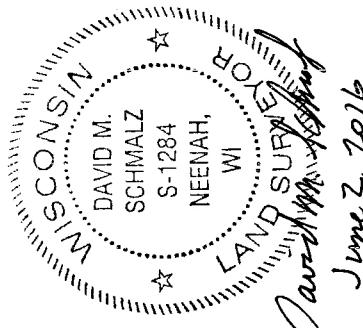
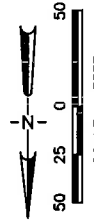
BEARINGS ARE REFERENCED TO THE EAST LINE OF THE NORTHEAST 1/4, SECTION 18, TOWNSHIP 20 NORTH, RANGE 18 EAST, CALUMET COUNTY, WISCONSIN BEARS S00°01'35"W PER CALUMET COUNTY

WETLAND NOTE:

WETLAND BOUNDARY LINE PER SETTLEMENT OF CALUMET COUNTY CIRCUIT COURT CASE #08 CX 001 STATE OF WISCONSIN vs. MICHAEL HAGENS, et al AS FIELD VERIFIED BY NICK DONER US ARMY CORPS OF ENGINEERS & JOHN BRAND WMOR

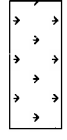
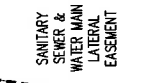
APPROXIMATE ORDINARY HIGH WATER LINE SHOWN FOR REFERENCE PURPOSES ONLY

EDGE OF WETLANDS MOSTLY PHARMITES & REED CANARY GRASS LOW QUALITY



LEGEND

- 1 1/4" x 30" ROUND STEEL REBAR WEIGHING 4.30 lbs./lined ft. SET
- 1 1/4" ROUND STEEL REBAR FOUND
- 3/4" ROUND STEEL REBAR SET
- CERTIFIED LAND CORNER CALUMET COUNTY
- RECORDED BEARING AND/OR DISTANCE
- SQUARE FEET
- CORPORATE BOUNDARY
- ALL OTHER LOT CORNERS STAKED WITH 3/4" X 24" ROUND STEEL REBAR, WEIGHING 1.50 LBS./LIN. FT.
- UTILITY EASEMENT (10' UNLESS NOTED)
- ACCESS RESTRICTED ROAD



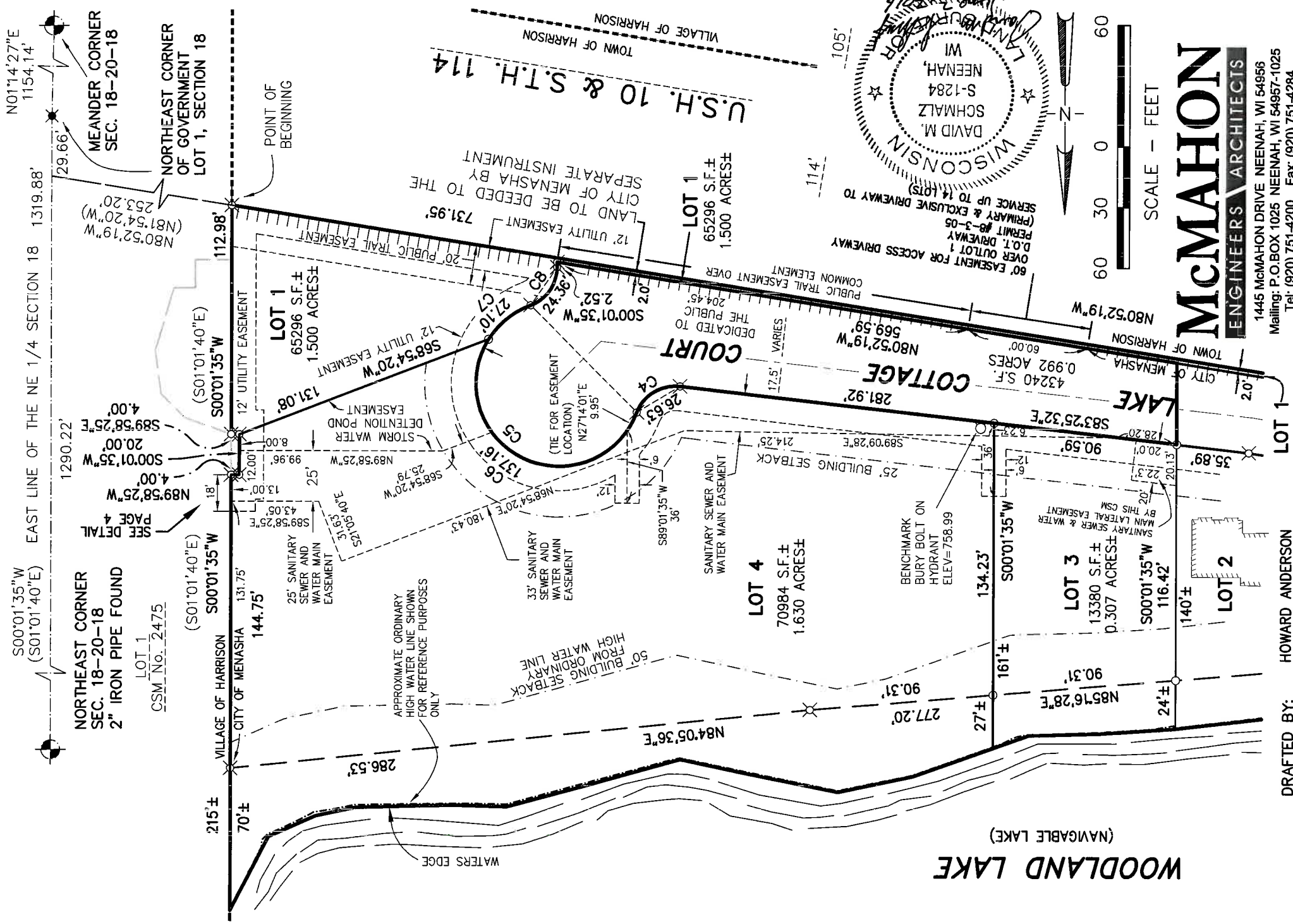
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UNPLATTED LANDS
 WEST LINE OF THE EAST 35 ACRES OF THE NE 1/4
 UNPLATTED LANDS
 UNPLATTED LANDS

CERTIFIED SURVEY MAP NO.

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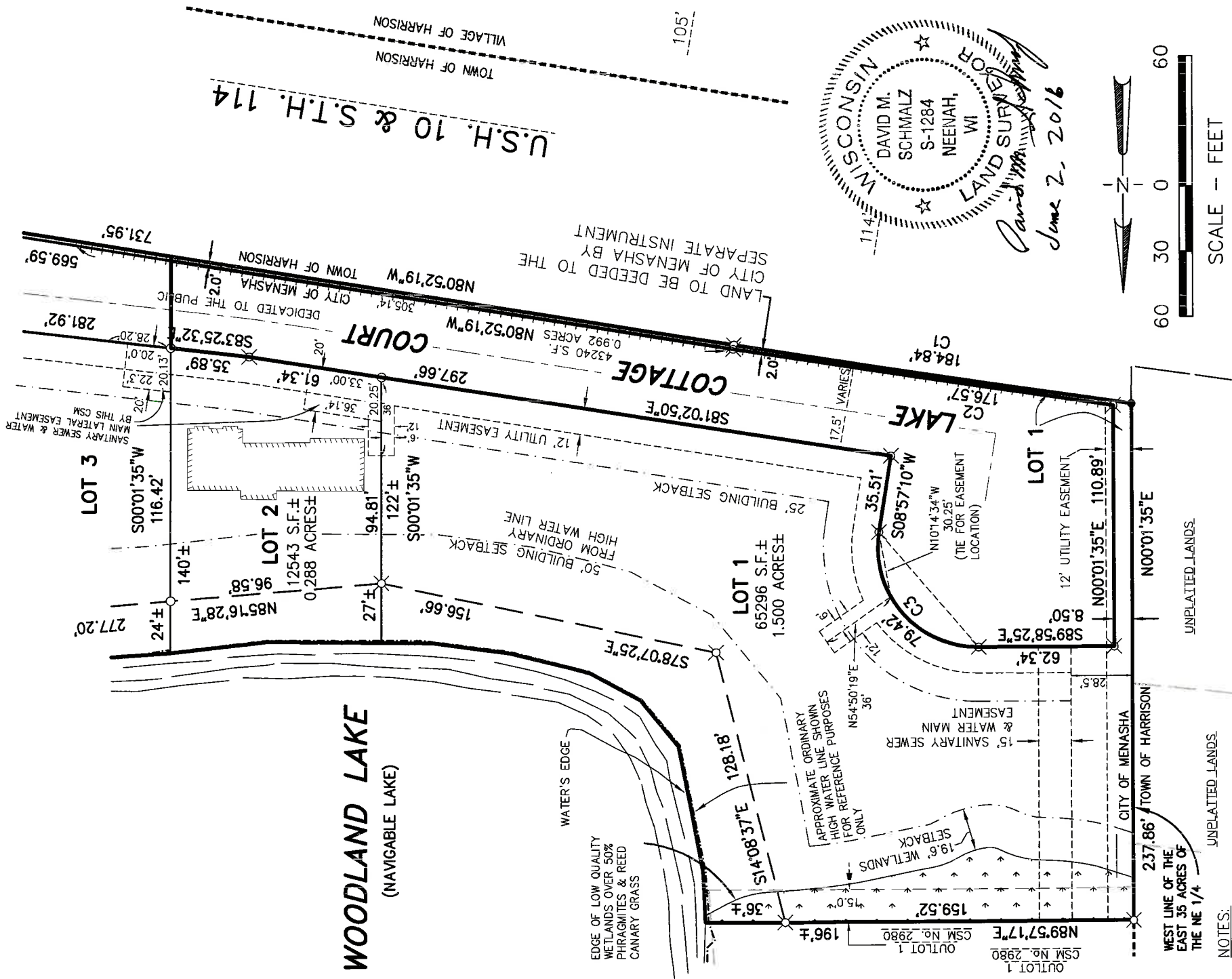


DRAFTED BY: HOWARD ANDERSON

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WEST LINE OF THE EAST 35 ACRES OF THE NE 1/4

UNRELATED LANDS

UNRELATED LANDS

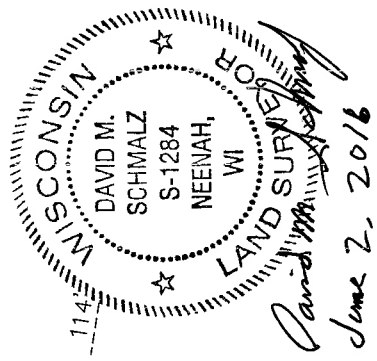
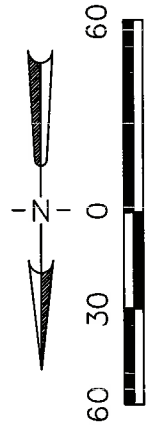
UNRELATED LANDS

UNRELATED LANDS

UNRELATED LANDS

UNRELATED LANDS

UNRELATED LANDS



NOTES:
THE WETLAND BOUNDARY AS SHOWN ON THIS MAP IS PER A SETTLEMENT OF CALUMET COUNTY CIRCUIT COURT CASE #08 CX 001 STATE OF WISCONSIN vs. MICHAEL HAGENS, etal AS FIELD VERIFIED BY NICK DOMER US ARMY CORPS OF ENGINEERS & JOHN BRAND WDNR

SEE PAGE 3 FOR MAPPING LEGEND, NOTES AND CURVE DATA

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A PART OF OUTLOT 1 OF CERTIFIED SURVEY MAP NO. 2980 AS RECORDED IN VOLUME 24 OF MAPS ON PAGE 288 AS DOCUMENT NO. 414583 AND A PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 18, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE: I, DAVID M. SCHMALZ, WISCONSIN PROFESSIONAL LAND SURVEYOR S-1284, CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED A PART OF OUTLOT 1 OF CERTIFIED SURVEY MAP NO. 2980 AS RECORDED IN VOLUME 24 OF MAPS ON PAGE 288 AS DOCUMENT NO. 414583 AND A PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 18, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN, CONTAINING 205,444 SQUARE FEET (4.716 ACRES) OF LAND BEING MORE FULLY DESCRIBED AS FOLLOWS:

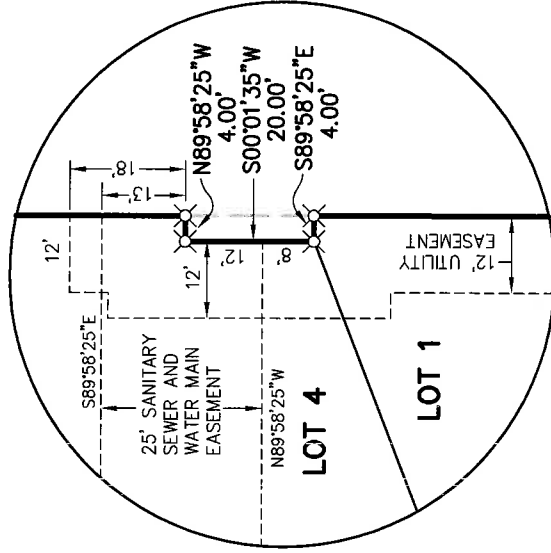
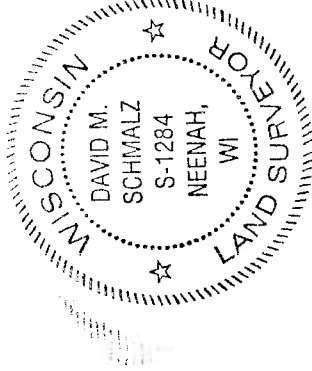
COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 18; THENCE S00°01'35"W (RECORDED AS S01°01'40"E), 1290.22 FEET ALONG THE EAST LINE OF THE NORTHEAST 1/4 OF SAID SECTION 18 TO THE NORTH RIGHT-OF-WAY LINE OF U.S.H. 10 AND S.T.H. 114; THENCE N80°52'19"W (RECORDED AS N81°54'20"W), 253.20 FEET ALONG SAID NORTH RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING ON THE WEST LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 2475 AS RECORDED IN VOLUME 19 OF MAPS ON PAGE 117; THENCE CONTINUE N80°52'19"W, 731.95 FEET ALONG SAID NORTH RIGHT-OF-WAY LINE OF U.S.H. 10 AND S.T.H. 114 TO THE START OF A 11,573.18 FOOT RADIUS CURVE TO THE LEFT; THENCE 184.84 FEET ALONG THE ARC OF SAID CURVE BEING THE NORTH RIGHT-OF-WAY LINE OF SAID U.S.H. 10 & S.T.H. 114 HAVING A 184.84 FOOT CHORD WHICH BEARS N81°20'10"W TO THE WEST LINE OF THE EAST 35 ACRES OF SAID NORTHEAST 1/4; THENCE N00°01'35"E, 237.86 FEET ALONG SAID WEST LINE TO A POINT 15.00 FEET NORTH OF THE SOUTHWEST CORNER OF OUTLOT 1 OF SAID CERTIFIED SURVEY MAP NO. 2980; THENCE N89°57'17"E, 159.52 FEET ALONG A LINE 15 FEET NORTH OF AND PARALLEL WITH THE SOUTH LINE OF SAID OUTLOT 1 TO THE STARTING POINT OF A MEANDER LINE OF THE SOUTHERLY SHORE OF WOODLAND LAKE, SAID POINT BEARS S89°57'17"W, 36 FEET MORE OR LESS FROM SAID SOUTHERLY SHORE; THENCE THE FOLLOWING FOUR CALLS ALONG SAID MEANDER LINE; THENCE S14°08'37"E, 128.18 FEET; THENCE S78°07'25"E, 156.66 FEET ; THENCE N85°16'28"E, 277.20 FEET; THENCE N84°05'36"E, 286.53 FEET TO THE WEST LINE OF LOT 1 OF SAID CERTIFIED SURVEY MAP NO. 2475 AND THE TERMINATION POINT OF SAID MEANDER LINE; SAID POINT BEARS S00°01'35"W (RECORDED AS S01°01'40"E), 70 FEET MORE OR LESS FROM THE SOUTHERLY SHORE OF SAID WOODLAND LAKE; THENCE S00°01'35"W (RECORDED AS S01°01'40"E), 144.75 FEET ALONG THE WEST LINE OF SAID LOT 1; THENCE N89°58'25"W, 4.00 FEET; THENCE S00°01'35"W, 20.00 FEET; THENCE S89°58'25"E, 4.00 FEET TO THE WEST LINE OF SAID LOT 1; THENCE S00°01'35"W (RECORDED AS S01°01'40"E), 112.98 FEET ALONG SAID WEST LINE TO THE POINT OF BEGINNING, INCLUDING ALL THOSE LANDS LYING BETWEEN THE ABOVE DESCRIBED MEANDER LINE AND THE SOUTHERLY SHORE OF WOODLAND LAKE AND THE RESPECTIVE LOT LINE EXTENDED TO SAID SOUTHERLY SHORE.

THAT I HAVE MADE THIS SURVEY BY THE DIRECTION OF THE OWNER(S) OF SAID LAND.

I, FURTHER CERTIFY THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND SURVEYED AND THE DIVISION OF THAT LAND, AND THAT I HAVE COMPLIED WITH SECTION 236.34 OF THE WISCONSIN STATUTES AND THE CITY OF MENASHA SUBDIVISION ORDINANCE IN SURVEYING, DIVIDING AND MAPPING THE SAME.

GIVEN UNDER MY HAND AND SEAL THIS 2nd DAY OF June, 2015.

David M. Schmalz
 DAVID M. SCHMALZ, WI PROFESSIONAL LAND SURVEYOR S-1284



DETAIL (PAGE 1)
 SCALE: 1"=30'

A PART OF OUTLOT 1 OF CERTIFIED SURVEY MAP NO. 2980 AS RECORDED IN VOLUME 24 OF MAPS ON PAGE 288 AS DOCUMENT NO. 414583 AND A PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 18, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN.

NOTES:

- THE LOCATION OF THE APPROXIMATE ORDINARY HIGH WATER MARK SHALL BE THE POINT ON THE BANK OF A NAVIGABLE STREAM OR ON THE SHORE OF A LAKE UP TO WHICH THE PRESENCE AND ACTION OF SURFACE WATER IS CONTINUOUS AS TO LEAVE A DISTINCTIVE MARK BY EROSION, DESTRUCTION OF TERRESTRIAL VEGETATION, OR OTHER EASILY RECOGNIZED CHARACTERISTICS.
- ANY LAND BELOW THE ORDINARY HIGH WATER MARK OF A LAKE OR A NAVIGABLE STREAM IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1, OF THE STATE CONSTITUTION.
- ELEVATIONS AS SHOWN ON THIS PLAN ARE REFERENCED FROM PREVIOUS ELEVATION WORK PREPARED BY OTHERS. BASED ON GPS OBSERVATIONS TO NGS DATA POINT 4K05 (PID #DE7787). THE ELEVATIONS SHOWN ARE 0.27 FEET ABOVE NAVD 88(12) DATUM.
- FRONTYARD BUILDING SETBACKS TO BE 25 FEET
- THIS CERTIFIED SURVEY MAP IS A PORTION OF TAX PARCEL NUMBERS: 770181101, 770181102, AND 770181103.
- THE PROPERTY OWNER OF RECORD IS: WOODLAND DEVELOPMENT, LLC
- THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN DOCUMENT NOS. 380967 AND 362613
- CITY OF MENASHA SETBACK REQUIREMENTS FROM WATERWAYS MUST BE FOLLOWED.

CURVE	RADIUS	DELTA ANGLE	CHORD LENGTH	CHORD BEARING	ARC LENGTH	TANGENT BEARINGS
C1	11573.18'	0°54'54"	184.84'	N 81°20'10" W	184.84'	N 80°52'42" W N 81°47'37" W
C2	11575.19'	0°52'26"	176.57'	N 81°18'56" W	176.57'	N 80°52'42" W N 81°45'09" W
C3	46.00'	98°55'34"	69.92'	S 40°30'37" E	79.42'	S 89°58'25" E S 08°57'10" W
C4	20.00'	76°17'23"	24.71'	N 58°25'46" E	26.63'	S 83°25'32" E N 2017°05" E
C5	41.00'	229°31'59"	74.46'	N 44°56'56" W	164.25'	
C6	41.00'	191°39'45"	81.57'	S 63°53'03" E	137.16'	
C7	41.00'	37°52'14"	26.61'	S 50°52'57" W	27.10'	
C8	20.00'	69°47'28"	22.88'	S 34°55'19" W	24.36'	N 00°01'35" E S 69°49'04" W

OWNER'S CERTIFICATE

Woodland Development, LLC, as Owner(s) I/We hereby certify that I/we caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required to be submitted to the following for approval.

City of Menasha

Dated this _____ day of _____, 2015

Authorized Signature _____

Authorized Signature _____

Printed Name _____

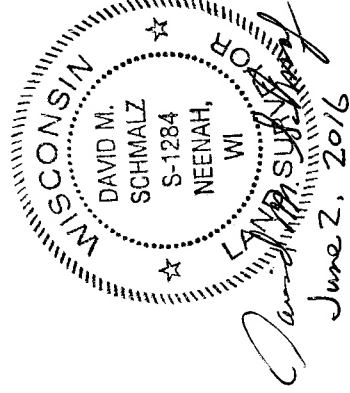
Printed Name _____

State of _____)
 _____)ss
 _____ County)

Personally appeared before me on the _____ day of _____, 2015, the above named persons to me known to be the persons who executed the foregoing instrument, and acknowledged the same.

Notary Public _____

My commission expires _____ County, _____



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CERTIFIED SURVEY MAP NO. _____

PAGE 6 OF 6

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COMMON COUNCIL RESOLUTION

RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MENASHA, THAT THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED BY RESOLUTION NUMBER _____ THIS _____ DAY OF _____, 2016.

CITY CLERK
DEBBIE GALEAZZI

DATE

CITY MAYOR
DON MERKES

DATE

TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS SHOWN HEREON.

CITY TREASURER
PEGGY STEENO

COUNTY TREASURER
MIKE SCHLAAK

UTILITY EASEMENT PROVISIONS

An easement for electrical and communication service is hereby granted by Woodland Development, LLC to A T & T, MENASHA UTILITIES and TIME WARNER CABLE MIDWEST LLC, Grantees, to their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy 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 on the CSM designated as "Utility Easement Areas" and the property designated on the CSM for streets and alleys, whether public or private, together with the rights to install service connections upon, across within and beneath the surface of each lot to serve improvements thereon, or on 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. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities or communications facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Buildings shall not be placed over grantees' 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.

NO UTILITY TRANSFORMERS OR PEDESTALS ARE TO BE SET WITHIN 2 FEET OF A LOT CORNER MONUMENT.

NO CONDUCTORS ARE TO BE BURIED WITHIN 1 FOOT OF A LOT CORNER MONUMENT.



David M. Schmalz
June 2, 2016

McMAHON
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