

# TOWN OF CLAYTON

Approved 09/8/2010

## Regular Meeting of the Town Plan Commission

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

Wednesday, August 11, 2010  
7:00 p.m.  
MEETING MINUTES

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.

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### I. Call to Order

- a) The Chair called the Commission Meeting to order at 7:00 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	Absent
Commission Member:	Vanairsdale	Present
Commission Member:	Brucks	Present
Commission Member:	Adler	Present
Commission Member:	Hamblin	Present
Commission Member:	Geise	Present

Staff in attendance:

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

### II. Approval of Minutes

Regular Plan Commission Minutes of July 14<sup>th</sup>, 2010

Motion by: Geise

Second by: Brucks

Motion: To approve the minutes of the July 14<sup>th</sup>, 2010 Plan Commission Meeting as presented.

The Motion was unanimously approved.

Special Plan Commission Minutes of July 22<sup>nd</sup>, 2010

Motion by: Geise

Second by: Adler

Motion: To approve the minutes of the July 22<sup>nd</sup>, 2010 Plan Commission Meeting as presented.

The Motion was unanimously approved.

### 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 Deputy Clerk or 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.

No Open Forum requests were made.

### IV. Correspondence

Winnebago County Zoning Department (received 7/28/2010) – No documents for Town of Clayton to review for August Public Hearing

The Correspondence was entered into the record by the Chair.

### V. Business Items

- A. **Discussion / Recommendation** – Staff review of Outagamie County’s Airport Zoning Overlay process.

Staff reviewed the material provided by the Outagamie County Airport Zoning ADHOC Committee with the Commission. The review included the draft matrix that is being proposed for enforcement in the overlay district. The Chair asked Commission Members to contact staff with any questions they may have relative to the draft matrix. Staff will report to the Commission on this issue at its next meeting.

- B. **Discussion / Recommendation** – Staff review of the Winnebago County Zoning Code update process

Staff was not able to provide a complete draft of the County’s Revised Zoning Code of Ordinances, the item was referred to the Commission’s next meeting.

- C. **Discussion / Recommendation** – Staff review of the Town’s proposed wind energy device Ordinance

Staff reviewed the material provided to the Commission. The material included information on a firm providing household wind energy devices. Staff has some concern on the propriety of these types of systems in residential areas of the Town. Staff believes that under the proposed Public Service Commission (PSC) rules a Municipality would have the ability to control the location of these types of devices provided that the control was not discriminatory. Staff’s recommendation to the Commission was to use the Conditional Use process to advise the neighbors of the intended installation and to prohibit the devices in a single family residential district. The Commission directed staff to draft an Ordinance for consideration that incorporates the PSC rules, the Conditional Use process and includes a prohibition in a single family residential district.

- D. **Discussion / Recommendation** – Staff review of a Draft 2010 Town of Clayton Minimum Road Design Standards Policy

Staff distributed the Town Engineer’s review of the draft document to the Commission. The Commission was advised of the probable need to review the minimum culvert length function of the Policy. Many of the older driveways in Town are only one lane wide and

cannot accommodate a 30-foot culvert on the site. Staff's recommendation is to include an optional 22-foot culvert length. The balance of the Culvert Policy would remain the same for both lengths. Staff was directed to include the Commission's and the Town Engineer's recommendations into the draft document and present the revised draft at the Commission's next meeting.

- E. **Discussion / Recommendation** – Plan Commission review and recommendation on a CSM for Judith A. Kolosso and Paul M. Kolosso, 4320 Cedar Creek Road, Slinger, WI 53086, for property located at 3289 Oakridge Road, in the Town of Clayton (Tax ID #006-0689 & 006-0869-01)

Staff reviewed the report on the proposed Certified Survey Map (CSM) with the Commission. Staff has recommended approval of the proposed CSM with the following conditions:

1. Dedication of the Officially Mapped 33' eastern half of the southern extension of the Oakwood Road Right-Of-Way required by the City of Neenah by virtue of its extra territorial zoning jurisdiction.
2. Dedication of the Officially Mapped southern 7' of the 40' Right-of-Way required by the City of Neenah by virtue of its extra territorial zoning jurisdiction.
3. Dedication of the southern half (33.00') of the Oakridge Road Right-of-Way to the Town of Clayton.
4. That the petitioner agrees to pay all Municipal Fees related to the project.
5. Documentation of the approval for the proposed CSM by any overlying unit of government having jurisdiction.

Motion by: Adler

Second by: Brucks

Motion: To approve the CSM for Judith A. Kolosso and Paul M. Kolosso, 4320 Cedar Creek Road, Slinger, WI 53086, for property located at 3289 Oakridge Road, in the Town of Clayton (Tax ID #006-0689 & 006-0869-01) with the conditions recommended by staff.

Motion was unanimously approved.

- F. **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.

Jeff Schultz, Architect with M&E, Inc. distributed a refined concept plan for the Commission to review (see attached copy). The Refined concept plan was reviewed in detail by the Commission members, Town staff (including the Fire Chief) as well as members of the public in attendance at the meeting. Following the review of the refined concept plan, staff was directed to incorporate the information and advice of the Commission, staff and the public, as interpreted by Mr. Schultz into the existing plan and be prepared to make a full presentation to the Commission at a Special Plan Commission Meeting scheduled for 6:30 P.M. on Wednesday, August 25<sup>th</sup>, 2010.

Motion by: Adler

Second by: Brucks

Motion: To incorporate the information and advice of the Commission staff, and the Public, as interpreted by Mr. Schultz into the existing plan and be prepared to make a full presentation to the Commission at a Special Plan Commission Meeting scheduled for 6:30 P.M. on Wednesday, August 25<sup>th</sup>, 2010.

Motion was unanimously approved.

#### **VI. Upcoming Meeting Attendance**

A Special Plan Commission Meeting has been scheduled for 6:30 P.M. on Wednesday, August 25<sup>th</sup>, 2010.

#### **VII. Adjournment**

Motion by: Vanairsdale

Second by: Brucks

Motion: To adjourn the Plan Commission Meeting at 8:30 P.M.

Motion was unanimously approved

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 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