

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
August 16, 2016
MINUTES

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, Ald. Benner and Commissioners Schmidt, DeCoster and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Comm. Sturm.

OTHERS PRESENT: CDD Buck, CDC Heim, Dave Schmalz (McMahon), and Steve Grenell (Menasha Utilities).

C. MINUTES TO APPROVE

1. **Minutes of the August 2, 2016 Plan Commission Meeting**

Motion by Ald. Benner, seconded by Comm. DeCoster to approve the August 2, 2016 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. CORRESPONDENCE

1. None.

F. DISCUSSION

1. None.

G. ACTION ITEMS

1. **Certified Survey Map – Lake Cottage Estates, West**

CDD Buck explained that the CSM before the Plan Commission was the final CSM for the Lake Cottage Estates area. All lots meet zoning standards therefore staff recommends approval.

Dave Schmalz, McMahon, stated that the trail dedication on the CSM will remain on the CSM. The trail dedication does not impact the CSM before the Plan Commission.

Commissioners discussed the annexations by the Town/Village of Harrison and how it is no longer feasible for the city to extend the trail to Kernan Avenue and the expansion of the trail through the wetlands to the north of this development is proving challenging.

Motion by Ald. Benner, seconded by Comm. DeCoster to recommend approval of Certified Survey Map, Lake Cottage Estates, West. The motion carried.

2. **Certified Survey Map – Carpenter Street**

CDD Buck presented the CSM for the lot combination from two lots to one lot. The zoning and use of the property allow for the lot combination and therefore staff recommends approval.

Commissioners expressed concern that the use of the structure will go from single family residential, zero lot line to a duplex which in turns suggests possible non-owner occupied rental of the property. Currently the properties are owned by the same corporation.

CDC Heim offered the history of the parcel. Originally the parcel was one lot, zoned R-2, Two-Family Residence District with the use of the structure being a duplex. At some point, the subject parcel along with the other two on the street were rezoned to R-2A, Multi-Family, Zero Lot Line Residence District. This rezoning allowed the lot to be split into two separate parcels and the use of the structure changed to two, zero lot line single family residences. The CSM before the Commission is bringing the two parcels back to one single parcel and the use will be a duplex. CDD Buck again reiterated that the use and zoning of the parcel proposed in the CSM are allowable per the zoning code.

Motion by Comm. Cruickshank, seconded by Comm. DeCoster to recommend approval of Certified Survey Map, Carpenter Street. The motion carried.

H. ADJOURNMENT

Motion by Comm. Schmidt, seconded by Comm. DeCoster, to adjourn at 3:47 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.