

TOWN OF CLAYTON
Town Plan Commission
Meeting Minutes
5:00 P.M. – on Wednesday, February 10th, 2016
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 Eckstein	PRESENT
Commissioner Haskell	PRESENT
Commissioner Wisnefske	PRESENT
Commissioner Dorow	PRESENT
Commissioner Linsmeier	ABSENT
Town Board Representative Reif	PRESENT

b. Staff

Administrator Johnston	PRESENT
Treasurer Straw	PRESENT
Planner Ken Jaworski	PRESENT

II. Public Hearings:

- A. No Public Hearings.

III. Approval of Minutes:

- A. Approval of the minutes of the Wednesday, January 13th, 2016 Regular Plan Commission Meeting. Change to Page 5 in the second bullet / sentence to change to: “it requires the Town of Clayton” language. The bullet with “Emmert Stacker” change to: “a potential sewer assessment on the property.”

MOTION:

Motion by: Commissioner Reif

Seconded by: Commissioner Dorow

Motion: Motion to approve the Wednesday, January 13th, 2016 meeting minutes with the changes as mentioned above.

Vote: Motion carried.

IV. Open Forum – Town-related Matters not on the Plan Commission’s Agenda:

Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present question or issue; however, only limited discussion may occur and no action may be taken until specific notice of the subject matter of the proposed action can be given. If you wish to speak during the Open Forum portion of the meeting, please complete “Request to Speak at Meeting” form located on the Agenda Table and give the form to the Town Clerk or Treasurer.

V. Correspondence:

- A. January CY 2016 Building Inspection Report.
- B. Winnebago County Plan Commissioner Network Updates.
 - Next meeting set for April 27th, 2016 at the Coughlin Center.
- C. Winnebago County Informational Meeting for the February Public Hearing Items.
- D. Winnebago County Zoning Department February Public Hearings.
- E. Literature on Agricultural Community Engagement.

VI. Business:

- A. Discussion/Recommendation: Plan Commission review and recommendation on a Certified Survey Map (CSM) Application submitted by Martin J. and Suzette A. Nikodem, 4085 Winnegamie Drive, Neenah, WI 54956 for property located at 4085 Winnegamie Drive, Neenah, WI 54956 and specifically identified as Tax ID # 006-0095-01-01 and Tax ID # 0060095-02 described as Part of Lot 1 of Certified Survey Map Number 6872 As Recorded in Volume 1 of Certified Survey Maps on Page 6872 and Part of Tract 2 of Certified Survey Map Number 554 As Recorded in Volume 1 of Certified Survey Maps 554, All Located in the Northeast ¼ of the Fractional Northwest ¼ of Section 4, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located at 4085 Winnegamie Drive, Neenah, WI 54956 and specifically identified as Tax ID # 006-0095-01-01 and Tax ID # 0060095-02 and described as Part of Lot 1 of Certified Survey Map Number 6872 as recorded in Volume 1 of Certified Survey Maps on Page 6872 and part of Tract 2 of Certified Survey Map Number 554 as recorded in Volume 1 of Certified Survey Maps 554, All Located in the Northeast ¼ of the Fractional Northwest ¼ of Section 4, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant(s): Robert F. Reider (S1251)
Carow Land Surveying Co. Inc.
615 North Lynndale Drive
Appleton, WI 54912-1297

Property Owner(s): Suzette A. and Martin J. Nikodem
4085 Winnegamie Drive
Neenah, WI 54956

Consultant: Robert F. Reider (S1251)
Carow Land Surveying Co. Inc.
615 North Lynndale Drive
Appleton, WI 54912-1297

Property Location: 4085 Winnegamie Drive
Neenah, WI 54956

Property Information:

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

Property Information Specific to Tax ID # 006-0095-02:

The statements on the status of the property are specific to the proposed project site:

1. The property Tax ID # is 006-0095-02.
2. The property consists of approximately 63.020 acres.
3. The property is in the Neenah School District (3892).
4. The property is in the Department of Natural Resources Special Well Casing Area.
5. The property is currently Zoned A-2 (General Agricultural District) by the County.
6. The property is currently Zoned A-2 (General Agricultural District) by the Town.
7. The property is out of the County's Floodplain Zoning Area.
8. The property is not in the County's Wetland Identifier; however, the property does have soils and vegetation characteristic of wetland areas. The property owner should contact the DNR relative to identifying any possible wetlands on the property.
9. The land use is consistent with the Town's adopted Land Use Plan.

Property Information Specific to Tax ID # 006-0095-01-01:

The statements on the status of the property are specific to the proposed project site:

1. The property Tax ID # 006-0095-01-01.
2. The property consists of approximately 10.750 acres.
3. The property is in the Neenah School District (3892).
4. The property is in the Department of Natural Resources Special Well Casing Area.
5. The property is currently Zoned A-2 (General Agricultural District) by the Town.
6. The property is out of the County's Floodplain Zoning Area.
7. The property is not in the County's Wetland Identifier; however, the property does have soils and vegetation characteristic of wetland areas. The property owner should contact the DNR relative to identifying any possible wetlands on the property.
8. The land use is consistent with the Town's adopted Land Use Plan.

Staff Comments:

1. The CSM does not change the existing use of the property and therefore it is consistent with the Town's approved Future Land Use Plan.
2. The CSM **does** show the Right to Farm Language required by the Town.
3. The CSM reconfigures two existing properties into one new Lot and two parent parcels.
4. The new lot (Lot-1) is 5.0065 acres (218,082 sq. ft.) and has sufficient area (5 acres) and lot frontage (200 feet) to meet the Town's Minimum lot size in the A-2 (General Agricultural District).
5. The shape of Lot 1 of the proposed CSM is used to provide the area needed to comply with the Town's Zoning Code.
6. Lot 1 of the proposed CSM fronts on Winnegamie Drive and has an existing conforming access point from Winnegamie Drive that does meet the Town's Access Ordinance requirements.

7. The existing structure on Lot-1 does meet the Town's Zoning Code requirements.
8. The west property line of Lot-1 of the proposed CSM does intrude on a horse paddock on one of the parent parcels that is likely to stay in place by agreement between the adjoining property owners.
9. The parent parcels used to create Lot-1 of the proposed CSM contain the balance of the properties
10. The first parent parcel (Tax ID # 006-0095-01-01) contains a residential structure and a number of outbuildings that have an existing access to Winnegamie Drive.
11. The existing structure(s) on the first parent parcel (Tax ID # 006-0095-01-01) do meet the Town's Zoning Code requirements.
12. The second parent parcel (Tax ID # 006-0095-02) is vacant land that is used for agricultural purposes and has no access to a public road.

Staff Recommendations:

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

1. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.
 - Administrator Johnston discussed the CSM application.

MOTION:

Motion by: Commissioner Haskell

Seconded by: Commissioner Eckstein

Motion: Motion to recommend to the Town Board approval of the Certified Survey Map (CSM) submitted by Martin J. and Suzette A. Nikodem, 4085 Winnegamie Drive, Neenah, WI 54956 for property located at 4085 Winnegamie Drive, Neenah, WI 54956 and specifically identified as Tax ID # 006-0095-01-01 and Tax ID # 0060095-02 with staff recommendations.

Vote: Motion carried.

- B. Discussion/Recommendation: Plan Commission review and recommendation on updates to the Town's Park and Open Space Plan recommended by the Town's Green Space Committee.

Attached please find a Draft Copy of the revisions to the text of the Town's Park and Open Space Plan as recommended by the Green Space Committee. A majority of the revisions to the document are needed in order to integrate the Park and Open Space Plan into the Town's Comprehensive Plan. The Administration recommended that the two documents be combined in order to rationalize the respective plans and to facilitate the implementation of both plans. Specifically, since the plans are related and often refer to each other, it would be more efficient to maintain the validity and the ability to implement both plans if they were a single document. Additionally, since by Statute the Park and Open Space Plan must be updated every five years in order to be valid and since the Town has by process updated its Comprehensive Plan every five years, this combination should result in efficiencies and cost savings during the update process.

Relative to the Administration's recommendations for updates to the Park and Open Space Plan, they are limited to adding a trail on the west side of Clayton Avenue from Larsen Road to CTR "II". The Administration is recommending the addition to the trail network based on concerns that the Town of Neenah is not going to extend the existing trail from Larsen Road to the CTR "CB" and the recognition that the proposed trail would link the Larsen Road Trail to the CB Trail

by means of the trail on CTR “II”. The Green Space Committee has agreed to the proposed trail; based on that action Town staff will need to repair the Larsen Road Trail and eventually construct the Clayton Avenue Trail. If the Plan Commission agrees with the Administration’s recommendation, direction to staff would be in order to approve the addition of a trail on the west side of Clayton Avenue from Larsen Road to CTR ”II” and to incorporate the Town’s Park and Open Space Plan into the Town’s Comprehensive Plan as a part of the CY 2015/16 update to the Town’s Comprehensive Plan.

- Discussed the recommended changes by the Green Space Committee of the Parks and Open Space Plan.
- Discussed trail along the west side of Clayton Avenue from Larsen Road to County Rd II.
- Discussed repairing the Larsen Trail.
- Discussed border agreement with Town of Menasha and Town of Neenah relative to the trail on Clayton Avenue.
- Discussed looping Friendship trail in the area of Clayton Avenue/Oakwood Avenue and Shady Lane.
- Need to include reference to walking dogs and horseback riding on the trails.

Vote: Direct Town staff to include the items that we discussed here.

- C. Discussion/Recommendation: Plan Commission review and recommendation on a recommendation from the Green Space Committee to incorporate the Town’s Park and Open Space Plan into the Town’s Comprehensive Plan as part of the CY 2015/16 Update to the Town’s Comprehensive Plan.

Attached please find a Draft Copy of the revisions to the text of the Town’s Park and Open Space Plan as recommended by the Green Space Committee. A majority of the revisions to the document are needed in order to integrate the Park and Open Space Plan into the Town’s Comprehensive Plan. The Administration recommended that the two documents be combined in order to rationalize the respective plans and to facilitate the implementation of both plans. Specifically, since the plans are related and often refer to each other, it would be more efficient to maintain the validity and the ability to implement both plans if they were a single document. Additionally, since by Statute the Park and Open Space Plan must be updated every five years in order to be valid and since the Town has by process updated its Comprehensive Plan every five years, this combination should result in efficiencies and cost savings during the update process.

Relative to the Administration’s recommendations for updates to the Park and Open Space Plan, they are limited to adding a trail on the west side of Clayton Avenue from Larsen Road to CTR ”II”. The Administration is recommending the addition to the trail network based on concerns that the Town of Neenah is not going to extend the existing trail from Larsen Road to the CTR “CB” and the recognition that the proposed trail would link the Larsen Road Trail to the CB Trail by means of the trail on CTR “II”. The Green Space Committee has agreed to the proposed trail; based on that action Town staff will need to repair the Larsen Road Trail and eventually construct the Clayton Avenue Trail. If the Plan Commission agrees with the Administration’s recommendation, direction to staff would be in order to approve the addition of a trail on the west side of Clayton Avenue from Larsen Road to CTR ”II” and to incorporate the Town’s Park and Open Space Plan into the Town’s Comprehensive Plan as a part of the CY 2015/16 update to the Town’s Comprehensive Plan.

MOTION:

Motion by: Commissioner Reif

Seconded by: Commissioner Haskell

Motion: Motion to recommend to the Town Board inclusion of the Park and Open Space Plan as amended into the Town's Comprehensive Plan.

Vote: Motion carried.

- D. Discussion/Recommendation: Plan Commission review and consideration of updates to the Draft Comprehensive Plan Maps and Documents based on input from the Public Listening Session for the Town's CY 2015/16 Comprehensive Plan Update.

Staff would like to advise the Commission that it has had some issues with updating the text of the Town's Comprehensive Plan in a timely manner (please see attached memorandum). The end result of these delays will result in the Commission forwarding the Draft document to the Board one month later than originally planned.

MOTION:

Motion by: Commissioner Haskell

Seconded by: Commissioner Reif

Motion: Motion to table the review and consideration of updates to the Draft Comprehensive Plan Maps and Documents based on input from the Public Listening Session for the Town's CY2015/2016 Comprehensive Plan Update until the March 2016 Plan Commission meeting.

Vote: Motion carried.

- VII. Upcoming Meeting Attendance
None.

- VIII. Adjournment

MOTION:

Motion by: Commissioner Haskell

Second by: Commissioner Reif

Motion: To Adjourn the Plan Commission meeting at 7:54 PM.

Vote: Motion carried.

Respectfully submitted,
Laurie Goffard, Deputy Clerk