

TOWN OF CLAYTON

Town Plan Commission

Meeting Minutes

7:00 P.M. on Wednesday, April 10<sup>th</sup>, 2013

New Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

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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       | PRESENT |
| 4. Commissioner Schmidt      | PRESENT |
| 5. Commissioner Hamblin      | PRESENT |
| 6. Commissioner Haskell      | PRESENT |
| 7. Commissioner Van Airsdale | ABSENT  |

ii. Staff

- |                            |         |
|----------------------------|---------|
| 1. Administrator Johnston  | PRESENT |
| 2. Town Planner, Jon Bartz | PRESENT |

II. Approval of Minutes: Regular Plan Commission Meeting – Wednesday, February 13<sup>th</sup>, 2013.

Motion by: Commissioner Hamblin

Second by: Commissioner Adler

Motion: To approve the minutes of the Commission's Wednesday, February 13<sup>th</sup>, 2013 meeting with the correction of the spelling of the word "present" after Town Planner Bartz' name.

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. Communication from the County Zoning Department.

V. Business

A. Plan Commission review and direction to staff relative to the edits to the Town's Zoning Code of Ordinances as recommended by the Town's Attorney.

The Plan Commission directed staff to ask the Town Planner for a Scope of Services Document and a Proposal for participating in a discussion between the Commission, Staff and the Town's

Attorney in order for the Commission to make knowledgeable recommendations to the Board on integrating the Town Attorney's comments on the Town's Zoning Code of Ordinances into the Document.

- B. Plan Commission review and recommendation relative to a Contract with the Town's Planner to review for consistency the Town's newly adopted Zoning Code of Ordinances, the Town's Site Plan Ordinance, the Town's Parking Ordinance, and the Town's Sign Ordinance.

The Plan Commission directed staff to ask the Town Planner for a Scope of Services Document and a Proposal for the review of, the integration of, and the consistency between the Town's newly adopted Zoning Code of Ordinances, the Town's Site Plan Ordinance, the Town's Parking Ordinance, and the Town's Sign Ordinance.

Both of these Proposals are being recommended to the Board and are to be presented to the Board at its Wednesday, April 17<sup>th</sup>, 2013 meeting.

VI. Upcoming Meeting Attendance:

- A. There were no meeting notices presented.

VII. Adjournment:

Motion by: Commissioner Adler  
Second by: Commissioner Haskell  
Motion: To adjourn the Plan Commission Meeting at 7:22 P.M.  
Vote: Unanimously approved

Respectfully submitted,  
Richard Johnston, Administrator/Clerk