

TOWN OF CLAYTON

Town Plan Commission

Meeting Minutes

7:00 P.M. – 9:25 P.M. on Wednesday, June 12th, 2013

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

I. Call to Order:

A. Notice Verification, Roll

1. Town Board Chairman Luebke called the meeting to order at 7:00 P.M.
2. Pledge of Allegiance recited.
3. Meeting properly posted at three locations in the Town.
4. Roll

a. Plan Commission Members

Chair Knapinski	PRESENT
Commissioner Brucks	PRESENT
Commissioner Eckstein	PRESENT
Commissioner Klingenberger	PRESENT
Commissioner Linsmeier	ABSENT
Commissioner Haskell	PRESENT

b. Staff

Administrator Johnston	PRESENT
Administrative Assistant Prange	PRESENT
Town Engineer – Jon Bartz	PRESENT
Town Board Supervisor Schmidt	PRESENT

II. Public Hearing:

A. THE PETITIONER: Robert L. Lemke, 3685 Fairview Road, Neenah, WI 54956, requests that the following property be rezoned from R-1 (RURAL RESIDENTIAL DISTRICT) to A-2 (GENERAL FARMING DISTRICT). The property located at 3685 Fairview Road, Neenah, WI 54956; specifically described as Tax ID # 006-0405-01, being all of Lot 2 of Certified Survey Map No. 616 Section 15, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- Bob Lemke (Property Owner) advised that he just wants his properties to have consistent zoning. He bought the land in pieces in 1979 and is now thinking of building another garage and just wants the parcels to be zoned the same

B. THE PETITIONER: The Town of Clayton, 8348 CTH “T”, Larsen, requests that portions of the following property be rezoned as follows:

1. Property owned by Christopher R. Clauson, 8338 CTR “T” Larsen, WI 54947 specifically described as TAX ID# 006-0535-03 all in Section 20, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin, to be rezoned from R-1 (RURAL RESIDENTIAL DISTRICT) to P-I (PUBLIC INSTITUTIONAL DISTRICT).
2. Property owned by Kenton L. Wiedenbeck, P.O. Box 24, located at 8322 CTR “T”, Larsen, WI 54947; specifically described as Tax ID# 006-0535-06, all in Section 20,

Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin, to be rezoned from R-1 (RURAL RESIDENTIAL DISTRICT) to B-3 (GENERAL BUSINESS DISTRICT).

- Jeff Hochtritt (8323 County Rd T, Larsen, WI) questioned if Mr. Wiedenbeck planned on putting a business on the property or a junk yard.
- Administrator Johnston advised that a personal car garage was planned

- C. THE PETITIONER: Robert J. and Janis A. Williamsen, 7563 Center Road, Neenah, WI 54956 and Donald A Kossel 7550 Center Road, Neenah, WI 54956 request that the following properties be rezoned from:
1. R-1 (RURAL RESIDENTIAL DISTRICT) to A-1 (AGRIBUSINESS DISTRICT). The property located at 7550 Center Road, Neenah, WI 54956; specifically described as Tax ID # 006-0823, being part of Lot 1 of CSM 5210, Section 33, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
 2. A-1 (AGRIBUSINESS DISTRICT) to R-1 (RURAL RESIDENTIAL DISTRICT) The property located at 7563 Center Road, Neenah, WI 54956; specifically described as Tax ID # 006-0823-03, being part of Lot 3 of CSM 5210, Section 33, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
 - Janis Williamsen (Property Owner) advised that her parents had originally purchased the middle property and they now want to straighten out the property line to ease in the selling process. They do have an accepted offer if the rezoning is approved.
- D. THE PETITIONER: Thompson Custom Homes, W7227 Manitowoc Road, Menasha, WI 54952, Property owner, Sally M and Searl G Pickett, 39 Tracy Court, Appleton, WI 54915 request that the following property be rezoned from: A-2 (GENERAL FARMING DISTRICT) to R-2 (SUBURBAN RESIDENTIAL DISTRICT). The property is located at 2662 Shady Lane, Neenah, WI 54956; specifically described as Tax ID # 006-0279-01, being all of Lot 1 of Certified Survey Map No. 2662, Section 10, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- Sharon Swatscheno (3543 W Shady Ln, Neenah, WI) discussed her concerns about having more than one home on the property. Concerns included maintenance of the road; monetary collection difficulty for road repairs, original idea was for all the homes on the private road to have a larger lot, and with 3 homes being built on a wooded lot, it would affect the wildlife and vegetation.
- E. THE PETITIONER: Tracy L. and Ricky L. Steckling, 3096 Rose Moon Way, Neenah, WI 54956 has submitted a CONDITIONAL USE PERMIT APPLICATION for the purposes of having up to 5 back yard chickens. The property address that will be subject to the CONDITIONAL USE is 3096 Rose Moon Way, Neenah, WI 54956, specifically described as TAX ID# 006-1728-01, being all of Strawberry Estates Lot 1 & Pt of Lot 2 All Described as Lot 2 of CSM – 6614.2, Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- Tracy Steckling (Property Owner) advised they plan on having no more than 5 hens, they intend to use them for fresh eggs and exposing their children to raising an animal. The coop they have planned is very attractive and will be consistent with the other buildings on their property.

III. Approval of Minutes:

- A. Regular Plan Commission Meeting – May 8th, 2013.

MOTION:

Motion by: Commissioner Brucks

Seconded by: Commissioner Klingenberger

Motion made to approve the minutes of the Plan Commission Meeting for Wednesday, May 8th, 2013 with the correction in the adjournment motion.

Motion carried by unanimous voice vote.

IV. Open Forum – Non-Agendized Town-related Matters:

- A. No Referrals

V. Correspondence:

- A. Winnebago County Zoning Violations referred to the Town for resolution by the County Zoning Department.

VI. Business:

- A. Discussion/Recommendation: Plan Commission review and recommendation on a request by the Petitioner: Robert L. Lemke, 3685 Fairview Road, Neenah, WI 54956, to rezone the following property from R-1 (RURAL RESIDENTIAL DISTRICT) to A-2 (GENERAL FARMING DISTRICT). The property located at 3685 Fairview Road, Neenah, WI 54956; specifically described as Tax ID # 006-0405-01, being all of Lot 2 of Certified Survey Map No. 616 Section 15, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Property Owners:

Robert L. Lemke
3685 Fairview Road
Neenah, WI 54956

Property Information:

- 1) The surrounding properties are zoned:
 - a) North: R-1 (Rural Residential District) and A-2 (General Farming District)
 - b) South: A-2 (General Farming District)
 - c) East: A-2 (General Farming District)
 - d) West: R-1 (Rural Residential District) and A-1 (Agribusiness District)

Property Information Specific to Tax ID# 006-0405-01:

1. The property is owned by Robert L. Lemke of 3685 Fairview Road, Neenah WI 54956.
2. The Lot is 2.18 acres in size.
3. The property is in the Neenah School District (3892).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The Lot is currently zoned R-1 (Rural Residential District).
6. The property is out of the County's Floodplain Zoning Area.
7. The property is not in the County's Wetland Identifier.
8. The property has an existing single family residential unit and outbuildings on it.

Staff Comments:

1. The proposed Re-zoning is consistent with the Town’s approved Land Use Plan.
2. The proposed Re-zoning makes the zoning of the two recently consolidated properties consistent and uniform.
3. Lot 1 of the recently approved CSM has dual zoning. A condition of approval of the recent CSM was to include re-zoning all of Lot 1 from R-1 (Rural Residential District) to A-2 (General Agricultural District).

Staff Recommendations:

Staff recommends approval of the Re-zoning Application subject to the following condition:

1. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.
 - Commissioner Klingenberger asked for verification on the size of the property
 - Mr. Lemke advised it will be approximately 23 acres

MOTION:

Motion by: Commissioner Klingenberger

Seconded by: Commissioner Brucks

Motion to recommend approval rezoning application for Robert L. Lemke, 3685 Fairview Road, Neenah, WI 54956, for property owned at the same address specifically described as Tax ID # 006-0405-01 with staff recommendations to the Town Board.

Motion carried by unanimous voice vote.

B. Discussion/Recommendation: Plan Commission review and recommendation on a request by the Petitioner: the Town of Clayton, 8348 CTH “T”, Larsen, to re-zone the following properties as follows:

1. Property owned by Christopher R. Clauson, 8338 CTR “T” Larsen, WI 54947 specifically described as Tax ID# 006-0535-03 all in Section 20, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin, to be rezoned from R-1 (RURAL RESIDENTIAL DISTRICT) to P-I (PUBLIC INSTITUTIONAL DISTRICT).
2. Property owned by Kenton L. Wiedenbeck, P.O. Box 24, located at 8322 CTR “T”, Larsen, WI 54947; specifically described as Tax ID# 006-0535-06, all in Section 20, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin, to be rezoned from R-1 (RURAL RESIDENTIAL DISTRICT) to B-3 (GENERAL BUSINESS DISTRICT).

Property Owners:

Town of Clayton
8348 CTR “T”
Larsen, WI 54947

Christopher R. Clauson
8338 CTR “T”
Larsen, WI 45947

Kenton L. Wiedenbeck
8322 CTR “T”
Larsen, WI 54947

Property Information:

- 1) The surrounding properties are zoned:
 - a) North: B-3 (General Business District), R-1 (Rural Residential District) and I-2 (Heavy Industrial District)
 - b) South: B-3 (General Business District)
 - c) East: A-1 (Agribusiness District)
 - d) West: R-1 (Rural Residential District) and A-2 (General Agricultural District)

Property Information Specific to Tax ID # 006-0535-15:

1. The property is owned by the Town of Clayton, 8348 CTR “T”, Larsen, WI 54947.
2. The Lot is 10.60 acres in size.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The property is in the Larsen/Winchester Sanitary District.
6. The property is currently zoned P-I (Public Institutional District).
7. The property is out of the County’s Floodplain Zoning Area.
8. The property is in the Larsen Drainage District.
9. The property is not in the County’s Wetland Identifier.
10. The property is the site of the Trail Head Park, the Town/Fire Hall Building, and the Town of Clayton Public Works Department facilities.

Property Information Specific to Tax ID# 006-0535-03:

1. The property is owned by Christopher R. Clauson, 8338 CTR “T”, Larsen, WI 54947.
2. The Lot is 1.2 acres in size.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The Lot is currently zoned R-1 (Rural Residential District).
6. The property is in the Larsen/Winchester Sanitary District.
7. The property is out of the County’s Floodplain Zoning Area.
8. The property is in the Larsen Drainage District.
9. The property is not in the County’s Wetland Identifier.
10. The property is the site of the Larsen Tap with a residential structure above the bar.

Property Information Specific to Tax ID # 006-0535-08:

1. The property is owned by the Town of Clayton, 8348 CTR “T”, Larsen, WI 54947.
2. The Lot is 0.56 acres in size.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The property is in the Larsen/Winchester Sanitary District.
6. The property is currently zoned R-1 (Rural Residential District).
7. The property is out of the County’s Floodplain Zoning Area.
8. The property is in the Larsen Drainage District.
9. The property is not in the County’s Wetland Identifier.

10. The property is the site of the single family residential unit formerly owned by Marshal Elmer that was purchased by the Town of Clayton for the purposes of developing a Town owned Yard Waste Site.

Property Information Specific to Tax ID # 006-0535-07:

1. The property is owned by the Town of Clayton, 8348 CTR “T”, Larsen, WI 54947.
2. The Lot is 0.200 acres in size.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The property is in the Larsen/Winchester Sanitary District.
6. The property is currently zoned R-1 (Rural Residential District).
7. The property is out of the County’s Floodplain Zoning Area.
8. The property is in the Larsen Drainage District.
9. The property is not in the County’s Wetland Identifier.
10. The property was formerly owned by Marshal Elmer and was the site of a bar that was destroyed by a fire; the property was purchased by the Town of Clayton and the former bar was demolished for the purposes of developing a Town owned Yard Waste Site.

Property Information Specific to Tax ID# 006-0535-06:

1. The property is owned by Kenton L. Wiedenbeck, 8322 CTR “T”, Larsen, WI 54947.
2. The Lot is 1.299 acres in size.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The property is in the Larsen/Winchester Sanitary District.
6. The property is currently zoned R-3 (Two Family Residential District).
7. The property is out of the County’s Floodplain Zoning Area.
8. The property is in the Larsen Drainage District.
9. The property is not in the County’s Wetland Identifier.
10. The property is the site of a duplex residential unit owned by Kenton L. Wiedenbeck.

Staff Comments:

- 1) The proposed Re-zoning is consistent with the Town’s approved Land Use Plan.
- 2) The proposed Re-zoning adjusts the zoning for the consolidated, and reconfigured properties involved in the recent CSM of the properties (see attached map).
- 3) All of the properties have existing legal access points that could continue to be used following the reconfiguration of the properties by the recent CSM and the proposed Re-zoning.
- 4) The proposed Re-zoning eliminates the dual zoning of the reconfigured Lots created by the recent CSM of the properties.
- 5) Any re-zoning functions proposed by the Application are intended to create consistency with the Zoning Code of Ordinances and are not intended to change the use of the property.
- 6) The Re-zoning Application meet one of the conditions placed on the approval of the recent CSM of the properties and is consistent with the intended use and with the Town’s Zoning Code of Ordinances.
- 7) Based on the recent CSM of the properties and the proposed Re-zoning Application the ingress and egress from the sites may change in the following manner:

- a) Access to the single family residential unit formerly owned by Marshal Elmer will move from the south side of the house to the north side of the house. This change is required to remove an encroachment onto the Wiedenbeck property by the existing driveway.
- b) Access to the back of the duplex residential unit owned by Kenton L. Wiedenbeck will come from an ingress and egress easement on the south side of the duplex unit.
- c) Lot 4 should be considered a Lot of Record and should continue to have access by means of a narrow strip on the south side of the property. When drafting the CSM Town staff has tried to improve the conformance with the Town’s Zoning Code to the extent possible. The frontage of Lot 4 is 24.38 feet; the required frontage based on a B-2 (Community Business District) is 75 feet. The average frontage of Lot 4 is 54.65; this measurement is achieved by using the methodology outlined in the Zoning Code of Ordinances.

Staff Recommendations:

Given staff’s involvement in creating the proposed CSM and the Town’s participation in the project, The Administration will not make a recommendation on the proposed CSM. However, the following conditions should be placed on any approval of the document:

- 1. Documentation of the approval of the proposed Re-zoning Application by any overlying unit of government having jurisdiction.
 - Chair Knapinski questioned why the Larsen Tavern is zoned R-1. Administrator Johnston advised it just always has been zoned that way
 - Commissioner Klingenberger advised the property doesn’t fit the definition of B-3 (regional concern with access to a major highway). Administrator Johnston advised it depends on how you define “regional”, and that they only needed the rezoning to add a structure. He chose B-3 because the surrounding properties are zoned the same.
 - Commissioner Klingenberger is concerned with incorrect rezoning. Chair Knapinski questioned if there is a better zoning use that would be more proper
 - Engineer Bartz advised it depends if the use is as an accessory or as a business. Administrator Johnston advised they want a car garage with a possible apartment attached; informally described as a “man cave”. They will not be doing business out of the building. Engineer Bartz advised if the use is for vehicle repair, it cannot be zoned as B-1, and if zoned as B-2, it would be conditional. Commissioner Klingenberger questioned the possible apartment being allowed with B-3 zoning.
 - Commissioner Haskell advised if they choose to have an apartment there, they can just apply for residential rezoning

MOTION:

Motion by: Commissioner Haskell

Seconded by: Commissioner Eckstein

Motion to recommend approval of the rezoning for the 3 properties as presented along with the staff recommendation to the Town Board.

Motion carried by unanimous voice vote

- C. Discussion/Recommendation: Plan Commission review and recommendation on a Certified Survey Map (CSM) submitted by the Petitioner: Robert J. and Janis A. Williamsen, 7563 Center Road,

Neenah, WI 54956 and Donald A Kossel 7550 Center Road, Neenah, WI 54956 for property located at 7563 Center Road, and 7550 Center Road, Neenah, WI 54956; specifically described as Tax ID # 006-0823-02, 006-0823-03 and 006-0823, being all of Lots 1, 2, and 3 of Certified Survey Map No.5210, as recorded in Volume 1 of Certified Survey Maps on page 5210, located in the southeast ¼ of the northeast ¼ of Section33, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Property Owners:

Robert J. and Janis A. Williamsen
7563 Center Road
Neenah, WI 54956

Donald A Kossel
7550 Center Road
Neenah, WI 54956

Consultant:

Robert F. Reider, S-1261
Carow Land Surveying Co, Inc.
P.O. Box 1297
615 North Lyndale Drive
Appleton, WI 54912-1297

Prepared for:

Robert J. and Janis A. Williamsen
7563 Center Road
Neenah, WI 54956

Donald A Kossel
7550 Center Road
Neenah, WI 54956

Property Information:

- 1) The surrounding properties are zoned:
 - a) North: A-2 (General Farming District)
 - b) South: A-1 (Agribusiness District)
 - c) East: R-1 (Rural Residential District) and A-2 (General Farming District)
 - d) West: A-2 (General Farming District) and A-1 (Agribusiness District)

Property Information Specific to Tax ID# 006-0823-00:

- 1. The property is owned by Donald A Kossel 7550 Center Road, Neenah, WI 54956.
- 2. The Lot is 3.799 acres in size.
- 3. The property is in the Winneconne School District (6608).
- 4. The property is in the Department of Natural Resources Special Well Casing area.
- 5. The Lot is currently zoned R-1 (Rural Residential District).
- 6. The property is out of the County’s Floodplain Zoning Area.
- 7. The property is not in the County’s Wetland Identifier.
- 8. The property has an existing single family residential unit and outbuildings on it.

Property Information Specific to Tax ID # 006-0823-02:

1. The property is owned by Robert J. and Janis A. Williamsen, 7563 Center Road, Neenah, WI 54956.
2. The Lot is 2.619 acres in size.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The Lot is currently zoned R-1 (Rural Residential District).
6. The property is out of the County's Floodplain Zoning Area.
7. The property is not in the County's Wetland Identifier.
8. The property has an existing single family residential unit and outbuildings on it.

Property Information Specific to Tax ID # 006-0823-03:

1. The property is owned by Donald A Kossel 7550 Center Road, Neenah, WI 54956.
2. The Lot is 30.59 acres in size.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The Lot is currently zoned A-1 (Agribusiness District).
6. The property has an intermittent stream on it (not Checked).
7. The property is out of the County's Floodplain Zoning Area.
8. The property has a 300-foot and 1000-foot Shoreland Zoning Buffer Area.
9. The property is not in the County's Wetland Identifier.

Staff Comments:

1. The proposed CSM re-configures three existing properties into four new properties.
2. The proposed CSM is consistent with the Town's approved Land Use Plan.
3. The existing properties and the proposed reconfigured properties can comply with the frontage requirements of the Town's Zoning Code of Ordinances and Access Ordinance.
4. Lot 3 of the proposed CSM has language limiting construction on the property until it has Public Access that meets the Town's Zoning Code Requirements.
5. Lot 3 of the proposed CSM can have access through a 66-foot Right-Of-Way reservation on the southern boundary of the property.
6. Three of the four Lots created by the proposed CSM will have dual zoning. A condition of approval of the proposed CSM should include re-zoning all of the Lots created by the proposed CSM to create appropriate, uniform and consistent zoning for each property. If the CSM is conditionally approved the required re-zoning will appear further down on the Plan Commission Agenda.
7. Based on the CSM it appears that ingress and egress from the residential sites will remain as they are.
8. The proposed CSM serves to clarify and rationalize property lines prior to the potential sale of one of the properties.

Staff Recommendations:

Staff recommends approval of the proposed CSM subject to the following conditions:

1. Re-zoning of the Lots created by the proposed CSM to create appropriate, uniform, and consistent zoning for each property.
2. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.

- Administrator Johnston advised this is just for the CSM and not the rezoning.
- Commissioner Haskell questioned if the 66’ from Lot 3 could ever be used as a right-of-way. Administrator Johnston advised it could be used as a road. Commissioner Haskell recommended the potential road be noted for future sales of the property

MOTION:

Motion by: Commissioner Klingenberger

Seconded by: Supervisor Schmidt

Motion to recommend approval of the CSM for Robert J. and Janis A. Williamsen, 7563 Center Road, Neenah, WI 54956 and Donald A Kossel 7550 Center Road, Neenah WI 54956 including the staff recommendations and the recommendation of notating potential for future road on the 66’ strip.

Motion carried by unanimous voice vote.

D. Discussion/Recommendation: Plan Commission review and recommendation on a request by the Petitioners: Robert J. and Janis A. Williamsen, 7563 Center Road, Neenah, WI 54956 and Donald A. Kossel 7550 Center Road, Neenah, WI 54956 to re-zone the following properties from:

1. R-1 (RURAL RESIDENTIAL DISTRICT) to A-1 (AGRIBUSINESS DISTRICT) property located at 7550 Center Road, Neenah, WI 54956; specifically described as Tax ID # 006-0823, being part of Lot 1 of CSM 5210, Section 33, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
2. A-1 (AGRIBUSINESS DISTRICT) to R-1 (RURAL RESIDENTIAL DISTRICT) property located at 7563 Center Road, Neenah WI 54956; specifically described as Tax ID # 006-0823-03, being part of Lot 3 of CSM 5210, Section 33, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Property Owners:

Robert J. and Janis A. Williamsen
7563 Center Road
Neenah, WI 54956

Donald A Kossel
7550 Center Road
Neenah, WI 54956

Property Information:

- 1) The surrounding properties are zoned:
 - a) North: A-2 (General Farming District)
 - b) South: A-1 (Agribusiness District)
 - c) East: R-1 (Rural Residential District) and A-2 (General Farming District)

d) West: A-2 (General Farming District) and A-1 (Agribusiness District)

Property Information Specific to Tax ID# 006-0823-00:

1. The property is owned by Donald A Kossel 7550 Center Road, Neenah, WI 54956.
2. The Lot is 3.799 acres in size.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The Lot is currently zoned R-1 (Rural Residential District).
6. The property is out of the County's Floodplain Zoning Area.
7. The property is not in the County's Wetland Identifier.
8. The property has an existing single family residential unit and outbuildings on it.

Property Information Specific to Tax ID # 006-0823-02:

1. The property is owned by Robert J. and Janis A. Williamsen, 7563 Center Road, Neenah, WI 54956.
2. The Lot is 2.619 acres in size.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The Lot is currently zoned R-1 (Rural Residential District).
6. The property is out of the County's Floodplain Zoning Area.
7. The property is not in the County's Wetland Identifier.
8. The property has an existing single family residential unit and outbuildings on it.

Property Information Specific to Tax ID # 006-0823-03:

1. The property is owned by Donald A Kossel 7550 Center Road, Neenah, WI 54956.
2. The Lot is 30.59 acres in size.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The Lot is currently zoned A-1 (Agribusiness District).
6. The property has an intermittent stream on it (not Checked).
7. The property is out of the County's Floodplain Zoning Area.
8. The property has a 300-foot and 1000-foot Shoreland Zoning Buffer Area.
9. The property is not in the County's Wetland Identifier.

Staff Comments:

1. The proposed Re-zoning is consistent with the Town's approved Land Use Plan.
2. The three Lots created by the proposed CSM that have dual zoning need to be brought into compliance with the Town's Zoning Code of Ordinances. A condition of approval of the recently submitted CSM included re-zoning the Lots to create appropriate, uniform and consistent zoning for each property.
3. The required dual zoning is caused by the division of the properties across zoning lines and serves to clarify and rationalize property lines prior to the CSM needed because of a potential sale of one of the properties.

Staff Recommendations:

Staff recommends approval of the proposed Re-zoning Application subject to the following condition:

1. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.

MOTION:

Motion by: Commissioner Haskell

Seconded by: Supervisor Brucks

Motion to recommend that the property owned by Robert J. and Janis A. Williamsen, 7563 Center Road, Neenah, WI 54956 and Donald A. Kossel 7550 Center Road, Neenah, WI 54956 be rezoned to R-1 & A-1 with staff recommendations.

Motion carried by unanimous voice vote.

- E. Discussion/Recommendation: Plan Commission review and recommendation on a Certified Survey Map (CSM) submitted by Thompson Custom Homes, W7227 Manitowoc Road, Menasha, WI 54952, for Searl G. and Sally M. Pickett, 39 Tracy Court, Appleton, WI 54915 for property located on Shady Lane, Neenah, WI 54956; specifically described as Tax ID # 006-0279-01, being all of Lot 1 of Certified Survey Map No.2662 being part of the northeast ¼ of the northwest ¼ of Section 10, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Property Owners:

Searl G. and Sally M. Pickett
39 Tracy Court
Appleton, WI 54915

Prepared for:

Thompson Custom Homes
W7227 Manitowoc Road
Menasha, WI 54952

Property Information:

- 1) The surrounding properties are zoned:
 - a) North: A-1 (Agribusiness District) and R-2 (Suburban Residential District)
 - b) South: A-2 (General Farming District) and R-2 (Suburban Residential District)
 - c) East: A-2 (General Farming District) and R-2 (Suburban Residential District)
 - d) West: R-1 (Rural Residential District), A-2 (General Farming District) and R-2 (Suburban Residential District)

Property Information Specific to Tax ID# 006-0279-01:

1. The property is owned by Sally M. Pickett, 39 Tracy Court, Appleton, WI 54915.
2. The Lot is 3.240 acres in size.
3. The property is in the Neenah School District (3892).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The Lot is currently zoned A-2 (General Farming District).
6. The property is in the Outagamie County Airport Height Zoning District.
7. The property is out of the County’s Floodplain Zoning Area.
8. The property has an intermittent navigable waterway on it (checked 02 – 16 – 93)
9. The property is in the County Shoreland Zoning Code 300-foot Buffer Area.

10. The property is not in the County's Wetland Identifier.

Staff Comments:

1. The proposed CSM is consistent with the Town's approved Land Use Plan.
2. The proposed CSM creates 3 Lots from a single property consisting of approximately 3.240 acres.
3. Because of the unique shape of the property and the presence of a navigable waterway on the site the area of the proposed Lots is not well distributed.
4. The reconfigured properties can be made to comply with the frontage requirements of the Town's Zoning Code of Ordinances and Access Ordinance.
5. In order to meet the Zoning Code Lot Frontage requirements the property would need to be re-zoned to R-2 (Suburban Residential District); this Zoning District is consistent and compatible with the surrounding zoning.
6. The west side of the property fronts on a private road (Hickory Hill Road): the Administration would not recommend that Lot-1 of the proposed CSM be allowed to access Shady Lane from the private road.
7. A conforming access to the property can be created with a very short cul-de-sac extending south from Shady Lane and reconfiguring the 3-Lots radially from the cul-de-sac ball. This would allow the proposed Lots to meet the existing Town Access Ordinance if the private road (Hickory Hill Road) is excluded from the 600-foot distance measurement.
8. An alternative to the short cul-de-sac would be to dedicate and construct to Town standards approximately 186.00 feet of the private road known as Hickory Hill Road and then use cross easements to access the proposed Lots with a private driveway.
9. A second alternative to the access issue could be arrived at by dedicating the right-of-way of the private road so that Lot-1 could take access from the dedicated portion of the private road and Lots 2 and 3 could share a single access to Shady Lane. This solution would require that 186 feet of the newly dedicated private road be constructed to Town Road standards before Lot-1 is developed.
10. The navigable waterway and the required 75-foot setback on Lot-3 of the proposed CSM are not in conflict with the possible development of the property.
11. The CSM includes the dedication of 437.77 feet of the southern half of the Right-Of-Way of Shady Lane (approximately 14,446 square feet in area).
12. It is the Administration's belief that disturbing more than 1-acre of property during the construction of the possible road may require a Storm Water Management Plan for the project.

Staff Recommendations:

Staff recommends approval of the proposed CSM subject to the following conditions:

1. Arrival at a resolution to the access questions for the site that meets the Town's Access Ordinance and can be recommended by the Plan Commission and approved by the Town Board.
2. Re-zoning of the Lots created by the proposed CSM to create appropriate, uniform, and consistent zoning for each property.
3. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.

- Chair Knapinski reviewed the recommendations, specifically the access to the location. Advised that they are within the laws of the Town, regardless of aesthetics
- Commissioner Haskell advised the Commission has denied a lot of CSMs to make a private road, there cannot be more access to Shady, and questioned what the guidelines are for septic
- Chair Knapinski mentioned taking the size into consideration when thinking of accommodating a second mound system in the future
- Commissioner Klingenberger had Administrator Johnston describe the possible cul-de-sac entrance from Shady Ln.
- Commissioner Eckstein advised it seems like they are trying to fit too much into a little area and would not be consistent with the surrounding lots
- Discussed having a community septic

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Commissioner Haskell

Motion to table the request by Thompson Custom Homes and property owner Searl and Sally Pickett until the next meeting and have questions regarding septic location, Hickory Hill public access, and possible other access points.

Motion carried by unanimous voice vote.

- F. Discussion/Recommendation: Plan Commission review and recommendation on a request by the Petitioner: Thompson Custom Homes, W7227 Manitowoc Road, Menasha, WI 54952, Property owner, Sally M and Searl G Pickett, 39 Tracy Court, Appleton, WI 54915 to be rezoned from: A-2 (GENERAL FARMING DISTRICT) to R-2 (SUBURBAN RESIDENTIAL DISTRICT) property is located on Shady Lane, Neenah, WI 54956; specifically described as Tax ID # 006-0279-01, being all of Lot 1 of Certified Survey Map No. 2662, Section 10, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Property Owners:

Searl G. and Sally M. Pickett
39 Tracy Court
Appleton, WI 54915

Property Information:

- 1) The surrounding properties are zoned:
 - a) North: A-1 (Agribusiness District) and R-2 (Suburban Residential District)
 - b) South: A-2 (General Farming District) and R-2 (Suburban Residential District)
 - c) East: A-2 (General Farming District) and R-2 (Suburban Residential District)
 - d) West: R-1 (Rural Residential District), A-2 (General Farming District) and R-2 (Suburban Residential District)

Property Information Specific to Tax ID# 006-0279-01:

1. The property is owned by Sally M. Pickett, 39 Tracy Court, Appleton, WI 54915.
2. The Lot is 3.240 acres in size.

3. The property is in the Neenah School District (3892).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The Lot is currently zoned A-2 (General Farming District).
6. The property is in the Outagamie County Airport Height Zoning District.
7. The property is out of the County's Floodplain Zoning Area.
8. The property has an intermittent navigable waterway on it (checked 02 – 16 – 93).
9. The property is in the County Shoreland Zoning Code 300-foot Buffer Area.
10. The property is not in the County's Wetland Identifier.

Staff Comments:

1. The proposed Re-zoning is consistent with the Town's approved Land Use Plan.
2. The re-zoned properties do comply with the Town's Zoning Code of Ordinances and can be made to comply with the Access Ordinance.
3. In order to meet the Zoning Code Lot frontage requirements the property would need to be re-zoned to R-2 (Suburban Residential District); this Zoning District is consistent and compatible with the surrounding zoning.
4. The proposed re-zoning will allow for residential development on the 3 Lots created by the recently submitted CSM of the property.

Staff Recommendations:

Staff recommends approval of the proposed Re-zoning Application subject to the following conditions:

1. Having an approved CSM that has arrived at a resolution to the access questions for the site that meets the Town's Access Ordinance and can be recommended by the Plan Commission and approved by the Town Board.
2. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.

MOTION:

Motion by: Chair Knapinski

Seconded by: Commissioner Klingenberg

Motion to table the request by Thompson Custom Homes and property owner Searl and Sally Pickett until the next meeting in conjunction with item E on the agenda.

Motion carried by unanimous voice vote.

- G. Discussion/Recommendation: Plan Commission review and recommendation on a Conditional Use Application submitted by the Petitioner: Tracy L. and Ricky L. Steckling, 3096 Rose Moon Way, Neenah, WI 54956 for the purposes of having up to 5 back yard chickens. The property address that will be subject to the CONDITIONAL USE is 3096 Rose Moon Way, Neenah, WI 54956, specifically described as TAX ID# 006-1728-01, being all of Strawberry Estates Lot 1 & Pt of Lot 2, All Described as Lot 2 of CSM – 6614.2, Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Property Owners:

Tracy L. and Ricky L. Steckling
3096 Rose Moon Way

Neenah, WI 54956

Property Information:

- 1) The surrounding properties are zoned:
 - a) North: R-2 (Suburban Residential District)
 - b) South: R-2 (Suburban Residential District)
 - c) East: R-2 (Suburban Residential District)
 - d) West: A-2 (General Farming District)

Property Information Specific to Tax ID# 006-0279-01:

1. The property is owned by Tracy L. and Ricky L. Steckling, 3096 Rose Moon Way, Neenah, WI 54956.
2. The Lot is 2.056 acres in size.
3. The property is in the Neenah School District (3892).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The Lot is currently zoned R-2 (Suburban Residential District).
6. The property is in the City of Neenah Extraterritorial Zoning District.
7. The property is out of the County's Floodplain Zoning Area.
8. The property is not in the County's Wetland Identifier.

Staff Comments:

1. The Town's Zoning Code of Ordinances requires a Conditional Use Permit for back yard chickens.
2. Attached please find a copy of an e-mail from Tracy Steckling requesting the required Conditional Use.
3. The Stecklings would like to have up to 5 chickens in a fully confined coop and limited free range activity in the back yard area, additionally, they have indicated that they do not want to have any roosters.

Staff Recommendations:

Staff recommends approval of the proposed Conditional Use Application for the purposes of having up to 5 back yard chickens subject to the following conditions:

1. There shall be a maximum of 5 chickens.
2. There shall be no roosters on site at any time.
3. The chickens shall be contained in the coop or in a confined area of the back yard of the property.
4. The chickens shall not be allowed to free range on the property.
5. Should the animal husbandry cease for more than 12 consecutive calendar months the Conditional Use shall be deemed to have ceased and the Conditional Use Permit terminated.
6. Should the Conditional Use terminate, any structures specifically related to the animal husbandry and with no alternate use shall be removed.
7. The Applicant shall pay any fees related to the Conditional Use process and/or obtain any required building permits.

MOTION:

Motion by: Commissioner Klingenberger

Seconded by: Supervisor Schmidt

Motion to recommend approval of the conditional use application submitted by Tracy L. and Ricky L. Steckling, 3096 Rose Moon Way, Neenah, WI 54956, including the staff recommendations.

Motion carried by unanimous voice vote.

- H. Discussion/Recommendation: Plan Commission review and recommendation on a Site Plan approval for a monument sign to be located on the Breezewood Lane frontage of the Brennand Airport, application submitted by Appleton Sign, 2400 Holly Road, Neenah, WI 65956, for High Flying Investments LLC, 4705 Indian Bend Road, Oshkosh, WI 54904, site located at 3282 Breezewood Lane, Neenah, WI 54956, Tax ID # 006-0877-04.

Property Owner:

High Flying Investments LLC
4705 Indian Bend Road
Oshkosh, WI 54904

Property Status:

The statements on the status of the property are specific to the proposed project site.

1. The property Tax ID is # 006-0877-04.
2. The property consists of approximately 23.236 acres.
3. The property is in the Neenah School District.
4. The property is in the Department of Natural Resources Special Well Casing Area.
5. The property is currently Zoned A-2 (GENERAL AGRICULTURE DISTRICT).
6. The property is in the City of Neenah’s Extraterritorial Zoning Area.
7. The property is out of the County’s Floodplain Zoning Area.
8. The property is in the County’s 1000-foot Shoreland Zoning Buffer Area.
9. The property is not in the County’s Wetland Identifier.
10. The land use is consistent with the Town’s adopted Land Use Plan.

Application Details:

The property has recently changed ownership and the new owner is asking for approval of a new sign for the facility. The Town’s Zoning Code of Ordinances allows airports in the A-2 (General Agriculture District) with a Conditional Use, or by right in the I-1 (Light Industrial District) and the I-2 (Heavy Industrial District). Since the Airport is an existing use that was granted a Conditional Use when the Town’s Zoning Code was approved the Applicant can apply for virtually any sign allowed in the Town’s Zoning Code of Ordinances. The Applicant has chosen to apply for a sign under the B-3 (General Business District) and M-1 (Mixed Use District). Please be advised that it would not be unreasonable to require that the Applicant use the signage allowed under the I-1 (Light Industrial District) and the I-2 (Heavy Industrial District) where an airport is allowed by right. In either case the signs allowed are very similar. The Applicant has submitted a complete Site Plan for the proposed sign; the application was prepared using the B-3 (General Business District) and M-1 (Mixed Use District) sign code.

Sign Details:

The sign consists of the following:

1. The free-standing monument signs are mounted on two 16” X 16” X 12’ brick pillars that are 8-feet apart on the interior face.
2. A fixed 2-sided sign that contains the airport name and logo.
3. A 29” X 8’ 3” full color display unit.
4. The wall sign will be mounted on the hanger that is under construction at this time. Based on the location of the new hanger the wall sign is likely to only be visible by customers of the airport as they approach the hanger facilities.

Staff Comments:

The Site Plan for the signs is complete and meets the B-3 (General Business District) and M-1 (Mixed Use District) sign code requirements. The signs as proposed are an improvement to both the esthetics of the property and the quality of the signage for the airport facility. The only variable will be compliance with limitations on the electronic display unit. It will be up to staff to advise the property owner of the Ordinance requirements and the Town’s residents and Town staff to make sure that the Ordinance requirements are followed. Staff recommends approval of the Site Plan Application for a monument sign and a wall sign at Brennand Airport as presented with the following conditions:

1. That the electronic elements of the sign meet the change and duration of display requirements of the Town’s Sign Ordinance.
2. That the project is approved by any and all units of government having jurisdiction prior to the start of construction including the FAA and the State Bureau Aeronautics.
 - Discussed the parameters the sign needs to fit and height limitations

MOTION:

Motion by: Commissioner Klingenberg

Seconded by: Commissioner Haskell

Motion to recommend approval to the Town Board of a Site Plan for a monument sign and a wall sign for the Brennand Airport based on the application by Appleton Sign including staff recommendations.

Motion carried by unanimous voice vote.

- I. Discussion/Recommendation: Plan Commission review and recommendation on a Site Plan Amendment approval for additional parking lot improvements for MAG Properties LLC 1219 Appleton Road, Menasha, WI 54956, dba Headliners Bar and Grill, 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.

Property Owner:

MAG Properties LLC
1219 Appleton Road
Menasha, WI 54956

Prepared for:

Headliners Bar and Grill
2788 Towne Court
Neenah, WI 54956

Property Status:

The statements on the status of the property are specific to the proposed project site.

1. The property Tax ID is # 006-0620-06.
2. The property consists of approximately 2.18 acres.
3. The property is in the Neenah School District.
4. The property is in the Department of Natural Resources Special Well Casing Area.
5. The property is in the Town of Clayton, Sanitary District No. 1.
6. The property is currently Zoned I-2 (HEAVY INDUSTRIAL DISTRICT).
7. The property is in the City of Neenah's Extraterritorial Zoning Area.
8. The property is out of the County's Floodplain Zoning Area.
9. The property is in the County's 300 foot Shoreland Jurisdiction Zoning Buffer.
10. The property is not in the County's Wetland Identifier.
11. The land use is consistent with the Town's adopted Land Use Plan.
12. Pursuant to Section 2.0, General Provisions of the Town Site Plan Ordinance the project is subject to the Town's Site Plan Ordinance.

Application Details:

The petitioner has applied for approval to expand the facility's parking lot to the east onto newly acquired property adjacent to the existing parking area (see attached site plans for project details). The project would include a 205' X 165' parking area expansion, 4 light poles, and a continuous berm on the east and north sides of the new parking area. Access to the new parking area would come from contiguity with the existing parking area and an additional ingress and egress on the north side of the Towne Court cul-de-sac ball. The new parking area would be paved with asphalt and the parking areas delineated as they are on the existing paved parking surface.

Site Details:

The existing site will remain substantially unchanged. The proposed project increases the parking area for the establishment by adding parking on undeveloped property to the east of the existing facility.

Access Details:

Access to the site would be facilitated by adding another ingress and egress on Towne Court. This should eliminate some of the congestion on the site during the busy hours of the week day and during the weekend events.

Staff Comments:

The Site Plan Approval Application as presented is accurate. Based on a review of the Town Site Plan Ordinance, the application fails to meet the requirements of the Code; however, with some minor conditions it would merit approval. Staff has the following comments on the application as it relates to the Town's Site Plan Ordinance:

1. The Site Plan fails to describe the parking lot design and the landscaping features that will be added as amenities to the proposed berms. Staff is operating under the presumption that the new parking facilities will replicate the existing parking areas. If this presumption is accurate the parking facilities will meet the requirements of the Town's Site Plan Ordinance.
2. The Site Plan fails to describe the landscaping features of the proposed berms on the

north and east side of the property. The Administration believes that the proposed berms will screen the parking areas from the CTH “II” frontage and the housing unit to the east of the site. The only additional item that needs to be specified is the type and quantity of the landscaping that will be applied to the berms to improve their esthetic appeal and screening capacity.

Staff Recommendations:

The Administration recommends conditional approval of the Site Plan Amendment for MAG Properties LLC, 1219 Appleton Road, Menasha, WI 54956, dba Headliners Bar and Grill, 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:

1. That the Plan Commission recommendation for landscaping of the berm areas and the parking lot islands be defined and clarified before the Site Plan is presented to the Board.
2. That all of the parking lot amenities match the existing parking areas.
3. That the improved landscaping of the berm and the parking islands in the new parking areas be replicated in the existing parking islands in order to maintain consistency between the parking area improvements.
4. That the parking lot islands and the lighting in the new parking areas match, to the extent possible, the location and style of the existing parking lot lighting.
5. That the applicant has all Town and County permits, including building permits, in place prior to the start of construction.
6. That the applicant pays all fees relating to the proposed Site Plan amendment prior to starting the proposed project.
7. That the project is approved by any and all units of government having jurisdiction prior to the start of construction.
8. That the applicant works with Town staff to submit a more complete Site Plan to the Town prior to presenting the Commission’s recommendation to the Town Board.
9. Alternatively, that the applicant submits the revised Site Plan to the Plan Commission for review and recommendation prior to referring the document to the Town Board for review.
 - Ken Zastrow (Property Owner) advised they are willing to work with the Town regarding aesthetics. They are in immediate need of additional parking
 - Commissioner Eckstein advised they are obviously in need of the parking now and he recommended sending to the Town Board for approval instead of requesting another site plan

MOTION:

Motion by: Commissioner Eckstein

Seconded by: Commissioner Brucks

Motion to recommend approval to the Town Board for additional parking lot improvements for MAG Properties LLC 1219 Appleton Road, Menasha, WI 54956, dba Headliners Bar and Grill, 2788 Towne Court, Neenah, WI 54956 for property located at 2788 Towne Court, to include staff recommendations and working with the Town on another site plan.

Motion carried by unanimous voice vote.

- J. Discussion/Recommendation: Plan Commission review and recommendation on a Site Plan Amendment approval to eliminate an access point on

Winncrest Road for Matrix Machine, 2795 Towne Court,
Neenah, WI 54956, Tax ID# 006-0620-08.

Property Owner:

Lee Roth, Owner
Matrix Machine
2795 Towne Court
Neenah, WI 54956

Property Status:

The statements on the status of the property are specific to the proposed project site.

1. The property Tax ID is # 006-0620-08.
2. The property consists of approximately 1.74 acres.
3. The property is in the Neenah School District.
4. The property is in the Department of Natural Resources Special Well Casing Area.
5. The property is in the Town of Clayton, Sanitary District No. 1.
6. The property is currently Zoned I-2 (HEAVY INDUSTRIAL DISTRICT).
7. The property is in the City of Neenah’s Extraterritorial Zoning Area.
8. The property is out of the County’s Floodplain Zoning Area.
9. The property is not in the County’s Wetland Identifier.
10. The land use is consistent with the Town’s adopted Land Use Plan.

Application Details:

The property has recently changed ownership and the new owner is asking for clarification relative to the Fire Access required by the original Site Plan approved by the Town. As part of the property transfer the Administration has required that items in the original Site Plan be completed prior to releasing the encumbrance the Town has placed on the title to the property. The petitioner has applied for approval of an amendment to the original Site Plan for the facility; specifically, the original Site Plan required a Fire Access off of Winncrest Road on the south side of the property. The Fire Access bridges the storm water management ditch and extends approximately 20-feet onto a tracking pad. The Administration believes that the Fire Access facility does little to improve emergency access to the area and places another obstacle in the Town’s roadside storm water management ditch. The Town’s storm water management ditches in the area are relatively shallow and do not present a serious obstacle to crossing in an emergency. Additionally, if the Fire Access was to provide a true fire safety benefit the Town should have required a hard surface around the southern perimeter of the building.

Site Details:

The existing site will remain substantially unchanged. The proposed amendment would waive the required Fire Access point off of Winncrest Road.

Access Details:

Access to the site is limited to two driveways off of Towne Court. In an emergency there is easy access to the east, west and sides of the building. Emergency access on the south side of the building is readily available from Winncrest Road but is limited by the absence of a hard surface.

Staff Comments:

Approval of the Site Plan Amendment is reasonable; however, it would be contrary to

the original Site Plan. The Administration believes that the Fire Access, as required, is of little value and contrary to the efficient function of the Town’s roadside storm water management ditches. Please be advised that in any case the Plan Commission should enumerate the reasons for its recommendation to the Town Board. Specifically: does the Fire Access significantly improve the ability of the Town’s Emergency staff to provide services to the structure? Does the additional culvert crossing required by the Fire Access impact the function of the Town’s roadside storm water management ditches in the area? Does the roadside storm water management ditch present an obstacle to emergency staff that they are not routinely trained to overcome when providing services in a rural environment?

MOTION:

Motion by: Commission Klingenberger

Seconded by: Commissioner Haskell

Motion to recommend approval of the site plan amendment to eliminate an access point on Winncrest Road for Matrix Machine, 2795 Towne Court, Neenah, WI 54956 including the Fire Chief’s response to the access point necessity.

Motion carried by unanimous voice vote.

- K. Discussion/Recommendation: Plan Commission review and recommendation relative to the Town Planner’s recommendations for 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.

Town Planner, Jon Bartz (Jon) is providing staff and the Commission with the attached materials relative to the changes needed to create consistency between the Towns’ newly adopted Zoning Code of Ordinances and the Town’s Site Plan Ordinance, Parking Ordinance, and Sign Ordinance. Jon will be in attendance at the Commission’s meeting to review and explain his recommendations and the impact they will have on the Town’s existing Ordinances. Based on the Commission’s recommendation and the Board’s approval, the Administration will prepare any documentation needed to legalize, post, and publish the revised Ordinance documents.

- Town Planner Bartz reviewed the multiple changes made to the Zoning Code of Ordinances in conjunction with Attorney Carlson’s advise

MOTION:

Motion by: Commissioner Brucks

Seconded by: Supervisor Schmidt

Motion to recommend approval to the Town Board as discussed

Motion carried by unanimous voice vote.

- VII. Upcoming Meeting Attendance
 - a. No Referrals

- VIII. Adjournment – 9:25 P.M.

MOTION:

Motion by: Commissioner Brucks

Seconded by: Commissioner Haskell

Motion to Adjourn

Respectfully submitted,
Jenna Prange, Administrative Assistant