

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
June 21, 2016
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, Ald. Alex Zelinski, DPW Radtke and Commissioners Sturm, Schmidt and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Ald. Kevin Benner and Commissioner DeCoster.

OTHERS PRESENT: AP Englebert, CDC Heim, Dave Schmalz (McMahon Associates), Michael H. Hagens (Woodland Development), Ald. Arnie Collier and Steve Grenell (Menasha Utilities).

C. MINUTES TO APPROVE

1. **Minutes of the June 7, 2016 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. Sturm to approve the June 7, 2016 Plan Commission meeting minutes. The motion carried.

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

1. Mr. Hagens thanked DPW Radtke for all he has done over the years on the commission and for the City and stated that he will be missed.

E. CORRESPONDENCE

1. None.

F. DISCUSSION

1. None.

G. ACTION ITEMS

1. **Certified Survey Map – Lake Cottage Estates**

AP Englebert stated this item had been held at the June 7th Plan Commission meeting awaiting a decision from the Department of Transportation (DOT) regarding the approved driveway permit. Per an email from David Nielsen, WisDOT Northeast Region, there does not appear to be any significant obstacles. Staff is looking for recommendation from the Plan Commission for approval of the CSM with condition that the DOT notes be listed on the CSM.

Comm. Sturm requested verification that the lot division by CSM is legal. Mr. Schmalz indicated that documentation has been shared with staff from the Attorney General which ruled that there is nothing illegal regarding the proposed land division. AP Englebert indicated he has seen this correspondence and the city attorney has reviewed the ruling.

Comm. Schmidt asked for clarifications on the DOT conditions. AP Englebert explained each of the three conditions and informed the Commission that per correspondence with Mr. Nielsen that if these conditions are met the driveway permit would not be revoked.

Motion by DPW Radtke, seconded by Comm. Cruickshank to recommend approval of the certified survey map at Lake Cottage Estates with the following conditions prescribed by the DOT along with the DOT notation be added to the CSM:

1. All lots within the boundaries of this survey are restricted to Residential/Non-Commercial use only.
2. No direct Public Road Connection will be allowed within the boundary of this CSM.
3. The Public Road shall be extended if either the Fire Lane 3 (north extension) or Kernan Ave (or new road connection to it) is connected to the boundary of this CSM.

It is expressly intended that these restrictions are for the benefit of the public and enforceable by the Wisconsin Department of Transportation or its assigns.

The motion carried.

H. ADJOURNMENT

Mayor Merkes thanked DPW Radtke for his service to the Plan Commission and the community.

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

Minutes respectfully submitted by CDC Heim.