

TOWN OF CLAYTON
Town Plan Commission
Meeting Minutes
7:00 P.M. – on Wednesday, April 27, 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	EXCUSED
Commissioner Nemecek	PRESENT
Commissioner Linsmeier	EXCUSED
Commissioner Dorow	EXCUSED
Commissioner Haskell	PRESENT
Town Board Rep. Christianson	PRESENT

b. Staff

Administrator Straw	PRESENT
Clerk Faust-Kubale	PRESENT
Planner Jaworski	PRESENT

II. Public Hearings: NONE

III. Approval of Minutes:

A. None

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

V. Correspondence:

A. None

VI. Business:

- A. Discussion/Recommendation: Plan Commission review and discussion on the Town's Comprehensive Plan updates including Goals, Objectives, Needs, and Directives.

The purpose of this workshop meeting is to begin discussion on Part 1 of the Comprehensive Plan: Transportation, Utilities & Community Facilities. Planner Jaworski and Eric Fowle, Cedar Corp, reiterated that these initial workshops are for big picture thinking around what the Town wants to see moving forward. Before jumping into the workshop discussion, Planner Jaworski and Mr. Fowle provided a summary of what was discussed at the last Plan Commission meeting around the Public Participation Plan to keep in mind during the

discussion. Chair Knapinski also clarified that it is still projected to begin that process before July 4, 2022 and Planner Jaworski confirmed.

The discussion began with Part 1: Transportation with Chair Knapinski wondering about long-term (20 year) future plans for Hwy 76 expansion to 4 lanes. Mr. Fowle noted the Department of Transportation (DOT) does not have plans for Hwy 76 to change any time soon, but recognized that from the Town perspective it will need improvements. Mr. Fowle also noted that the projected expansion in the Hwy 10 / Hwy 76 / Fairview Rd area and the existing roadways not being able to keep up with the volume of traffic.

Planner Jaworski, in discussions with DOT, noted the Department felt that even though the Town is rapidly growing, no significant changes to the existing roadways are planned. Planner Jaworski encouraged the Commissioners to consider having more close discussions with DOT, on at least an annual basis, to see what their future plans are and encourage them to consider the growth of the Town in their planning. Commissioner Nemecek inquired if we can encourage traffic studies from DOT, and Planner Jaworski responded that the Town can try. Planner Jaworski also noted that funding for transportation projects will also be key to those future planning discussions with DOT.

On the broad topic of project funding, Planner Jaworski reminded the Commission that transportation projects can be incredibly expensive, so transparency to residents and other stakeholders on how they are funded is key for success. The Commissioners had questions on what criteria were used to identify potential, specifically road, projects. Administrator Straw noted the Town looks at many factors to determine the priority of road projects. Some of the considerations are the Pavement Surface Evaluation and Rating (PASER) report, visual inspection of the roadway, age of the road, overall financial state of the Town, traffic volume, etc. Planner Jaworski noted that the Commission may want to consider a “tiered” system to tackle road projects based on demand. Chair Knapinski noted that the East-West roads in the Town see a higher demand and are more trafficked than the North-South running roads. The question then becomes what type of road the Town would like to see built, whether that is more urbanized street with storm sewer/gutter, more similar to the current roads with the ditch system, or developing more of a combination of the two.

Chair Knapinski noted that Town of Grand Chute has a combination of storm sewer/gutter and ditches and wondered how they both built up that infrastructure and manage it now. Administrator Straw noted there may be a possibility of connecting to the Village of Fox Crossing storm sewer system, but that would be a new facet to the existing partnership that allowed the Town to develop the sewer and water connection. Chair Knapinski noted there is a “diverse ecosystem” of roads within the Town and, particularly the Northeast part of Town has unique requirements that will need to be explored in greater detail in later discussions.

Returning to the discussion of project funding, Administrator Straw noted that past Administrators had not worked closely with Winnebago County Highway Commissioner, and she will look into building a better partnership with the County in hopes that more cooperative agreements on Town roads would be possible. Administrator Straw noted there has been some success in working with other neighboring municipalities to “bundle” road paving projects to share the cost and be able to access volume discounts. Chair Knapinski agreed with this idea and would like to see the Town explore opportunities like this moving forward, as well as

possibly working with Winnebago County, DOT, DNR, etc. in a similar fashion so that the Town has more flexibility to consider larger projects at a more reasonable cost. Chair Knapinski also concurred with the idea of constructing developer agreements that include construction of infrastructure in the new development areas, as well as using the Tax Incremental District (TID) as an incentive to development. Planner Jaworski also noted that design of the project may open up other funding opportunities (ex. grants, programs like Bipartisan Infrastructure Law, etc.). Planner Jaworski noted that the TID was created to help fund infrastructure in new development projects. Administrator Straw noted that the TID is not currently generating enough to accommodate new infrastructure.

Another consideration that the Commissioners brought up was the construction of the new Neenah High School as an outside force that will impact the Comprehensive Plan, but in unknowable ways. Chair Knapinski noted that the Town will need to be prepared for a quick changes in that area and possible new land uses as the project progresses. Creating “phases” of development not only for roads but other infrastructure could give the Town some greater leverage in negotiations.

The suggestion was made by Planner Jaworski regarding parks, trails, and open space, that the (currently named) Green Space Committee become more active in this area and work with the Plan Commission on this portion of the Comprehensive Plan. Planner Jaworski also noted that this may include establishment of recreation programs as the Town grows and expands, specifically, more parks and open spaces are established.

Moving the conversation to municipal services, Planner Jaworski revisited the idea of moving the municipal offices to the property owned by the Town on County Rd II. Planner Jaworski noted that the study that was previously completed showed that a facility there as it was designed could accommodate the current level of staff/services provided by the Town. Chair Knapinski felt an endorsement from the Plan Commission to review the study would be in order since the Fire Department has already expanded their Substation.

NO ACTION TAKEN

- VII. Upcoming Meeting Attendance
- VIII. Adjournment

MOTION:

Motion by Commissioner Haskell

Second by Commissioner Nemecek

Motion to Adjourn the meeting at 8:31 p.m.

Motion carried

Respectfully submitted,
Kelsey Faust-Kubale, Clerk