

TOWN OF CLAYTON
Town Plan Commission
Meeting Minutes
7:00 P.M. – 8:17 P.M. on Wednesday, July 9th, 2014
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 Jesse	PRESENT
Commissioner Dorow	ABSENT
Commissioner Linsmeier	ABSENT
Town Board Representative Schmidt	PRESENT

b. Staff

Administrator Johnston	PRESENT
Ken Jaworski	PRESENT

II. Public Hearings:

A. No Public Hearings

- Opened for the sign ordinance and site plan ordinance. No comments on these ordinances.

III. Approval of Minutes:

A. Approval of the minutes of the Wednesday, June 11th, 2014 Regular Plan Commission Meeting.

MOTION:

Motion by: Commissioner Haskell

Seconded by: Commissioner Schmidt

Motion: Move that we approve the minutes as amended of the Plan Commission Meeting for Wednesday, June 11th, 2014. Remove question mark after Ken Jaworski's name for attendance. Page 2 motion on the vice chair vote 3 to 2 for show of hands.

Vote: Motion carried by unanimous voice vote.

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.

V. Correspondence:

A. June Building Inspection report.

VI. Business:

A. Discussion/Recommendation: Plan Commission review and recommendation on a Certified Survey Map (CSM) Application submitted by Dino Valeri for DSV LLC, 3440 DeKalb Lane, Neenah, WI 54956 for the Woodshed Bar and Grill located at 2895 CTR “II” Neenah, WI 54956 and 8472 STH “76” specifically identified as Tax ID # 006 0621-01 and Tax ID # 006 0621-02 both located in part of the northwest ¼ of the northwest ¼ of Section 24, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The properties are located at 2895 CTR “II” Neenah, WI 54956 and 8472 STH “76” specifically identified as Tax ID # 006 0621-01 and Tax ID # 006 0621-02 both located in part of the northwest ¼ of the northwest ¼ of Section 24, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant(s): David M. Schmalz – S-1284
McMahon Engineers/Architects
1445 McMahon Drive
Neenah, WI 54956

Property Owner(s): Dino Valeri
DSV LLC
3440 DeKalb Lane
Neenah, WI 54956

Consultant: David M. Schmalz – S-1284
McMahon Engineers/Architects
1445 McMahon Drive
Neenah, WI 54956

Property Location: 2895 CTR “II” Neenah, WI 54956
and
8472 STH “76” Neenah, WI 54956

Property Information:

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

Property Information Specific to Tax ID # 006-0621-01:

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

1. The property Tax ID is # 006-0621-01.
2. The property consists of approximately 0.5 acres.
3. The property is in the Neenah School District.
4. The property is in the Department of Natural Resources Special Well Casing Area.
5. The property is in the Town of Clayton, Sanitary District No. 1.
6. The property is currently Zoned B-2 (COMMUNIT BUSINESS DISTRICT).
7. The property is in the City of Neenah's Extraterritorial Zoning Area.
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 # 006-0621-02:

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

1. The property Tax ID is # 006-0621-02.
2. The property consists of approximately 3.60 acres.
3. The property is in the Neenah School District.
4. The property is in the Department of Natural Resources Special Well Casing Area.
5. The property has an Officially Mapped 100-foot right-of-way.
6. The property is in the Town of Clayton, Sanitary District No. 1.
7. The property is currently Zoned B-2 (COMMUNITY BUSINESS DISTRICT).
8. The property is in the City of Neenah's Extraterritorial Zoning Area.
9. The property is out of the County's Floodplain Zoning Area.
10. The property is not in the County's Wetland Identifier.
11. 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 consolidates two properties (Tax ID # 006-0621-01 and 006-0621-02) and then divides them into 2-Lots, the first (Lot-1) is 2.90 acres and the second (Lot-2) is 1.036 acres.
3. Lot-1 of the proposed CSM contains the existing Woodshed Bar and Grill.
4. Lot-2 of the proposed CSM contains the former Christmas Shop.
5. The CSM does not contain the Right to Farm Language required by the Town.
6. The consolidated and then re-divided property does comply with the frontage requirements of the Town's Zoning Code of Ordinances and Access Ordinance.
7. The CSM shows the existing ingress and egress from both commercial facilities on the site remaining as they are.
8. Any changes in the ingress and egress to the site necessitated by future development will be controlled by the Winnebago County Highway Department (CHT "II") and the State Department of Transportation (DOT) (STH "76") and will need to meet County and DOT standards and requirements.
9. The Administration believes that the County will likely require the dedication of additional Right-Of-Way on CTH"II" as part of the approval process (see attached Right-Of-Way map).
10. If the CSM is approved, all of the existing structures on the property will comply with the setback requirements of the Town's Zoning Code of Ordinances.

Staff Recommendations:

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

1. Requiring that the CSM show the Right to Farm Language required by the Town.
2. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.

MOTION:

Motion by: Commissioner Schmidt

Seconded by: Commissioner Jesse

Motion: Motion that we approve the Certified Survey Map for Dino Valeri for DSV LLC, 3440 DeKalb Lane for the Woodshed Bar and Grill located at 2895 CTR “II” in Neenah, WI with all staff recommendations.

Vote: Motion carried by unanimous consent.

- B. Discussion/Recommendation: Plan Commission review and recommendation on a Site Plan Application for an expansion of a deck submitted by Dino Valeri for DSV LLC, 3440 DeKalb Lane, Neenah, WI 54956 for the Woodshed Bar and Grill located at 2895 CTR “II” Neenah, WI 54956, and 8472 STH “76” specifically identified as Tax ID # 006 0621-01 and Tax ID # 006 0621-02 both located in part of the northwest ¼ of the northwest ¼ of Section 24, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: Woodshed Bar and Grill located at 2895 CTR “II” Neenah, WI 54956, and 8472 STH “76”; specifically identified as Tax ID # 006 0621-01 and Tax ID # 006 0621-02 both located in part of the northwest ¼ of the northwest ¼ of Section 24, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant: Dino Valeri
3440 DeKalb Lane
Neenah, WI 54956

Property Owner: DSV LLC.
2895 CTR “II”
Neenah, WI 54956

Property Information:

- 2) The surrounding properties are zoned:
 - a) North:
B-3 (General Business District)
 - b) South:
I-2 (Heavy Industrial District)
 - c) East:
I-2 (Heavy Industrial District)
 - d) West:
R-2 (Suburban Residential District)

Property Information Specific to Tax ID # 006-0621-01:

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

1. The property Tax ID is # 006-0621-01.
2. The property consists of approximately 0.5 acres.
3. The property is in the Neenah School District.
4. The property is in the Department of Natural Resources Special Well Casing Area.
5. The property is in the Town of Clayton, Sanitary District No. 1.
6. The property is currently Zoned B-2 (COMMUNIT BUSINESS DISTRICT).
7. The property is in the City of Neenah’s Extraterritorial Zoning Area.
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 # 006-0621-02:

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

1. The property Tax ID is # 006-0621-02.
2. The property consists of approximately 3.60 acres.
3. The property is in the Neenah School District.
4. The property is in the Department of Natural Resources Special Well Casing Area.
5. The property has an Officially Mapped 100-foot right-of-way.
6. The property is in the Town of Clayton, Sanitary District No. 1.
7. The property is currently Zoned B-2 (COMMUNITY BUSINESS DISTRICT).
8. The property is in the City of Neenah’s Extraterritorial Zoning Area.
9. The property is out of the County’s Floodplain Zoning Area.
10. The property is not in the County’s Wetland Identifier.
11. The land use is consistent with the Town’s adopted Land Use Plan.

Application Details:

The petitioner has applied for approval of an addition to the fenced deck on the east side of the structure. The existing deck is 37’ X 8’ the addition will result in a 37’ by 18’ wooden deck with access from the bar. Other than the addition of the wooden fenced deck the project does not modify the existing structures, access points, or parking surfaces. The proposed deck consists of a hard surface with a 4-foot high wood fence on its perimeter. Based on the Certified Survey Map (CSM) submitted by the Applicant, staff has no concerns relative to the proximity of the proposed improvements to the site’s revised east property line. The Town’s Ordinance requires that fences meet the following criteria.

E. Architectural Design Standards**General Design Criteria.****(a) Architectural Design Zones.**

Architectural design zones have been applied to the Town of Clayton to encourage appropriate development standards for regional and community uses. Each of these zones encourages compatibility with adjacent properties that result in a positive impact on the community. Refer to Architectural Zone map for Zone A and Zone B locations. The Business Fringe Zone are those properties that are identified on the Town’s comprehensive land-use map as commercial, office, industrial, multi-family and institutional use, but are not located in Zone A or Zone B.

Zone “A”

Exterior Materials:

Acceptable Exterior Building Materials shall cover 75 percent or more of all wall surfaces. In those areas deemed to be of limited exposure to the general public, percentages may be lowered so long as the intent of this provision is maintained.

Existing Structures:

It is the intent to improve the architectural design of existing development governed by these standards.

Principal buildings or structures that have been erected or constructed prior to the effective date of adoption of these provisions are allowed to make minor improvements to these structures. These improvements must make significant efforts to conform to the intent of the architectural design standards. Any additional square footage added to these structures must be in full compliance to the architectural design standards.

Architectural Screening Requirements:

It is the intent of this section to provide screening of flat roof structures under a 3/12 pitch and roof or ground mounted mechanical equipment that will be readily visible when viewed at ground level from other properties or from major public ways. Views towards equipment shall be screened to 75% opacity or covered in a manner that forms an integral part of the building design. Screening shall be permanent and complementary to the design intent of the building. Screening may be in the form of fencing, screen walls or parapets, or landscaping and shall be constructed of one of the following materials:

- Wood or masonry fencing.
- Metal, solid or louvered screen wall.
- Parapet using same material as building.
- Evergreen landscaping materials with height at maturity of at least 6 inches above the top of highest point of equipment.

Staff is recommending approval of the proposed addition to the existing fenced deck enclosure subject to the following conditions:

1. That the CSM submitted by the Applicant is approved by all entities having jurisdiction.
2. That the proposed deck meets all of the applicable Local and State building codes and Federal building and Americans with Disabilities Act.
3. That there be no outside access to the deck which will allow for control of the access to the bar's service area by the owner.
4. That, if the bar intends to serve liquor on the deck, the Liquor License for the Woodshed Bar and Grill be amended to include the enlarged deck in the service area.
5. That the petitioner has all the required Town Building Permits in place prior to the start of construction.

MOTION:

Motion by: Commissioner Jesse

Seconded by: Commissioner Eckstein

Motion: Make a motion to approve with staff recommendations.

Vote: Motion carried by unanimous consent.

C. Discussion/Recommendation: Plan Commission review and recommendation on a Certified Survey Map (CSM) Application submitted by the Town of Clayton, 8348 CTR “T”, Larsen, WI 54947 for property owned by the Town of Clayton and Christopher R.D. Clauson (dba The Larsen Tavern), 8338 County Road T, Larsen, WI 54947, for property located at 8338 CTR “T”, Larsen, WI, 54947 and specifically identified as Tax ID # 006-0535-03 and Tax ID # 006-0535-15 both located in southwest ¼ of the northeast 1/4 , all in 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 identified as Tax ID # 006-0535-03 and Tax ID # 006-0535-15 both located in the southwest ¼ of the northeast 1/4, all in 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 45947
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Consultant: James E Smith, S1803
Martenson and Eisele, Inc
109 W. Main Street
Omro, WI

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

Property Information:

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

Property Information Specific to Tax ID # 006-0535-15:

1. The property is owned by the Town of Clayton, 8348 CTR “T”, Larsen, WI 54947.
2. The Lot is 10.60 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).
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 Tap with a residential structure above the bar.

Staff Comments:

- 1) The CSM is consistent with the Town’s approved Land Use Plan.
- 2) The proposed CSM consolidates, reconfigures, and rationalizes the properties involved in the CSM (see attached map).
- 3) To the extent possible, the consolidated properties comply with the frontage requirements of the Town’s Zoning Code of Ordinances. The Larsen Tavern property is 80.08-feet wide and the Code requires a minimum of 85.00-feet.
- 4) All of the properties have existing legal access points that could continue to be used following the reconfiguration of the properties by the CSM.
- 5) Some of the reconfigured Lots created by the proposed CSM will have dual zoning.
- 6) 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.
- 7) 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.
- 8) If the CSM is conditionally approved the required re-zonings will appear before the Plan Commission for consideration at its Wednesday, August 13th, 2014 meeting.
- 9) Based on the CSM it appears that ingress and egress from the sites may change in the following manner:
 - a) In order to develop a working parking lot behind the bar, the Larsen Tavern will need a second access on the north side of the property; this will facilitate traffic flow and allow for the development of a circular ingress and egress parking area.

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:

3. That all of the proposed properties involved in the CSM be re-zoned to conform to the Town's Zoning Code of Ordinances.
4. That documentation of the approval of the proposed CSM is provided for any overlying unit of government having jurisdiction.

MOTION:

Motion by: Commissioner Jesse

Seconded by: Commissioner Eckstein

Motion: Make a recommend that we approve the CSM.

Vote: Motion carried by unanimous consent.

- D. Discussion/Recommendation: Plan Commission Review and Recommendation on a Temporary Conditional Use Application for offsite parking for a fundraising event to be held at the Headliners Bar and Grill facility, submitted by Ken Zastrow, for Pubs & More LLC (DBA Headliners Bar and Grill), 2788 Towne Court, Neenah, WI 54956 specifically identified as Tax ID # 006-0620-06 and 006-1776, located in Section 24, Township 20, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: 2788 Towne Court, Neenah, WI 54956 specifically identified as Tax ID # 006-0620-06 and 006-1776, located in Section 24, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant: Kenneth Zastrow, Agent
MAG Properties LLC
1219 Appleton Road
Menasha, WI 54956

Property Owner: MAG Properties LLC
1219 Appleton Road
Menasha, WI 54956

Prepared for: Headliners Bar and Grill
2788 Towne Court
Neenah, WI 54956

Property Status:

The statements on the status of the property are specific to Tax ID is # 006-1776.

1. The property consists of approximately 1.300 acres.
2. The property is in the Neenah School District.
3. The property is in the Department of Natural Resources Special Well Casing Area.
4. The property is in the Town of Clayton, Sanitary District No. 1.
5. The property is currently Zoned I-2 (HEAVY INDUSTRIAL DISTRICT).
6. The property is in the City of Neenah's Extraterritorial Zoning Area.

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.

The statements on the status of the property are specific to Tax ID # 006-0620-06.

1. The property consists of approximately 2.18 acres.
2. The property is in the Neenah School District.
3. The property is in the Department of Natural Resources Special Well Casing Area.
4. The property is in the Town of Clayton, Sanitary District No 1.
5. The property is currently Zoned I-2 (HEAVY INDUSTRIAL DISTRICT).
6. The property is in the City of Neenah's Extraterritorial Zoning Area.
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.

Application Details:

The Applicant is applying for a temporary offsite parking permit for a special charitable event that would benefit the Kiwanis Autism Project. The event is scheduled to be held in the Headliners facility and on the parking lot for the facility.

Site Details:

The existing site will remain substantially unchanged. The event does commit the facility's parking area to event activities, vendors, VIP seating and a stage area. It is understood that the bulk of the attendance parking and VIP parking will be provided on Towne Court and other offsite parking areas by means of a shuttle service. All offsite parking for the event does require a Special Event Parking, Conditional Use Permit.

Staff Comments:

Offsite parking for the event will be provided at the following sites:

1. Towne Court, VIP parking and vendor/band parking will be provided on the closed portion of the public right-of-way for Towne Court. Security for the area is to be provided by event staff.
2. Matrix Machine property, additional equipment and event parking will be provided on the parking lot belonging to Matrix Machine. Security for the area is to be provided by event staff.
3. The property on the north side of CTH "II" belonging to VHE II-1 LLC is to be used for parking for the event. Security for the area is to be provided by event staff and traffic control for access to the area across CTH "II" is to be provided by the Winnebago County Sheriff's Department.
4. Great Lakes Line Builders property (now owned by Bucklins Bus Barn, LLC) is to be used for parking for the event with security for the site to be provided by event staff and access to the site by shuttle bus provided by the event.
5. USF Holland property, staff and employees will park on the USF Holland property, security will be provided by event staff.

The Administration would like to have written evidence that the regulatory agencies are going to provide service to the facility and that the property owners' agree to the use of their facilities.

The Administration recommends approval of a Temporary Conditional Use Application for Offsite Parking for a fundraising event in the Headliners Bar and Grill parking lot, submitted by Ken Zastrow for Pubs & More LLC (DBA Headliners Bar and Grill), 2788 Towne Court, Neenah, WI 54956 specifically identified as Tax ID # 006-0620-06 and 006-1776, located in Section 24, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin subject to the following conditions:

6. That the Applicant provide, prior to Monday, August 4th, 2014, written evidence from those Agencies and Firms cited in the written documentation for the event, that they are willing and able to meet their commitments to the event.

MOTION:

Motion by: Commissioner Jesse

Seconded by: Commissioner Haskell

Motion: Motion that we approve with the amendments and the recommendations that the bussing stays on State Road 76 and County Road II.

Vote: Motion carried by unanimous consent.

- E. Discussion/Recommendation: Plan Commission review and recommendation on the proposed rescission of the Town's stand alone Sign Ordinance #7.6.

Attached, please find copies of the Town's stand alone Sign and Site Plan Ordinances; also attached are copies of the Town's Zoning Code Sections relating to the same ordinance functions. The Administration has placed this item on the Commission's Agenda as a housekeeping item related to the approval of the Town's Zoning Code of Ordinances. As part of his review of the Town's Ordinances, the Town's former Planner (Jon Bartz) has recommended that the Town rescind these stand alone Ordinances. The Administration would like to review both the stand alone and the Zoning Code Ordinances for content and intent. If the Commission is comfortable that the Zoning Code provides the same level of protection to the Town as the stand alone Ordinances, the Plan Commission should recommend rescinding the stand alone ordinances. If there is any question that the protection is comparable the Commission should refer the issue to a future agenda for more study and/or possible amendments to the Zoning Code. Please be advised that this process may take some time.

- Discussion on tabling this recommendation until August.

- F. Discussion/Recommendation: Plan Commission review and recommendation on the proposed rescission of the Town's stand alone Site Plan Ordinance.

Attached, please find copies of the Town's stand alone Sign and Site Plan Ordinances; also attached are copies of the Town's Zoning Code Sections relating to the same ordinance functions. The Administration has placed this item on the Commission's Agenda as a housekeeping item related to the approval of the Town's Zoning Code of Ordinances. As part of his review of the Town's Ordinances, the Town's former Planner (Jon Bartz) has recommended that the Town rescind these stand alone Ordinances. The Administration

would like to review both the stand alone and the Zoning Code Ordinances for content and intent. If the Commission is comfortable that the Zoning Code provides the same level of protection to the Town as the stand alone Ordinances, the Plan Commission should recommend rescinding the stand alone ordinances. If there is any question that the protection is comparable the Commission should refer the issue to a future agenda for more study and/or possible amendments to the Zoning Code. Please be advised that this process may take some time.

- Discussion on tabling this recommendation until August.

G. Discussion/Recommendation: Plan Commission review and recommendation on proposed changes to the specific culvert diameter requirements of the Town's Access and Culvert Permit Policy.

Attached, please find copies of the existing Culvert Permit Policy and Access Control Ordinance. Also attached are copies of the proposed revisions to these Ordinances. The changes to the Access Control Ordinance are not shown on a line and strike basis because they are essentially different documents. The changes to the Access and Culvert Policy are relatively simple but significant in that they incorporate the Policy as a part of the Ordinance giving it the power of law. The Commission should review the proposed documents to see if they are representative of its intent. If they are not, staff should be directed to make specific changes and bring revised copies back to the Commission for its review and recommendation.

- Discussion on tabling this recommendation until August.
- Staff directed to take under advisement the above recommendations.

H. Discussion/Recommendation: Plan Commission Review and Recommendation on proposed amendments to the Town's Access Control Ordinances including, but not limited to, the driveway separation requirements of the Ordinance.

Attached, please find copies of the existing Culvert Permit Policy and Access Control Ordinance. Also attached are copies of the proposed revisions to these Ordinances. The changes to the Access Control Ordinance are not shown on a line and strike basis because they are essentially different documents. The changes to the Access and Culvert Policy are relatively simple but significant in that they incorporate the Policy as a part of the Ordinance giving it the power of law. The Commission should review the proposed documents to see if they are representative of its intent. If they are not, staff should be directed to make specific changes and bring revised copies back to the Commission for its review and recommendation.

- Staff directed to take under advisement the above recommendations and discuss at the August 12th, 2014 Plan Commission meeting.

VII. Upcoming Meeting Attendance

VIII. Adjournment – 8:17 p.m.

MOTION:

Motion by: Commissioner Schmidt

Seconded by: Commissioner Haskell

Motion to Adjourn

Vote: Motion carried by unanimous voice vote.

Respectfully submitted,

Laurie L. Goffard, Administrative Assistant