

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
October 8, 2019
DRAFT 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, Alderperson Rebecca Nichols, DPW Alix, and Commissioners Cruickshank and Benner.

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Homan and Sturm.

OTHERS PRESENT: CDD Schroeder, CDC Heim, ES Gordon, Mike Hagens (Woodland Development, LLC), and Dave Schmalz (McMahon Associates).

C. PUBLIC HEARING

D. MINUTES TO APPROVE

1. Minutes of the September 10, 2019 Plan Commission Meeting

Comm. Cruickshank made a motion to approve the minutes of the September 10, 2019 Plan Commission meeting with grammatical corrections. Comm. Benner seconded the motion. The motion carried.

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

Public comments were taken throughout the meeting.

F. DISCUSSION / ACTION ITEMS

1. Preliminary Plat Review – Third Addition to Woodland Hills

Mr. Schmalz presented an overview of the preliminary plat and how it relates to previous developments by Mr. Hagens.

CDC Heim introduced the preliminary plat for the third addition to Woodland Hills subdivision requested by Woodland Development, LLC. The proposed preliminary plat will be a single family subdivision which extends east from Gosling Way Court. The preliminary plat has a total of 57 lots, 19 of which will be developed as part of phase one.

Plan Commissioners discussed the following:

- the sidewalk waiver listed under the Notes section
- the drainage plan and when the various grades are set and verified by engineering staff
- the potential of a trail within the development with future connectivity to Lake Park Villas and Kernan Avenue
- Emergency access from STH 10/114

Ald. Nichols made a motion to approve Phase I of the of the Preliminary Plat as presented finding that the plat conforms to the Municipal Ordinance, the City Comprehensive Plan, and surrounding development with the following conditions:

1. The north to south street designated as Snow Goose Lane and the east to west street designated as Tundra Swan Lane noted on the preliminary plat be designated as the same street name.
2. The Final Plat shall have a designated temporary access for emergency personnel

meeting the specifications set out by the Fire Department and continued to be worked on between developer and staff.

3. Conceptually, the layout of the remaining development area for future phases are approved and shall be brought back to Plan Commission for future review.
4. The comments noted within the Engineer review memo, dated October 8, 2019, from Engineering Supervisor Gordon are incorporated into the Final Plat.
5. The Sidewalk Waiver described under the preliminary plat "notes" shall be removed.
6. The future trail shown on the construction drawings along the southern right-of-way of Canvasback Drive and western right-of-way of Black Swan Drive shall be noted directly on the final plat.

The motion was seconded by Comm. Benner. The motion carried.

H. COMMUNICATION

1. Set Next Meeting Date

The next Plan Commission meeting was set for November 5, 2019 at 3:30 PM.

I. ADJOURNMENT

Ald. Nichols made a motion to adjourn the meeting at 4:10 PM. Comm. Cruickshank seconded the motion. The motion carried.

Minutes respectfully submitted by CDC Heim.