

TOWN OF CLAYTON

Town Plan Commission

Meeting Minutes

7:00 P.M. – 7:10 P.M. on Wednesday, January 8th, 2014

Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order:

A. Notice Verification, Roll

1. Plan Commission Chairman Knapinski called the meeting to order at 7:00 P.M.
2. Pledge of Allegiance recited.
3. Meeting properly posted at three locations in the Town.
4. Roll

a. Plan Commission Members

Chair Knapinski	PRESENT
Commissioner Jesse	PRESENT
Commissioner Eckstein	ABSENT
Commissioner Klingenberger	PRESENT
Commissioner Linsmeier	ABSENT
Commissioner Haskell	PRESENT
Town Board Representative Schmidt	PRESENT

b. Staff

Administrator Johnston	PRESENT
Town Planner – Ken Jaworski	PRESENT

II. Public Hearing:

A. No Referrals

III. Approval of Minutes:

A. Plan Commission Meeting – December 11th, 2013.

MOTION:

Motion by: Commissioner Schmidt

Seconded by: Commissioner Jesse

Motion made to approve the minutes of the Plan Commission Meeting for Wednesday, December 11th, 2013 as presented

Motion carried by unanimous voice vote.

IV. Open Forum – Non-Agendized Town-related Matters:

A. No Referrals

V. Correspondence:

A. Winnebago County Planning and Zoning Department Meeting Notice

B. Winnebago County Board of Supervisors Meeting Agenda list of documents under consideration.

- C. Winnebago County Board of Supervisors Meeting Amendatory Ordinance #2 for the adoption of the Town of Clayton, Zoning Code of Ordinances.

VI. Business:

- A. Discussion/Recommendation: Plan Commission review and recommendation on a Certified Survey Map (CSM) Application submitted by John Wisnefske and Kelly Ann Boe 7812 CTR “T”, Larsen WI 54947, for property located at 7812 CTR “T”, Larsen, WI 54947; specifically described as Tax ID # 006-0710-01, Tax ID # 006-0710-03, and Tax ID # 006-0710-04, being a part of the northwest ¼ of the southwest ¼ of Section 28, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicants: John Wisnefske and Kelly Ann Boe
7812 CTR “T”
Larsen WI 54947

Property Owners: John Wisnefske and Kelly Ann Boe
7812 CTR “T”
Larsen WI 54947

Consultant: L. C. Kriescher and Associates – S-1599
Carow Land Surveying
615 North Lynndale Drive
Appleton, WI 54914

Prepared for: John Wisnefske and Kelly Ann Boe
7812 CTR “T”
Larsen WI 54947

Property Information:

- 1) The surrounding properties are zoned:
 - a) North: R-1 (Rural Residential District)
 - b) South: A-2 (General Farming District)
 - c) East: A-2 (General Farming District)
 - d) West: A-2 (General Farming District) and R-1 (Rural Residential District)

Property Information Specific to Tax ID # 006-0710-01:

- 1. The property is owned by John Wisnefske 7812 CTR “T”, Larsen WI 54947.
- 2. The Lot is 0.400 acres in size.
- 3. The property is in the Winneconne School District (6608).
- 4. The property is in the Department of Natural Resources Special Well Casing area.
- 5. The Lot is currently zoned R-1 (Rural Residential District).
- 6. The property is out of the County’s Floodplain Zoning Area.
- 7. The property is not in the County’s Wetland Identifier.

Property Information Specific to Tax ID # 006-0710-03:

1. The property is owned by John Wisnefske 7812 CTR “T”, Larsen WI 54947.
2. The Lot is 1.360 acres in size.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The Lot is currently zoned A-2 (General Farming District).
6. The property is out of the County’s Floodplain Zoning Area.
7. The property is not in the County’s Wetland Identifier.

Property Information Specific to Tax ID # 006-0710-04:

1. The property is owned by John Wisnefske and Kelly Ann Boe 7812 CTR “T”, Larsen WI 54947.
2. The Lot is 8.420 acres in size.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The Lot is currently zoned A-2 (General Farming District).
6. The property is out of the County’s Floodplain Zoning Area.
7. The property is not in the County’s Wetland Identifier.

Staff Comments:

1. The proposed CSM is consistent with the Town’s approved Future Land Use Plan.
2. The proposed CSM consolidates three existing properties into a single property of approximately 9.757 acres in area.
3. The proposed CSM does contain the Right to Farm Language required by the Town.
4. As proposed, the consolidated property does comply with the frontage requirements of the Town’s Zoning Code of Ordinances and Access Ordinance.
5. Based on the CSM document, it appears that ingress and egress from the residential site will remain as it is.
6. The proposed CSM does dedicate approximately 9,826 square feet (0.226 acres) of property to the Public for the right-of-way of CTH “T”. Please be advised that the Administration understands that the County will be re-constructing CTH “T” in the near future and that the work, as proposed, may require additional right-of-way.
7. If the proposed CSM is approved, all of the structures on the property will comply with the set back requirements of the Town’s Zoning Code of Ordinances.
8. If the proposed CSM is approved the site will have dual zoning, R-1 (Rural Residential District) and A-2 (General Farming District).
9. A condition of approval of the proposed CSM should include re-zoning all of Lot 1 of the proposed CSM to A-2 (General Farming District). If the CSM is conditionally approved the required re-zoning will appear before the Plan Commission for consideration at its Wednesday, February 12th, 2014 meeting.

Staff Recommendations:

Staff recommends approval of the proposed CSM subject to the following conditions:

1. Confirmation by the County Highway Commissioner’s Office of the future right-of-way needs for CTH “T”.
2. Re-zoning Lot 1 of the proposed CSM from R-1 (Rural Residential District) to A-2 (General Farming District).

3. Payment of any fees due the Town for the CSM Approval Application and the Re-zoning Application.
4. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.
 - John Wisnefske (applicant) questioned if the road would have curb and gutter installed in the future
 - Administrator Johnston advised of possible future sites for curb and/or gutter work

MOTION:

Motion by: Commissioner Jesse

Seconded by: Commissioner Haskell

Motion to recommend approval of the CSM for John Wisnefske and Kelly Ann Boe for the property as presented

Motion carried by unanimous voice vote.

- VII. Upcoming Meeting Attendance
 - a. None

- VIII. Adjournment – 7:10 P.M.

MOTION:

Motion by: Commissioner Schmidt

Seconded by: Commissioner Jesse

Motion to Adjourn

Motion carried by unanimous voice vote.

Respectfully submitted,
Jenna Prange, Administrative Assistant