

It is expected that a Quorum of the Joint Review Board, Board of Public Works, Park Board, Administration Committee, Personnel 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
Menasha City Center
100 Main Street, Menasha
Room 133**

**October 6, 2020
3:30 PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC HEARING
 - 1.
- D. MINUTES TO APPROVE
 - 1. Minutes of September 15, 2020 Plan Commission Meeting
- E. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA
 - Five (5) minute time limit for each person
- F. DISCUSSION / ACTION ITEMS
 - 1. Release of 33' Private Road Easement – Second Addition of Southfield
- G. COMMUNICATION
 - 1. Set Next Meeting
- H. ADJOURNMENT

If you have questions, please call the Community Development Department at (920) 967-3650 between 8:00 AM – 4:00 PM, Monday through Friday.

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Community Development Department at 967-3650 at least 24-hours in advance of the meeting so special accommodations can be made.

CITY OF MENASHA
Plan Commission
Menasha City Center, 100 Main Street
September 15th, 2020
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Alderperson Ann Schmidt, DPW Alix and Commissioners Cruickshank, Homan and Sturm.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Benner

OTHERS PRESENT: CDD Schroeder, PP Stephenson, CDC Heim, DDE Gordon, Lorena Amack (813 Whisper Falls Lane), and Alderperson Tom Grade (District 6).

C. PUBLIC HEARING

1. Special Use Permit – Lake Park Villas Lot 4 (Community Way), Parcel # 7-01700-04

PP Stephenson gave an update on the special use permit for Lake Park Villas Lot 4. 8 Condos are being proposed and staff found the condos to adhere to the criteria set forth for accepting a special use permit.

No public comments at this time.

D. MINUTES TO APPROVE

1. Minutes of August 4, 2020 Plan Commission Meeting

Comm. Sturm made a motion to approve the minutes of August 4, 2020 Plan Commission Meeting. The motion was seconded by Alderperson Schmidt. The motion carried.

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

Five (5) minute time limit for each person

F. DISCUSSION / ACTION ITEMS

1. Lake Park Menasha, LLC – Lake Park Villas Lot 4 (Community Way) – 8 Unit Condominium

a. Special Use Permit

b. Site Plan Review

PP Stephenson gave a brief update on the site plan and special use permit for the Condominium development at Lake Park Villas Lot 4.

General discussion ensued with the following topics being discussed:

- Working with Public Works to ensure the turn radius for the dumpster enclosure is correct.
- Placement of the condos
- Landscaping and wooded area in front of the development.

Comm. Homan made a motion to approve the special use permit finding that it meets the five conditions for accepting a special use permit out lined in Section 13-1-11 (b) (1-5). The motion was seconded by Alderperson Schmidt. The motion carried.

Comm. Sturm made a motion to approve of the site plan as presented for Lot 4 of Lake Park Villas, (parcel #7-00170-04) with the following conditions:

1. Prior to the issuance of building permits, a stormwater and site improvement agreement must be recorded for the proposed development.
2. Prior to issuance of building permits a stormwater management plan is submitted and approved by the Public Works Department.
3. The Special Use Permit is approved.
4. Plan Commission finds the site “already heavily wooded” and waves the perimeter landscaping requirements.
5. If outdoor mechanical is opted for, a new site plan must be submitted to the Community Development Department showing location and proper screening.
6. A fence is put on top of the parking lot retaining wall to prevent any safety issues.

The motion was seconded by Alderperson Schmidt. The motion carried.

2. Certified Survey Map and Vacation of Right-of-Way (Barlow Street) – 103 Broad Street - Lot Line Adjustments

CDC Heim gave an update on the CSM and Right-of-Way vacation for 103 Broad lot line adjustment.

The Plan Commission entered into a conversation with the following being discussed:

1. Utility locations.
2. Necessary length and width of the road.
3. Potential easements that could be located in the former Right-of-way.
4. Shape of the lots in the CSM.

Comm. Sturm made a motion to approve the CSM and Right-of-way vacation as presented with a utility and pedestrian easement being placed in the vacated ROW excluding the portions of the garage encroachment. The motion was seconded by Mayor Merkes. The motion carried.

3. Certified Survey Map – 104 Broad Street – Lot Line Adjustments

A motion was made by DPW Alix to approve the CSM for 104 Broad Street as presented. The motion was seconded by Comm. Sturm. The motion carried.

G. COMMUNICATION

1. Set Next Meeting

The next meeting was set for October 6th.

H. ADJOURNMENT

Alderperson Schmidt made a motion to adjourn the Plan Commission meeting at 4:09 PM. The motion was seconded by Mayor Merkes. The motion carried.

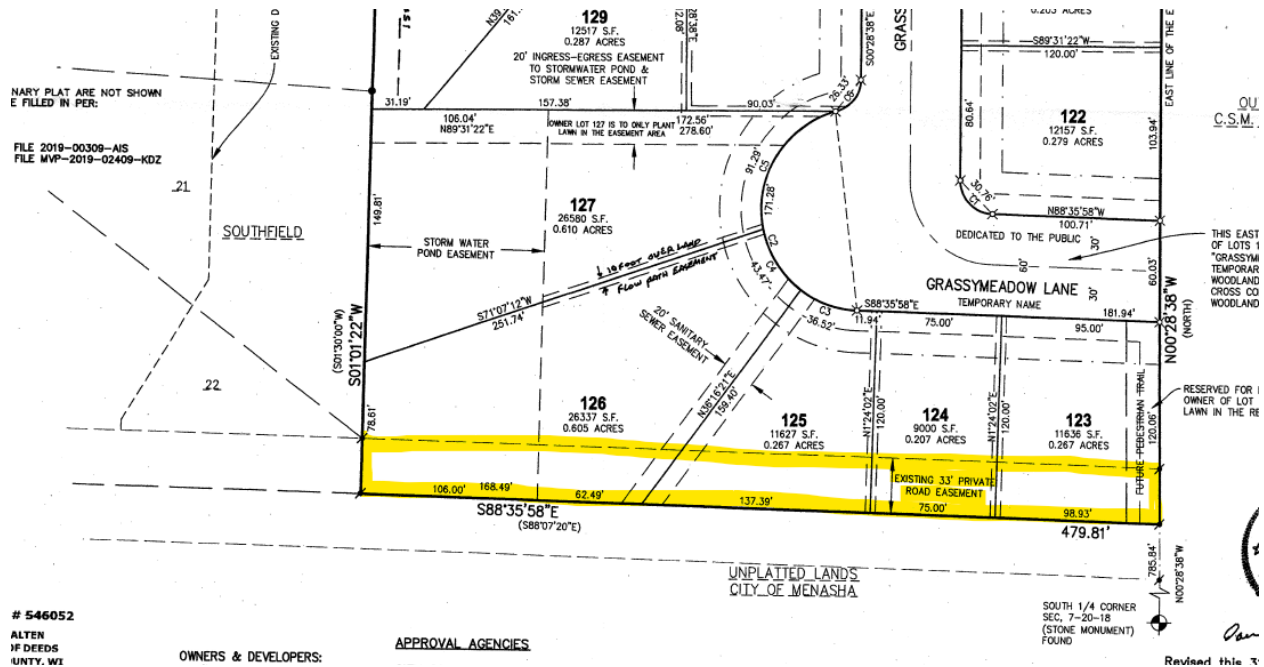


MEMORANDUM

To: Plan Commission
 From: Community Development Department/SS
 Date: October 6, 2020
 Re: **Release of 33' Private Road Easement – Second Addition to Southfield**

With the Second Addition Southfield Plat recorded and the infrastructure installed, the developers Vans Realty and Construction are working towards now starting to construct homes in the subdivision. Noted in their title policy and recorded on the plat is a 33' private road easement. From our research, this 33' easement dates back to a private drive reserved for highway purposes through certified survey map number 372, recorded in volume 2 of survey maps on page 306 in 1975 with Calumet County register of deeds, document number 135796.

Looking for a clean title on the property, Van's is requesting the City consider releasing this plat restriction within the Second Addition to Southfield noting that alternative access has been provided, there are no utilities in this portion and there is no agreements noted per the title policy.



Staff recommends that the City Plan Commission approve the release of the 33' Private Road Easement affecting Lots 123, 124, 125, and 126 of the Second Addition to Southfield Plat.

RELEASE OF RESTRICTION

The undersigned City of Menasha, hereby releases the 33 foot private road easement recorded on the Second Addition to Southfield Plat, more particularly described as follows:

Part of Lots 123, 124, 125 and 126 of the Second Addition to Southfield, Document No. 546052, recorded March 5, 2020, in Volume D, Page 125, all located in the City of Menasha, Calumet County, State of Wisconsin.

Return to:
City Clerk
City of Menasha
100 Main Street, Ste 200
Menasha, WI 54952

PIN: 7-00200-23; 7-00200-24; 7-00200-25; 7-00200-26

Dated this ____ day of _____, 2020.

City of Menasha by
Donald Merkes, Mayor

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
COUNTY OF WINNEBAGO)

Personally appeared before me this ___ day of _____, 2020, Donald Merkes, known to me to be the person who executed this instrument and acknowledged the same.

Print Name:
Notary Public
My Commission Expires: _____

This document was drafted by:
Pamela A. Captain, Menasha City Attorney
100 Main St., Menasha, WI 54952

SBN: 1023192