



TOWN OF CLAYTON

Special Meeting of the Town Plan Commission Meeting Minutes

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

Thursday, July 22, 2010

6:30 p.m.

*It is expected that a quorum of the Town Board of Supervisors may be in attendance at this meeting.
However, there will be no official Town Board action taken.*

**Please be advised that the meeting was not recorded
because of a failure of the recording device**

1) Call to Order

- a) The Chair called the Commission Meeting to order at 6:30 P.M.
- b) Pledge of Allegiance: The pledge was recited.
- c) Notice Verification: The recording secretary confirmed that the meeting was properly noticed.
- d) Roll: The following Commission and Town Staff were present:

Commission Chair:	Knapinski	Present
Commission Member:	Haskell	Present
Commission Member:	Vanairsdale	Arrived at 7:00 P.M.
Commission Member:	Brucks	Present
Commission Member:	Adler	Present
Commission Member:	Hamblin	Arrived at 7:00 P.M.
Commission Member:	Geise	Present

Staff in attendance:

Town Administrator:	Richard Johnston (recording secretary)
Planner:	Jeff Schultz, Architect with M&E, Inc.
Clayton/Winchester Fire Chief:	Glen Mathison

2) Open Forum – Non-Agendized Town-related Matters

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

No Open Forum requests were made.

3) Business Items:

- 4) **Optional:** Plan Commission site visit to the CTH “T” Clayton/Winchester Fire Department, Town of Clayton, Fire Hall Building, located at 8348 CTH “T” Larsen.
 - a) The Commission elected to not conduct a site visit of the Town’s existing Fire Hall Building, located at 8348 CTH “T” Larsen.

- 5) **Discussion / Recommendation:** Plan Commission review of the preliminary work completed by the Town's Engineering Consultant on the engineering required for the Plan Commission report to the Town Board on the Town's Fire Department Structures.
- a) Jeff Schultz, Architect with M&E, Inc. started the review process by presenting the details of the floor plans for Options A and C as requested by the Commission.
 - b) Chief Mathison indicated that both of the options presented would be acceptable from the prospective of the Joint Fire Department Members.
 - c) Commission Chair, Knapinski, asked if the showers were needed to decontaminate the fire fighters when they returned to the building after a fire call and how this process would change when the Department started to use fire fighting apparatus that carried multiple staff members to the fire site rather than their own vehicles.
 - d) Commission Member, Adler, asked what the average number of fire fighters responding to a call was.
 - e) Chief Mathison indicated that on the average, 20 to 25 members responded to a call. The response rate was influenced by the time of day and the day of the week.
 - f) Commission Member, Haskell, asked what the impact of consolidating the Town Hall into the Fire Department facility would have on the shared common space and the parking facilities.
 - g) Commission Member, Haskell, asked about the size of the office and training spaces, specifically, the Chief's Office shown on the floor plans is 12' X 14'.
 - h) Chief Mathison indicated that the office was to be shared with other administrative and inspection officers in the Department.
 - i) Commission Member, Hamblin, asked if the office sizes were considered standard for fire stations in the area.
 - j) Commission Member, Adler, asked why there were no provisions for shared services between the Town Hall functions and the Fire Hall functions.
 - k) Town Administrator, Johnston, indicated that the room sizes and the shared provision were what the Commission should be looking at during its review of the options presented by the Consultant.
 - l) Commission Member, Hamblin, asked about shared facilities such as the kitchen.
 - m) Town Administrator, Johnston, indicated that it would not be possible to keep the existing kitchen when the existing restrooms and utility room were updated and made ADA accessible.
 - n) Commission Member, Haskell, commented on what criteria was used to arrive at the options the Commission was recommending to the Town Board
 - o) Jeff Schultz, Architect with M&E, Inc., indicated that the report prepared by the Consultant would list the criteria used to arrive at the options presented to the Plan Commission and the Commission's recommendation to the Town Board.
 - p) Commission Chair, Knapinski, asked the Commission for direction to staff to move forward with the project.
 - q) Commission Member, Brooks, expressed his opinion that the Commission should look at the remodeling of the existing Fire Hall as a stand-alone structure and the construction of a new stand-alone Fire Hall.
 - r) Commission Member, Vanairsdale, agreed with the Mr. Brooks.

Commission Member, Adler, made a motion to direct staff to proceed with Option A remodeling the existing Fire Hall/Community Room as a single purpose Fire Hall.

Commission Member, Brooks, seconded the motion.

The Commission had some discussion about friendly amendments to the motion; the Chair indicated that he would prefer to see simple amendments if there were to be any.

The Vote on the Motion was 5 in favor and 2 against (Knapinski and Geise).

6) Adjournment

A Motion to adjourn was made at 8:15 P.M. by Commission Member, Brooks.

The Second was by Commission Member, Adler.

The Motion passed unanimously.

Respectfully submitted,
Richard Knapinski, *Plan Commission Chairperson*

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 the 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