

**CITY OF MENASHA  
Plan Commission  
Virtual Meeting  
April 14, 2020  
MINUTES**

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Alderperson Rebecca Nichols, DPW Alix and Commissioners Cruickshank, Sturm, Homan, and Benner.

PLAN COMMISSION MEMBERS EXCUSED:

OTHERS PRESENT: CDD Schroeder, PP Stephenson, CDC Heim, Tom Grade (District 6), and Doug Woelz (McMahon)

**C. PUBLIC HEARING**

There were no public comments.

**D. MINUTES TO APPROVE**

**1. Minutes of March 3, 2020 Plan Commission Meeting**

Comm. Homan made a motion to approve the minutes of the March 3<sup>rd</sup>, 2020 Plan Commission Meeting. The motion was seconded by Comm. Cruickshank. The motion carried.

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

**Five (5) minute time limit for each person**

No comments

**F. DISCUSSION / ACTION ITEMS**

**1. Certified Survey Map – Lots 8 and 9 Province Terrace – Lot Consolidation and Affidavit of Correction (setback)**

Comm. Sturm made a motion to remove item F1 from the table. The motion was seconded by Comm. Benner. The motion carried.

PP Stephenson gave an update on Lots 8 and 9 and the owners plans for the site.

Comm. Homan made a motion to approve the Certified Survey Map and affidavit of correction as proposed consolidating lots 8 and 9 Province Terrace. (Parcel #7-00001-00 and #7-00001-08). The motion was seconded by Comm. Sturm. The motion carried.

**2. Preliminary and Final Plat Review – Replat of Lots 18-25 Lake Park Villas**

PP Stephenson gave an update on the replat for lots 18-25 of Lake Park Villas.

The plan commission entered into a conversation with the following being discussed:

- The style of the homes being built.
- Ownership of the lots.
- The need for a drainage plan.

- Utilities to the parcels.

A motion was made by Comm. Homan to approve the final/preliminary replat of Lots 18 through 25 of Lake Park Villas and find the replat consistent with the city of Menasha Comprehensive Plan with the following conditions:

- A drainage and grading plan is submitted to the public works department and approved by the Public Works Director or designee.
- All costs to move utilities or utility easements shall not be borne by the City or Redevelopment Authority.

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

### **3. Site Plan Review – 1147 and 1151 Racine Road – Darrin Kuehn**

PP Stephenson gave an update on the site plan for 1147 and 1151 Racine Road.

The Commission confirmed with staff that they are only taking action on the proposed site plan.

A motion was made by Comm. Benner Staff to recommend approval of the site plan for 1147 and 1151 Racine Road (Parcel #4-01003-02 and 4-01003-03) with the following conditions:

- Elevations are submitted that show 75% brick and natural stone on the façade.
- The developer works with staff to submit an updated site plan with transitional landscaping displayed.

The motion was seconded by DPW Alix. The motion carried.

## **G. COMMUNICATION**

### **1. Set Next Meeting**

The next meeting was set for May 5<sup>th</sup>, 2020 at 3:30 PM.

## **H. ADJOURNMENT**

A motion was made by Comm. Homan to adjourn the meeting at 3:56 pm. The motion was seconded by Comm. Benner. The motion carried.