

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
June 7, 2016
MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:34 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.

PLAN COMMISSION MEMBERS EXCUSED:

PLAN COMMISSION MEMBERS ABSENT:

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

C. MINUTES TO APPROVE

1. **Minutes of the May 17, 2016 Plan Commission Meeting**

Motion by Ald. Benner, seconded by Comm. Schmidt to approve the May 17, 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. None.

F. DISCUSSION

1. None.

G. ACTION ITEMS

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

AP Englebert provided an overview of the history of this development. There was a plat submitted in 2015 however issues with the Department of Transportation (DOT) halted the development. In the meantime a single family residence was constructed on the parcel which is zoned R-1 Single Family Residence. It is the intention of the developer that this Certified Survey Map (CSM) will be further subdivided into a total of 9, single family lots.

Dave Schmalz with McMahon Associates provided additional information regarding the development. Originally the developer submitted a driveway permit which was approved by the DOT for 13 condominiums. When the developer submitted a plat for a single family development, the DOT had issues with driveway access and denied the plat. The developer had then requested a variance with the DOT for the driveway access point which was subsequently denied.

Mike Hagens, Woodland Development, provided some history on this property and other development sites within the city. He feels that providing 9, single family lots will be less controversial than 13 condominiums with the existing neighborhood to the north.

The Commissioners, staff, Mr. Schmalz and Mr. Hagens discussed the following:

- a. Stormwater pond on the far east end of the development is currently owned by the developer, plans would be to detach it from Town of Harrison and attach into the City of Menasha and placed under the ownership of the homeowners association
- b. DOT could revoke the driveway access in the future if Lake Cottage Court is transitioned from a private road to a public street; awaiting confirmation from DOT on their ruling
- c. CSM as presented today meets city standards and has 50 foot shoreland setback designated along with a trail easement
- d. Who would be responsible for maintenance of Lake Cottage Court if it remains a private road; City cannot plow private roads
- e. Could the street be indicated as a lot and deeded to the city – who maintains the road and assumes responsibility for maintenance, plowing, repairs, etc.
- f. Fence on west end of development will be under ownership of the homeowners

No action was taken on this item. The Commission, staff and developer agreed to hold this item until a decision from the DOT on the driveway permit is received.

H. ADJOURNMENT

Motion by Comm. Schmidt, seconded by Comm. DeCoster, to adjourn at 4:19 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.