

TOWN OF CLAYTON

Town Plan Commission

Meeting Minutes

7:00 P.M. – 7:21 P.M. on Wednesday, August 14th, 2013

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

I. Call to Order:

A. Notice Verification, Roll

1. Town Board Chairman Knapinski 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	ABSENT
Commissioner Eckstein	ABSENT
Commissioner Klingenger	PRESENT
Commissioner Linsmeier	PRESENT
Commissioner Haskell	PRESENT
Town Board Representative Schmidt	PRESENT

b. Staff

Administrator Johnston	PRESENT
Town Planner – Jon Bartz	PRESENT

II. Public Hearing:

A. No Referrals

III. Approval of Minutes:

A. Regular Plan Commission Meeting – July 10th, 2013.

MOTION:

Motion by: Commissioner Klingenger

Seconded by: Commissioner Haskell

Motion made to approve the minutes of the Plan Commission Meeting for Wednesday, July 10th, 2013 with the correction that Chair “Knapinski” called the meeting to order.

Motion carried by unanimous voice vote.

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

A. No Referrals

V. Correspondence:

- A. Correspondence from the State Department of Agriculture, Trade and Consumer Protection (DATCP) related to the Town’s Zoning Code of Ordinances review by the Department.

VI. Business:

1. The property is owned by Scott J. Sedo, 9502 Center Road, Neenah, WI 54956.
2. The Lot is 0.219 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 in the Outagamie County Airport Overlay Height Restriction Area.
7. The property is out of the County's Floodplain Zoning Area.
8. The property is not in the County's Wetland Identifier.

Property Information Specific to Tax ID# 006-1242:

1. The property is owned by Winagamie, Inc. 3501 Winnegamie Drive, Neenah, WI 54056.
2. The Lot is 1.120 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 Outagamie County Airport Overlay Height Restriction Area.
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 proposed CSM is consistent with the Town's approved Future Land Use Plan.
2. The proposed CSM consolidates two existing properties and a portion of a third property into a single property.
3. The proposed CSM does contain the Right to Farm Language required by the Town.
4. The existing properties and the proposed consolidated property comply with the frontage requirements of the Town's Zoning Code of Ordinances and Access Ordinance.
5. Based on the proposed CSM it appears that ingress and egress from the residential site will remain as it is.
6. The purpose of the proposed CSM is to consolidate the two properties owned by Mr. Sedo (Tax ID # 006-0049-01 and Tax ID# 006-0049-02) and to purchase an approximately 20x175 foot piece of property from the adjoining lot to the east (Tax ID# 006-1242).
7. The proposed CSM serves to eliminate an encroachment caused by a shed on Mr. Sedo's property.
8. If the proposed CSM is approved, all of the structures on the property will comply with the set back requirements of the Town's Zoning Code of Ordinances.
9. The proposed CSM dedicates a 175 x 33foot (5,774 SQ. FT. – 0.1326 Acres) section of the right-of-way of Center Road to the Town.
10. Lot 1 of the proposed CSM will have dual zoning, R-1 (Rural Residential District) on the Sedo property and R-2 (Suburban Rural District) on the 20 x175 foot piece of property purchased from the adjoining lot.
11. A condition of approval of the proposed CSM should include re-zoning all of Lot 1 of the proposed CSM to R-1 (Rural Residential District). If the CSM is conditionally approved the required re-zoning will appear before the Plan Commission for consideration at its Wednesday, September 11th, 2013 meeting.

Staff Recommendations:

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

1. Re-zoning Lot 1 of the proposed CSM from R-1 (Rural Residential District) and R-2 (Suburban Rural District) to R-1 (Rural Residential District).
2. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.

MOTION:

Motion by: Commissioner Klingenberger

Seconded by: Commissioner Eckstein

Motion to approve the CSM for the Scott Sedo property as described with the staff recommendations of re-zoning Lot 1 from R-1 to R-2 and documentation of any overlying jurisdictions

Motion carried by unanimous voice vote.

- B. Discussion/Recommendation: Plan Commission review and recommendation on a Site Plan approval for an additional small cold storage building to be located at the H&K Woods manufacturing site at 9621 STH “76”, Neenah, WI 54956, specifically known as Tax ID # 006-0006-07.

Site Location: H&K Woods manufacturing site at 9621 STH “76”, Neenah, WI 54956, specifically known as Tax ID # 006-0006-07.

Applicant: R. J. Kemp, Partner
8598 Winncrest Road
Neenah, WI 54956

Property Owner: Michael & Judy Haase Family Trust
Duane E. Bann
2865 Winnegamie Drive
Neenah, WI 54915

Property Status:

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

1. The property Tax ID is # 006-0006-07.
2. The property consists of approximately 2.039 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 I-2 (HEAVY INDUSTRIAL DISTRICT).
6. The property is in the Outagamie County Airport Overlay District.
7. The property is out of the County’s Floodplain Zoning Area.
8. The property is not in the County’s Wetland Identifier.
9. The land use is consistent with the Town’s adopted Future Land Use Plan.

Application Details:

The property owners have contemplated several substantial additions over the past few years. However, this Site Plan Application is for a small (1032 SQ. FT.) cold storage facility to be located in the northwest corner of the site (see attached photograph). The building is to be constructed on a 5-inch concrete slab with 12-foot side walls, metal siding and three overhead doors on the east façade, two of the overhead doors are to be 10' X 10' and one is 8' X 10'. The elevation of the proposed building will match the existing cold structures to the south of the proposed building. A review of the Town's Site Plan Ordinance indicates that the site is in the Business Fringe District and subject to Attachment B, Section (4) Business Fringe of the Town's Site Plan Ordinance. The applicable Section of the Site Plan Ordinance appears to place relatively few restrictions on cold storage buildings that are screened from public view. In general, the requirements are that new buildings match any existing structures in form, appearance and construction materials. The Plan Commission and the Board are given the option of requiring landscaping on the site as an alternative to specific requirements on the proposed structure. Specifically, the Plan Commission can recommend and the Board may approve alternate materials, and alternate landscaping on the site. The proposed structure is going to match the existing storage buildings. The metal roof is to be light colored, the metal on the exterior walls is to be brown with white doors and trim.

Staff Comments:

The Site Plan lacks elevations for the proposed new structure; however, the applicant indicates that the new structure is going to match the existing storage facilities in construction, material and colors. The location of the structure and the lack of visibility from the road mitigates the need for any decorative features or landscaping on or around the new structure. The Administration believes that the Town's efforts would be better spent on fostering development and waiting for more substantial expansion projects on the site that are more visible and would provide a greater visual impact on the site. Or as an alternative, the Plan Commission and the Board could require a landscaping feature on the STH "76" frontage of the property. One feature that would add to the visual appeal of the site would be a line of site barrier from the lumber storage on the STH "76" frontage, i.e. a grass berm or fencing. One item the Commission and the Board should take into account when trying to make the site more attractive is the Zoning District and the allowable uses within the Zoning District. The site is Zoned I-2 (HEAVY INDUSTRIAL DISTRICT) and the property happens to be located in a visible highway corridor. It would be difficult to make any structure in an I-2 Zoned District architecturally appealing. In light of these considerations and the limited scope of the project, staff recommends approval of the Site Plan Application for a cold storage building at the H&K Woods manufacturing site as presented with the following conditions:

1. That the proposed new cold storage building matches the existing cold storage facilities on the site in appearance, colors, and material.
2. That the Plan Commission and the Board require or waive the need for alternate landscaping on the site.
3. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction, including the Outagamie County Planning Office for the Outagamie County Airport Overly Zoning Permit.
 - Mr. Kemp (applicant) advised he is just trying to make the Town look a little better by removing clutter
 - Mr. Johnston advised he recommends waiving the landscaping requirement until further planned improvements are made

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Commissioner Haskell

Motion to approve the site plan application for a cold storage building at the H&K woods manufacturing site as presented with the conditions outlined by the Administrator, opt to waive any need for landscaping on the site, and recommend to remove the existing storage trailers and to not move them to another location on the property

Motion carried by unanimous voice vote.

- C. Discussion/Recommendation: Staff update to the Plan Commission on the Town's enforcement of pre-existing Zoning Code violations transferred to the Town by the County's Zoning Code Enforcement Officer.

Attached please find copies of the correspondence relative to the Town's Zoning Code compliance sent to the noticed property owners.

NO MOTION

- VII. Upcoming Meeting Attendance
a. No Referrals

- VIII. Adjournment – 7:21 P.M.

MOTION:

Motion by: Commissioner Klingenberger

Seconded by: Commissioner Haskell

Motion to Adjourn

Motion carried by unanimous voice vote.

Respectfully submitted,
Jenna Prange, Administrative Assistant