

**TOWN OF CLAYTON**

Town Plan Commission Regular Meeting

Wednesday, September 8, 2010, 6:30 p.m.

Town Office Building – Meeting Room – 8358 County Road T, Larsen, WI 54947

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**

The Chair called the Commission Meeting to order at 6:30 P.M.

By unanimous consent, a quorum of the Commission, recessed until 7:00 P.M. to agree with the announced meeting schedule.

The Plan Commission Chair reconvened the Wednesday, September 8<sup>th</sup>, 2010 Plan Commission Meeting at 7:00 P.M.

Pledge of Allegiance: The pledge was recited.

Notice Verification: The recording secretary confirmed that the meeting was properly noticed.

Roll: The following Commission and Town Staff were present:

Commission Chair:	Knapinski	Present
Commission Member:	Haskell	Present
Commission Member:	VanAirsdale	Present
Commission Member:	Brucks	Present
Commission Member:	Adler	Present
Commission Member:	Hamblin	Present
Commission Member:	Geise	Absent

Staff in attendance:

Town Administrator:	Richard Johnston (recording secretary)
Planner:	Jeff Schultz, Architect with M&E, Inc.
Town Engineer	Steve Brueggeman, Engineer with M&E, Inc. Aaron Madsen, Engineer with M&E, Inc.

**II. Approval of Minutes**

Regular Plan Commission – August 11<sup>th</sup>, 2010

Motion by: Commissioner Hamblin to approve the Minutes of the Wednesday, August 11<sup>th</sup>, 2010 Plan Commission meeting as presented.

Second by: Commissioner Brooks

Vote: The Motion passed on a unanimous 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 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.

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There were no requests submitted for the Open Forum.

**IV. Correspondence**

Public Service Commission of Wisconsin (received 9/2/2010) – Wind Siting Rule website

**V. Business Items**

A. **Discussion / Recommendation:** – Plan Commission review of a Draft 2010 Town of Clayton Minimum Road Design Standards Policy

At staff's request the Commission referred this item to its Wednesday, October 13<sup>th</sup>, 2010 meeting.

B. **Discussion / Recommendation:** – Staff review of the Town's proposed Wind Energy Device Ordinance

The Commission reviewed the material provided by staff on the issue. The Commission will consider a recommendation to the Board on a Contract for Planning Services with the Town's Planning Contractor at its Wednesday, October 13<sup>th</sup>, 2010 meeting

C. **Discussion / Recommendation:** – Staff review of Outagamie County's Airport Zoning Overlay process.

The Commission reviewed the material provided by staff on the issue. Staff was asked if the Outagamie County could unilaterally impose the Airport Overlay Ordinance on communities in Winnebago County, by law, Outagamie County has the authority to unilaterally impose its Airport Overlay Ordinance on Winnebago County Communities. Staff responded to Commissioners questions on the decision matrix for the Ordinance presented by Outagamie Planning staff. The questions asked by Commissioners on the matrix are consistent with those of other communities. The Commission will be provided with revised copies of the matrix document as they are prepared by Outagamie County Planning staff and the Airport Overlay Ordinance ADHOC Committee. Additionally, the Commission recommended that Outagamie County use consistent identification for the Airport Overlay Ordinance Matrix and the Maps

D. **Discussion / Recommendation:** – Plan Commission review and recommendation on a drainage easement relocation on Lots 15, 16, and 17 of the Plat of Highland Wood in the Town of Clayton.

Commissioner Hamblin recused himself from the consideration process based on a potential conflict of interest.

The Commission reviewed the material provided by staff on the issue. Staff indicated that the only concern it had with the proposed rationalizing of the drainage corridor was a guarantee that the drainage course was located in the revised easement and that the request of as-built drawings of the relocated drainage course would satisfy that concern.

Motion by: Commissioner Adler to recommend approval of the relocation of the drainage easement on Lots 15, 16, and 17 of the Plat of Highland Wood in the Town of Clayton subject to the conditions requested by staff.

Second by: Commissioner Vanairsdale

Vote: The Motion passed on a unanimous voice vote.

E. **Discussion / Recommendation:** – Plan Commission review and recommendation on a CSM for Craig J. & Lisa L. Lang Riegel and Timothy W.

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Wrase, 411 Kittiver Court, Neenah, WI 54956, for properties located at 3692 and 3680 Forest Heights Lane, in the Town of Clayton (Tax ID #006-1350 and #006-1351), Lots 14 and 15 of the Plat of Highland Wood, Town of Clayton, County of Winnebago.

Commissioner Hamblin recused himself from the consideration process based on a potential conflict of interest.

The Commission reviewed the material provided by staff on the issue. The proposed CSM serves to consolidate two Lot in the Plat of Highland Wood, Town of Clayton, County of Winnebago. Only one of the lots has a principal structure and access point. The second lot would serve to provide additional area to the property owner.

Motion by: Commissioner Adler to recommend approval of the proposed CSM Craig J. & Lisa L. Lang Riegel and Timothy W. Wrase, 411 Kittiver Court, Neenah, WI 54956, for properties located at 3692 and 3680 Forest Heights Lane, in the Town of Clayton (Tax ID #006-1350 and #006-1351), Lots 14 and 15 of the Plat of Highland Wood, Town of Clayton, County of Winnebago. subject to the conditions requested by staff.

Second by: Commissioner Haskell

Vote: The Motion passed on a unanimous voice vote.

Commissioner Hamblin rejoined the Commission.

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. reviewed the refined concept plan and costs analysis documents with the Commission. The Refined costs analysis was reviewed in detail by the Commission members, Town staff as well as members of the public in attendance at the meeting. Following the review of the refined costs analysis, 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 including greater detail on the costs analysis at a potential Special Plan Commission meeting tentatively scheduled for 7:00 P.M. on Wednesday, September 22<sup>nd</sup>, 2010.

The Commission has asked Mr. Schultz to provide greater detail in the allowance for site development costs related to a new structure

The Commission asked if they could be e-mailed a copy of the exact language of the Town Board motion referring the Fire Structure issue to the Plan Commission.

The Commission indicated that it should define the criteria used to make its decision prior to taking action on a fire hall recommendation to the Town Board.

Motion by: Commissioner Adler to direct staff and the Consultant to provide greater detail in the costs allowances for the project. In particular, Mr. Schultz should provide significant detail in the allowances for the site development and cistern/construction costs in a new structure.

Second by: Commissioner Haskell

Vote: The Motion passed on a unanimous voice vote.

A Special Plan Commission Meeting was tentatively scheduled for 7:00 P.M. on Wednesday September 22<sup>nd</sup>, 2010. The time and date of the meeting are subject to confirmation by the Commission Chair.

**VI. Upcoming Meeting Attendance**

Staff had no items to report.

**VII. Adjournment**

Motion by: Commissioner Hamblin to adjourn the Plan Commission meeting at 8:30 P.M.

Second by: Commissioner Brooks

Vote: The Motion passed on a unanimous voice vote.

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