



# TOWN OF CLAYTON

## Meeting of the Town Plan Commission Meeting Minutes

www.townofclayton.net  
Town Office Building  
8358 County Road T  
Larsen, WI 54947

Wednesday, May 12, 2010  
7:00 p.m. – 8:24 p.m.

### I. Call to Order

Meeting called to order at 7:00 p.m. by Chairperson Knapinski.

Present: Chairperson Knapinski, Commissioners Adler, Brucks, Geise, and Haskell.

Commissioner Hamblin arrived at 8:00 p.m.

Staff Present: Town Administrator Johnston, Treasurer Weichart, Town Architect Schulz

Meeting was properly posted; three locations in the Town.

### II. Approval of Minutes

- Regular Plan Commission – April 14, 2010

**Motion** by: Geise, Seconded by: Haskell

Motion to approve the minutes of the April 14, 2010 Plan Commission Meeting as presented.

Motion carried by voice vote.

### III. Open Forum – Non-Agendized Town-related Matters

- Please complete “Request to Speak at Meeting” form located on the agenda table and give to the Town Clerk/Treasurer. Non-Agendized Town-Related Matters: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters; however, limited discussion may occur but no action may be taken until specific notice of the subject matter of the proposed action can be given.

- None

### IV. Correspondence

- Winnebago County Clerk (received 4/16/2010) – Zoning Reports & Ordinances
- Winnebago County Zoning Department (received 4/23/2010) – No documents for Town of Clayton to review for May

### V. Business Items

#### A. Review by staff of the County’s Zoning Code update process

The Winnebago County’s Ordinance Review Committee is going through the final review of the first draft of the document. If the Town were to opt out of County’s Zoning Ordinance, the County’s Ordinance would at least make an ideal starting point for a Town Zoning Code of Ordinances. The Plan Commission may wish to start reviewing the County’s draft document to generate a potential draft of a Town Ordinance. The Town has a year from when Winnebago’s Zoning Code is enacted to decide whether they will be operating under the County’s code or their own.

B. Review by staff of Outagamie County’s Airport Zoning Overlay

The Airport Overlay Ordinance AdHoc Committee is scheduled to meet on Wednesday, May 26, 2010. Staff would like to bring the Plan Commission up to date with the AdHoc Committee’s activities. The Committee is likely to make its recommendations to the County Board in the very near future. This step will start the formal process of Communication between Outagamie County and the Communities impacted by the Airport Overlay Zoning Ordinance.

D. Commission review and approval of a Request for Proposals (RFP) for the engineering required to provide the Plan Commission with the information necessary to make its report to the Town Board on the Town’s Fire Department Structures

The services of the RFP’s should allow the Commission to generate financial estimates for comparable Fire Department structures (a new fire station vs. a remodeled station) and to make a factual recommendation to the Board on how to proceed with this issue. The Consultant will meet with the Commission to define the exact scope of services for the project. Both the Commission and the Consultant need to agree on what is a comparable structure and what constitutes a compliant building before the scope of services can be defined. Once the final scope of services has been drafted, the Consultant can provide the Town with a proposal that can be approved by the Town Board.

The Town Architect, Mr. Schulz stated that he would like to meet with the Fire Chief and Plan Commission to see what type of building they need. He will be working on a schematic floor plan between a new structure and the existing fire station to have each building meet code. The proposal will only include from the cistern and up; excluding site and/or land costs. Once these issues have been addressed and Mr. Schulz understands what must be included within the construction, he will construct a budget proposal for each project (a new fire station versus getting the old station up to code).

Mr. Schulz stated that the RW Management study was used to mainly address the delivery of fire protection services throughout the Town, not necessarily the costs of the old fire station meeting code versus a new construction. Areas within the report that do deal with the buildings and their structures will be used within his research and development.

Due to various past issues with the fire hall project, there was a concern about Martenson & Eisele being the engineer/architect on this project. Mr. Schulz stated that Martenson & Eisele did debate this issue. They decided to stay on the project, but to present an entirely new team of employees that would be able to look at the project from a new, unbiased opinion.

**Motion** by: Adler, Seconded by: VanAirsdale

Motion to recommend to the Town Board that the Town Architect and Fire Chief review the Request for Proposal (RFP) as written and discuss the scope of services needed to complete the project. The Town Architect will than present a proposal to the Plan Commission in two weeks. From this presentation, the Plan Commission will make a recommendation to the Town Board for discussion at their first meeting in June.

Carried by voice vote.

**The Chair called a short recess of 10 minutes beginning at 7:51 p.m. to await for Commissioner Hamblin to arrive.**

**The Chair called the meeting back to order at 8:01 p.m.**

- C. Presentation of concept plan for a development project at the H&K Woods located at 9621 State Road “76”, Appleton, Wisconsin

Ben Hamblin has asked that this issue be placed on the Commission’s Agenda. Mr. Hamblin is representing the owners of H&K Woods located at 9621 State Road “76” Appleton, Wisconsin. The firm is interested in making some improvements to its site on STH “76.” In order to simplify the application process for the project, Mr. Hamblin would like a preliminary review of the project with the Plan Commission. The preliminary review should clarify what the Commission would like to see in the formal application and how the project should be presented to the Town. The review should be conducted using the Town’s Code as the basis for the review and direction to the project applicant allowing for the unique features and requirements of the site.

Mr. Hamblin presented the scope of the project. H&K Woods would like to add onto its northern building after removing the kilns for the purpose of creating an office and retail store space. A new cold storage building will be added just south of the current apple trees. Cold storage would also be added to the south side of the long garage located along the west property line. Along Highway “76” they would also like to either place a landscaped berm or a wooden fence.

Mr. Hamblin states that the current gravel drive services will be retained and may possibly construct additional graveled areas. They are trying to implement the Town’s Site Plan Ordinance as much as possible with this remodel/upgrade. E<sup>3</sup> items proposed to be included are light colored roofing, a rain garden, light pollution reduction, an outdoor employee area, reduction of the water flow leaving the site, and installation of an alternative energy source. H&K Woods will also be implementing actions to reduce the TSS by redirecting their water drainage to a biofilter.

The Plan Commission recommended to Mr. Hamblin that he contacts Winnebago County to verify that there will be an adequate amount of property in proportion to the number of buildings that will be on the site. They also suggested Mr. Hamblin verifies that his plans will conform to the County’s regulations within their Conditional Use Permits.

**VI. Upcoming Meeting Attendance**

- Wednesday, May 26, 2010 at 7:00 p.m. – Special Plan Commission Meeting
- Thursday, May 27, 2010 at 10:45 a.m. – Will be a dedication ceremony of a bench for use of the Wiowash Trail within the movie “Public Enemies.” The ceremony will be held on the trail about half-way between Oakridge and Breezewood.

**VII. Adjournment – 8:24 p.m.**

**Motion** by: Brucks, Seconded by: Haskell

Motion to adjourn at 8:24 p.m.

Motion carried by voice vote.

Respectfully submitted,  
Kimberly Weichart, *Treasurer*

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please call Town Office at 836-2007. This agenda has been posted at all three locations in the Town of Clayton:

- 1) Town Office
- 2) Corner of JJ & Breezewood
- 3) Clayton School