

TOWN OF CLAYTON
Town Plan Commission
Meeting Minutes
7:00 P.M. – on Wednesday, November 10, 2021
Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order: Chair Knapinski called the meeting to order at 7:01 p.m.

A. Notice Verification, Roll

1. Pledge of Allegiance
2. Verification of Meeting Notice
3. Roll

a. Plan Commission Commissioners

Chair Knapinski	PRESENT
Commissioner White	PRESENT
Commissioner Nemecek	PRESENT
Commissioner Linsmeier	EXCUSED
Commissioner Dorow	PRESENT
Commissioner Haskell	PRESENT
Town Board Representative Lettau	PRESENT

b. Staff

Administrator Straw	PRESENT
Clerk Thurs	PRESENT
Planner Jaworski	PRESENT
Engineer Hamblin	PRESENT

II. Public Hearings:

A. No Public Hearings.

III. Approval of Minutes:

A. Approval of the minutes of the Wednesday, November 10, 2021 Plan Commission Meeting

MOTION:

Motion by Commissioner Nemecek

Second by Commissioner Dorow

Motion made to approve the November 10, 2021 Plan Commission Meeting Minutes with suggested changes.

Motion carried

IV. Open Forum: Town-related Matters not on the Plan Commission's Agenda: NONE

V. Correspondence:

A. Distribution of the October 2021 Building Inspector's Report.

B. Distribution of the email correspondence from Michael Kading, City of Neenah, announcing a Veterans Day Event at Shattuck Park, Neenah.

- Administrator Straw had indicated that an updated email had been received, changing the location of the event to City Hall, Neenah, due to inclement weather.

VI. Business:

A. Discussion/Recommendation: Plan Commission review and recommendation on a Certified Survey Map (CSM) submitted by Rock and Janice Suutala, 3215 Larsen Road, Neenah, WI 54956 for property owned by Rock and Janice Suutala, 3215 Larsen Road, Neenah, WI 54956 and Michael and Erica San Dretto, 467 Hawthorne St., Neenah, WI 54956, and located at 3215 Larsen Road, Neenah, WI 54956, specifically described as Tax ID # 006-0666 and 006-0665, both parcels being part of the Northwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 26, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located at 3215 Larsen Road, Neenah, WI 54956, specifically described as Tax ID # 006-0666 and 006-0665, both parcels being part of the Northwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 26, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicants: Rock and Janice Suutala
3215 Larsen Road
Neenah, WI 54956

Owners: Rock and Janice Suutala
3215 Larsen Road
Neenah, WI 54956

Michael and Erica San Dretto
467 Hawthorne St.
Neenah, WI 54956

Consultant: David Hebert (PLS-2312)
Hebert & Associates, Inc.
1110 W. Wisconsin Ave.
Appleton, WI 54914

Property Information:

1. The surrounding properties are zoned:

- a) North:
A-2 (General Agriculture District) and R-1 (Rural Residential District)
- b) South:
A-2 (General Agriculture District)
- c) East:
A-2 (General Agriculture District)
- d) West:
A-2 (General Agriculture District)

Property Information Specific to Tax ID# 006-0665:

1. The property is owned by Michael and Erica San Dretto, 467 Hawthorne St, Neenah, WI 54956
2. The Lot is 20.00 acres in size.
3. The property is in the Neenah School District (3892).
4. The Lot is currently zoned A-2 (General Agriculture District).
5. The property is currently within the City of Neenah Extraterritorial Jurisdiction.
6. The property is within the Winnebago County Shoreland District.
7. The property does have an Intermittent (Unchecked) Navigable Stream located on the property.
8. The property is not within the Outagamie County Airport Zoning.
9. The property is not located in the Outagamie County Airport Height Limitation Zone.
10. The property is not located in the County Floodplain and FEMA Special Flood Hazard Area (SFHA).
11. The property does not have any Wisconsin Wetland Inventory Information.
12. The current land use is consistent with the Town's adopted Land Use Plan.
13. The proposed land use is consistent with the Future Land Use Plan.
14. The property is in the Department of Natural Resources Special Well Casing area.

Property Information Specific to Tax ID# 006-0666:

1. The property is owned by Rock and Janice Suutala, 3215 Larsen Rd., Neenah, WI 54956.
2. The Lot is 7.93 acres in size.
3. The property is in the Neenah School District (3892).
4. The Lot is currently zoned R-2 (Suburban Residential District).
5. The property is within any the City of Neenah Extraterritorial Jurisdiction.
6. The property is within the Winnebago County Shoreland District.
7. The property does have an Intermittent (Unchecked) Navigable Stream located on the property.
8. The property is not within the Outagamie County Airport Zoning.
9. The property is not located in the Outagamie County Airport Height Limitation Zone.
10. The property is not located in the County Floodplain and FEMA Special Flood Hazard Area (SFHA).
11. The property does have an excavated pond.
12. The current land use is consistent with the Town's adopted Land Use Plan.
13. The proposed land use is consistent with the Future Land Use Plan.
14. The property is in the Department of Natural Resources Special Well Casing area.

Staff Comments on the proposed CSM:

1. The CSM does not change the existing use of the property.
2. Per the DNR Surface Water Data Viewer (enclosed map), there are no mapped wetlands, but the vast majority of the subject parcels are mapped as containing wetland indicators/soils. A wetland delineation may be required for these lots prior to development.
3. The CSM does show the Right to Farm Language required by the Town.
4. The subject parcels are not located in a sanitary district or sewer service area.
5. The CSM is combining two residential lots into one residential lot.

6. The proposed CSM and lots comply with all Town zoning requirements.

MOTION:

Motion by Commissioner Haskell

Second by Commissioner Dorow

Motion made to recommend to the Town Board approval of the Certified Survey Map submitted by Rock and Janice Suutala for property owned by Rock and Janice Suutala and Michael and Erica San Dretto and accept the 41,145 sq. ft. (0.944 acres) of Oakwood Ave and Larsen Rd dedications as presented.

Motion carried

- B. Discussion/Recommendation: Plan Commission review and recommendation on Certified Survey Map (CSM) submitted by Mark E. Luebke, 8425 Whispering Meadows Dr., Larsen, WI 54947 for property owned by Whispering Meadows Drive, LLC., 8425 Whispering Meadows Dr., Larsen, WI 54947 and located at Whispering Meadows Dr, Larsen, WI 54947, specifically described as Tax ID # 006-0566-04-03 and 006-0566-04-01, both parcels being part of the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 21, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located at Whispering Meadows Dr, Larsen, WI 54947, specifically described as Tax ID # 006-0566-04-03 and 006-0566-04-01, both parcels being part of the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 21, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicants: Mark E. Luebke
8425 Whispering Meadows Dr.
Larsen, WI 54947

Owners: Whispering Meadows Drive, LLC
8425 Whispering Meadows Dr.
Larsen, WI 54947

Consultant: Michael J. Frank (PLS-2123)
Schuler & Associates, Inc.
2711 N. Mason St., Suite F
Appleton, WI 54914

Property Information:

1. The surrounding properties are zoned:
a) North:
R-2 (Suburban Rural District)

- b) South:
A-2 (General Agriculture District)
- c) East:
R-8 (Manufactured Housing Community District)
- d) West:
A-2 (General Agriculture District)

Property Information Specific to Tax ID# 006-0566-04-01:

1. The property is owned by Whispering Meadows Drive, LLC, 8425 Whispering Meadows Dr., Larsen, WI 54947.
2. The Lot is 14.3 acres in size.
3. The property is in the Neenah School District (3892).
4. The Lot is currently zoned R-2 (Suburban Residential District).
5. The property is not within any Extraterritorial Jurisdiction.
6. The property is not within the Winnebago County Shoreland District.
7. The property has no Navigable Stream and Surface Water Drainage Information.
8. The property is not within the Outagamie County Airport Zoning.
9. The property is not located in the Outagamie County Airport Height Limitation Zone.
10. The property is not located in the County Floodplain and FEMA Special Flood Hazard Area (SFHA).
11. The property does not have any Wisconsin Wetland Inventory Information.
12. The current land use is consistent with the Town's adopted Land Use Plan.
13. The proposed land use is consistent with the Future Land Use Plan.
14. The property is in the Department of Natural Resources Special Well Casing area.

Property Information Specific to Tax ID# 006-0566-04-03:

1. The property is owned by Whispering Meadows Drive, LLC, 8425 Whispering Meadows Dr., Larsen, WI 54947.
2. The Lot is 1.03 acres in size.
3. The property is in the Neenah School District (3892).
4. The Lot is currently zoned R-2 (Suburban Residential District).
5. The property is not within any Extraterritorial Jurisdiction.
6. The property is not within the Winnebago County Shoreland District.
7. The property has no Navigable Stream and Surface Water Drainage Information.
8. The property is not within the Outagamie County Airport Zoning.
9. The property is not located in the Outagamie County Airport Height Limitation Zone.
10. The property is not located in the County Floodplain and FEMA Special Flood Hazard Area (SFHA).
11. The property does not have any Wisconsin Wetland Inventory Information.
12. The current land use is consistent with the Town's adopted Land Use Plan.
13. The proposed land use is consistent with the Future Land Use Plan.
14. The property is in the Department of Natural Resources Special Well Casing area.

Staff Comments on the proposed CSM:

1. The CSM does not change the existing use of the property.

2. Per the DNR Surface Water Data Viewer (enclosed map), there are wetland indicators/soils on Parcel # 006-0566-04-01. A wetland delineation may be required for Lots 20 & 21 prior to development.
3. The CSM does show the Right to Farm Language required by the Town.
4. The subject parcels are not located in a sanitary district or sewer service area.
5. The CSM is creating 2 lots and adding additional acreage to existing Lot 12 making new Lot 19.
6. A recommendation from the staff to show possible future road extension on Lots 20 & 21 to the south and to the west (see example map enclosed).
7. The proposed CSM and lots comply with all Town zoning requirements.

MOTION:**Motion by Commissioner Dorow****Second by Commissioner Nemecek**

Motion made to recommend to the Town Board approval of the Certified Survey Map submitted by Mark E. Luebke for property owned by Whispering Meadows, LLC and accepting the 8,566 sq. ft. dedication of road and road right-of-way as presented.

Motion carried

C. Discussion/Recommendation: Plan Commission review and recommendation on the driveway locations for Premier Clayton, LLC. due to new information obtained by Clayton Fire Rescue Chief Rieckmann.

- The Administration and the Town Chair had a conversation with the Town's Broker, Dennis Jochman regarding the location of the approved permanent driveway for this site. It appears that there is a light pole right at the edge of the north side of the driveway (see photo).
- When the Staff started looking at the approved plans again, it appears that the construction crew did not place that driveway in the correct spot per the enclosed final plan. The driveway should have been placed to the north of the light pole.
- Scott Rieckmann, the Town's Fire Chief, took another look at the plans and started doing some research regarding the turning radius of not only the Town's Fire Engines, but also the Village of Fox Crossing's Fire Engines. With the Cold Springs Fire Station being fully staffed, Fox Crossing would be the first to a potential fire. Fox Crossing is in possession of a ladder truck which would most likely be used in a structure fire within an apartment complex. Enclosed you will find a diagram with the turning radius of a fire engine.
- The final approved plans also included parking stalls at the east of the apartment buildings that are closest to Clayton Ave. which will impede the fire truck from entering the apartment complex.

- Chief Rieckmann's concern also extends to the evacuation of people if only one drive way were to be established. There will be 96 apartment units and if only allowed one access, it would be difficult to get fire trucks and rescue vehicles in the complex while trying to evacuate people to safety.
- The Chief and the Administration are respectfully requesting the Plan Commission reconsider the placement of the driveways and allow two permanent driveways (one on the North and one on the South) to access off of Clayton Ave and in the future off of Eagle Ridge Road to the west.
 - The Chief went on record, indicating that he opposes cutting the North and the South access roads to separate the East and West Apartment Buildings and would not recommend only one access road.
 - Planner Jaworski had indicated that he felt that there would be connectivity with two driveways, one on the North side and one on the South side. He indicated that there would be good serviceability and he was comfortable with the two access road locations.
- **Chair Knapinski directed Staff to study the West access points of the site so as to maintain traffic safety.**

MOTION:**Motion by Chair Knapinski****Second by Commissioner Haskell**

Motion made to recommend to the Town Board approval to allow for the permanent driveways on the North side and South side of the development with access to Clayton Ave on the East side of the development and the future Eagle Ridge Road on the West side of the development and direct Staff to study the West access points of the site so as to maintain traffic safety.

Motion carried

D. Discussion/Recommendation: Plan Commission discussion and staff update on the Highways 10 & 76 Corridor Land Use Master Plan strategies, and the possible development of a renewable energy farm.

- Town Planner submitted a spreadsheet that provides a timeline of plan strategies & recommendations. The cost of this project can be spread over the next several years. The Administration has allowed for \$50,000 for planning in the CY 2022 Budget. What costs are not consumed in CY 2022 can be put into a committed fund for planning for future years.

NO ACTION TAKEN**VII. Upcoming Meeting Attendance**

- A. Special Elector's Meeting at 6:00 p.m. on Wednesday, November 17, 2021 to approve the CY 2021 Town Levy and review CY 2022 Budget.

VIII. Adjournment

MOTION:

Motion by Commissioner Haskell

Second by Commissioner Nemecek

Motion to Adjourn the meeting at 8:10 p.m.

Motion carried by unanimous voice vote

Respectfully submitted,

Sonji Thurs, Clerk