

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
September 11, 2018
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. Nichols, DPW Radomski, and Commissioner's Sturm, Cruickshank, and Benner.

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Homan.

OTHERS PRESENT: CDD Schroeder, AP Stephenson, and Ald. Tom Grade.

C. MINUTES TO APPROVE

1. Minutes of August 7, 2018 Plan Commission Meeting

Motion made by Comm. Sturm, seconded by Comm. Cruickshank, to approve the August 7, 2018 Plan Commission meeting minutes. The motion carried.

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

Five (5) minute time limit for each person

No public comments.

E. DISCUSSION / ACTION ITEMS

1. Certified Survey Map – Community Way Right-of-Way Dedication

CDD Schroeder gave an overview of the situation for the right-of-way dedication at Community Way. Menasha Public Works requested approval of a CSM to accept the right-of-way dedication from a number of parcels. The right-of-way dedication will allow for the extension of Community Way, linking Lake Park Road to Chrystella Drive. This connection will provide a secondary access point to the subdivisions known as Lake Park Villas and the Ponds. Since the incorporation of the Village of Harrison, future plans of connecting roadways from Lake Park Road to Kernan Avenue area have been stalled until further conversations can take place.

Staff recommended approval of the proposed certified survey map as presented to accept right-of-way dedication for the future Community Way extension from 600 Lake Park Rd (7-01700-03), 620 Lake Park Rd (7-01700-04), 730 Lake Park Rd (7-01700-05), 730 Lake Park Rd (7-01700-06) and parcel 7-01700-02.

The Commission and Staff had discussions regarding the proposed CSM which included:

1. Community Way extension timeline.
2. Storm water easements along Community Way.
3. Utility connections through Community Way.
4. The relocation of lot 3's water main.

A motion was made by Comm. Sturm, seconded by Comm. Benner, to approve the certified survey map as presented to accept the right-of-way dedication for the future Community Way extension from 600 Lake Park Rd (7-01700-03), 620 Lake Park Rd (7-01700-04), 730 Lake Park Rd (7-01700-05), 730 Lake Park Rd (7-01700-06) and parcel 7-01700-02. The motion carried.

2. Certified Survey Map – Lotus Trail Right-of-Way Dedication

AP Stephenson gave a background on the certified survey map for the Lotus Trail right-of-way dedication. Menasha Public Works requested the approval of a CSM to accept the right-of-way dedication from 3002 Villa Way and 2952 Villa Way as indicated on the original Ponds of Menasha Plat. The right-of-way dedication will allow for the extension of Lotus Trail north to eventually connect to Tana Lane and Winnipeg Street. This linkage would provide a vital connection for future residential expansion and access to the existing park.

Staff recommended approval of the proposed certified survey map as presented dedicating right-of-way for the future Lotus Trail extension as indicated within the original Ponds of Menasha Plat from Lot 5 – 3002 Vila Way (parcel 7-01772-04) and Lot 6 – 2952 Vila Way (parcel 7-01772-05).

General discussion ensued over the right-of-way dedication.

The Commission inquired if the owners of 3002 Villa Way and 2952 Villa Way were aware of the right-of-way dedication. AP Stephenson indicated that staff had talked to both owners but one of the homes had recently sold. Staff will follow back up upon this request.

A motion was made by Comm. Benner, seconded by DPW Radomski, to approve the certified survey map as presented to accept the right-of-way dedication for the future Lotus Trail extension as indicated within the original Ponds of Menasha Plat from Lot 5 – 3002 Vila Way (parcel 7-01772-04) and Lot 6 – 2952 Vila Way (parcel 7-01772-05). The motion carried.

F. COMMUNICATION

1. Set Next Meeting

The next meeting was set for Tuesday, October 2, 2018 at 3:30 PM.

G. ADJOURNMENT

A motion was made by Ald. Nichols, seconded by Comm. Sturm, to adjourn the meeting at 3:52PM. The motion carried.

Minutes respectfully submitted by AP Stephenson