

TOWN OF CLAYTON
 Site Plan Review Ad Hoc Committee Meeting Minutes
 5:00 P.M. on Thursday, December 15, 2022
 Municipal Meeting Room, 8348 County Road T, Larsen, WI

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

- A. Pledge of Allegiance
- B. Verification of Notice
- C. Meeting Roll

a. Ad Hoc Committee Members

Committee Chair Haskell	PRESENT
Committee Member Krautkramer	PRESENT
Committee Member Jochman	ARRIVED 5:03 PM
Committee Member Pellegrini	PRESENT
Committee Members Hamblin	EXCUSED
Board Representative Grundman	PRESENT

b. Town Staff

Administrator Wisnefske	EXCUSED
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, November 17, 2022 Ad Hoc Committee Meeting.

MOTION:

Motion by Representative Grundman
Second by Member Krautkramer

Motion to approve the Thursday, November 17, 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 action setting a final meeting date of January 17, 2023 to review and make recommendations to the Plan Commission.

MOTION:

Motion made by unanimous consent to set a final meeting date of January 17, 2023 to review and make recommendations to the Plan Commission.

Motion carried by unanimous voice vote.

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

The Committee Members reviewed Attachment B and comments from Code Administrator Kussow. The Committee Members discussed possible amendments to the Attachment to be included in the draft recommendation to the Plan Commission.

NO ACTION TAKEN – DISCUSSION ITEM ONLY

- C. Discussion/Action: Site Plan Ad Hoc Committee review of recommendation on amendments to Exhibit 8-1, Land Use Matrix, of Chapter 9, Town of Clayton Zoning Ordinance.

The Committee Members reviewed Exhibit 8-1 and comments from Code Administrator Kussow. The Committee Members discussed possible amendments to Exhibit 8-1 to be included in the draft recommendation to the Plan Commission.

NO ACTION TAKEN – DISCUSSION ITEM ONLY

- D. Discussion/Action: Site Plan Ad Hoc Committee review of recommendation on amendments to Article 8, Division 8, Special Site Design Principles and Architectural Standards, of Chapter 9, Town of Clayton Zoning Ordinance.

The Committee Members reviewed the Article 8, Division 8 and comments from Code Administrator Kussow. The Committee Members discussed possible amendments to the Article to be included in the draft recommendation to the Plan Commission.

NO ACTION TAKEN – DISCUSSION ITEM ONLY

- E. Discussion/Action: Site Plan Ad Hoc Committee discussion and recommendation on amendments to Attachment F, Environmental and Energy Efficiency (E³) Guidelines, of Chapter 9, Town of Clayton Zoning Ordinance.

The Committee Members reviewed Attachment F and comments from Code Administrator Kussow. The Committee Members discussed possible amendments to the Attachment to be included in the draft recommendation to the Plan Commission.

NO ACTION TAKEN – DISCUSSION ITEM ONLY

VI. Upcoming Meeting Attendance

- A. Plan Commission Meeting January 11, 2023 at 7 pm.
- B. Site Plan Review Ad Hoc Committee Meeting January 17, 2023 at 5 pm.

C. Plan Commission Comp Plan Meeting January 25, 2023 at 7 pm.

VII. Adjournment

MOTION:

Motion by Representative Grundman

Second by Member Jochman

Motion to adjourn at 6:35 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,
Kelsey Faust-Kubale, Clerk