

TOWN OF CLAYTON  
 Town Plan Commission  
 Meeting Minutes  
 5:00 P.M. – on Wednesday, April 12<sup>th</sup>, 2017  
 Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

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- I. Call to Order: Plan Commission Chairman Knapinski called the meeting to order at 7:00 p.m.
  - A. Pledge of Allegiance
  - B. Verification of Notice
  - C. Roll

- a. Plan Commission Members
 

Chair Knapinski	PRESENT
Commissioner Eckstein	PRESENT
Commissioner Haskell	PRESENT
Commissioner Wisnepske	PRESENT
Commissioner Dorow	PRESENT
Commissioner Linsmeier	PRESENT
Town Board Representative Reif	PRESENT
- b. Staff
 

Administrator Johnston	PRESENT
Deputy Clerk Stevens	PRESENT
Planner Ken Jaworski	PRESENT

II. Public Hearings:

- A. Plan Commission Public Hearing on a Conditional Use Application submitted by Jerome and Karen Hoelzel, 2593 Fairview Road, Neenah, WI 54956, to operate a Kennel Hobby on property zoned R-1 (Rural Residential District). The property is located at 2593 Fairview Road, Neenah, WI 54956 and is specifically described as Tax ID # 006-0348-03, being located in Section 13, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Karen Thorn, 8759 Clayton Avenue

- Why are the sellers submitting the CUP application?
- Chair Knapinski explained the CUP stays with the property and the CUP was a condition of purchase put forth by the buyers.
- What is the number of kennels?
- Chair Knapinski explained the Commission will put a limit to the number allowed as part of the CUP

Kathy Blumenberg, 2554 Fairview Road

- Concerned about the noise as their home is only two houses down from the property

Brenda (and Joe) Wills, N3475 Oakwood Place, New London

- Introduced themselves as the potential buyers
- Explained the proposed use is not the “traditional” kennel as most people define it

- They breed dogs therefore most of the dogs are only on site 2 or 3 days during the breeding process. During gestation, most live in guardian homes and then return for delivery and during the first 7-8 weeks with their puppies.
- Breed they work with are Bernie-doodles, a mix of Berniece Mountain dogs and Poodles.
- Will obtain state license after property sale is completed (pending CUP approval)
- 10 to 15 dogs on site at most at one time—number varies by litter
- No separate kennel structure, kept inside the home. May eventually add a “puppy room” to the house
- “Top-notch” breeder—will only breed dogs after they have passed health and DNA testing

B. Plan Commission Public Hearing on a Rezoning Application submitted by Laura C. and Mark E. Luebke, 8425 Whispering Meadows Drive, Larsen WI 54947 for property located at 8487 Whispering Meadow Drive, Larsen, WI 54947 in the Town of Clayton and is specifically described as Tax ID # 006-0561-02 in Section 21, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Application is to re-zone the property from R-1 (Rural Residential District) to R-2 (Suburban Residential District).

- No public comments

Chair Knapinski closed the public hearing at 7:15 p.m.

III. Approval of Minutes:

A. Approval of the minutes of the Wednesday, March 8<sup>th</sup>, 2017 Plan Commission Meeting

**MOTION:**

Motion by Commissioner Linsmeier

Second by Commissioner Dorow

Motion to approve the Wednesday, March 8<sup>th</sup>, 2017 meeting minutes

Vote: Motion carried by unanimous voice vote

IV. Open Forum: NONE

V. Correspondence:

A. March CY 2017 Building Inspection Report.

B. Planning Article “Beyond Building”

VI. Business:

**SOME OF THE AGENDA ITEMS WERE TAKEN OUT OF ORDER FOR THE CONVENIENCE OF THE PUBLIC.**

A. Discussion/Recommendation: Plan Commission review and recommendation on a Conditional Use Application submitted by Jerome and Karen Hoelzel, 2593 Fairview Road, Neenah, WI 54956, to operate a Kennel Hobby on property zoned R-1 (Rural Residential

District). The property is located at 2593 Fairview Road, Neenah, WI 54956 and is specifically described as Tax ID # 006-0348-03, being located in Section 13, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located at located at 2593 Fairview Road, Neenah, WI 54956, and is specifically described as Tax ID # 006-0348-03, being located in Section 13, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin

Applicants: Jerome and Karen Hoelzel  
2593 Fairview Road  
Neenah, WI 54956

Property Owners: Jerome and Karen Hoelzel  
2593 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: R-1 (Rural Residential District), and A-2 (General Agriculture District)
  - c) East: R-1 (Rural Residential District)
  - d) West: R-1 (Rural Residential District) and A-2 (General Farming District)

**Property Information Specific to Tax ID# 006-0348-03:**

1. Jerome and Karen Hoelzel, 2593 Fairview Road, Neenah, WI 54956.
2. The Lot is approximately 7.060 acres in area.
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-1 (Rural Residential District).
6. The property is in the Outagamie County Airport Height Zoning District.
7. The property is in the Village of Fox Crossing’s 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.

**Staff Comments:**

1. The Public Notice, Site Posting, and Neighbor Notices have been completed as required by the Town’s Zoning Code of Ordinances.
2. In the R-1 (Rural Residential District) the Town’s Zoning Code of Ordinances requires a Conditional Use Permit for a Hobby Kennel.
3. Attached please find a copy of the required Conditional Use Application.
4. The Hoelzel’s are selling their property to Brenda Wilz, N3475 Oakwood Pass, New London, WI 54961. Ms. Wilz intends to live in the on-site residence operate a breeding Hobby Kennel.
5. With an approved Conditional Use Permit this activity would meet the requirements of the Town’s Zoning Code of Ordinances.

**Staff Recommendations:**

Staff recommends approval of the proposed Conditional Use Application for the purposes of operating a Hobby Kennel to breed dogs subject to the following conditions:

1. That the Applicant comply with the Town’s Zoning Code of Ordinances.
2. That the Commission consider setting hours when the dogs would be allowed outside an enclosed kennel facility.
3. That the Commission consider recommending a total number of breeding dogs that can be kept on-site.
4. That the Commission consider recommending that the kennel facility be kept in a workman like manner and that any waste product be properly disposed of on a daily basis.
5. That the Commission recommend that if the animal husbandry activities cease for more than 12 consecutive calendar months the Conditional Use shall be deemed to have ceased and the Conditional Use Permit terminated.
6. That the Commission consider recommending that should the Conditional Use terminate, any structures specifically related to the animal husbandry activities and with no alternate use shall be removed.
7. Documentation of the approval of the proposed Conditional Use Permit by any overlying unit of government having jurisdiction.

**MOTION:**

Motion by Commissioner Dorow

Second by Commissioner Haskell

Motion to recommend approval by the Town Board of the Conditional Use for a Kennel Hobby with the following conditions:

- a. The conditions listed by staff
- b. Fencing for animal enclosures is allowed
- c. Any new, free standing buildings for use as part of the Kennel must be approved by the Town’s Plan Commission prior to issuing any building permits.
- d. The hours of operation for the kennel facility shall be limited to 7:00 A.M. to 9:00 P.M.
- e. Groups of adult dogs shall only be allowed outside from the hours of 7:00 A.M. to 7:00 P.M.
- f. There shall be a limit of 10 adult dogs on site at any given time.

Vote: Motion carried by unanimous voice vote.

- B. Discussion/Recommendation: Plan Commission review and recommendation on a Rezoning Application submitted by Laura C. and Mark E. Luebke, 8425 Whispering Meadows Drive, Larsen WI 54947 for property located at 8487 Whispering Meadow Drive, Larsen, WI 54947 in the Town of Clayton and is specifically described as Tax ID # 006-0561-02 in Section 21, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Application is to re-zone the property from R-1 (Rural Residential District) to R-2 (Suburban Residential District).

Site Location: The property is located at 8487 Whispering Meadow Drive, Larsen, WI 54947 in the Town of Clayton and is specifically described as Tax ID # 006-0561-02 in Section 21, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Application is to re-zone the property from R-1 (Rural Residential District) to R-2 (Suburban Residential District).

Applicant: Laura C. and Mark E. Luebke  
8425 Whispering Meadows Drive  
Larsen WI 54947

Property Owner(s): Laura C. and Mark E. Luebke  
8425 Whispering Meadows Drive  
Larsen WI 54947

**Property Information:**

1. The surrounding properties are zoned:
  - a) North: A-1 (Agribusiness District)
  - b) South: R-2 (Suburban Residential District)
  - c) East: R-8 (Manufactured Housing Community District)
  - d) West: R-1 (Rural Residential District); R-2 (Suburban Residential District); and A-2 (General Agriculture District)

**Property Information Specific to Tax ID# 006-0561-02:**

1. The property is owned by Laura C. and Mark E. Luebke, 8425 Whispering Meadows Drive, Larsen WI 54947.
2. The Lot parcel is 1.210 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 property has an Officially Mapped 80-foot right-of-way on the STH "76" frontage.
6. The Lot is currently zoned R-1 (Rural Residential 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 Public Notice, Site Posting, and Neighbor Notices have been completed as required by the Town's Zoning Code of Ordinances.
2. The property is being re-zoned to satisfy a staff requirement for approval of a Certified Survey Map (CSM) that has been submitted for approval by the Town's Plan Commission and the Town Board.
3. The rezoning does not change the existing residential use of the lot and therefore it is consistent with the Town's approved Future Land Use Plan.
4. The property is being re-zoned from R-1 (Rural Residential District) to R-2 (Suburban Residential District) to allow the lot created by the proposed CSM to have consistent and uniform zoning with the surrounding properties.
5. The lot as approved and zoning as proposed, do meet all of the Town's Zoning Code requirements.

**Staff Recommendations:**

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

1. Recommendation by the Plan Commission and Approval by the Town Board of the related CSM of the same property.
2. Documentation of the approval of the proposed re-zoning by any overlying unit of government having jurisdiction

**MOTION:**

Motion by Commissioner Haskell

Second by Commissioner Linsmeier

Motion to recommend approval by the Town Board of the proposed re-zoning with staff recommendations.

Vote: Motion carried by unanimous voice vote

- C. Discussion/Recommendation: Plan Commission review and recommendation of a concept plan for a residential Plat on property owned by the Breaker Girls LLC, located at 2603 Larsen Road in the Town of Clayton and is specifically identified as Tax ID# 006-0638 being a part of Lot 2, CSM 4917, Volume 1, Page 4917, being a part of the northeast ¼ of the northeast ¼, northwest ¼ of the northeast ¼, southwest ¼ of the northeast ¼, and all of the southeast ¼ of the northeast ¼, Section 25, Town 20 North – Range 18 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located at 2603 Larsen Road in the Town of Clayton and is specifically identified as Tax ID# 006-0638 being a part of Lot 2, CSM 4917, Volume 1, Page 4917, being a part of the northeast ¼ of the northeast ¼, northwest ¼ of the northeast ¼, southwest ¼ of the northeast ¼, and all of the southeast ¼ of the northeast ¼, Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant: David J. Winkel  
411 South Commercial Street  
Neenah, WI 54956

Property Owner(s): Breaker Girls LLC  
36 Corvette Circle  
Fond Du Lac, WI 54935

**Property Information:**

1. The surrounding properties are zoned:
  - a) North: A-2 (General Agriculture District)
  - b) South: A-2 (General Agriculture District); R-1 (Rural Residential District; and R-2 (Suburban Residential District)
  - c) East: Town of Neenah

- d) West: R-2 (Suburban Residential District) and A-2 (General Agriculture District)

**Property Information Specific to Tax ID# 006-0645-01:**

1. The property is owned by Breaker Girls LLC, 36 Corvette Circle, Fond Du Lac, WI 54935.
2. The parcel is 99.750 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 property is currently zoned R-2 (Suburban Residential District).
6. The property is in both the City of Neenah Extraterritorial Zoning District and the Village of Fox Crossing's Extraterritorial Zoning District.
7. The property is in the County Shoreland Zoning Code 1000 Foot Buffer.
8. The property is in the County's Surface Water Drainage 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.

**Staff Comments:**

1. The property is proposed to be developed as an urban subdivision with municipal sanitary sewer, municipal water, storm sewer, curb and gutter.
2. In order to provide municipal sewer and municipal water utilities the Town would use a developer funded Department of Safety and Professional Services on site system.
3. The property is planned to be developed in phases.
4. The minimum lot size in the Town's R-2 (Suburban Residential District) is 10,000 square feet in a sewered area not in shoreland zoning.
5. The concept plan as presented has 158 lots; please be advised that this number is likely to change as a Plat is engineered.
6. The property can be developed as proposed with no changes to the Zoning of the Town's Comprehensive Plan.
7. The proposed road network meets requirements of the Town's Comprehensive Plan as proposed.
8. The curvilinear road network is intended to foster traffic calming and reduced speed within the proposed plat.
9. Access to the development would come from Larsen Road and Breaker Trail as shown in the Town's Comprehensive Plan; future access to the development would connect the Plat to the Town of Neenah in two areas on the east side of the development.
10. The Concept Plan does meet the intent in the Town's Comprehensive Plan to push residential and commercial development to the east side of the Town in order to foster and protect the farming community on the west side of the Town.
11. The Concept Plan is being presented to the Green Space Committee for its recommendations relative to trails within the Plat and along Larsen Road.
12. Both the Town's Public Works Foreman and the Town's Fire Chief have reviewed the concept plan and provided input on the proposal.
13. The Developer is asking the Plan Commission for input on the concept and a positive recommendation to the Town Board.

**Staff Recommendations:**

Staff recommends approval of the Concept Plan as presented with input from the Green Space Committee and Plan Commission subject to the following conditions:

1. The approval of a Final Plat and Design Engineering that meets the Town’s Minimum Road Standards.
2. Documentation of the approval of the proposed re-zoning by any overlying unit of government having jurisdiction

**MOTION:**

Motion by Commissioner Reif

Second by Commissioner Linsmeier

Motion to recommend approval by the Town Board of the Concept Plan as presented with input from the Green Space Committee and Plan Commission with staff recommendations.

Vote: Motion carried by unanimous voice vote.

- D. Discussion/Recommendation: Plan Commission review and recommendation on a 3-Lot Certified Survey Map (CSM) application submitted by Laura C. and Mark E. Luebke of 8425 Whispering Meadows Drive, Larsen, WI 54947 for property located in the Plat of Whispering Meadows in the Town of Clayton and specifically described as Tax ID # 006-1787, Tax ID# 006-1788, and Tax ID# 006-1789 being all of Lot 6 and Lot 7, and part of Lot 8, Whispering Meadows, all being located in the northeast ¼ of the northwest ¼ of Section 21, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin

Site Location: The property is located in the Plat of Whispering Meadows in the Town of Clayton and specifically described as Tax ID # 006-1787, Tax ID# 006-1788, and Tax ID# 006-1789 being all of Lot 6 and Lot 7, and part of Lot 8, Whispering Meadows, all being located in the northeast ¼ of the northwest ¼ of Section 21, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant: Laura C. and Mark E. Luebke  
8425 Whispering Meadows Drive  
Larsen, WI 54947

Property Owner(s): Laura C. and Mark E. Luebke  
8425 Whispering Meadows Drive  
Larsen, WI 54947

Consultant: Michael J. Frank S-2123  
Schuler & Associates, Inc  
2711 North Mason Street, Suite F  
Appleton, WI 54914

**Property Information:**

1. The surrounding properties are zoned:
  - a) North: R-2 (Suburban Residential District) and A-1 (Agribusiness District)

- b) South: R-2 (Suburban Residential District) and A-2 (General Agriculture District)
- c) East: R-8 (Manufactured Housing Community District) and A-2 (General Agriculture District)
- d) West: R-1 (Rural Residential District) and A-2 (General Agriculture District)

**Property Information Specific to Tax ID# 006-1787:**

- 1. The property is owned by Laura C. and Mark E. Luebke, 8425 Whispering Meadows Drive, Larsen, WI 54947.
- 2. The Lot is 1.380 acres in are.
- 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 out of the County’s Floodplain Zoning Area.
- 7. The property is not in the County’s Wetland Identifier.
- 8. The land use is consistent with the Town’s adopted Land Use Plan.

**Property Information Specific to Tax ID# 006-1788:**

- 1. The property is owned by Laura C. and Mark E. Luebke, 8425 Whispering Meadows Drive, Larsen, WI 54947.
- 2. The Lot is 1.200 acres in area.
- 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 out of the County’s Floodplain Zoning Area.
- 7. The property is not in the County’s Wetland Identifier.
- 8. The land use is consistent with the Town’s adopted Land Use Plan.

**Property Information Specific to Tax ID# 006-1789:**

- 1. The property is owned by Laura C. and Mark E. Luebke, 8425 Whispering Meadows Drive, Larsen, WI 54947.
- 2. The Lot is 1.290 acres in area.
- 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 out of the County’s Floodplain Zoning Area.
- 7. The property is not in the County’s Wetland Identifier.
- 8. The land use is consistent with the Town’s adopted Land Use Plan.

**Staff Comments on the CSM:**

- 1. The proposed 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 proposed CSM **does** show the Right to Farm Language required by the Town.
- 3. The proposed CSM reconfigures the property lines between three existing parcels.
- 4. The parcels re-created by the proposed CSM are, Lot-6, 1.57 acres (68,398 square feet), Lot-7, 1.02 acres (44,461 square feet), and Lot-8, 1.14 acres (49,546 square feet).
- 5. Lot 6 of the proposed CSM contains an existing residential structure; Lots 7 and 8 consist of vacant land.

- 6. All three Lots show a 20-foot drainage easement on the western boundary of the properties.
- 7. Access to all three Lots of the proposed CSM will be established on Whispering Meadows Drive when and if the properties are developed.

**Staff Recommendations on the Re-zoning Application:**

Staff recommends approval of the proposed CSM subject to the following condition(s):

- 1. The Surveyor providing the Town with a recorded copy of the CSM.
- 2. Documentation of the approval of the proposed re-zoning Application by any overlying unit of government having jurisdiction.

**MOTION:**

Motion by Commissioner Linsmeier

Second by Commissioner Haskell

Motion to recommend approval by the Town Board of the proposed CSM with staff recommendations.

Vote: Motion carried by unanimous voice vote.

- E. Discussion/Recommendation: Plan Commission review and recommendation on a 4-Lot Certified Survey Map (CSM) application submitted by Laura C. and Mark E. Luebke of 8425 Whispering Meadows Drive, Larsen, WI 54947 for property located in the Plat of Whispering Meadows in the Town of Clayton and specifically described as Tax ID # 006-0561-02, Tax ID# 006-1791, Tax ID# 006-1790, Tax ID# 006-1789, being all of Lot 1 of Certified Survey Map No. 6693, part of Lot 8 and all of Lots 9 and 10, Whispering Meadows, all being located in the northeast ¼ of the northwest ¼ of Section 21, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located in the Plat of Whispering Meadows in the Town of Clayton and specifically described as Tax ID # 006-0561-02, Tax ID# 006-1791, Tax ID# 006-1790, Tax ID# 006-1789, being all of Lot 1 of Certified Survey Map No. 6693, part of Lot 8 and all of Lots 9 and 10, Whispering Meadows, all being located in the northeast ¼ of the northwest ¼ of Section 21, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant: Laura C. and Mark E. Luebke  
8425 Whispering Meadows Drive  
Larsen, WI 54947

Property Owner(s): Laura C. and Mark E. Luebke  
8425 Whispering Meadows Drive  
Larsen, WI 54947

Consultant: Michael J. Frank S-2123

Schuler & Associates, Inc  
2711 North Mason Street, Suite F  
Appleton, WI 54914

**Property Information:**

1. The surrounding properties are zoned:
  - a) North: A-1 (Agribusiness District)
  - b) South: R-2 (Suburban Residential District) and A-2 (General Agriculture District)
  - c) East: R-8 (Manufactured Housing Community District) and A-2 (General Agriculture District)
  - d) West: R-1 (Rural Residential District) A-2 (General Agriculture District)

**Property Information Specific to Tax ID# 006-0561-02:**

1. The property is owned by Laura C. and Mark E. Luebke, 8425 Whispering Meadows Drive, Larsen, WI 54947.
2. The Lot is 1.210 acres in area.
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 land use is consistent with the Town's adopted Land Use Plan.

**Property Information Specific to Tax ID# 006-1789:**

1. The property is owned by Laura C. and Mark E. Luebke, 8425 Whispering Meadows Drive, Larsen, WI 54947.
2. The Lot is 1.290 acres in area.
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 out of the County's Floodplain Zoning Area.
7. The property is not in the County's Wetland Identifier.
8. The land use is consistent with the Town's adopted Land Use Plan.

**Property Information Specific to Tax ID# 006-1790:**

1. The property is owned by Laura C. and Mark E. Luebke, 8425 Whispering Meadows Drive, Larsen, WI 54947.
2. The Lot is 1.290 acres in area.
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 out of the County's Floodplain Zoning Area.
7. The property is not in the County's Wetland Identifier.
8. The land use is consistent with the Town's adopted Land Use Plan.

**Property Information Specific to Tax ID# 006-1791:**

1. The property is owned by Laura C. and Mark E. Luebke, 8425 Whispering Meadows Drive, Larsen, WI 54947.

2. The Lot is 1.720 acres in area.
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 out of the County’s Floodplain Zoning Area.
7. The property is not in the County’s Wetland Identifier.
8. The land use is consistent with the Town’s adopted Land Use Plan.

**Staff Comments on the CSM:**

1. The proposed 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 proposed CSM **does** show the Right to Farm Language required by the Town.
3. The proposed CSM reconfigures the property lines between four existing parcels.
4. The parcels re-created by the proposed CSM are Lot-18, 1.001 acres (43,595 square feet), Lot-17, 1.162 acres (50,620 square feet), Lot-16, 1.16 acres (48,592 square feet) and Lot 15, 1.100 acres (47,905).
5. Lots 17 and 18 of the proposed CSM contain an existing residential structure and outbuildings that are to be removed; Lots 15 and 16 consist of vacant land.
6. Lot 15 shows a 20-foot drainage easement on the western boundary of the properties.
7. Lots 15 and 16 show a 20-foot storm water management drainage easement on their respective north and south property lines.
8. Access to all four Lots of the proposed CSM will be established on Whispering Meadows Drive when and if the properties are developed.

**Staff Recommendations on the Re-zoning Application:**

Staff recommends approval of the proposed CSM subject to the following condition(s):

1. Approval of the re-zoning application for what was Tax ID # 006-0561-02.
2. The Surveyor providing the Town with a recorded copy of the CSM.
3. Documentation of the approval of the proposed re-zoning Application by any overlying unit of government having jurisdiction.

**MOTION:**

Motion by Commissioner Linsmeier

Second by Commissioner Dorow

Motion to recommend approval by the Town Board of the proposed CSM with staff recommendations and the condition to remove the existing mound system.

Vote: Motion carried by unanimous voice vote.

- F. **Discussion/Recommendation:** Plan Commission review and recommendation of the proposed development of the previously approved Plat of Highland Woods, Phase II in Section 3, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located on the northwest corner of Center Road and Shady Lane in Section 3, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant: Barbara and Timothy Wrase  
411 Kittiver Court  
Neenah, WI 54956

Property Owner(s): Barbara and Timothy Wrase  
411 Kittiver Court  
Neenah, WI 54956

**Property Information:**

The surrounding properties are zoned:

- a) North: R-2 (Suburban Residential District) and A-2 (General Agriculture District)
- b) South: R-2 (Suburban Residential District) and A-2 (General Agriculture District)
- c) East: A-1 (Agribusiness District)
- d) West: A-2 (General Agriculture District) and A-1 (Agribusiness District)

**Staff Comments:**

1. The Plat of Highland Wood, Phase II was approved late 1999 or early 2000; however, Phase II of the Plat was never developed.
2. The owners of the property, Barbara and Timothy Wrase, have decided to proceed with the development of the property.
3. In order to proceed with the development of the property the owners were required, by the State Department of Natural Resources (DNR), to update the drainage plan and any wetland delineations on the property. Additionally, the Town required that the developer update the public infrastructure of the Plat to meet the Town's current Minimum Road Standards and Storm Water Management requirements.
4. Additionally, the Town is requiring that one of the Storm Water Management Ponds on the site be constructed with a dry hydrant device to provide water to the Fire Department in case of an emergency.
5. Based on the required engineering activities the owners have submitted several Certified Survey Maps (CSM) that adjust property lines to allow for better access and less intrusion on wetland areas on the property.
6. The Developer has also decided to keep the Storm Water Management Devices as part of the lots; therefore the Plan Commission will need to recommend approval of the attached Storm Water Management Maintenance Agreements.

**Staff Recommendations:**

Staff recommends approval of the development of Phase II of the Plat of Highland Wood subject to the following conditions:

1. Approval of the proposed CSMs for the project submitted by the Applicant.
2. Approval of the Storm Water Management Maintenance Agreements for the Plat.
3. Approval of a Developer's Agreement for the construction of the Public Infrastructure in the Plat.
4. Documentation of the approval of the proposed re-zoning by any overlying unit of government having jurisdiction

**MOTION:**

Motion by Commissioner Haskell  
Second by Commissioner Linsmeier

Motion to recommend approval by the Town Board of the development of Phase II of the Plat of Highland Wood with staff recommendations.

Vote: Motion carried by unanimous voice vote.

- G. Discussion/Recommendation: Plan Commission review and recommendation on a 3-Lot Certified Survey Map (CSM) application submitted by Barbara and Timothy Wrase of 411 Kittiver Court, Neenah, WI 54956 for property located in the Plat of Highland Woods Phase II in the Town of Clayton and specifically described as Tax ID # 006-1337, Tax ID# 006-1338, and Tax ID# 006-1339, all of Lots 1, 2, and 3 of Highland Wood, being aa part of the northwest ¼ of the southwest ¼ and the southwest ¼ of the southwest ¼ of Section 3, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located on the northeast corner of Center Road and Shady Lane in the Plat of Highland Wood, Phase II in the Town of Clayton and specifically described as Tax ID # 006-1337, Tax ID# 006-1338, and Tax ID# 006-1339, all of Lots 1, 2, and 3 of Highland Wood, being a part of the northwest ¼ of the southwest ¼ and the southwest ¼ of the southwest ¼ of Section 3, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant: Barbara and Timothy Wrase  
411 Kittiver Court  
Neenah, WI 54956

Property Owner(s): Barbara and Timothy Wrase  
411 Kittiver Court  
Neenah, WI 54956

**Property Information:**

The surrounding properties are zoned:

- a) North: R-2 (Suburban Residential District) and A-2 (General Agriculture District)
- b) South: R-2 (Suburban Residential District) and A-2 (General Agriculture District)
- c) East: A-1 (Agribusiness District)
- d) West: A-2 (General Agriculture District) and A-1 (Agribusiness District)

**Property Information Specific to Tax ID# 006-1337:**

- 1. The property is owned by Barbara and Timothy Wrase, 411 Kittiver Court, Neenah, WI 54956.
- 2. The Lot 1.320 acres in area.
- 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).
- 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 is not in the County’s Wetland Identifier.

9. The land use is consistent with the Town’s adopted Land Use Plan.

**Property Information Specific to Tax ID# 006-1338:**

1. The property is owned by Barbara and Timothy Wrase, 411 Kittiver Court, Neenah, WI 54956.
2. The Lot 1.500 acres in area.
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).
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 is not in the County’s Wetland Identifier.
9. The land use is consistent with the Town’s adopted Land Use Plan.

**Property Information Specific to Tax ID# 006-1339:**

1. The property is owned by Barbara and Timothy Wrase, 411 Kittiver Court, Neenah, WI 54956.
2. The Lot 1.500 acres in area.
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).
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 is not in the County’s Wetland Identifier.
9. The land use is consistent with the Town’s adopted Land Use Plan.

**Staff Comments on the CSM:**

1. The proposed 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 proposed CSM **does** show the Right to Farm Language required by the Town.
3. The proposed CSM reconfigures the property lines between three existing parcels.
4. The parcels re-created by the proposed CSM are Lot-1, 1.868 acres (81,391 square feet), Lot-2, 1.226 acres (53,413 square feet), and Lot-3, 1.233 acres (53,697 square feet).
5. The Lots re-created by the proposed CSM consist of vacant land.
6. Lots 1, 2 and 3 show a 15-foot drainage easement on the northern boundary of the properties.
7. Access to all three Lots of the proposed CSM will be established on Broad Meadow Road when and if the properties are developed.
8. The redefined storm water management pond is the reason for the CSM reconfiguring the lot lines to allow for a larger pond with a dry hydrant.

**Staff Recommendations:**

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

1. The Surveyor providing the Town with a recorded copy of the CSM.
2. Documentation of the approval of the proposed re-zoning by any overlying unit of government having jurisdiction

**MOTION:**

Motion by Commissioner Haskell

Second by Commissioner Linsmeier

Motion to recommend approval by the Town Board of the proposed CSM with staff recommendations.

Vote: Motion carried by unanimous voice vote.

- H. Discussion/Recommendation: Plan Commission review and recommendation on a 3-Lot Certified Survey Map (CSM) application submitted by Barbara and Timothy Wrase of 411 Kittiver Court, Neenah, WI 54956 for property located in the Plat of Highland Woods Phase II in the Town of Clayton and specifically described as Tax ID # 006-1340, Tax ID# 006-1341, and Tax ID# 006-1342, all of Lots 4, 5, and 6 of Highland Wood, being a part of the southwest ¼ of the southwest ¼ of Section 3, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located on the northeast corner of Center Road and Shady Lane in the Plat of Highland Wood, Phase II in the Town of Clayton and specifically described as Tax ID # 006-1340, Tax ID# 006-1341, and Tax ID# 006-1342, all of Lots 4, 5, and 6 of Highland Wood, being a part of the southwest ¼ of the southwest ¼ of Section 3, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant: Barbara and Timothy Wrase  
411 Kittiver Court  
Neenah, WI 54956

Property Owner(s): Barbara and Timothy Wrase  
411 Kittiver Court  
Neenah, WI 54956

**Property Information:**

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

**Property Information Specific to Tax ID# 006-1340:**

1. The property is owned by Barbara and Timothy Wrase, 411 Kittiver Court, Neenah, WI 54956.
2. The Lot is 1.500 acres in area.
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).
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 is not in the County's Wetland Identifier.
9. The land use is consistent with the Town's adopted Land Use Plan.

**Property Information Specific to Tax ID# 006-1341:**

1. The property is owned by Barbara and Timothy Wrase, 411 Kittiver Court, Neenah, WI 54956.
2. The Lot is 1.500 acres in area.
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).
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 is not in the County's Wetland Identifier.
9. The land use is consistent with the Town's adopted Land Use Plan.

**Property Information Specific to Tax ID# 006-1342:**

1. The property is owned by Barbara and Timothy Wrase, 411 Kittiver Court, Neenah, WI 54956.
2. The Lot is 1.590 acres in area.
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).
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 is not in the County's Wetland Identifier.
9. The land use is consistent with the Town's adopted Land Use Plan.

**Staff Comments on the CSM:**

1. The proposed 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 proposed CSM **does** show the Right to Farm Language required by the Town.
3. The proposed CSM reconfigures the property lines between three existing parcels.
4. The parcels re-created by the proposed CSM are Lot-4, 1.312 acres (57,166 square feet), Lot-5, 1.312 acres (57,166 square feet), and Lot-6, 1.969 acres (85,786 square feet).
5. The Lots re-created by the proposed CSM consist of vacant land.
6. Lot 6 shows a 15-foot drainage easement on the western boundary of the properties.
7. Access to all three Lots of the proposed CSM will be established on Broad Meadow Road when and if the properties are developed.
8. The redefined wetland area is the reason for the CSM to reconfigure the lot lines allowing for more developable area on Lot-6.

**Staff Recommendations:**

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

1. The Surveyor providing the Town with a recorded copy of the CSM.
2. Documentation of the approval of the proposed re-zoning by any overlying unit of government having jurisdiction

**MOTION:**

Motion by Commissioner Linsmeier

Second by Commissioner Eckstein

Motion to recommend approval by the Town Board of the proposed CSM with staff recommendations.

Vote: Motion carried by unanimous voice vote.

- I. Discussion/Recommendation: Plan Commission review and recommendation on a 4-Lot Certified Survey Map (CSM) application submitted by Barbara and Timothy Wrase of 411 Kittiver Court, Neenah, WI 54956 for property located in the Plat of Highland Woods Phase II in the Town of Clayton and specifically described as Tax ID # 006-1346, Tax ID# 006-1347, Tax ID# 006-1348 and Tax ID# 006-1349, all of Lots 10, 11, 12, and 13 of Highland Wood, being a part of the southwest ¼ of the southwest ¼ of Section 3, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located on the northeast corner of Center Road and Shady Lane in the Plat of Highland Wood, Phase II in the Town of Clayton and specifically described as Tax ID # 006-1346, Tax ID# 006-1347, Tax ID# 006-1348 and Tax ID# 006-1349, all of Lots 10, 11, 12, and 13 of Highland Wood, being a part of the southwest ¼ of the southwest ¼ of Section 3, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant: Barbara and Timothy Wrase  
411 Kittiver Court  
Neenah, WI 54956

Property Owner(s): Barbara and Timothy Wrase  
411 Kittiver Court  
Neenah, WI 54956

**Property Information:**

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

**Property Information Specific to Tax ID# 006-1346:**

- 1. The property is owned by Barbara and Timothy Wrase, 411 Kittiver Court, Neenah, WI 54956.
- 2. The Lot is 1.600 acres in area.
- 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).
- 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 is not in the County's Wetland Identifier.
9. The land use is consistent with the Town's adopted Land Use Plan.

**Property Information Specific to Tax ID# 006-1347:**

1. The property is owned by Barbara and Timothy Wrase, 411 Kittiver Court, Neenah, WI 54956.
2. The Lot is 1.500 acres in area.
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).
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 is not in the County's Wetland Identifier.
9. The land use is consistent with the Town's adopted Land Use Plan.

**Property Information Specific to Tax ID# 006-1348:**

1. The property is owned by Barbara and Timothy Wrase, 411 Kittiver Court, Neenah, WI 54956.
2. The Lot is 1.200 acres in area.
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).
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 is not in the County's Wetland Identifier.
9. The land use is consistent with the Town's adopted Land Use Plan.

**Property Information Specific to Tax ID# 006-1349:**

1. The property is owned by Barbara and Timothy Wrase, 411 Kittiver Court, Neenah, WI 54956.
2. The Lot is 1.500 acres in area.
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).
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 is not in the County's Wetland Identifier.
9. The land use is consistent with the Town's adopted Land Use Plan.

**Staff Comments on the CSM:**

1. The proposed 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 proposed CSM **does** show the Right to Farm Language required by the Town.
3. The proposed CSM reconfigures the property lines between three existing parcels.
4. The parcels re-created by the proposed CSM are Lot-10, 1.438 acres (62,649 square feet), Lot-11, 1.438 acres (62,649 square feet), Lot-12, 1.438 acres (62,649 square feet) and Lot-13, 1.502 acres (65,409 square feet).
5. The Lots re-created by the proposed CSM consist of vacant land.

- 6. Lot 6 shows a 6-foot utility easement on the south property line, Lot 11 shows a 12-foot utility easement on the north property line, Lot 12 shows a utility easement on the south property line, Lot 13 shows some minor wetland on the property.
- 7. Access to all four Lots of the proposed CSM will be established on Broad Meadow Road when and if the properties are developed.
- 8. The redefined utility easement and the Town’s desire to see all of the Lots in the Plat take access from Broad Meadow Road is the reason for the CSM reconfiguring the lot lines.

**Staff Recommendations:**

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

- 1. The Surveyor providing the Town with a recorded copy of the CSM.
- 2. Documentation of the approval of the proposed re-zoning by any overlying unit of government having jurisdiction

**MOTION:**

Motion by Commissioner Dorow

Second by Commissioner Linsmeier

Motion to recommend approval by the Town Board of the proposed CSM with staff recommendations.

Vote: Motion carried by unanimous voice vote.

- J. Discussion/Recommendation: Plan Commission review and recommendation of a 2-Lot County Plat Application submitted by Schmidt Construction Inc. of 3189 Winnegamie Drive, Appleton, WI 54914 and is specifically identified as Tax ID# 006-0022-01, being all of Lot 1, Certified Survey Map 7152 located in the northwest ¼ of the fractional northeast ¼ and being part of the northeast ¼ of the fractional northwest ¼ of Section 02, Township 20 north, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located on the south side of Winnegamie Drive west of Lind Lane and is specifically identified as Tax ID# 006-0022-01, being all of Lot 1, Certified Survey Map 7152 located in the northwest ¼ of the fractional northeast ¼ and being part of the northeast ¼ of the fractional northwest ¼ of Section 02, Township 20 north, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant(s): Schmidt Construction Inc  
3189 Winnegamie Drive  
Appleton, WI 54914

Property Owner(s): Schmidt Construction Inc  
3189 Winnegamie Drive  
Appleton, WI 54914

**Property Information:**

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

**Property Information Specific to Tax ID# 006-0022-01:**

1. The property is owned by Schmidt Construction Inc, of 3189 Winnegamie Drive, Appleton, WI 54914.
2. The property is 10.010 acres in area.
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 in the Outagamie County Airport Height Zoning District.
6. The Lot is currently zoned A-2 (General Agriculture District).
7. The property is in the Village of Fox Crossing Extraterritorial 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.

**Staff Comments on the CSM:**

1. For the purposes of this review staff is considering the County Plat in much the same way as a CSM.
2. The proposed County Plat does not change the existing use of the property and therefore it is consistent with the Town’s approved Future Land Use Plan.
3. The proposed County Plat **does not** show the Right to Farm Language required by the Town.
4. The proposed County Plat reconfigures the property lines to create two new parcels.
5. The parcels re-created by the proposed County Plat are Lot-1, 5.0134 acres (218,383 square feet), and Lot-2, 5.0057 acres (218,047 square feet).
6. Both Lots 1 and 2 of the proposed County Plat consist of vacant land.
7. Both Lots 1 and 2 of the proposed County Plat take access from Winnegamie Drive.

**Staff Recommendations on the Re-zoning Application:**

Staff recommends approval of the proposed County Plat subject to the following condition(s):

1. The County Plat showing the Town’s right to farm language.
2. The Surveyor providing the Town with a recorded copy of the CSM.
3. Documentation of the approval of the proposed re-zoning Application by any overlying unit of government having jurisdiction.

**MOTION:**

Motion by Commissioner Reif

Second by Commissioner Linsmeier

Motion to recommend approval by the Town Board of the proposed County Plat Application with staff recommendations.

Vote: Motion carried by a unanimous voice vote.

K. Discussion/Recommendation: Plan Commission review and recommendation of the storm water management maintenance agreements for the development of the Plat of Highland Woods Phase II in the Town of Clayton and located in Section 3, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- Discussion and Acton held in conjunction with Business Item “F”.

**MOTION:**

Motion by Commissioner Haskell

Second by Commissioner Linsmeier

Motion to recommend approval by the Town Board of the development of Phase II of the Plat of Highland Wood with staff recommendations.

Vote: Motion carried by unanimous voice vote.

L. Discussion/Recommendation: Plan Commission review and recommendation on a 4-Lot Certified Survey Map (CSM) application submitted by Tracy and Rick Steckling of 3096 Rose Moon Way, Neenah, WI 54956 for property located at the western terminus of Rose Moon Way in the Town of Clayton and specifically described as Tax ID # 006-0670-01 being all of Lot 1 of Certified Survey Map No. 6930, being part of the southeast ¼ of the northwest ¼ of Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located at the western terminus of Rose Moon Way in the Town of Clayton and specifically described as Tax ID # 006-0670-01 being all of Lot 1 of Certified Survey Map No. 6930, being part of the southeast ¼ of the northwest ¼ of Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant: Tracy and Rick Steckling  
3096 Rose Moon Way  
Neenah, WI 54956

Property Owner(s): Tracy and Rick Steckling  
3096 Rose Moon Way  
Neenah, WI 54956

Consultant: David Hebert S-2312  
Hebert & Associates, Inc  
1110 West Wisconsin Avenue  
Appleton, WI 54914

**Property Information:**

The surrounding properties are zoned:

- a) North: A-2 (General Agriculture District)
- b) South: A-2 (General Agriculture District)
- c) East: R-2 (Suburban Residential District)
- d) West: A-2 (General Agriculture District)

**Property Information Specific to Tax ID# 006-0670-01:**

1. The property is owned by Tracy and Rick Steckling, 3096 Rose Moon Way, Neenah, WI 54956.
2. The Lot, including the parent parcel, is 5.620 acres in area.
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 Agriculture 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.
9. The land use is consistent with the Town's adopted Land Use Plan.

**Staff Comments on the CSM:**

1. The proposed CSM changes the existing use of the property to R-1 (Rural Residential) and therefore it is consistent with the Town's approved Future Land Use Plan.
2. The proposed CSM **does** show the Right to Farm Language required by the Town.
3. The proposed CSM reconfigures the property to create four single family residential Lots.
4. The parcels re-created by the proposed CSM are Lot-1, 1.231 acres (53,603 square feet), Lot-2, 1.188 acres (51,754 square feet), Lot-3, 1.352 acres (58,882), and Lot-4, 1.581 acres (68,855 square feet).
5. All of the Lots consist of vacant land.
6. Access to all four Lots of the proposed CSM will be established on the extension of Rose Moon Way when and if the properties are developed.
7. The Right-of-Way for the extension of Rose Moon Way was reserved as part of the approval of CSM 6930.
8. Staff will review the Commission's recommendation with the adjoining property owner prior to submitting the Commission's recommendation to the Town Board.
9. The four new Lots created by the proposed CSM will need to be re-zoned to R-1 (Rural Residential District) or R-2 (Suburban Residential District).

**Staff Recommendations:**

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

1. The 4 Lots created by the CSM being re-zoned to either R-1 (Rural Residential District) or R-2 (Suburban Residential District).
2. The Developer and the Town entering into a Developer's Agreement for the construction and financing of the proposed extension of Rose Moon Way.
3. The Surveyor providing the Town with a recorded copy of the CSM.
4. Documentation of the approval of the proposed re-zoning Application by any overlying unit of government having jurisdiction.

**MOTION:**

Motion by Commissioner Reif

Second by Commissioner Wisnepske

Motion to recommend approval of the proposed CSM with staff recommendations

Vote: Motion carried by a 6-1 vote with Commissioner Haskell voting Nay.

VII. Upcoming Meeting Attendance: Annual Meeting of the Electors, April 18, 2017 at 7:00 p.m.

VIII. Adjournment

**MOTION:**

Motion by: Commissioner

Second by: Commissioner

Motion: To Adjourn the Plan Commission meeting at 8:50 p.m.

Vote: Motion carried by unanimous voice vote

Respectfully submitted,  
Holly Stevens, Deputy Clerk