

TOWN OF CLAYTON

Site Plan Review Ad Hoc Committee

Meeting Minutes

5:00 P.M. on Thursday, September 15, 2022

Municipal Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order: Dick Knapinski started meeting at 5:05 p.m.

Ad Hoc Committee Members

Committee Chair Haskell	EXCUSED
Committee Member Krautkramer	PRESENT
Committee Member Jochman	PRESENT
Committee Member Pellegrini	PRESENT
Committee Member Hamblin	EXCUSED
Plan Commission Chair Knapinski	PRESENT
Board Representative Grundman	PRESENT

Town Staff:

Administrator Wisnefske	PRESENT
Clerk Faust-Kubale	EXCUSED
Planner Jaworski	PRESENT
Code Administrator Kussow	PRESENT

II. Business:

- A. Discussion/Action: Site Plan Ad Hoc Committee selection of Chairperson for the duration of Committee sessions.

Plan Commission Chair Knapinski led discussion on appointing a chairperson for the Ad Hoc Committee.

MOTION:

Motion by Representative Grundman

Second by Member Jochman

Motion to appoint Becky Haskell as the Chairperson of the Site Plan Ad Hoc Committee, conditional upon her acceptance.

Motion carried by unanimous voice vote.

- B. Discussion/Action: Site Plan Ad Hoc Committee discussion and action on the meeting schedule to set future meeting dates.

Plan Commission Chair Knapinski offered background as to why the Ad Hoc Committee is needed and that it will be a short-term of approximately 3 months.

The Committee Members reached consensus that the next meetings will be held on October 27, November 17, and if needed December 15, 2022. All meetings will begin at 5:00 pm.

C. Discussion/Action: Site Plan Ad Hoc Committee discussion and action on order of Town of Clayton Zoning Ordinance amendment priorities.

Code Administrator Kussow talked about Zoning fundamentals referencing the materials provided by Staff. Code Administrator Kussow suggested that at the next meeting, the Committee should look at the Design Standards and Landscape Standards of the Zoning Code.

NO MOTION MADE – DISCUSSION ONLY

III. Adjournment: 6:25 pm.

Respectfully submitted,
Kelly Wisnefske, Administrator