

TOWN OF CLAYTON
Town Plan Commission
Meeting Minutes
5:00 P.M. – on Wednesday, April 13th, 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. Public Hearing before the Town of Clayton Plan Commission on a re-zoning Application submitted by Mary K. and Craig A. Keberlein 9394 Oakwood Avenue, Neenah WI 54956 for property located at 9394 Oakwood Avenue, Neenah, WI 54956, in the Town of Clayton, specifically described as Tax ID # 006-0031-07-01, consisting of Lot 1 of CSM # 959 and located in Section 2, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Application is to re-zone the property from R-1 (RURAL RESIDENTIAL DISTRICT) to A-2 (GENERAL FARMING DISTRICT).

- Discussed reasoning for Rezoning of property.
- Public hearing closed at 7:02 p.m.

B. Public Hearing before the Town of Clayton Plan Commission on a Conditional Use Permit Application submitted by Horn RV, 8120 South Frontage Road, Sheboygan, Wisconsin 53081 to operate a Recreational Vehicle Sales and Service facility on property zoned B-3 (General Business District). The property is located at the east end of West American Drive in the Town of Clayton on property listed by Claymann Creek LLC, 5600 West Grand Market Drive, Suite 300 Appleton, WI 54913(new address) TAX ID # 006-0341, being part of Section 12, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- Discussed reasoning for conditional use relative to the Town’s Zoning Code.
- Public hearing closed at 7:04 p.m.

- C. Public Hearing before the Town of Clayton Plan Commission on a request by Jason Ehrmentraut, 2847 Larsen Road, Neenah, WI 54956 for an amendment to an existing Conditional Use permit to operate a landscaping business on property zoned A-2 (GENERAL FARMING DISTRICT). The property is located at 2847 Larsen Road, Neenah, WI 54956; specifically described as Tax ID # 006-0645-01, being part of the Northwest ¼ of the Northwest ¼ of Section 25, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- Discussed reasoning for the amendment.
 - Public hearing closed at 7:06 p.m.

III. Approval of Minutes:

- A. Approval of the minutes of the Wednesday, March 9th, 2016 Regular Plan Commission Meeting.

MOTION:

Motion by: Commissioner Eckstein

Seconded by: Commissioner Dorow

Motion: Motion to approve the Wednesday, March 9th, 2016 meeting minutes.

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. March CY 2016 Building Inspection Report.

VI. Business:

- A. Discussion/Recommendation: Plan Commission review and consideration of a re-zoning Application submitted by Mary K. and Craig A. Keberlein 9394 Oakwood Avenue, Neenah WI 54956 for property located at 9394 Oakwood Avenue, Neenah, WI 54956, in the Town of Clayton, specifically described as Tax ID # 006-0031-07-01, consisting of Lot 1 of CSM # 959 and located in Section 2, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Application is to re-zone the property from R-1 (RURAL RESIDENTIAL DISTRICT) to A-2 (GENERAL FARMING DISTRICT).

Site Location: The property is located at 9394 Oakwood Avenue, Neenah, WI 54956, in the Town of Clayton, specifically described as Tax ID # 006-0031-07, and Tax ID # 006-0031-07-01 and consisting of all of Lot 1 of CSM # 959 as recorded in volume 1 of Certified Survey Maps on Page 959 and part of the southwest ¼ of the southwest ¼, all in Section 2,

Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicants: Mary K. and Craig A. Keberlein
9394 Oakwood Avenue
Neenah, WI 54956

Property Owners: Mary K. and Craig A. Keberlein
9394 Oakwood Avenue
Neenah, WI 54956

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

Property Location: 9394 Oakwood Avenue
Neenah, WI 54956

Property Information:

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

Property Information Specific to Tax ID # 006-0031-07-01:

1. The property is owned by Mary K. and Craig A. Keberlein, 9394 Oakwood Avenue Neenah, WI 54956
2. The Lot is 3.352 acres in size.
3. The property is in the Neenah School District (3802).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The property is currently zoned R-1 (Rural Residential District).
6. The property is in the Outagamie County Airport Height Zoning.
7. The property is out of the County's Floodplain Zoning Area.
8. The property is not in the County's Wetland Identifier.

Staff Comments:

1. The Public Notice, Site Posting, and Neighbor Notices have been completed as required by the Town's Zoning Code of Ordinances.
2. The property is being re-zoned to allow for the consideration of a Certified Survey Map (CSM) that has been presented to the Town and placed on the Plan Commission's agenda for review and consideration.
3. The property is being re-zoned from R-1 (Rural Residential District) to A-2 (General Agricultural District) to allow the lot created by the proposed CSM to have consistent and uniform zoning.

4. The lot, as proposed, does meet all of the Town's Zoning Code requirements.
5. The existing use of the property is consistent with the Town's approved Comprehensive Plan.
6. The proposed rezoning and future use of the property are consistent with the Town's approved Future Land Use Map.

Staff Recommendations:

Staff recommends approval of the proposed re-zoning application from R-1 (Rural Residential District) to A-2 (General Agricultural District) subject to the following conditions:

1. Documentation of the approval of the proposed re-zoning Application by any overlying unit of government having jurisdiction.
 - Administrator Johnston discussed the R-1 / A-2 Zoning definition and uses. Received phone calls on the differences in zoning.

MOTION:

Motion by: Commissioner Haskell

Seconded by: Commissioner Wisnefske

Motion: Motion that we recommend approval to the Town Board for the Re-Zoning Application submitted by Mary and Craig Keberlein, 9394 Oakwood Avenue, Neenah, WI for Lot 006-0031-07-01 per the agenda item and staff recommendations.

Vote: Motion carried.

- B. Discussion/Recommendation: Plan Commission review and consideration of a Certified Survey Map (CSM) Application submitted by Mary K. and Craig A. Keberlein 9394 Oakwood Avenue, Neenah WI 54956 for property located at 9394 Oakwood Avenue, Neenah, WI 54956, in the Town of Clayton, specifically described as Tax ID # 006-0031-07, and Tax ID # 006-0031-07-01 consisting of all of Lot 1 of CSM # 959 as recorded in volume 1 of Certified Survey Maps on Page 959 and part of the southwest ¼ of the southwest ¼, all in Section 2, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located at 9394 Oakwood Avenue, Neenah, WI 54956, in the Town of Clayton, specifically described as Tax ID # 006-0031-07, and Tax ID # 006-0031-07-01 consisting of all of Lot 1 of CSM # 959 as recorded in volume 1 of Certified Survey Maps on Page 959 and part of the southwest ¼ of the southwest ¼, all in Section 2, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicants: Mary K. and Craig A. Keberlein
9394 Oakwood Avenue
Neenah, WI 54956

Property Owners: Mary K. and Craig A. Keberlein
9394 Oakwood Avenue
Neenah, WI 54956

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

Property Location: 9394 Oakwood Avenue
Neenah, WI 54956

Property Information:

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

Property Information Specific to Tax ID # 006-0031-07:

1. The property is owned by Mary K. and Craig A. Keberlein 9394 Oakwood Avenue, Neenah, WI 54956.
2. The Lot is 7.310 acres in size.
3. The property is in the Neenah School District (3802).
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 Outagamie County Airport Height Zoning.
7. The property is out of the County's Floodplain Zoning Area.
8. The property is not in the County's Wetland Identifier.

Property Information Specific to Tax ID # 006-0031-07-01:

1. The property is owned by Mary K. and Craig A. Keberlein 9394 Oakwood Avenue, Neenah, WI 54956.
2. The Lot is 3.352 acres in size.
3. The property is in the Neenah School District (3802).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The property is currently zoned R-1 (Rural Residential District).
6. The property is in the Outagamie County Airport Height Zoning.
7. The property is out of the County's Floodplain Zoning Area.
8. The property is not in the County's Wetland Identifier.

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 parcels into a single property.
4. The properties combined by the CSM total approximately 10,683 acres (465,357 square feet) of usable area.

5. The CSM does deed approximately 325 feet of the eastern right-of-way of Oakwood Avenue to the Town.
6. The existing principal housing structure and outbuildings do meet the setback requirements of the Town’s Zoning Code of Ordinances.
7. The properties combined by the CSM have access from a public road from an existing driveway on Oakwood Avenue on Tax ID# 006-0031-07-01.
8. The eastern area of the combined parcels consists of vacant wooded land.

Staff Recommendations:

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

1. The payment of any Town fees for the processing of the CSM.
 2. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.
- Administrator Johnston and Chair Knapinski discussed the CSM and Right of Way deeded to the Town of Clayton.

MOTION:

Motion by: Commissioner Haskell

Seconded by: Commissioner Wisnefske

Motion: Motion that we recommend approval to the Town Board of the Certified Survey Map (CSM) submitted by Mary and Craig Keberlein, 9394 Oakwood Avenue, Neenah, WI for Lot 006-0031-07-01 per the agenda item and staff recommendations.

Vote: Motion carried.

C. Discussion/Recommendation: Plan Commission review and recommendation on a Conditional Use Permit Application submitted by Horn RV, 8120 South Frontage Road, Sheboygan, Wisconsin 53081 to operate a Recreational Vehicle Sales and Service facility on property zoned B-3 (General Business District). The property is located at the east end of West American Drive in the Town of Clayton on property listed by Claymann Creek LLC, 5600 West Grand Market Drive, Suite 300 Appleton, WI 54913(new address) TAX ID # 006-0341, being part of Section 12, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The site is located at the east end of West American Drive in the Town of Clayton on property listed by Claymann Creek LLC, 5600 West Grand Market Drive, Suite 300, Appleton, WI 54913(new address)TAX ID # 006-0341.

Applicant: Horn RV
8120 S. Frontage Road
Sheboygan, Wisconsin 53081

Property Owner: Claymann Creek LLC
5600 West Grand Market Drive, Suite 300
Appleton, WI 54913

Consultant: Jesse Van Boxtel, LEED AP BD+C
Millennium Construction, Inc.
425 W. Wisconsin Avenue
Appleton, WI 54911

Property Information:

- 1) The surrounding properties are zoned:
 - a) North:
B-3 (General Business District) and A-2 (General Agriculture District)
 - b) South:
B-3 (General Business District), A-2 (General Agriculture District), and I-1 (Light Industrial District)
 - c) East:
A-2 (General Agriculture District) and R-1 (Rural Residential District)
 - d) West:
B-3 (General Business District)

Property Information Specific to Tax ID# 006-0341:

1. The property is owned by Claymann Creek LLC.
2. The Lot is 9.330 Acres in size.
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 B-3 (General Business District).
6. The property is in the Outagamie County Airport Overlay Height Zoning District.
7. The property is in the City of Neenah Extra Territorial Zoning District.
8. The property is out of the County's Floodplain Zoning Area.
9. The property is not in the County's Wetland Identifier.

Application Details:

The Applicant has submitted a complete, zoning code compliant, preliminary Site Plan (Plan) followed by a revised more industry specific Site Plan that complies with the spirit of the Town's Zoning Code but uses more industry specific Plan specifications. Staff will review both versions of the Plans and identify the reasons behind Plan differences.

Need for the Conditional Use Permit:

Attached please find the Zoning Code of Ordinances elements that make the proposed use a Conditional Use in the B-3 (General Business District). The Public Notice, Site Posting, and Neighbor Notices have been completed as required by the Town's Zoning Code of Ordinances.

Stormwater Management for the Site:

Based on preliminary approvals by the Outagamie County Zoning Department the storm water management function for the proposed project will come from the Town's storm water management ditch system and an existing storm water management pond created as part of the Development. Conceptually, the storm water from the project area flows to the east and north to the roadside ditch on the west side of Clayton Avenue then into a waterway in the Town of Menasha. The Site Plan calls for re-grading of the swale and enlargement of the pond area. Staff has recommended that the Applicant try to make use of the existing storm water management system rather than create a new wet and/or dry pond. Please see attached correspondence from the Outagamie County Zoning Office relative to storm water management devices in the Outagamie County Airport Overlay District.

Access to the Site:

Access to the site comes from a cul-de-sac at the east end of the public road known as West American Drive. As part of the construction project, the Town will have to consider releasing a recorded requirement that West American Drive be constructed across the undeveloped frontage of the property (see attached). Additionally, staff is recommending that the driveway apron for the project have rollback concrete curb returns to minimize the damage to the asphalt pavement and road shoulder by vehicles accessing the site.

Building Details:

The proposed building is a typical commercial building consisting of a block and steel structure with prefinished metal siding and roofing with the amenities required by the Town's Site Plan Section of the Zoning Code (see attached elevations). The structure is located east to west on the western side of the site. The entrance to the building and the office and display functions are located on the western end of the building. Vehicular access and visual access to the display is provided by means of a combination of large glass garage doors and matching windows on the southern and western façades of the building. Light and access to the office function is provided by doors and windows on the western and northern facades of the building. Access to the work bays is provided by a six-door drive through the shop area with doors on the southern façade of the building and three doors on the northern façade of the building. The eastern end of the building is designed to allow for expansion of the business.

The building is constructed with a tan block on the bottom 7+/- feet of the building with a brown decorative band separating the upper portion of the building which is constructed of a light colored metal siding and a metal roof.

Parking:

Parking for the project will be contained on the site with the travel and building access areas being paved. The public access parking for the site does not comply with the Zoning Code requirements. The Applicant is seeking approval of an alternate parking layout. The alternate layout is more user friendly for the business and its customers. Specifically, it is not unusual for customers to be towing significant trailers and or driving large vehicles with significant turning radii and parking needs. The Administration is comfortable with the alternate parking layout as long as the customer and employee parking meet the Americans with Disabilities Act (ADA) and routine business needs. Staff has been assured that this requirement will be met.

The public parking and building access areas will be paved with asphalt, the balance of the display area, inventory storage, and customer storage areas will be gravel in order to reduce costs and minimize the heat island effect of the parking areas.

Site Landscaping:

The landscaping plan consists of the following features:

The landscaping plan uses the required landscaping to creatively display the product sold by the business. Specifically, the product display areas use elements of the landscaping to create camping sites as product display areas. The landscaping around the western side of the building and parking areas is used to create attractive building and parking areas. The landscaping around the building is concentrated on the western and western end of the northern facades of the building. These are the display and office areas of the building. The landscaping on the northern side of the site is intended to meet the Zoning Code requirements while at the same time not impacting potential wetland areas on the site. The landscaping plan uses the potential wetland areas on the eastern end of the site as the required buffer zone between zoning districts. The only element missing from the landscaping plan is the inventory and size of the

plants to be used in the landscaping.

Site Lighting:

The design firm has included a photometric plan for the site that shows minimum light migration off of the site and compliance with the Town Zoning Code requirements. Also included are light fixture cut sheets that show the proposed lighting fixtures to be used on the site.

Site Signage:

Signs for the site are routinely approved by staff subject to compliance with Article 12 “Signs” of the Town Zoning Code of Ordinances for the B-3 (General Business District) please see the attached copies of Zoning Code Articles.

Staff Comments:

The Site Plan Application, as presented, is complete. Staff is comfortable that, with the exception of the parking facilities, the site plan meets the Town’s Site Plan elements of the Zoning Code of Ordinances. Staff is recommending approval of the Site Plan subject to the following:

1. That the Applicant provide the required inventory and size of the plants to be used in the landscaping.
2. That the Applicant provide samples of the colors of the materials to be used in the building.
3. That the Applicant pay all associated fees with the Conditional Use Application.

Should the Commission have additional questions or requirements the item could be referred to the May Plan Commission Meeting.

- Administrator Johnston discussed the variance of the ordinance relative to the parking lot of the business.
- Discussed asphalt vs. gravel. This area should have asphalt.
- Discussed landscaping and use of existing potential/proposed landscaping on the east side.
- Discussed rollback curb returns. These help in keeping the shoulders intact with bigger trucks wearing down the shoulder with daily use.
- Discussed the storm water management plan relative to the conditional use application. This will also have to be engineered and approved.
- Discussed the continuation of West American Drive. The look of the building is very attractive.

MOTION:

Motion by: Commissioner Reif

Seconded by: Commissioner Eckstein

Motion: Motion that we recommend approval to the Town Board of the Conditional Use Application submitted by Horn RV referred to as Tax ID # 006-0341 as stated in the staff report and with staff recommendations.

Vote: Motion carried.

- D. Discussion/Recommendation: Plan Commission review and recommendation of an amendment to a Conditional Use Application submitted by Jason Ehrmentraut, 2847 Larsen Road, Neenah, WI 54956, for operating a landscaping business on property zoned A-2 (GENERAL FARMING DISTRICT). The property is located

at 2847 Larsen Road, Neenah, WI 54956; specifically described as Tax ID # 006-0645-01, being part of the Northwest ¼ of the Northwest ¼ of Section 25, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located at 2847 Larsen Road, Neenah, WI 54956; specifically described as Tax ID # 006-0645-01, being part of the Northwest ¼ of the Northwest ¼ of Section 25, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant: Jason Ehrmentraut (Jason)
2847 Larsen Road
Neenah, WI 54956

Property Owners: Jason Ehrmentraut
2847 Larsen Road
Neenah, WI 54956

Property Information:

- 2) The surrounding properties are zoned:
- a) North:
R-2 (Suburban Residential District)
 - b) South:
A-2 (General Agriculture District)
 - c) East:
R-2 (Suburban Residential District)
 - d) West:
B-3 (General Business District)
R-1 (Rural Residential District)
A-2 (General Agriculture District)
R-2 (Suburban Residential District)

Property Information Specific to Tax ID# 006-0645-01:

- 1. The property is owned by Jason Ehrmentraut, 2847 Larsen Road, Neenah, WI 54956.
- 2. The Lot is 6.960 acres in size.
- 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 has an Officially Mapped 80-foot right-of-way on the STH “76” frontage.
- 6. The Lot is currently zoned A-2 (General Agriculture District).
- 7. The property is in the City of Neenah Extraterritorial Zoning District.
- 8. The property is out of the County’s Floodplain Zoning Area.
- 9. The property is not in the County’s Wetland Identifier.

Staff Comments:

- 1. Jason has operated Earthscape Landscaping on the existing site for a number of years while the Town was under County Zoning Jurisdiction. The County had advised Jason that under the County’s Zoning Code he needed to apply for a Conditional Use Permit to operate a landscaping business in the

- A-2 (General Agriculture District) zoning district. When the Town adopted a Zoning Code of Ordinances the County forwarded any enforcement action to the Town based on Town Ordinances.
2. Please be advised that the Town's Future Land Use Map does show the subject property as residential. However, Jason is not asking to change the zoning of the property used for the landscaping business, only to be granted a Conditional Use for an extant business. It is the Administration's opinion that this process does not require a change/amendment to the Town's Comprehensive Plan.
 3. The site consists of a residential structure that will be separated from the landscaping business for procedural/financing reasons; please see attached draft Certified Survey Map (CSM).
 4. Please be advised that the new residential lot (Lot 2 of the draft CSM) will need to be re-zoned to R-2 (Suburban Residential District).
 5. The new residential lot (Lot-2 of the draft CSM) will keep its existing access to Larsen Road.
 6. The parent parcel (lot 2 of the draft CSM) contains several permanent outbuildings that are used for vehicles, equipment and inventory storage, a row of material storage bunkers along the south property line (see attached aerial photograph).
 7. For ease of Code compliance and construction the Applicant would like to designate the front yard of Lot 1 of the draft CSM as STH "76" with access to the site from Larsen Road.
 8. The amendment to the existing Conditional Use Permit includes relocating the mulch and stone bins and the shop structure proposed in the original Conditional Use Permit.
 9. Specifically, the new shop and mulch/stone bins are to be moved to Lot 1 of the draft CSM.
 10. Access to the new shop structure is to come from a new driveway that exits onto Larsen Road approximately 600-feet from the intersection of Larsen Road and STH "76".
 11. The proposed driveway should be far enough away from the intersection and should not interfere with the traffic at the intersection of Larsen Road and STH "76".
 12. Additional access to the landscaping facility will come from a driveway on Larsen Road that provides direct access to Larsen Road from the existing agricultural structure on the site.

Staff Recommendations:

Staff recommends approval of the proposed Amendment to an existing Conditional Use Application for the purposes of operating a landscaping business in the A-2 (General Agriculture District) zoning district subject to the following conditions:

1. That all conditions listed in the original Conditional Use Application not specifically modified by this Application shall remain in effect.
 2. That the residential lot created by the draft CSM be re-zoned to R-2 (Suburban Residential District).
 3. That any outside storage of equipment, material and inventory be conducted away from the STH "76" and Larsen Road frontage of the property.
 4. That any driveways providing access to the Landscaping facility from Larsen Road have concrete curb returns that protect the integrity of the gravel shoulders and pavement on Larsen Road.
 5. That the Applicant pays all fees related to the Conditional Use Permit Application.
 6. Any other conditions the Plan Commission may wish to recommend to the Town Board.
- Discussed the access to property relative to a driveway.
 - Discussed address relative to the driveway on Larsen and Highway 76 address number.
 - Discussed potential hazard of driveway location relative to Highway 76 intersection with traffic issues.
 - Jason Ehrmentraut, 3847 Larsen Rd, Neenah, WI. Discussed the possibility of moving the driveway further east. Better location for driveway would be where people would not be starting to accelerate yet.
 - Discussed line of sight relative to pulling out of the proposed driveway.

- Discussed restricting planting vegetation in line of sight.
- Discussed location of mulch/stone bins.
- Discussed use of buildings.

MOTION:

Motion by: Commissioner Dorow

Seconded by: Commissioner Wisniewski

Motion: Motion to recommend that the Town Board approve the amendment of the Conditional Use Application for the property located at 2847 Larsen Rd, Neenah, WI, Tax ID # 006-0645-01 as the descriptions listed with the staff recommendations.

Vote: Motion carried.

E. Discussion/Recommendation: Plan Commission review and consideration of a Certified Survey Map (CSM) Application submitted by Jason Ehrmentraut, 2847 Larsen Road, Neenah, WI 54956 for property located at located at 2847 Larsen Road, Neenah, WI 54956; specifically described as Tax ID # 006-0645-01, being part of the Northwest ¼ of the Northwest ¼ of Section 25, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located at 2847 Larsen Road, Neenah, WI 54956; specifically described as Tax ID # 006-0645-01, being part of the Northwest ¼ of the Northwest ¼ of Section 25, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant: Jason Ehrmentraut (Jason)
2847 Larsen Road
Neenah, WI 54956

Property Owners: Jason Ehrmentraut
2847 Larsen Road
Neenah, WI 54956

Consultant: Precision Land Surveying, LLC
1024 West Taylor Street
Appleton, WI 54914

Property Information:

- 3) The surrounding properties are zoned:
- a) North:
R-2 (Suburban Residential District)
 - b) South:
A-2 (General Agriculture District)
 - c) East:
R-2 (Suburban Residential District)
 - d) West:
B-3 (General Business District)

- R-1 (Rural Residential District)
- A-2 (General Agriculture District)
- R-2 (Suburban Residential District)

Property Information Specific to Tax ID# 006-0645-01:

1. The property is owned by Jason Ehrmentraut, 2847 Larsen Road, Neenah, WI 54956.
2. The Lot is 6.960 acres in size.
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 has an Officially Mapped 80-foot right-of-way on the STH “76” frontage.
6. The Lot is currently zoned A-2 (General Agriculture District).
7. The property is in the City of Neenah Extraterritorial Zoning District.
8. The property is out of the County’s Floodplain Zoning Area.
9. The property is not in the County’s Wetland Identifier.

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 a single parcel into two new lots.
4. The new Lot-1 which is approximately 5.623 Acres (244,931 square feet) and Lot-2 which is approximately 0.762 acres (33,205 square feet)
5. Lot-1 of the proposed CSM contains the agricultural outbuildings that are used to operate the existing landscaping business.
6. Lot-1 of the proposed CSM will have one new access point onto Larsen Road approximately 600-feet east of the intersection of Larsen Road and STH “76”, and a second access point that places a driveway in front of an existing agricultural building used by the landscaping business.
7. The second access point for Lot-1 of the proposed CSM eliminates the need for a tenuous shared access point with the adjoining property owner.
8. Lot-2 of the proposed CSM contains the single family structure and associated small outbuildings.
9. Please be advised that the new residential lot (Lot 2 of the proposed CSM) will need to be re-zoned to R-2 (Suburban Residential District).
10. Access to Lot-2 of the proposed CSM will come from an existing driveway that exits to Larsen Road.
11. The CSM does deed approximately 0.898 acres (39,104 Square Feet) of the right-of-way of Larsen Road to the Town.
12. The existing principal housing structure and outbuildings on Lot-2 of the proposed CSM do meet the setback requirements of the Town’s Zoning Code of Ordinances.
13. The existing agricultural buildings on Lot-1 of the proposed CSM do meet the setback requirements of the Town’s Zoning Code of Ordinances.

Staff Recommendations:

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

1. That any driveways providing access to the Landscaping facility from Larsen Road have concrete curb returns that protect the integrity of the gravel shoulders and pavement on Larsen Road.
2. That the Applicant pays all fees related to the Conditional Use Permit Application.
3. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction
 - Reviewed staff report.
 - Recommended house property be rezoned as condition of approval.

- Discussed setbacks of existing buildings relative to new lots created.

MOTION:

Motion by: Commissioner Dorow

Seconded by: Commissioner Reif

Motion: Motion that we recommend approval to the Town Board of the Certified Survey Map (CSM) located at 2847 Larsen Road, Neenah, WI, Tax ID # 006-0645-01 with the description of the property as listed with the confirmation of the Re-Zoning and the setbacks with staff recommendations.

Vote: Motion carried.

- F. 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.

Attached please find draft copies of the maps for the Town's CY 2015/16 Comprehensive Plan Update. Based on the March distribution of the draft text to the Comprehensive Plan Update document the Commission should be ready to review the draft document with staff. In order to facilitate that process the Administration respectfully asks that the Commissioners provide staff with a hard copy of any grammatical edits to the draft document; this will allow the Commission to concentrate on discussing substantive edits to the draft document. Following the April review of the draft document by the Plan Commission, staff will make the final edits and present a completed draft document, inclusive of the maps, to the Commission at its May meeting with the intent of forwarding a final draft of the Town's CY 2015/16 Comprehensive Plan Update document to the Town Board for the final review and approval process.

- Reviewed Green Space Committee discussion relative to the Park and Open Space Plan.
- Discussed rebuilding of the Town of Clayton portion of Breezewood.
- Discussed trailer park access to proposed parking areas to the Friendship Trail.
- Kay Lettau, 3795 County Rd II, Larsen, WI. Ms. Lettau asked about adequate signage relative to Trailhead Park.
- Discussed notation regarding "Town of Menasha" relative to incorporation.
- Page 73 reference to Highway 10 opening in 2003, not 2000.
- Page 72 reference to Larsen Road as a collector to County Rd T.
- Directed staff to finish/complete update.

- VII. Upcoming Meeting Attendance
Annual Meeting is scheduled for Tuesday, April 19th at 7:00 p.m.

- VIII. Adjournment

MOTION:

Motion by: Commissioner Haskell

Second by: Commissioner Eckstein

Motion: To Adjourn the Plan Commission meeting at 8:13 PM.

Vote: Motion carried.

Respectfully submitted,
Laurie Goffard, Deputy Clerk