

TOWN OF CLAYTON

Meeting Minutes

Town Plan Commission

7:00 P.M. on Wednesday, March 14th, 2012

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

I. Call to Order:

A. Pledge of Allegiance, Notice Verification, Roll

1. Chairperson Knapinski called the meeting to order at 7:05 P.M.
2. Pledge of Allegiance recited.
3. Meeting properly posted.
4. Roll

a. Plan Commission Members

Chairperson Knapinski	PRESENT
Commissioner Adler	ABSENT
Commissioner Brucks	PRESENT
Commissioner Geise	PRESENT
Commissioner Hamblin	PRESENT
Commissioner Haskell	PRESENT
Commissioner VanAirsdale	PRESENT

b. Staff

Administrator Johnston	PRESENT
------------------------	---------

II. Approval of Minutes:

A. Regular Plan Commission Meeting – Wednesday, February 8th, 2012

MOTION:

Motion by: Commissioner Hamblin

Seconded by: Commissioner Brucks

Motion: To approve the Regular Plan Commission Meeting minutes of Wednesday, February 8th, 2012 as presented.

The motion was carried by unanimous voice vote.

III. Open Forum – Town-related matters not on the Commission's Agenda:

A. The Commission received no request to speak.

IV. Correspondence:

A. Winnebago County Planning and Zoning memorandum on the County's Farmland Preservation Plan.

- i. Town Board member Lettau provided the Commission with an update on the Farmland Preservation Plan process and the County's reaction to the rejection of the Plan by the State. Ms. Lettau also indicated that the County may consider directing its staff to revise the Plan and re-submit it to the State.

V. Business:

- A. Discussion/Recommendation: Plan Commission review and recommendation on a Preliminary Plat of Sections 8, 9, 10, and 11 of the Clayton Cemetery submitted by the Town of Clayton, 8358 County Road T, Larsen, WI 54947-0013 for property located at 7890 County Road T, Larsen, WI 54947-0000, in the Town of Clayton and specifically described as Tax ID # 006-0711, Being All of Lot 1 of Certified Survey Map 4915, Being in part of the Northwest ¼ of the Southwest ¼, and part of the Southwest ¼ of the northeast ¼, All in Section 28, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Plan Commission Staff Report:

Site Location:

The property located at 7890 County Road T, Larsen, WI 54947-0000, in the Town of Clayton and specifically known as Tax ID # 006-0711, Being All of Lot 1 of Certified Survey Map 4915, Being in part of the Northwest ¼ of the Southwest ¼, and part of the Southwest ¼ of the northeast ¼, All in Section 28, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin

Applicant Information:

Applicant: Town of Clayton

Property Owner: Town of Clayton
8358 County Road T
Larsen, WI 54947-0013

Consultant: James E. Smith, Registered Land Surveyor S-2504
Martenson & Eisle, Inc.
109 West Main Street
Omro, WI 54963

Prepared for: Town Board of the Town of Clayton
8358 County Road T
Larsen, WI 54947-0013

Property Zoning:

The property is zoned:

- a) P-1 (INSTITUTIONAL AND RECREATIONAL DISTRICT) and A-2 (GENERAL FARMING DISTRICT).

Surrounding Zoning:

The surrounding properties are zoned:

- b) To the North: R-1 (RURAL RESIDENTIAL DISTRICT), A-1 (AGRI-BUSINESS DISTRICT) and A-2 (GENERAL FARMING DISTRICT).
- c) To the South: A-2 (GENERAL FARMING DISTRICT).
- d) To the East: A-2 (GENERAL FARMING DISTRICT).
- e) To the West: A-1 (AGRI-BUSINESS DISTRICT) and A-2 (GENERAL FARMING DISTRICT).

Property Conditions Tax ID # 006-0711:

1. The property consists of approximately 6.81 acres.
2. The property is in the Winneconne School District.
3. The property is in the Department of Natural Resources Special Well Casing area.
4. The property is currently Zoned P-1 (INSTITUTIONAL AND RECREATIONAL DISTRICT) and A-2 (GENERAL FARMING DISTRICT).
5. The property is not in the County's Floodplain Zoning Area.
6. The property is not in the County's Wetland Identifier District.

Consistency with the Town's Comprehensive Plan:

The Preliminary Plat submitted by the applicant is consistent with the Town's Comprehensive Plan and Future Land Use Plan.

Staff Comments on the Preliminary Plat:

The Preliminary Plat shows Sections 1, 2, 3, 4, 5, 6 and 7 of the existing Clayton Cemetery for informational purposes only. The older Sections (Sections 1, 2, 3, and 4) of the Cemetery are virtually sold out and have few burial sites that are not already graves sites. The monumenting in those Sections is non-existent. The monumenting in Sections 5, 6, and 7 was created by Town staff when the areas were added to the Cemetery. Staff did a remarkably good job of creating a monumenting system that allows for the location of burial sites; however, it does not allow for the recording and deeding of the burial sites at the time of purchase or transfer. The Town is submitting the Preliminary Plat of Sections 8, 9, 10, and 11 of the Clayton Cemetery for approval by the Town and the County to rectify these problems. The Preliminary Plat creates a Section, Block and Lot system that allows the Town to accurately identify and record the location of burial sites as they are sold. The details of the Block and Lot system are shown on the face of the Preliminary Plat. The monumenting system for the Sections and Blocks in the Cemetery (see Preliminary Plat Legend) are sufficient to allow Town staff to routinely locate the appropriate burial sites when they are needed. Once the final Plat is approved and recorded, staff will be able to prepare and record deeds for the sale of burial sites in the Platted portions of the Clayton Cemetery.

Staff Comments on Plat Access:

Late in CY 2011 the Town Board conducted a site visit to review the quality and location of the access points to the Clayton Cemetery. Based on that site visit and staff's recommendation the three access points shown on the Preliminary Plat were approved by the Town Board. In anticipation of the County's reconstruction of CTR T in the proximate future, staff has contacted the County Highway Commissioner to establish the design location and grades to the ditches in front of the Cemetery. Staff would like to improve the ditching in the area and replace the access point culverts prior to working on the internal Cemetery Roads. The only concerns staff has relative to the internal roads in the Cemetery area are at the southeast corner of Section 7 where the road intersects the corner of Block 114 (see attached Preliminary Plat Map). The solution to this issue is to reconfigure the radius of the road to eliminate the intrusion into the Block. The road grade and the drainage at the radius of the road on the southeast corner of Section 5 create an icing problem during the winter months. The issue can be resolved by adding fill to the base

and re-grading the road to eliminate the drainage problems. Additionally, staff has some concerns relative to the burial sites on the southern side of Section 5. These sites make the access roadway extremely narrow and would best be left unsold. The issue is that Blocks 45 and 46 have been sold and Blok 45, Lot 1 contains a grave site (see attached Section 5 detail). Staff would recommend that the Town not sell any additional Lots in Section 5, Blocks 3, 4 , 9, 10, 15, 16, 21, 22, 27, 28, 33, 34, 39, and 40. Additionally, staff would like offer to exchange the burial sites that were sold in Blocks 45 and 46 to minimize the intrusion into the access road. Please be advised that under no circumstances would the Administration require the exchange. This action will allow the Town to minimize the intrusion into the access road and protect the burial sites from damage by maintenance and visitor traffic. Staff has also been directed by the Town Board to grade, top soil and seed any abandoned access roads in the Cemetery and to use the existing Cemetery Gate as a decorative feature on the abandoned access road to the oldest part of the Cemetery.

Staff Comments on Zoning Issues:

The existing Cemetery property is zoned P-1 (INSTITUTIONAL AND RECREATIONAL DISTRICT) and A-2 (GENERAL FARMING DISTRICT). Based on the Town’s Comprehensive Plan and Future Land Use Plan staff recommends that the Town petition the County to re-zone the area of the Cemetery site that is zoned A-2 (GENERAL FARMING DISTRICT) to P-1 (INSTITUTIONAL AND RECREATIONAL DISTRICT) for consistency and to eliminate the split zoning of the Cemetery Property.

Plan Commission Recommendation:

MOTION:

Motion by: Commissioner Geise

Seconded by: Commissioner Haskell

Motion: To recommend conditional approval of the Preliminary Plat as submitted with the following conditions:

1. That the Applicant reconfigures the radius of the road to eliminate the intrusion into Block 114 of Section 7 of the original layout of the Clayton Cemetery.
2. That the Town not sell any additional Lots in Section 5, Blocks 3, 4 , 9, 10, 15, 16, 21, 22, 27, 28, 33, 34, 39, 40, 45, and 46.
3. That the Applicant work with the Cemetery Plot Owner’s in Section 5, Blocks 45 and 46 to minimize the possible impact of Cemetery maintenance on the grave sites and markers.
4. That the Applicant petitions the County to re-zone the area of the Cemetery site that is zoned A-2 (GENERAL FARMING DISTRICT) to P-1 (INSTITUTIONAL AND RECREATIONAL DISTRICT) for consistency and to eliminate the split zoning of the Cemetery Property.
5. That the Applicant provides documentation of the approval for the proposed Preliminary Plat of the Clayton Cemetery by any overlying unit of government having jurisdiction.

The motion was carried by unanimous voice vote.

VI. Upcoming Meeting Attendance
 No upcoming meetings were noted

VII. Adjournment:

MOTION:

Motion by: Commissioner Brucks

Seconded by: Commissioner VanAirdale

Motion: to Adjourn at 7:20 P.M.

The motion was carried by unanimous voice vote.

Respectfully submitted,
Richard Johnston, Administrator

DRAFT