

CITY OF MENOMONIE  
**Plan Commission Meeting**

**Monday – March 31, 2025**

**7:00 PM**

Menomonie City Hall – 1<sup>st</sup> Floor  
City Council Chambers  
800 Wilson Ave.

## **Agenda**

- 1. Roll Call**
- 2. Approval of Minutes – February 24, 2025**
- 3. Public Comments**
- 4. Items of Discussion**
  - A.** FS 408, LLC's Proposed Certified Survey Map on 24<sup>th</sup> Street NE.
  - B.** Any other items.
- 5. Adjourn**

Notice is hereby given that members of the Plan Commission and/or Common Council may be present at the foregoing meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Plan Commission and/or Common Council pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis.2d 553, 494 N.W.2d 408 (1993) and must be noticed as such, although the Common Council will not take any formal action at this meeting.

**NOTE:** UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE INDIVIDUALS WITH DISABILITIES.  
FOR ADDITIONAL INFORMATION OR TO REQUEST THE SERVICE, CONTACT THE CITY CLERK OR THE CITY ADMINISTRATOR AT 715 232-2221.

## Plan Commission Meeting Minutes

Chairman Luther called the Plan Commission Meeting to order in the City Hall Council Chambers on Monday, February 24, 2025, at 7:00 p.m.

1. Roll Call: Jeff Luther, Dennis Kropp, Steve Cook, Cody Gentz and Mark Kalscheur. Steve Lindberg and Dick Martinson were absent. Others Present: David Schofield, Dave Kowieski, Ben Simmons, Barb Lyon and Sam Gartmann.
2. Approval of Minutes: Kropp moved to approve the February 3, 2025, Plan Commission minutes with a second by Kalscheur. Motion carried.
3. Public Comments: Lyon introduced herself and spoke in favor of her certified survey map.
4. Items of Discussion:
  - a. Schofield presented Barb Lyon's proposed certified survey map. Schofield explained that Lyon had created two lots via a CSM several years ago and that they had elected to construct one septic system to serve both lots. The proposed CSM creates an easement over the joint septic system that is referenced in a private shared sewer agreement. Kropp asked if the easement area was large enough to accommodate a future septic field. Schofield indicated that it was his understanding that it was. Schofield noted that the CSM includes a provision that requires hookup if/when the City extends public water and sewer to the property. Kropp moved to approve Barb Lyon's proposed certified survey map on Meadow Hill Drive with a second by Cook. Motion carried.
  - b. Schofield presented Phillips-Medysize's proposed certified survey map. Schofield explained that Phillips-Medysize has proposed an expansion project that would extend over an existing internal property line and has therefore prepared the proposed certified survey map to eliminate the conflict. Schofield noted that there City staff had several minor comments regarding the legal description and existing utility easements. Kropp moved to approve Phillips-Medysize's Proposed Certified Survey Map on Technology Drive East, as presented, contingent upon the applicant addressing City Staff's review comments and City Council approving the release of unused side and rear lot line utility easements, with a second by Cook. Motion carried.
  - c. Schofield advised the next regularly scheduled Plan Commission meeting was set for 7:00 p.m. on Monday March 31, 2025. Schofield also notified the Plan Commission of a major water main break that occurred near ConAgra earlier in the day.
5. Cook moved to adjourn with a second by Kalscheur. Motion carried.

Minutes Recorded by David Schofield



**City of Menomonie**  
David Schofield

Director of Public Works  
800 Wilson Avenue  
Menomonie, WI 54751  
715 232-2221 Ext.1020  
dschofield@menomonie-wi.gov

**TO:** Plan Commission  
**FROM:** David Schofield, Director of Public Works  
**SUBJECT:** FS 408, LLC's Proposed Certified Survey Map on 24<sup>th</sup> Street NE  
**DATE:** March 31, 2025 Plan Commission Meeting

FS 408, LLC has proposed a Certified Survey Map to split an existing parcel in the northeast quadrant of 24<sup>th</sup> Street NE and 4<sup>th</sup> Avenue East. The property is zoned R-3 Multiple Residential District. There is an existing eight-unit apartment building and a garage on the existing parcel.

The existing apartment building would be located on Proposed Lot 1. Proposed Lot 1 meets the minimum lot size (22,000 square feet) and required parking (16 stalls) for an eight-unit apartment building.

The existing garage would be located on Proposed Lot 2. It is our understanding that the existing garage will be torn down if/when the owner, or a subsequent owner, builds a new apartment building thereon. Proposed Lot 2 could theoretically accommodate up to a sixteen-unit apartment building, based solely upon lot size. However, the City's parking, green space and stormwater management requirements will likely lead to an apartment building of eight units or less.

An ingress/egress easement is proposed along the boundary between Proposed Lot 1 and Proposed Lot 2 to allow both properties to use the same driveway.

City staff have reviewed the proposed Certified Survey Map and have provided comments to the surveyor. City Staff recommend approval of the proposed Certified Survey Map contingent upon the surveyor addressing staff comments dated March 26, 2025. If the Plan Commission concurs, the appropriate motion would be ***Approve FS 408, LLC's Proposed Certified Survey Map on 24<sup>th</sup> Street NE, contingent upon the surveyor addressing staff comments dated March 26, 2025*** (simple majority).

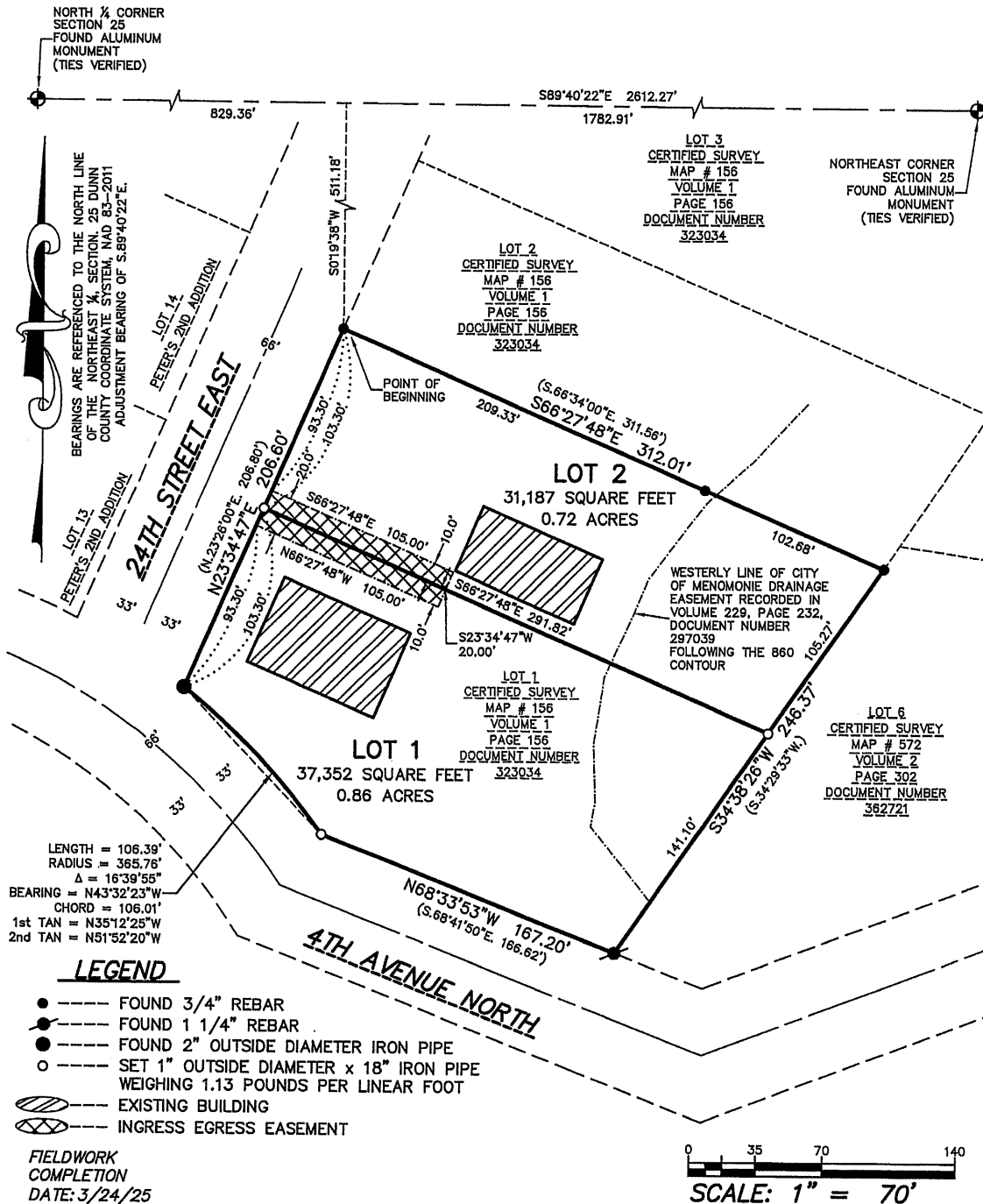
**Attachments:**

- Location Map
- Proposed FS 408, LLC CSM
- Staff Comments e-mail

# CERTIFIED SURVEY MAP, NUMBER \_\_\_\_\_

VOLUME \_\_\_\_\_ OF CERTIFIED SURVEY MAPS, PAGE \_\_\_\_\_

IN THE NORTHWEST  $\frac{1}{4}$  OF THE NORTHEAST  $\frac{1}{4}$ ,  
SECTION 25, TOWNSHIP 28 NORTH, RANGE 13 WEST,  
CITY OF MENOMONIE, DUNN COUNTY, WISCONSIN,  
BEING PART OF LOT 1, CERTIFIED SURVEY MAP NUMBER  
156, VOLUME 1, PAGE 156, DOCUMENT NUMBER 323034



REAL LAND SURVEYING, LLC  
1356 INTERNATIONAL DRIVE  
EAU CLAIRE, WI 54701  
(715)514-4116  
CADD No. 25086

VOLUME \_\_\_\_ OF CERTIFIED SURVEY MAPS, PAGE \_\_\_\_

**CERTIFIED SURVEY MAP, NUMBER \_\_\_\_\_**

IN THE NORTHWEST ¼ OF THE NORTHEAST ¼,  
SECTION 25, TOWNSHIP 28 NORTH, RANGE 13 WEST,  
CITY OF MENOMONIE, DUNN COUNTY, WISCONSIN,  
BEING PART OF LOT 1, CERTIFIED SURVEY MAP  
NUMBER 156, VOLUME 1, PAGE 156,  
DOCUMENT NUMBER 323034

**SURVEYOR'S CERTIFICATE:**

I, PETER J. GARTMANN, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY:  
THAT BY THE DIRECTION OF FS 408 LLC., TORY LUCK, I HAVE SURVEYED, DIVIDED AND MAPPED THE LAND PARCEL WHICH IS  
REPRESENTED BY THIS CERTIFIED SURVEY MAP.  
THAT THE EXTERIOR BOUNDARY OF THE LAND PARCEL SURVEYED AND MAPPED IS AS FOLLOWS: A PARCEL OF LAND LOCATED  
IN THE NORTHWEST ¼ OF THE NORTHEAST ¼, SECTION 25, TOWNSHIP 28 NORTH, RANGE 13 WEST, CITY OF MENOMONIE, DUNN COUNTY,  
WISCONSIN, BEING PART OF LOT 1, CERTIFIED SURVEY MAP NUMBER 156, VOLUME 1, PAGE 156, DOCUMENT NUMBER 323034,  
AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

- COMMENCING AT THE NORTH ¼ CORNER SECTION 25;
- THENCE S.89°40'22"E., ALONG THE NORTH LINE OF THE NORTHEAST ¼, A DISTANCE OF 829.36 FEET;
- THENCE S.0°19'38"W., A DISTANCE OF 511.18 FEET TO THE NORTHWESTERLY POINT OF LOT 1, CERTIFIED SURVEY  
MAP NUMBER 156, VOLUME 1, PAGE 156, DOCUMENT NUMBER 323034, ALSO BEING THE POINT OF BEGINNING;
- THENCE S.66°27'48"E., ALONG THE NORTH LINE OF SAID LOT 1, A DISTANCE OF 312.01 FEET;
- THENCE S.34°38'26"W., ALONG THE EAST LINE OF SAID LOT 1, A DISTANCE OF 246.37 FEET TO A POINT ON THE  
NORTH RIGHT OF WAY OF 4<sup>TH</sup> AVENUE NORTH;
- THENCE N.68°33'53"W., ALONG SAID NORTH RIGHT OF WAY, A DISTANCE OF 167.20 FEET;
- THENCE 106.39 FEET NORTHWESTERLY ALONG SAID RIGHT OF WAY, ON THE ARC OF A CURVE CONCAVE  
SOUTHWESTERLY, WITH A LONG CHORD THAT BEARS N.43°32'23"W., A DISTANCE OF 106.01 FEET, CENTRAL ANGLE  
OF 16°39'55", AND HAVING A RADIUS OF 365.76 FEET, TO THE EAST RIGHT OF WAY OF 24<sup>TH</sup> STREET EAST;
- THENCE N.23°34'47"E., ALONG SAID EAST RIGHT OF WAY, A DISTANCE OF 206.60 FEET, TO THE POINT OF  
BEGINNING.

THAT THIS CERTIFIED SURVEY MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY SURVEYED AND  
DESCRIBED, AND THE DIVISION OF IT. THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE  
WISCONSIN STATUTES, AE-7 OF THE WISCONSIN ADMINISTRATIVE CODE, AND THE SUBDIVISION REGULATIONS OF THE CITY  
OF MENOMONIE, DUNN COUNTY, WISCONSIN IN SURVEYING AND MAPPING THE SAME.

\_\_\_\_\_, DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025  
PETER J. GARTMANN, P.L.S. NO. 2279

PREPARED FOR:  
FS 408 LLC./ TORY LUCK  
1612 EMERY ST.  
EAU CLAIRE, WI 54701

APPROVED: CITY OF MENOMONIE PLAN COMMISSION

BY: \_\_\_\_\_  
CHAIRMAN

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

APPROVED: CITY COUNCIL OF MENOMONIE  
RESOLVED THAT THIS CERTIFIED SURVEY MAP, IN THE CITY OF MENOMONIE,  
IS HEREBY APPROVED BY THE CITY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

\_\_\_\_\_  
Mayor Randy Knaack

\_\_\_\_\_  
Clerk Kate Martin

VOLUME \_\_\_\_ OF CERTIFIED SURVEY MAPS, PAGE \_\_\_\_

***CERTIFIED SURVEY MAP, NUMBER*** \_\_\_\_\_

IN THE NORTHWEST ¼ OF THE NORTHEAST ¼,  
SECTION 25, TOWNSHIP 28 NORTH, RANGE 13 WEST,  
CITY OF MENOMONIE, DUNN COUNTY, WISCONSIN,  
BEING PART OF LOT 1, CERTIFIED SURVEY MAP  
NUMBER 156, VOLUME 1, PAGE 156,  
DOCUMENT NUMBER 323034

**OWNER'S CERTIFICATE OF DEDICATION:**

FS 408 LLC., TORY LUCK, AS MEMBER, HEREBY CERTIFY THAT I CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, MAPPED AND AN INGRESS/EGRESS EASEMENT AS SHOWN ON PAGE ONE OF THIS CERTIFIED SURVEY MAP.

SAID ACCESS EASEMENT IS FOR THE PURPOSE OF SHARED ACCESS FOR LOTS 1 AND 2, BY MEANS OF A SHARED DRIVEWAY.

WITNESS THE HAND AND SEAL OF SAID OWNER THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

\_\_\_\_\_  
TORY LUCK

STATE OF WISCONSIN  
COUNTY OF \_\_\_\_\_ SS

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025, THE ABOVE NAMED TORY LUCK, TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME TO BE THEIR OWN FREE ACT AND DEED.

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_



David Schofield <dschofield@menomonie-wi.gov>

---

## C. Menomonie, CSM, FS 408, LLC

---

David Schofield <dschofield@menomonie-wi.gov>

Wed, Mar 26, 2025 at 5:21 PM

To: Sam Gartmann <sgartmann@rlswi.com>

Sam,

I am following up on your submission of a proposed CSM for 408 24th Street NE on behalf of FS 408, LLC.

I have reviewed the proposed CSM, with assistance from Cedar Corporation, and offer the following comments:

- Show recorded as data for the curve, if applicable, and the sub distances along the North line. Recorded as data is shown for all other boundary lines.
- The wording at the end of the first paragraph in the Owner's Certificate of Dedication does not read quite right. I think the wording needs to include "dedicated" in there somewhere as it relates to the access easement.
- City Council approval block can be removed since there are no public easements to be extinguished.
- The map shall show CORRECTLY on its face all monuments erected, corners, and other points established in the field in their proper places. s. 236.20 (2)(b). In cases similar to this where strict compliance with the statutes would be unduly difficult or would not provide adequate monuments, the State DOA – Plat Review may make other reasonable requirements. (for example, a monument waiver for a P.K. Nail)
- I would like to see a meander corner installed at the top of the bank along the proposed property line between the two proposed lots. The west end of the property is significantly below the level of the east end which would make it impossible for one to pull a line between the two proposed corners.

I have placed the CSM, as originally submitted, in the packet for the March 31, 2025 Plan Commission packet for their review. You and/or the Owner should attend the meeting, which will be held at 7pm in the Council Chambers at City hall (1st Floor, South Wing, 800 Wilson Avenue). Please bring an updated copy of the CSM (with these comments addressed) on recordable paper, to the meeting on Monday. I will have the Plan Commission Chairman sign the updated copy and return it to you for recording.

Respectfully Submitted,

David Schofield, P.E.  
Director of Public Works  
City of Menomonie  
800 Wilson Ave  
Menomonie WI 54751  
Office: 715.232.2221 (ext. 1020)  
Cell: 715.619.6246

---

 20250325\_Proposed CSM for 408 24th Street NE.pdf  
165K