

TOWN OF CLAYTON

Town Plan Commission

Meeting Minutes

7:00 P.M. on Wednesday, January 9th, 2013

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

I. Call to Order by the Chair at 7:00 P.M.

A. Pledge of Allegiance recited.

B. Meeting properly posted at three locations in the Town.

C. Roll

i. Plan Commission Members

- | | |
|------------------------------|---------|
| 1. Chairperson Knapinski | PRESENT |
| 2. Commissioner Adler | PRESENT |
| 3. Commissioner Brucks | ABSENT |
| 4. Commissioner Schmidt | PRESENT |
| 5. Commissioner Hamblin | PRESENT |
| 6. Commissioner Haskell | PRESENT |
| 7. Commissioner Van Airsdale | ABSENT |

ii. Staff

- | | |
|---------------------------|---------|
| 1. Administrator Johnston | PRESENT |
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II. Approval of Minutes: Regular Plan Commission Meeting – Wednesday, December 12th, 2012.

Motion by: Commissioner Hamblin

Second by: Commissioner Haskell

Motion: To approve the minutes of the Commission's Wednesday, December 12th, 2012 meeting as presented.

Vote: Unanimously approved.

III. Open Forum on Town-related Matters not on the Plan Commission's Agenda: Please complete the "Request to Speak at Meeting" form and give it to the Clerk or Treasurer. Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters not on the Posted Agenda, however, only limited discussion may occur and no action may be taken until a specific notice of the subject matter of the proposed action can be given.

IV. Correspondence:

A. No Communications

V. Business

A. Plan Commission review of a Draft schedule for implementation of the proposed Town of Clayton Zoning Code of Ordinances.

The Commission reviewed a copy of a memorandum from Jon Bartz, the Town's Planning Consultant (Jon). Based on conversations with the County Planning and Zoning Department and the State Department Agriculture, Trade and Consumer Protection (DATCP), Jon has come to the conclusion

that the Town can adopt a Zoning Code of Ordinances by the April deadline and then have the DATCP certify it prior to December 31st, 2013. Staff intends to follow the schedule in Jon’s memorandum with one exception: that the Class of the Notice required for the Public Hearing will be a Class 2 rather than a Class 1 Notice.

Text of Jon’s Memorandum:

Here is a timeline for the adoption of the new Town zoning ordinance. Submittal of the ordinance to DATCP for certification will occur after the new ordinance has been adopted.

- Jan 16: Town Board - public informational meeting
- Feb 13: Plan Commission - consider possible changes based on comments at the public informational meeting and passes resolution recommending adoption
- Mar 6: Town Board - Public Hearing (30 day Class 1 notice) and First Reading
- Mar 20: Town Board - Second Reading and Adoption
- Apr 1: Winnebago County Planning and Zoning Committee
- Apr 16: Winnebago County Board approval
- Apr 28: Town Zoning Ordinance becomes effective
- Apr 29: County Zoning Ordinance (new) becomes effective

- B. Plan Commission recommendation to the Board on a Sign Application for MAG Properties LLC, 1219 Appleton Road, Menasha, WI 54956, dba Headliners Bar and Grill and Winncrest Banquet Hall, 2788 Towne Court, Neenah WI 54956 for property located at 2788 Towne Court and specifically described as Tax ID # 006-062006 in the Town of Clayton.

Site Location: 2788 Towne Court, specifically described as Tax ID # 006-062006 in the Town of Clayton

Applicant: Kenneth Zastrow, Agent
MAG Properties LLC
1219 Appleton Road
Menasha, WI 54956

Property Owner: MAG Properties LLC
1219 Appleton Road
Menasha, WI 54956

Sign Details:

The proposed project adds three lighted signs to the building’s façades: one on the north façade of the building facing CTH II and two on the east façade identifying the entrances to the two business units within the building. The signs are approximately 4 feet X 11 feet (44 square feet each) totaling approximately 132 square feet of area. The front façade of the building faces Towne Court and measures approximately 100 feet X 14 feet (measured from the foundation to the base of the roofline, excluding the roof elevation) for a total area of 1,400 square feet. Based on the Town’s Sign Ordinance, Wall Signs can be up to 10% of the area of the front façade of the building which would allow for an aggregate total of 140 square feet of sign area. The three proposed lighted signs total approximately 132 square feet in area (approximately 4feet X 11 feet each). Please be advised that a more accurate measurement of the area of the façade of the building would include the area of the roof

elevation. Based on the measurements used, the proposed signs do meet the requirements of the Town’s Sign Ordinance.

Plan Commission Recommendation:

The Plan Commission recommends approval of the Sign Application for MAG Properties LLC, 1219 Appleton Road, Menasha, WI 54956, dba Headliners Bar and Grill and Winncrest Banquet Hall, 2788 Towne Court, Neenah WI 54956 for property located at 2788 Towne Court and specifically described as Tax ID # 006-062006 in the Town of Clayton with the following conditions and Application Revision:

1. That the applicant pay all fees relating to the proposed Sign Application and obtain any required Building Permits prior to starting the proposed project.
2. That the project is approved by any and all units of government having jurisdiction prior to the start of construction.

Application Revision:

The Applicant has requested that the Plan Commission and the Board note that the sign on the north façade of the building is to be moved to the west façade of the building but will remain the same in all other respects.

Motion by: Commissioner: Adler
 Second by: Commissioner: Hamblin
 Motion: To approve the Sign Application submitted by MAG Properties LLC 1219 Appleton Road, Menasha, WI 54956, dba Headliners Bar and Grill and Winncrest Banquet Hall, 2788 Towne Court, Neenah WI 54956 for property located at 2788 Towne Court and specifically described as Tax ID # 006-062006 in the Town of Clayton as submitted with the listed conditions and Application Revision.
 Vote: Unanimously approved.

- VI. Upcoming Meeting Attendance:
 - A. Staff recommended that Commissioners attend the Public Hearing before the Board on the Town’s Draft Zoning Code of Ordinances. The Public Hearing is scheduled for Wednesday, March 6th, 2013

- VII. Adjournment:
 - Motion by: Commissioner Adler
 - Second by: Commissioner Hamblin
 - Motion: To adjourn the Plan Commission Meeting at 7:13 P.M.
 - Vote: Unanimously approved

Respectfully submitted,
Richard Johnston, Administrator/Clerk