

# TOWN OF CLAYTON

Town Plan Commission Special Meeting  
Wednesday, August 25<sup>th</sup>, 2010, 6:30 p.m.

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

## Minutes

It is expected that a quorum of the Town Board of Supervisors may be in attendance at this meeting.  
However, there will be no official Town Board action taken.

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### I. Call to Order

- a) The Chair called the Commission Meeting to order at 6:30 P.M.
- b) Pledge of Allegiance: The pledge was recited.
- c) Notice Verification: The recording secretary confirmed that the meeting was properly noticed.
- d) Roll: The following Commission and Town Staff were present:

Commission Chair:	Knapinski	Present
Commission Member:	Haskell	Present
Commission Member:	VanAirsdale	Present
Commission Member:	Brucks	Absent
Commission Member:	Adler	Present
Commission Member:	Hamblin	Present
Commission Member:	Geise	Present

Staff in attendance:

Town Administrator:	Richard Johnston (recording secretary)
Planner:	Jeff Schultz, Architect with M&E, Inc.
Town Engineer	Steve Brueggeman, Engineer with M&E, Inc.
Clayton/Winchester Fire Chief:	Glen Mathison

### II. Open Forum – Non-Agendized Town-related Matters

- a) There was no request submitted for the Open Forum.

### III. Business Items

- a) **Discussion / Recommendation:** – Plan Commission review of a Draft 2010 Town of Clayton Minimum Road Design Standards Policy
- i) Staff presented the revised Minimum Road Design Standards Policy to the Commission. Several The Commission's concerns revolved around the following:
  1. The inclusion of Storm Water Management standards in the Minimum Road Design Standards Policy document.
  2. Using the Department of Natural Resources erosion control standards in the document rather than the Department of Transportation stormwater management standards.
  3. Specificity in how the Town Engineer would complete the proof roll requirements of the Minimum Road Design Standards Policy.
  4. A template for a Developers Agreement for the Town to use.
  5. Temporary "tee" turnarounds are acceptable.
  6. Trail design, and required to be built prior to acceptance.

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- 7. Stormwater pond requirements and proper construction.
  - 8. Sump pump and connected roof drain storm sewer system, or drainage plan (mini storm, etc). This is especially important if road ditches are only at 0.50%.
  - 9. The Commission is interested in using alternative Stormwater management alternatives.

Motion by: Adler

Second by: VanAirsdale

Motion: To direct staff to continue to develop the Town’s Minimum Road Design Standards Policy and to bring the document back to the Commission for consideration at its next meeting.

Motion was unanimously approved.

- b) **Discussion / Recommendation:** – Plan Commission review of the preliminary work completed by the Town’s Engineering Consultant on the engineering required for the Plan Commission report to the Town Board on the Town’s Fire Department Structures
- i) Jeff Schultz, Architect with M&E, Inc. distributed a refined concept plan and costs analysis documents for the Commission to review (see attached). The Refined concept plan was reviewed in detail by the Commission members, Town staff (including the Fire Chief) as well as members of the public in attendance at the meeting. Following the review of the refined concept plan, staff was directed to incorporate the information and advice of the Commission, staff and the public, as interpreted by Mr. Schultz into the existing plan and be prepared to make a full presentation including greater detail on the costs analysis to the Commission at its regular meeting scheduled for 7:00 P.M. on Wednesday, September 8<sup>th</sup>, 2010.

The Commission asked if they could be e-mailed a copy of the motion made at the Town’s CY 2010 Annual Meeting.

The Commission indicated that it should define the criteria used to make its decision prior to taking action on a fire hall recommendation to the Town Board.

**IV. Adjournment**

Motion by: Adler

Second by: Hamblin

Motion: To adjourn the Plan Commission Meeting at 8:10 P.M.

Motion was unanimously approved.

Respectfully submitted,  
Richard Knapinski, *Plan Commission Chairperson*

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please call Town Office at 836-2007. This agenda has been posted at all three locations in the Town of Clayton:

- 1) Town Office
- 2) Corner of JJ & Breezewood
- 3) Clayton School