

TOWN OF CLAYTON
Town Plan Commission
Meeting Minutes
7:00 P.M. – on Wednesday, December 13th, 2017
Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order:

A. Notice Verification, Roll

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

a. Plan Commission Members

Chair Knapinski	PRESENT
Commissioner Wisnefske	PRESENT
Commissioner Eckstein	ABSENT
Commissioner Linsmeier	PRESENT
Commissioner Dorow	ABSENT
Commissioner Haskell	PRESENT
Town Board Representative Reif	PRESENT

b. Staff

Administrator Johnston	PRESENT
Deputy Clerk Stevens	PRESENT
Planner Ken Jaworski	PRESENT

II. Public Hearings: NONE

III. Approval of Minutes

- A. Approval of the minutes of the Wednesday, November 8th, 2017 Plan Commission Meeting.

MOTION

Motion to approve the minutes of the Wednesday, November 8th, 2017 Plan Commission Meeting.

Motion carried by unanimous voice vote

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

V. Correspondence

- A. November CY 2017 Building Inspection Report.
- B. Outagamie County Zoning and Land Conservation Committee Agenda.
- C. Meeting Notice from the Winnebago County Zoning Department.

VI. Business:

- A. Discussion/Recommendation: Plan Commission review and recommendation on a 2-Lot Certified Survey Map (CSM) application submitted by the Town of Clayton, 8348 CTR “T”, Larsen, WI 54956, for property located at 8348 CTR “T”, Larsen, WI 54947 and
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Christopher R. Clauson, 8338 CTR “T”, Larsen, WI 54947 and specifically described as Tax ID# 006-0535-06-01 and Tax ID# 006-0535-03, being all of Lots 1 and 2 of Certified Map 6840, and part of the southwest ¼ of the northwest ¼ of Section 20, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin

Site Location: The property is located at 8348 CTR “T”, Larsen, WI 54947 and 8338 CTR “T”, Larsen, WI 54947 and specifically described as Tax ID# 006-0535-06-01 and Tax ID# 006-0535-03, being all of Lots 1 and 2 of Certified Map 6840, and part of the southwest ¼ of the northwest ¼ of Section 20, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicants: Town of Clayton
8348 CTR “T”
Larsen, WI 54947

Property Owners: Town of Clayton
8348 CTR “T”
Larsen, WI 54947

Christopher R. Clauson
8338 CTR “T”
Larsen, WI 54947

Consultant: Gary A. Zahringer, S2098
Martenson and Eisele, Inc
1377 Midway Road
Menasha, WI 54952

Prepared for: Town of Clayton
8348 CTR “T”
Larsen, WI 54947

Property Information:

- 1) The surrounding properties are zoned:
 - a) North: B-3 (General Business District), R-1 (Rural Residential District) and I-2 (Heavy Industrial District)
 - b) South: B-3 (General Business District)
 - c) East: A-1 (Agribusiness District)
 - d) West: R-1 (Rural Residential District) and A-2 (General Agricultural District)

Property Information Specific to Tax ID # 006-0535-06-01:

1. The property is owned by the Town of Clayton, 8348 CTR “T”, Larsen, WI 54947.
2. The Lot is 11.100 acres in size.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The property is in the Larsen/Winchester Sanitary District.

6. The property is currently zoned P-I (Public Institutional District).
7. The property is out of the County's Floodplain Zoning Area.
8. The property is in the Larsen Drainage District.
9. The property is not in the County's Wetland Identifier.
10. The property is the site of the Trail Head Park, the Town/Fire Hall Building, and the Town of Clayton Public Works Department facilities.

Property Information Specific to Tax ID# 006-0535-03:

1. The property is owned by Christopher R. Clauson, 8338 CTR "T", Larsen, WI 54947.
2. The Lot is 1.2 acres in size.
3. The property is in the Winneconne School District (6608).
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) and P-I (Public Institutional District).
6. The property is in the Larsen/Winchester Sanitary District.
7. The property is out of the County's Floodplain Zoning Area.
8. The property is in the Larsen Drainage District.
9. The property is not in the County's Wetland Identifier.
10. The property is the site of the Larsen Tavern with a residential structure above the bar.

Staff Comments:

- 1) The proposed CSM is consistent with the Town's approved Land Use Plan.
- 2) The CSM **does** show the Right-to-Farm Language required by the Town
- 3) The proposed CSM consolidates, reconfigures, and rationalizes the properties involved in the CSM (see attached map), specifically, the yellow area will go to the Town, the green areas will go to Mr. Clauson, and the orange are will be dedicated as part of the right-of-way of CTR "T".
- 4) The consolidated properties comply with the frontage requirements of the Town's Zoning Code of Ordinances.
- 5) All of the properties have existing legal access points that are expected to continue to be used following the reconfiguration of the properties by the CSM.
- 6) One of the Lots in the proposed CSM has dual zoning.
- 7) Any rezoning functions proposed by staff are intended to create consistency with the Zoning Code of Ordinances and are not intended to change the use of the property.
- 8) A condition of approval of the proposed CSM should include re-zoning all of the properties created by the proposed CSM so that the Zoning is consistent with the intended use and with the Town's Zoning Code of Ordinances.
- 9) If the CSM is conditionally approved the required re-zonings will appear before the Plan Commission for consideration at its Wednesday, January 9th, 2017 meeting.

Staff Recommendations:

Given staff's involvement in creating the proposed CSM and the Town's participation in the project, The Administration will not make a recommendation on the proposed CSM. However, the following conditions should be placed on any approval of the document:

1. Re-zoning of all of the proposed properties involved in the CSM to conform to the Town's Zoning Code of Ordinances.

2. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.

MOTION:

Motion by Commissioner Linsmeier

Second by Commissioner Reif

Motion to recommend approval to the Town Board of the CSM as presented with Staff Recommendations

Motion carried by unanimous voice vote

- B. Discussion/Recommendation: Plan Commission review and recommendation on a 2-Lot Certified Survey Map (CSM) Application submitted by Ted Eckstein, 4794 CTR “II”, Larsen, WI 54947, for property located at 4790 CTR “II”, Larsen, WI 54947 and specifically described as Tax ID# 006-0494, being all of southeast ¼ of the southwest ¼ of Section 18, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin

Site Location: The property is located at 4790 CTR “II”, Larsen, WI 54947 and specifically described as Tax ID# 006-0494, being all of southeast ¼ of the southwest ¼ of Section 18, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant(s): Ted Eckstein
4790 CTR “II”
Larsen, WI 54947

Property Owner(s): Abe Eckstein
8654 CTR “M”
Larsen, WI 54947

Consultant: Lawrence C. Kriescher S-1599
L.C. Kriescher and Associates
5251 Grandview Road
Larsen, WI 54947

Property Information:

- 1) The surrounding properties are zoned:
 - a) North: A-2 (General Agricultural District)
 - b) South: A-2 (General Agricultural District), R-1 (Rural Residential District) and B-3 (General Business District)
 - c) East: R-1 (Rural Residential District), and A-2 (General Agricultural District)
 - d) West: R-1 (Rural Residential District) and A-2 (General Agricultural District)

Property Information Specific to Tax ID # 006-0490:

1. The property is owned by Abe Eckstein, 8654 CTR “M”, Larsen, WI 54947.

2. The Lot is 40.100 acres in size.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The property is currently zoned A-2 (General Agriculture 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:

1. The proposed CSM is consistent with the Town's approved Land Use Plan.
2. The proposed CSM creates 2-Lots from the 40.00-acre parent parcel.
3. The CSM **does** show the Right-to-Farm Language required by the Town.
4. Lot-1 of the proposed CSM is 6.004 acres (261,541 Square Feet) in area and contains the farm home and associated out-buildings.
5. All of the out-buildings are compliant with the Town's Zoning Code of Ordinances.
6. Lot-2 of the proposed CSM is 33.540 acres (1,461,010 Square Feet) in area and is used for farming purposes. Additionally, Lot-2 of the proposed CSM contains the old Larsen Hanger on the northwest corner of the property.
7. Both properties have existing legal access points that are expected to continue to be used following the reconfiguration of the properties by the CSM.
8. Both of the proposed Lots created by the proposed CSM are consistent with the existing A-2 (General Agriculture District) zoning.
9. Additionally, the proposed CSM deeds approximately 0.965 of an acre (42,046 Square Feet) of right-of-way for CTR "IP".

Staff Recommendations on the CSM Application:

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 CSM Application by any overlying unit of government having jurisdiction.

MOTION

Motion by Commissioner Haskell

Second by Commissioner Linsmeier

Motion to recommend approval to the Town Board of the CSM as presented with Staff Recommendations

Motion carried by unanimous voice vote

VII. Upcoming Meeting Attendance: NONE

VIII. Adjournment

MOTION:

Motion by: Commissioner Haskell

Second by: Commissioner Linsmeier

Motion made to Adjourn the meeting at 7:08 p.m.

Motion carried by unanimous voice vote

Respectfully submitted, Holly Stevens, Deputy Clerk