

TOWN OF CLAYTON
 Town Plan Commission Meeting Minutes
 7:00 P.M. Wednesday, January 25, 2023
 Town Hall 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. Pledge of Allegiance

B. Verification of Notice

C. Verification of Meeting Roll

a. Commissioners

Chair Knapinski PRESENT

Commissioner Ketter PRESENT

Commissioner Nemecek PRESENT

Commissioner Dorow ABSENT

Commissioner Haskell PRESENT

Commissioner VACANT

Town Board Rep. Christianson PRESENT

b. Staff

Administrator Wisnefske PRESENT

Clerk Faust-Kubale PRESENT

Treasurer Zolp PRESENT

Mr. Eric Fowle, Cedar Corp PRESENT

II. Public Hearings: **NONE**

III. Approval of Minutes:

A. Approval of the minutes of the Wednesday, November 30, 2022 Plan Commission Meeting.

MOTION:

Motion by Commissioner Ketter

Second by Commissioner Nemecek

Motion made to approve the November 30, 2022 Plan Commission Meeting Minutes as presented.

Motion carried by unanimous voice vote.

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

V. Correspondence:

A. Distribution of a notice regarding the increase in Winnebago County Zoning Permit Application Fee.

- Chair Knapinski noted the fee is now \$195.00.

B. Distribution of the summary notes following the Wisconsin Towns Association Meeting held on January 5, 2023.

C. Distribution of Cedar Corp meeting notes with Village of Greenville regarding Tiered Development System.

VI. Business:

A. Review/Discussion:

Plan Commission review & discussion on recommendations to amend the Town of Clayton Zoning Code of Ordinances from the Site Plan Review Ad Hoc Committee.

The Commissioners reviewed the recommendations made by the Site Plan Review Ad Hoc Committee. Commissioner Haskell complimented the fantastic job the Committee members did in putting together these recommendations. Commissioner Haskell noted that these include more general recommendations, such as ensuring consistency within sections & Ordinance as a whole, and updating the figures included, that can also be applied as the Commission reviews the Ordinance as a whole at a later point. Chair Knapinski noted the next steps in moving these recommendations forward would be to incorporate them into the discussions surrounding the Comprehensive Plan updates currently underway, and the Commissioners concurred.

NO ACTION TAKEN – DISCUSSION ITEM ONLYB. Review/Recommendation:

Plan Commission review & discussion on the proposed Future Land Use Map with latest Tier changes & housing projection scenarios for each Tier.

The Commissioners reviewed the latest version of the proposed Future Land Use Map and discussed preferences of what percentage of development they would like to target for each tier. Mr. Fowle noted that Village of Greenville has a similar system and has not reported much pushback from developers, and that it is used as a guide for development rather than being codified in the Village. Mr. Fowle encouraged the Commissioners to think on whether they would also view the tiers development percentages as advisory, or prefer to have them codified. The Commissioners showed preference for the moderate to aggressive percentage development scenarios presented, and will continue this discussion at further meetings.

NO ACTION TAKEN – DISCUSSION ITEM ONLYC. Review/Recommendation:

Plan Commission review & discussion on proposed revisions to the Parks & Trails map recommended by the Parks & Trails Committee.

The Commissioners reviewed the revised Parks & Trails map. Supervisor Grundman, who also serves on the Parks & Trails Committee, noted that one of the main concerns still are marked future trails along Hwy 76. Commissioner Haskell noted that as the Town continues to see development, her preference would be to give preference to connecting new development with existing trail systems in the Town (i.e. subdivision trails, Friendship Trail, etc.). There was some discussion about sharrows on the North and South running Town roads as they are typically less trafficked than the East and West running roads.

NO ACTION TAKEN – DISCUSSION ITEM ONLY

- D. Review/Discussion: Plan Commission review & discussion on defining “flex space” within the Town Zoning Code of Ordinances.

The Commissioners continued discussions on defining “flex space” within the Town. The Commissioners discussed possible design standards and locations for development of this general nature within the Town, as well as the areas receiving the most amount of pressure for development currently.

NO ACTION TAKEN – DISCUSSION ITEM ONLY

- VII. Upcoming Meeting Attendance
VIII. Adjournment

MOTION:

Motion by Commissioner Nemecek
Second by Commissioner Ketter

Motion to Adjourn the meeting at 8:48 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,
Kelsey Faust-Kubale, Clerk