

TOWN OF CLAYTON

Site Plan Review Ad Hoc Committee

Meeting Minutes

5:00 P.M. on Thursday, November 17, 2022

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

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- I. Call to Order: Committee Chair Haskell started the meeting at 5:00 p.m.

Ad Hoc Committee Members

Committee Chair Haskell	PRESENT
Committee Member Krautkramer	PRESENT
Committee Member Jochman	ARRIVED 5:24 PM
Committee Member Pellegrini	PRESENT
Committee Member Hamblin	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, October 27, 2022 Ad Hoc Committee Meeting.

**MOTION:**

**Motion by** Member Krautkramer  
**Second by** Member Hamblin

**Motion to** approve the Thursday, October 27, 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. Business:

- A. 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.

Code Administrator Kussow distributed visuals comparing the standards in neighboring Fox Crossing and the Town. Mr. Kussow noted that in the current Fox Crossing standards, the

wider the buffer space, the fewer plantings are needed which is in contrast to the Town. Planner Jaworski noted moving to a similar point-based system could be a paradigm shift for the Town to allow for more flexibility, but that the Plan Commission would need to determine if the plans would meet their visual quality standards.

Chair Haskell expressed the difference the Town makes between zoning and use. Because of the larger lot sizes in the Town, a property may be zoned, for example, A-2 but have a residential use. The Committee Members concurred that it would be preferable to move towards a points-based system but keeping the Town's high landscaping standards.

The Committee Members concurred that due to the potential differences between zoning and actual use, they would like to include language that buffers are required if the adjoining property has existing or planned residential use. The Committee Members concurred that it would be preferable to not have service easements in the buffer zones. The Committee Members would like to see some kind of preamble to the section that describes the intent and/or purpose.

**NO ACTION TAKEN – DISCUSSION ITEM ONLY.**

B. 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.

The Committee Members expressed they would like to see uniform standards for all design zones and can address any potential changes or deviations during the Plan Commission Comprehensive Plan process. Mr. Kussow noted that this section aims to minimize exceptions to the expressed design standards of the Ordinance.

**NO ACTION TAKEN – DISCUSSION ITEM ONLY**

C. Discussion/Action: Site Plan Ad Hoc Committee review of recommendation on amendments to Attachment C, Architectural Design Standards, of Chapter 9, Town of Clayton Zoning Ordinance discussed at the October 27, 2022 meeting.

The Committee Members reviewed the potential changes and comments from the previous meeting to start forming a recommendation for the Plan Commission.

**NO ACTION TAKEN – DISCUSSION ITEM ONLY**

VI. Upcoming Meeting Attendance

- A. Plan Commission Comp Plan Meeting November 30, 2022 at 7 pm.
- B. Plan Commission Meeting December 14, 2022 at 7 pm.
- C. Site Plan Review Ad Hoc Committee Meeting December 15, 2022 at 5 pm.

VII. Adjournment

**MOTION:**

**Motion by** Member Hamblin  
**Second by** Member Krautkramer

**Motion to** adjourn at 6:38 pm.

**Motion carried** by unanimous voice vote.

Respectfully submitted,  
Kelsey Faust-Kubale, Clerk