

TOWN OF CLAYTON
Town Plan Commission
Meeting Minutes
5:00 P.M. – on Wednesday, January 11th, 2017
Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order:

A. Notice Verification, Roll

1. Plan Commission 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 Eckstein	PRESENT
Commissioner Haskell	PRESENT
Commissioner Wisnefske	PRESENT
Commissioner Dorow	ABSEBT (excused)
Commissioner Linsmeier	ABSENT (excused)
Town Board Representative Reif	PRESENT

b. Staff

Administrator Johnston	PRESENT
Deputy Clerk Stevens	PRESENT
Planner Ken Jaworski	PRESENT

II. Public Hearings

A. No Public Hearings

III. Approval of Minutes:

A. Approval of the minutes of the Wednesday, December 14th, 2016 Regular Plan Commission Meeting.

MOTION:

Motion by: Commissioner Reif

Seconded by: Commissioner Wisnefske

Motion: Motion to approve the Wednesday, December 14th, 2016 meeting minutes.

Motion carried by unanimous consent

IV. Open Forum – Town-related Matters not on the Plan Commission’s Agenda:

Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present question or issue; however, only limited discussion may occur and no action may be taken until specific notice of the subject matter of the proposed action can be given. If you wish to speak during the Open Forum portion of the meeting, please complete “Request to Speak at Meeting” form located on the Agenda Table and give the form to the Town Clerk or Treasurer.

A. None

V. Correspondence:

- A. December CY 2016 Building Inspection Report.
- B. CY 2017 County Board of Adjustment Meeting Schedule.
- C. CY 2017 County Planning and Zoning Committee Schedule.
- D. UW Extension Local Land Use, Planning and Zoning Programs

VI. Business:

- A. Discussion/Recommendation: Plan Commission review and recommendation on a Revised 2-Lot Certified Survey Map (CSM) application submitted by Pattison Revocable Living Trust, Denise L. Pattison Trustee , 3033 Windfield Drive, Neenah, WI 54956 and Gay Lynn and Gregory J. Wolf, 3021 Windfield Drive, Neenah, WI 54956 for property located at 3021, 3030 and 3033 Windfield Drive in the Town of Clayton, specifically described as Tax ID # 006-1211, Tax ID # 006-1212-01, and TAX ID # 006-1213 being all of Lot 1 of Certified Survey Map No. 6997, being all of Lot 17 and Outlot 3, Windfield Place, and all of Lots 16 and 18, Windfield Place, located in the Southwest ¼ of the Southeast ¼ of Section 2, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located at 3021, 3030 and 3033 Windfield Drive in the Town of Clayton, specifically described as Tax ID # 006-1211, Tax ID # 006-1212-01, and TAX ID # 006-1213 being all of Lot 1 of Certified Survey Map No. 6997, being all of Lot 17 and Outlot 3, Windfield Place, and all of Lots 16 and 18, Windfield Place, located in the Southwest ¼ of the Southeast ¼ of Section 2, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant(s): Pattison Revocable Living Trust
Denise L. Pattison Trustee
3033 Windfield Drive
Neenah, WI 54956

Gay Lynn and Gregory J. Wolf
3021 Windfield Drive
Neenah, WI 54956

Property Owner(s): Pattison Revocable Living Trust
Denise L. Pattison Trustee
3033 Windfield Drive
Neenah, WI 54956

Gay Lynn and Gregory J. Wolf
3021 Windfield Drive
Neenah, WI 54956

Consultant: Hebert Associates, Inc. S2312
1110 West Wisconsin Avenue
Appleton, WI 54914

Property Location: 3033, 3030 and 3021 Windfield Drive

Property Information:

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

Property Information Specific to Tax ID # 006-1211:

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

1. The property Tax ID is # 006-1211 (Lot 16 of the Plat of Windfield Place).
2. The property consists of approximately 1.370 acres.
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 property is currently Zoned R-2 (Suburban Residential District) by the Town.
6. The property is in the Outagamie County Airport Overlay Height Zoning District.
7. The property is in the Village of Fox Crossing Extra-territorial Zoning District.
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.

Property Information Specific to Tax ID # 006-1212-01:

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

11. The property Tax ID is # 006-1212-01 (consolidated Lot 17 and Outlot 3 of the Plat of Windfield Place).
12. The property consists of approximately 3.590 acres.
13. The property is in the Neenah School District (3892).
14. The property is in the Department of Natural Resources Special Well Casing Area.
15. The property is currently Zoned R-2 (Suburban Residential District) by the Town.
16. The property is in the Outagamie County Airport Overlay Height Zoning District.
17. The property is in the Village of Fox Crossing Extra-territorial Zoning District.
18. The property is out of the County's Floodplain Zoning Area.
19. The property is not in the County's Wetland Identifier.
20. The land use is consistent with the Town's adopted Land Use Plan.

Property Information Specific to Tax ID # 006-1213:

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

21. The property Tax ID is # 006-1213 (Lot 18 of the Plat of Windfield Place).
22. The property consists of approximately 1.510 acres.
23. The property is in the Neenah School District (3892).

24. The property is in the Department of Natural Resources Special Well Casing Area.
25. The property is currently Zoned R-2 (Suburban Residential District) by the Town.
26. The property is in the Outagamie County Airport Overlay Height Zoning District.
27. The property is in the Village of Fox Crossing Extra-territorial Zoning District
28. The property is out of the County’s Floodplain Zoning Area.
29. The property is not in the County’s Wetland Identifier.
30. The land use is consistent with the Town’s adopted Land Use Plan.

Staff Comments:

1. The CSM does not change the existing use of the property and therefore it is consistent with the Town’s approved Future Land Use Plan.
2. The CSM **does** show the Right to Farm Language required by the Town.
3. The CSM divides the recently consolidated (June of CY 2015) Outlot 3 and Lot 17 of the Plat of Winfield Place into two Lots that are then attached to the adjoining Lot 16 of the Plat of Windfield Place and Lot 18 of the Plat of Windfield Place
4. Tax ID# 006-1212-01 consisting of both the former Lot 17 and Outlot 3 of the Plat of Windfield Place is vacant land.
5. Based on the wetland delineation shown on the proposed CSM it appears that there is little buildable area on Tax ID# 006-1212-01 consisting of both Lot 17 and Outlot 3 of the Plat of Windfield Place.
6. Given Staff’s concern relative to the buildable area on Tax ID# 006-1212-01 consisting of both Lot 17 and Outlot 3 of the Plat of Windfield Place the proposed division and consolidation of the property to the adjoining Lots is probably the most reasonable use of the of marginally developable land.

Staff Recommendations:

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

1. Payment of all fees owed to the Town.
 2. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.
- Discussion was held in regard to the history of the lots and their respective CSMs, noting, the currently proposed is the most logical way to map the area and it should have been done this way originally.

MOTION:

Motion by Commissioner Haskell

Second by Commissioner Wisnefske

Motion to recommend approval to the Town Board with the Staff Recommendations

Motion carried by unanimous vote

- VII. Upcoming Meeting Attendance
None.

- VIII. Adjournment

MOTION:

Motion by: Commissioner Haskell

Second by: Commissioner Reif

Motion: To Adjourn the Plan Commission meeting at 7:06 p.m.
Vote: Motion carried.

Respectfully submitted,
Holly Stevens, Deputy Clerk