

TOWN OF CLAYTON

Site Plan Review Ad Hoc Committee

Meeting Minutes

5:00 P.M. on Thursday, October 27, 2022

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

- I. Call to Order: Committee Chair Haskell started the meeting at 5:01 p.m.

Ad Hoc Committee Members

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

Town Staff:

Administrator Wisniewski	PRESENT
Clerk Faust-Kubale	PRESENT
Planner Jaworski	PRESENT
Code Administrator Kussow	PRESENT

- II. Public Hearings: NONE
- III. Approval of Minutes:
- A. Approval of the minutes of the Thursday, September 15, 2022 Ad Hoc Committee Meeting.

MOTION:**Motion by** Representative Grundman**Second by** Member Krautkramer

Motion to approve the Thursday, September 15, 2022 Ad Hoc Committee Meeting minutes as presented.

Motion carried by unanimous voice vote.

- IV. Open Forum: Town-related Matters not on the Ad Hoc Committee's Agenda: NONE
- V. Correspondence: NONE
- VI. Business:

A. Discussion/Action:

Site Plan Ad Hoc Committee discussion and recommendation on amendments to Attachment C,

Architectural Design Standards, of Chapter 9, Town of
Clayton Zoning Ordinance.

Code Administrator Kussow distributed visuals of the current materials listed in the Ordinance as well as the proposed Future Land Use Map that the Plan Commission reviewed at their October 26, 2022 meeting. Mr. Kussow also noted that the 3 other site development regulations were taken from communities that the Members had noted were very aesthetically pleasing. Mr. Jaworski noted that the hope would be to tie the future land use plan and the architectural standards together in some fashion.

The Committee Members reviewed proposed changes that Mr. Kussow noted in their meeting materials, paying particular attention to the language around roofing materials, exterior building materials, and the percentages of acceptable building materials in both the existing Ordinance's Zone A, Zone B, Business Fringe, and existing structures.

NO ACTION TAKEN – DISCUSSION ITEM ONLY.

B. Discussion/Action: Site Plan Ad Hoc Committee discussion and recommendation on amendments to Attachment E, Landscape Design Standards, of Chapter 9, Town of Clayton Zoning Ordinance.

Mr. Kussow noted that the Committee may want to look at a points system similar to Fox Crossing where, for example, shade trees may have a higher point value and shrubs may have a lower point value. This could make it easier for developers to meet landscaping standards without being so prescriptive on particular species. Chair Haskell noted that there would need to be consideration given to developments where the landscaping is used as a buffer between existing properties, especially residential, and new development.

NO ACTION TAKEN – DISCUSSION ITEM ONLY

C. Discussion/Action: Site Plan Ad Hoc Committee discussion and recommendation on amendments to Attachment D, Architectural Design Zones, of Chapter 9, Town of Clayton Zoning Ordinance.

COMMITTEE WAS NOT ABLE TO DISCUSS THIS ITEM DUE TO TIME CONSTRAINTS.

D. Discussion/Action: Site Plan Ad Hoc Committee discussion and recommendation on amendments to the following sections of Chapter 9, Town of Clayton Zoning Ordinance: Article 7, Division 13: Site Plan; Article 8, Division 3, Allowable Land Uses; Article 8, Division 8: Special Site Design Principles and Architectural Standards; Attachment B: Horizontal Site Design Standards; and Attachment F: Environmental and Energy Efficiency Guidelines.

COMMITTEE WAS NOT ABLE TO DISCUSS THIS ITEM DUE TO TIME CONSTRAINTS.

VII. Upcoming Meeting Attendance

- A. Plan Commission Meeting November 9, 2022 at 7 pm.
- B. Site Plan Review Ad Hoc Committee Meeting November 17, 2022 at 5 pm.
- C. Plan Commission Comp Plan Meeting November 23, 2022 at 7 pm.

VIII. Adjournment

MOTION:

Motion by Member Jochman

Second by Member Krautkramer

Motion to adjourn at 6:43 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,
Kelsey Faust-Kubale, Clerk