

TOWN OF CLAYTON  
Town Plan Commission  
Meeting Minutes  
7:00 P.M. – on Wednesday, April 14, 2021  
Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

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I. Call to Order: Chair Knapinski called the meeting to order at 7:00 p.m.

A. Notice Verification, Roll

1. Pledge of Allegiance
2. Verification of Meeting Notice
3. Roll

a. Plan Commission Commissioners

Chair Knapinski	PRESENT
Commissioner White	EXCUSED
Commissioner Nemecek	PRESENT
Commissioner Linsmeier	PRESENT
Commissioner Dorow	EXCUSED
Commissioner Haskell	PRESENT
Town Board Representative Wisnefske	PRESENT

b. Staff

Administrator Straw	PRESENT
Clerk Stevens	PRESENT
Planner Jaworski	PRESENT
Engineers Hamblin	PRESENT

II. Public Hearings:

A. No Public Hearings

III. Approval of Minutes:

A. Approval of the minutes of the Wednesday, March 10, 2021 Plan Commission Meeting.

**MOTION:**

**Motion by** Commissioner Nemecek

**Second by** Commissioner Haskell

**Motion to** approve the March 10, 2021 Plan Commission Meeting Minutes as presented.

**Motion carried** unanimously

IV. Open Forum: Town-related Matters not on the Plan Commission's Agenda: NONE

V. Correspondence:

A. Distribution of the March 2021 Building Inspector's Report.

VI. Business:

- A. Discussion/Recommendation: Plan Commission review and recommendation on a Sign Review Application submitted by Appleton Sign Co., 2400 Holly Road, Neenah, WI 54956 for property owned by Pint, LLC, 1994 Oakridge Rd, Neenah, WI 54956, specifically described as 2590 County Road II, Neenah, WI 54956, Tax ID # 006-0370, being the Southeast ¼ of the Southeast ¼ of Section 13, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

The Commissioners reviewed a Sign Review Application and design for Willie Beamon’s. Administrator Straw explained she and Planner Jaworski have reviewed the application and the plans for the sign. After a few adjustments, the sign design as presented meets all the standards of the sign ordinance.

**MOTION:**

**Motion by Commissioner Linsmeier**

**Second by Commissioner Nemecek**

**Motion to recommend to the Town Board approval of the Sign Review Application submitted by Appleton Sign Co. for property owned by Pint, LLC (dba Willie Beamons), for property located at 2590 County Road II, Neenah, WI 54956 specifically described as Tax ID # 006-0370, being the Southeast ¼ of the Southeast ¼ of Section 13, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin as presented.**

**Motion carried by unanimous voice vote**

- B. Discussion/Recommendation: Plan Commission review and recommendation on a Sign Review Application submitted by Sign Me Up of Wisconsin, LLC for property owned by Kune’s Appleton Properties, LLC, PO Box 546 Delavan, WI 53115-0546, specifically described as 2615 West American Dr, Neenah, WI 54956, Tax ID# 006-0341-01, being part of the Northwest ¼ of the Southeast ¼ of Section 12, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

The Commissioners reviewed the Sign Review Application and design for Kunes RV (formerly Horn’s RV). Administrator Straw explained she and Planner Jaworski have reviewed the application and the plans for the sign. After a few adjustments, the sign design as presented meets all the standards of the sign ordinance.

**MOTION:**

**Motion by Commissioner Nemecek**

**Second by Commissioner Linsmeier**

**Motion to recommend to the Town Board approval of the Sign Application submitted by Sign Me Up of Wisconsin, LLC for property owned by Kune’s Appleton Properties, LLC located at 2615 West American Dr, Neenah, WI and specifically identified as Tax ID# 006-0341-01, being part of the Northwest ¼ of the Southeast ¼ of Section 12, Town**

**20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin as presented.**

**Motion carried by unanimous voice vote**

- C. Discussion/Recommendation: Plan Commission review and recommendation on the Outagamie County Airport Overlay Zoning presented by Steve Swanson, Outagamie County Zoning Administrator.

Steve Swanson and Chad Vanden Langenburg, Outagamie County Zoning, presented information to the Commission regarding the regulations relating to the Airport Overlay District and how it affects properties in the Town of Clayton. Clarification of the Airport Overlay Zones and Buffer areas was provided along with information relating to allowable uses within each. Mr. Swanson noted he is available to the Town whenever projects which are within the overlay arise.

**INFORMATIONAL ONLY – NO ACTION TAKEN**

- D. Discussion/Recommendation: Plan Commission review and recommendation of a Zoning Code change regarding the keeping or raising of pigeons, pheasants, other birds/fowl not covered in the Town’s Zoning Code.

The Commissioners reviewed copies of zoning ordinances from several communities regarding pigeons, doves, and other fowl along with two articles regarding pigeons in the communities of Hobart and Ashwaubenon. Administrator Straw explained she recently received an inquiry about the keeping of pigeons and discovered that the Town’s Zoning Code only addresses backyard chickens. The Town Planner has indicated that the keeping and raising of pigeons has become increasingly more popular. Administrator Straw said she would like the Commissioners’ direction as to whether or not to include other fowl in the Town’s Zoning Code.

- The Commission raised questions about the type and quantity of birds/animals which would trigger the requirement for a game farm license.
- The Commission clarified that if a “use” is not defined in the code, then it is not allowed. It was noted that this provides the Town with the control necessary to research and develop regulation if it is deemed viable.

**DIRECTION:**

The Commission directed staff to research the regulation of keeping of various types of fowl and the possibility of broadening the scope to other exotic animals.

- E. Discussion/Review: Plan Commission update on the Area Development “Master” Plan (ADP) of the Steering Committee Meeting for Thursday, March 25, 2021.

The Commissioners reviewed a copy of the Steering Committee Meeting Notes provided by Eric Fowle of Cedar Corp. The Steering Committee has been working diligently creating a

Development Plan to best fit the ever-changing needs of society while protecting the integrity of the Town of Clayton.

- The Town Planner, Ken Jaworski explained the committee further defined the adjustments and a draft plan was developed. He noted that after reviewing the initial draft, it has been determined that further adjustments need to be implemented. He said the next meeting will likely be on May 6, 2021.

**NO ACTION TAKEN**

- F. Discussion/Review: Plan Commission review of the schedule prepared by Ken Jaworski, the Town Planner for Highway Corridor Study, Comprehensive Plan Amendments, and Zoning Code Amendments.

The Commissioners reviewed a copy of a tentative schedule prepared by Planner Jaworski for the Highway Corridor Study, Comprehensive Plan Amendments, and Zoning Code Amendments.

Administrator Straw explained as things continue to move forward swiftly within the Town, she felt the need for a tentative plan to accomplish the needed updates to the Comprehensive Plan and the Zoning Code.

**NO ACTION TAKEN**

VII. Upcoming Meeting Attendance

- A. Annual Meeting, Tuesday, April 19, 2021 at 7:00 p.m.

VIII. Adjournment

**MOTION:**

**Motion by** Commissioner Haskell

**Second by** Commissioner Nemecek

**Motion to Adjourn** the meeting at 8:22 p.m.

**Motion carried** by unanimous voice vote

Respectfully submitted, Holly Stevens, Clerk