

TOWN OF CLAYTON
Town Plan Commission
Meeting Minutes
7:00 P.M. – on Wednesday, February 09, 2022
Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order: Chair Knapinski called the meeting to order at 7:00 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 via zoom
Commissioner Nemecek	PRESENT via zoom
Commissioner Linsmeier	EXCUSED
Commissioner Dorow	PRESENT
Commissioner Haskell	PRESENT
Town Board Representative Lettau	PRESENT

b. Staff

Administrator Straw	PRESENT
Clerk Faust-Kubale	PRESENT
Planner Jaworski	PRESENT
Engineer Hamblin	PRESENT
Representative of Cedar Corp Fowle	PRESENT

II. Public Hearings:

- A. Plan Commission Public Hearing on a Re-zoning application submitted by Davel Engineering & Environmental Inc. c/o James Sehloff, 1164 Province Terrace, Menasha, WI 54952 for property owned by Haufe Family Irrevocable Trust, 3224 County Road II, Neenah, WI 54956 and located at 3224 County Road II, Neenah, WI 54956, specifically described as Tax ID# 006-0385-01 being part of the Southwest ¼ of the Southwest ¼ of Section 14, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The application is to re-zone the property from R-1 (Rural Residential District) to A-2 (General Agriculture District).

- Mike Haufe, 3224 County Road II, Neenah, WI 54956 stated that his intention on the re-zoning application noted above was to consolidate holdings into one parcel.

Public Hearing Closed at 7:03 p.m.

III. Approval of Minutes:

- A. Approval of the minutes of the Wednesday, January 12, 2021 Plan Commission Meeting.
- Commissioner Haskell voiced corrections to minutes of addition of present staff member Todd Liebergen.

MOTION:

Motion by Commissioner Nemecek

Second by Commissioner Dorow

Motion made to approve the January 12, 2022 Plan Commission Meeting Minutes with corrections as stated.

Motion carried

- IV. Open Forum: Town-related Matters not on the Plan Commission's Agenda: NONE
- V. Correspondence:
- A. Distribution of the January 2022 Building Inspector's Report.
- VI. Business:
- A. Discussion/Recommendation: Plan Commission review and recommendation on a Rezoning application submitted by Davel Engineering & Environmental Inc. c/o James Sehloff, 1164 Province Terrace, Menasha, WI 54952 for property owned by Haufe Family Irrevocable Trust, 3224 County Road II, Neenah, WI 54956 located at 3224 County Road II, Neenah, WI 54956 specifically described as Tax ID #006-0385-01 being part of the Southwest ¼ of the Southwest ¼ of Section 14, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The application is to re-zone the property from R-1 (Rural Residential District) to A-2 (General Agriculture District).
- Site Location: The property is located at 3224 County Road II, Neenah, WI 54956 specifically described as Tax ID #006-0385-01 being part of the Southwest ¼ of the Southwest ¼ of Section 14, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- Applicant(s): James Sehloff
Davel Engineering & Environmental Inc.
1164 Province Terrace
Menasha, WI 54952
- Property Owners: Haufe Family Irrevocable Trust
County Road II
Neenah, WI 54956
- Consultant: James Sehloff
Davel Engineering & Environmental Inc.
1164 Province Terrace
Menasha, WI 54952

Property Information:

1. The surrounding properties are zoned:
 - a. North:
A-2 (General Agriculture District)
 - b. South:
A-2 (General Agriculture District)
 - c. East:
A-2 (General Agriculture District)
 - d. West:
A-2 (General Agriculture District) and R-1 (Rural Residential District)

Property Information Specific to Tax ID# 006-0385-01:

1. The property is owned by the Haufe Family Irrevocable Trust, 3224 County Road II, Neenah, WI 54956.
2. The Lot is 2.00 acres in size.
3. The property is in the Neenah School District (3892).
4. The Lot is currently zoned R-1 (Rural Residential District).
5. The property is within any the City of Neenah Extraterritorial Jurisdiction.
6. The property is not within the Winnebago County Shoreland District.
7. The property does not have 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 Wisconsin Wetland Inventory Information.
12. The property does have an excavated pond.
13. The current land use is consistent with the Town's adopted Land Use Plan.
14. The proposed land use is consistent with the Future Land Use Plan.
15. The property is in the Department of Natural Resources Special Well Casing area.

Staff Comments on the proposed Re-zoning:

1. The Re-zoning of this property is the result of the Certified Survey Map that is also on the agenda.
2. The Re-zoning of the property is for the purpose of eliminating dual zoning on one parcel with the approval of the Certified Survey Map.

Staff Recommendations:

Staff recommends approval of the proposed rezoning from R-1 (Rural Residential) to A-2 (General Agriculture) subject to the following conditions:

1. That the rezoning is contingent on the approval of the Certified Survey Map.

2. The Town receive any and all documentation of the approval of the proposed rezoning by any overlying unit of government having jurisdiction.
 - Chair Knapinski reiterated that this recommendation has been proposed to clean up two separate zonings.

MOTION:**Motion by** Commissioner White**Second by** Commissioner Lettau

Motion made to recommend approval to the Town Board of the proposed rezoning from R-1 (Rural Residential District) to A-2 (General Agricultural District) with all staff recommendations and conditions.

Motion carried.

- B. Discussion/Recommendation: Plan Commission review and recommendation on a Certified Survey Map (CSM) submitted by Davel Engineering & Environmental Inc. c/o James Sehloff, 1164 Province Terrace, Menasha, WI 54952 for property owned by Haufe Family Irrevocable Trust, 3224 County Road II, Neenah, WI 54956 located at 3224 County Road II, Neenah, WI 54956 specifically described as Tax ID #006-0385-01 and 006-0385-05 both being part of the Southwest ¼ of the Southwest ¼ of Section 14, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located at 3224 County Road II, Neenah, WI 54956 specifically described as Tax ID #006-0385-01 and 006-0385-05 both being part of the Southwest ¼ of the Southwest ¼ of Section 14, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant(s): James Sehloff
Davel Engineering & Environmental Inc.
1164 Province Terrace
Menasha, WI 54952

Property Owners: Haufe Family Irrevocable Trust
3224 County Road II
Neenah, WI 54956

Consultant: James Sehloff
Davel Engineering & Environmental Inc.
1164 Province Terrace
Menasha, WI 54952

Property Information:

1. The surrounding properties are zoned:
 - a. North:
A-2 (General Agriculture District)
 - b. South:
A-2 (General Agriculture District)
 - c. East:
A-2 (General Agriculture District)
 - d. West:
A-2 (General Agriculture District) and R-1(Rural Residential District)

Property Information Specific to Tax ID# 006-0385-01:

1. The property is owned by the Haufe Family Irrevocable Trust, 3224 County Road II, Neenah, WI 54956.
2. The Lot is 2.00 acres in size.
3. The property is in the Neenah School District (3892).
4. The Lot is currently zoned R-1 (Rural Residential District).
5. The property is within the City of Neenah Extraterritorial Jurisdiction.
6. The property is not within the Winnebago County Shoreland District.
7. The property does not have 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 Wisconsin Wetland Inventory Information.
12. The property does have an excavated pond.
13. The current land use is consistent with the Town's adopted Land Use Plan.
14. The proposed land use is consistent with the Future Land Use Plan.
15. The property is in the Department of Natural Resources Special Well Casing area.

Property Information Specific to Tax ID# 006-0385-05:

1. The property is owned by the Haufe Family Irrevocable Trust, 3224 County Road II, Neenah, WI 54956.
2. The Lot is 3.34 acres in size.
3. The property is in the Neenah School District (3892).
4. The Lot is currently zoned A-2 (General Agricultural District).
5. The property is within the City of Neenah Extraterritorial Jurisdiction.
6. The property is not within the Winnebago County Shoreland District.
7. The property does not have 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 Wisconsin Wetland Inventory Information.
12. The property does have an excavated pond.
13. The current land use is consistent with the Town's adopted Land Use Plan.
14. The proposed land use is consistent with the Future Land Use Plan.
15. The property is in the Department of Natural Resources Special Well Casing area.

Staff Comments on the proposed Certified Survey Map:

1. The Certified Survey Map has been created to combine the two existing lots into one for the purpose of having one tax bill.
2. Per the WI DNR Surface Water Data Viewer, a "wetland too small to delineate" is mapped in the Northern portion of Parcel 006-0385-05 and a large portion of both parcels are mapped as containing "wetland indicators". See Attached Map.
3. The proposed lot complies with the minimum lot size, width, and road frontage requirements of the Town Zoning Code for both the A-2 and R-1 districts.

Staff Recommendations:

Staff recommends approval of the proposed Certified Survey Map subject to the following conditions:

1. That the rezoning is approved so as not to cause dual zoning.
2. The Town receive any and all documentation of the approval of the proposed rezoning by any overlying unit of government having jurisdiction.
 - Administrator Straw noted she has not yet received the corrected Certified Survey Map and will provide to the Plan Commissioners and Town Board upon receipt.

MOTION:

Motion by Commissioner Haskell

Second by Commissioner Nemecek

Motion made to recommend approval to the Town Board of the proposed Certified Survey Map with all staff recommendations and receipt of the corrected Certified Survey Map.

Motion carried

MOVED REVIEW AND DISCUSSION ITEM G UP TO HERE – ITEM C

- C. Review and Discussion: Plan Commission review and discussion on "Gold Shovel Ready Sites – An Initiative of the New North Region" presented by Eric Fowle, Cedar Corporation.
- Planner Jaworski clarified that the program is organized through New North and is an initiative that will assist in more marketing of sites.
 - Chair Knapinski questioned how long it would take to gather information.

- Engineer Hamblin estimated that it would take an additional 30-40 hours of work.
- Engineer Hamblin also clarified there is fiber optic cable along the trail.
- Commissioner Haskell noted understanding of why the Town may want to invest in such a program, but questioned if real estate companies are also taking advantage of the initiative.
- Planner Jaworski responded that the private sector has become more aware and more involved in the initiative.

NO ACTION TAKEN

- D. Review/Recommendation: Plan Commission review and recommendation on the final plan for the reconstruction of the 1-mile stretch of the Friendship Trail between Clayton Ave and State Hwy 76.

The Commissioners were provided the draft minutes of the January 12, 2022 Green Space Committee Meeting and a copy of the plan for the reconstruction of the Friendship Trail.

Although this is quite out of the ordinary, the Green Space Committee agreed that the Plan Commission should be informed of the plans for the reconstruction of the trail.

It is the opinion of the Administration and the Town Engineer that the trail will be reconstructed in CY 2022 to a useable condition with the intent to asphalt this section in CY 2023. The Administration has been in contact with the Parks & Rec Director from Fox Crossing and waiting to asphalt the trail until 2023 falls in line with Fox Crossing's plan to asphalt the trail from Clayton Ave to Irish Road.

- Commissioner White discussed liability of asphalt paving on the trail and that it will need to be properly maintained.
- Commissioner Dorow questioned if part of the project would be the tunnel repair.
- Commissioner Haskell thanked the committees & staff for taking into account many possible users of trail.
- Planner Jaworski emphasized that it could be connected to CB trail as quickly as possible. Fox Crossing just purchased new equipment for their portion.

MOTION:

Motion by Commissioner Dorow

Second by Commissioner Lettau

Motion made to recommend approval to the Town Board of the final plan for the reconstruction of the 1-mile stretch of the Friendship Trail between Clayton Ave and State Hwy 76.

Motion carried

- E. Review and Discussion: Plan Commission review and discussion on the draft timeline for the Comprehensive Plan Update.

- Planner Jaworski reviewed both timeline and materials of the Comprehensive Plan Update.

NO ACTION TAKEN

F. Review and Discussion: Plan Commission review and discussion on the draft Public Participation Plan.

- Planner Jaworski reviewed both timeline and materials of the Public Participation Plan.
- Planner Jaworski noted there are 2 schools on Public Participation Plan and recommended adopting state minimum requirements.
- Planner Jaworski recommended 2 Public Participation events and a survey as part of the Plan. He requested further input from Commissioners.
- Chairman Knapinski stated he prefers more public participation than less. He also indicated preference of public information meetings, survey, and postcard to residents.
- Commissioner Haskell voiced support of the idea of postcards going out to residents to notify them of a survey, if that becomes part of the Plan. She also noted that paper copies of any possible survey would need to be made available.
- Chairman Knapinski would prefer to have 2 meetings and, if possible, to start in April 2022.
- Commissioner Nemecek voiced support for handouts to be available for residents during the election about this process.

NO ACTION TAKEN

G. Review and Discussion: Plan Commission review and discussion on Solar Opportunities for the Town of Clayton.

- Planner Jaworski presented information learned from the conference he attended.
- Planner Jaworski indicated he would like to have a representative from Midwest Renewable Energy Association come to a future Commission meeting and present.
- Commissioner Haskell discussed an article regarding selling energy back to power companies.

NO ACTION TAKEN

VII. Upcoming Meeting Attendance

VIII. Adjournment

MOTION:

Motion by Commissioner Haskell

Second by Commissioner Dorow

Motion to Adjourn the meeting at 8:30 p.m.

Motion carried

Respectfully submitted,
Tori Straw, Administrator