

It is expected that a Quorum of the Board of Public Works, Park Board, Administration 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  
Council Chambers  
140 Main Street, Menasha**

**August 2, 2011  
3:30 PM**

**AGENDA**

*3:30 PM - Public Hearing – Proposed Rezoning of Racine Road*

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Minutes of the July 26, 2011 Plan Commission Meeting](#)
- D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA  
Five (5) minute time limit for each person
- E. DISCUSSION
  - 1. None
- F. ACTION ITEMS
  - 1. [Proposed Rezoning of Racine Road – Parcel 4-00762-03 – Kenneth Syring](#)
- G. ADJOURNMENT

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**July 26, 2011**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 4:35 p.m. by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Commissioners Homan, Sturm and Cruickshank, DPW Radtke and Ald. Benner

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Schmidt

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, John Davel, Ellen Maxymek

**C. MINUTES TO APPROVE**

1. **Minutes of the July 19, 2011 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Ald. Benner to approve the July 19, 2011 Plan Commission meeting minutes.

The motion carried.

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

Ellen Maxymek commented on the Ponds of Menasha Final Plat and expressed the following concerns:

- That consideration be given to restricting fences in the rear yards of lots abutting the Lake Park Villas Phase II lots due to the shallow depth of the LPV lots
- The need for maintenance agreements associated with the pond lots around Outlot 2
- That the woodlot in the NW corner of the plat should be preserved

**E. DISCUSSION**

1. None

**F. ACTION ITEMS**

1. **The Ponds of Menasha Final Plat Review**

CDD Keil reported that the conditions established by the Plan Commission relative to the preliminary plat were addressed in the final plat. Commissioners discussed the concerns expressed by Ms. Maxymek, and noted that the protection of the woodlot received much consideration in the preliminary plat review. Staff are to address the fence issue with the developer and the maintenance issue with the developer and the LPV Homeowner's Association.

Commissioners also discussed drainage easements and access to the ponds, the reservation of ROW for Lotus Trail, extended, and the reservation vs. dedication of Chrystella Drive as it may be extended to the east,

Motion by Ald. Benner, seconded by Comm. Sturm to recommend approval of the Ponds of

Menasha Final Plat with the following conditions:

- That a 10' drainage easement be established on the lots abutting Outlot 2 if insufficient dry land access is not provided within the outlot (this is to be determined by Davel Engineering).
- That the Drainage Plan be reviewed and approved by the Department of Public Works.
- That the area SE of the 50'ROW paralleling the curvature of Chrystella Drive adjacent to Lot 72 be designated as a reservation of ROW as opposed to being dedicated as shown.

The motion carried.

## **G. ADJOURNMENT**

Motion by DPW Radtke, seconded by Ald. Benner to adjourn at 4:18 p.m.

The motion carried.

*Minutes respectfully submitted by Greg Keil, CDD.*



July 25, 2011

Dear Property Owner:

The City of Menasha will be holding public hearings regarding the proposed rezoning a property on Racine Road. You are being notified in accordance with Section 13-1-142 of the Menasha Code of Ordinances, which requires notification of all property owners within 100 feet of the subject site.

Kenneth Syring is proposing to rezone the following property from R-1 Single Family Residence District to C-1 General Commercial District:

The West Twenty-seven (27) rods of the North Sixty (60) rods of the North West  $\frac{1}{4}$  of the South West  $\frac{1}{4}$  of Section Two (2) Township Twenty (20) North, of Range Seventeen (17) East, in the Town of Menasha, excepting therefrom the Three (3) tracts of land described as follows, viz:-

1. The North Three Hundred Eight and Seven-tenths (308.7) feet thereof lying easterly of the center line of County Truck Highway "P" as now located.
2. The South Three Hundred Twenty (320) feet thereof.
3. The portion thereof heretofore conveyed to Winnebago County for highway purposes by Instrument recorded in Volume 371 on Page 501.

Subject to rights granted by Instruments recorded in Volume 418 on Page 243 and in Volume 678 on Page 359. Subject to all easements and restrictions recorded and unrecorded, City of Menasha, Winnebago County.  
Parcel 4-00762-03

Please see the enclosed map and public notice for more information.

The Plan Commission will be considering this rezoning at an informal public hearing on Tuesday, August 2, 2011 at 3:30 p.m. or shortly thereafter in the Third Floor Council Chambers of City Hall, 140 Main Street. Persons interested in this matter will be given an opportunity to comment and ask questions about the proposed rezoning. A second public hearing before the Common Council will be held Monday, August 15, 2011 at 6:00 p.m. or shortly thereafter in the Council Chambers of City Hall, 140 Main Street. If you have any questions, please contact me at the number listed below.

Sincerely,

Gregory M. Keil  
Community Development Director

enclosures

c: City of Menasha Plan Commission  
City Clerk Deborah Galeazzi



PROPOSED  
REZONING  
R-1 TOC-1

R-1

R-1

R-1

I-1

I-1