

TOWN OF CLAYTON
Town Plan Commission
Meeting Minutes
7:00 P.M. – on Wednesday, March 11th, 2015
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 Jesse	ABSENT
Commissioner Dorow	PRESENT
Commissioner Linsmeier	ABSENT
Town Board Representative Schmidt	PRESENT

b. Staff

Administrator Johnston	PRESENT
Planner Ken Jaworski	PRESENT

II. Public Hearings:

A. No Public Hearings.

III. Approval of Minutes:

- A. Approval of the minutes of the Wednesday, February 11th, 2015 Regular Plan Commission Meeting. Correction to the minutes of November 12th, 2014 to show as motion carried and remove “by unanimous consent.”

MOTION:

Motion by: Commissioner Schmidt

Seconded by: Commissioner Eckstein

Motion: Motion to approve the Wednesday, February 11th, 2015 meeting minutes.

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. Summary of the CY 2014 Building Inspection Reports.
 - Highest amount since 2007.
 - B. February CY 2015 Building Inspection Report.

- VI. Business:
 - A. Plan Commission review and recommendation on proposed revisions to, and the rescission and re-creation of, the Town’s Abandoned Vehicle Ordinance.

Attached please find a Draft copy of the Administration’s proposed revisions to the Ordinance as well as a copy of a memorandum relative to the draft Ordinance from the Town’s Attorney. The Administration’s recommendations for the draft revised Ordinance include the following changes:

1. **Definitions:**
 - a. At the Attorney’s recommendation the Administration has inserted the statutory definition of Vehicle to simplify the enforcement of the Ordinance.
2. **Applicability:**
 - a. Insert the term **not** into the applicability clause of the Ordinance.
3. **Applicability:**
 - a. The Commission may want to consider removing the exemption from the Ordinance for Municipal property as it appears to be unfair for the Town to set a standard for the community and not want to live up to that standard on its own property.
4. **Vehicle Abandonment Prohibited:**
 - c. Substitute the word vehicle for automobile.

5. **Enforcement Officer:**
 - a. Since the Town Electors have authorized the creation of a Constable position but the Town Board has not created the position of a Constable, the Administration is recommending that the Ordinance include the following language “ the Constable and/or the Building Inspector or their authorized representative” in order to include all possible alternatives.
6. **Penalty:**
 - a. Since imprisonment is not likely to occur the Town Attorney has recommended that the imprisonment language be removed from the Ordinance.

The Administration can find no record of the rescission of the Town’s 1983 Ordinance or approval of the revised Ordinance. If the Commission is comfortable with the public input and the draft revisions to the Abandoned Vehicle Ordinance, a motion would be in order to refer the Draft revisions to the Abandoned Vehicle Ordinance to the Town Board for review and consideration.

MOTION:

Motion by: Commissioner Haskell

Seconded by: Commissioner Schmidt

Motion: Motion that we approve the revised Ordinance and the rescission and re-creation of, the Town’s Abandoned Vehicle Ordinance be recommended for approval by the Town Board

Motion: Motion carried.

- B. **Discussion/Review:** Plan Commission review and recommendation on a Certified Survey Map (CSM) Application submitted by David L. Lerche, 3123 Larsen

Road, Neenah, WI 54956 for property located at 3123 Larsen Road, Neenah, WI, 54956 and specifically identified as Tax ID # 006-0670 being part of the southeast ¼, of Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located at 3123 Larsen Road, Neenah, WI 54956 and specifically identified as Tax ID # 006-0670 being part of the southeast ¼ of Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant(s):	Ricky L. and Tracy L. Steckling 3096 Rose Moon Way Neenah WI 54956	Michael H. and Petronila A. Van Nuland 3093 Rose Moon Way Neenah WI 54956
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Property Owner(s): David L. Lerche
3123 Larsen Road
Neenah, WI 54956

Consultant: David Hebert, S-2312
Hebert Associates, Inc.
1110 West Wisconsin Avenue
Appleton, WI 54914

Property Location: 3123 Larsen Road
Neenah, WI 54956

Property Information:

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

Property Information Specific to Tax ID # 006-0670:

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

1. The property Tax ID is # 006-0296.
2. The property consists of approximately 20.0 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).
6. The property is in the City of Neenah’s Extra Territorial Zoning District.
7. The property is out of the County’s Floodplain Zoning Area.
8. The property is not in the County’s Wetland Identifier.
9. 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 divides the parent parcel into 2 lots; the first (Lot 1) is 5.627 acres (245,122 sq. ft.) and the second (Lot 2) is 14.641 acres (637,779 sq. ft.).
4. Lot 1 of the proposed CSM is vacant land and does meet the minimum area requirement for the A-2 (General Agricultural District).
5. Lot 2 of the proposed CSM is vacant land and does meet the minimum area for the A-2 (General Agricultural District).
6. Both Lot 1 and Lot 2 of the proposed CSM do have an existing ingress and egress access point from the western extension of Rose Moon Way.
7. Based on the construction of a cul-de-sac both lots created by the proposed CSM would comply with the frontage requirements of the Town’s Zoning Code of Ordinances and Access Ordinance.
8. The proposed CSM does show the western extension of Rose Moon Way from the existing temporary cul-de-sac to the west property line. There is some question on the exact location of the proposed future road; however, as long as the right-of-way is identified the exact location of the road can be finalized at a future date.
9. There are some questions that need to be answered before either lot could be built on.

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.
2. That the Applicants pay any and all fees due to the Town for the CSM review.

MOTION:

Motion by: Commissioner Haskell

Seconded by: Commissioner Schmidt

Motion: Motion that we recommend approval of the Certified Survey Map (CSM) submitted by David L. Lerche for property located at 3123 Larsen Road, Neenah, WI, 54956 as specifically described as Tax ID # 006-0670 and the remainder of the description as listed above.

Motion: Motion carried.

- C. Discussion/Recommendation: Plan Commission review of the Town’s CY 2009 update of the Town’s Comprehensive Plan and recommendation to the Board on the possible need for a five year update of the Town’s Comprehensive Plan.

The Plan Commission Chair has asked that this item be placed on the Commission’s Agenda so that Commissioners can be made aware of the schedule of the Commission’s meetings involving the update of the Town’s Comprehensive Plan. The Town’s Planning Consultant will be present at the Commission’s meeting to review the proposed schedule and to clarify what business will be conducted at the proposed meetings and Public Hearings. The Administration will try to encourage Town residents to attend the Commission’s regular meetings in addition to the Public Hearings. It would serve the Town well if Commissioners would also encourage their friends and acquaintances to attend the scheduled meetings.

- Discussion regarding having other people come in to discuss new ideas for the Town of Clayton’s comprehensive plan. Possible online survey for the Town of Clayton residents. Recommendation to check into shorter online surveys.

VII. Upcoming Meeting Attendance

VIII. Adjournment

MOTION:

Motion by: Committee Member: Haskell

Second by: Committee Member: Schmidt

Motion: To Adjourn the Green Space Committee meeting at 7:27 PM.

Vote: Motion carried.

Respectfully submitted,

Laurie L. Goffard, Deputy Clerk