

TOWN OF CLAYTON

Special Town Plan Commission

Meeting Minutes

7:00 P.M. on Wednesday, November 14<sup>th</sup>, 2012

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

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I. Call to Order by the Chair at 7:00 P.M.

- A. Pledge of Allegiance recited.
- B. Meeting properly posted at three locations in the Town.
- C. Roll

i. Plan Commission Members

- 1. Chairperson Knapinski PRESENT
- 2. Commissioner Adler ABSENT
- 3. Commissioner Brucks PRESENT
- 4. Commissioner Schmidt PRESENT
- 5. Commissioner Hamblin PRESENT
- 6. Commissioner Haskell PRESENT
- 7. Commissioner Van Airsdale PRESENT

ii. Staff

- 1. Administrator Johnston PRESENT
- 2. Planner Bartz PRESENT

II. Approval of Minutes: Regular Plan Commission Meeting – Wednesday, October 24<sup>th</sup>, 2012.

Motion by: Commissioner Brucks

Second by: Commissioner Haskell

Motion: To approve the minutes of the Commission’s Wednesday, October 24<sup>th</sup>, 2012 meeting as presented.

Vote: Unanimously approved.

III. Open Forum on Town-related Matters not on the Plan Commission’s Agenda: Please complete the “Request to Speak at Meeting” form and give it to the Clerk or Treasurer. Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters not on the Posted Agenda, however, only limited discussion may occur and no action may be taken until a specific notice of the subject matter of the proposed action can be given.

IV. Correspondence:

- A. Plan Commissioner Network Meeting Notice was distributed.

V. Business

- A. Plan Commission review and recommendation to the Town Board on a request by Jim Lombard, General Manager of Quietwoods RV, 9042 Campers Way, Neenah WI 54956 to add a 1.6 foot x 8.3 foot LED back-to-back reader board to the site’s existing sign that faces USH 10.

Motion by: Commissioner Haskell

Second by: Commissioner Van Airsdale

Motion: To approve the request by Jim Lombard, General Manager of Quietwoods RV, 9042 Campers Way, Neenah WI 54956 to add a 1.6 foot x 8.3 foot LED back-to-back reader board to the site's existing sign that faces USH 10 with the following understanding:

1. That the proposed LED reader board exceeds the specific limitation of 33% of the sign area. This concession is being allowed because the area of the main portion of the sign could be legally increased to meet the specific Sign Ordinance requirements.

Vote: Unanimously approved.

- B. Plan Commission review and recommendation of an Application for a Zoning Change from A-2 (GENERAL FARMING DISTRICT) to R-1 (SINGLE FAMILY NON-SUBDIVIDED) submitted by Steven J. Julius, 3911 County Road II, Larsen WI; Rosanne C. Keller, 5839 East Island Drive, Butte Des Morts, WI; and Mark E. Luebke, 3905 CTR II Unit 21, Larsen, WI for property located at 3919 CTR II, Larsen, WI and 3911 CTR II, Larsen WI, specifically described as Tax ID # 006-0566 (p), and 006-0561 (p), being part of 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: 3919 CTR II, Larsen, WI and 3911 CTR II, Larsen WI, specifically described as Tax ID # 006-0566 (p), and 006-0561 (p), being part of 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.

Applicants: Steven J. Julius, Rosanne C. Keller, Mark E. Luebke

Property Owner: Steven J. Julius  
3911 County Road II  
Larsen WI, 54947

Prepared for: Steven J. Julius  
3911 County Road II  
Larsen WI 54947

Rosanne C. Keller  
5839 East Island Drive  
Butte Des Morts, WI 54927

Mark E. Luebke  
3905 CTR II, Unit 21  
Larsen, WI 54947

**Staff Comments on the Rezoning:**

The proposed Rezoning from A-2 (GENERAL FARMING DISTRICT) to R-1 (SINGLE FAMILY NON-SUBDIVIDED) for Tax ID # 006-0561 (p) was one of the conditions of approving a Certified Survey Map (CSM) that includes the property. The CSM reconfigured the property boundaries of the Julius family home. The existing boundaries of (TAX ID # 006-0561) were reconfigured using a portion of the adjoining property (Tax ID # 006-0566) so that the access points to both properties can be consolidated into a single more desirable access point. This access would also be used by a new home that may be constructed on the site. Ultimately, if the entire site were to be developed the driveway access point would be converted to a Municipal Road built to the Town Road Standards in

place at the time of the development. The proposed re-zoning completes the process of creating a County Zoning Code compliant parcel for the Julius property.

1. The Town of Clayton does have an adopted Land Use Plan.
2. The proposed re-zoning from A-2 (GENERAL FARMING DISTRICT) to R-1 (RURAL RESIDENTIAL DISTRICT NONSUBDIVIDED) is compliant with the Town's Future Land Use Plan as adopted.
3. The proposed re-zoning satisfies one of the Conditions of approval of the recent CSM.
4. The re-zoning correctly identifies the use of the land for residential purposes and should allow for consistency in the Town's zoning vs. use identification.

Motion by: Commissioner Haskell

Second by: Commissioner Brucks

Motion: The Plan Commission recommends approval of the proposed re-zoning subject to the following conditions: Documentation of the approval for the proposed re-zoning from A-2 (GENERAL FARMING DISTRICT) to R-1 (RURAL RESIDENTIAL DISTRICT NONSUBDIVIDED) by any overlying unit of government having jurisdiction.

Vote: Unanimously approved.

A. Plan Commission review of a Draft Town of Clayton Zoning Code of Ordinances.

The Plan Commission reviewed in detail the Land Use Section of the Draft Town Zoning Code of Ordinances. Staff was directed to make the changes to the Draft Document recommended by the Plan Commission and provide both the Plan Commission and the Town Board with a draft copy of the Town of Clayton Zoning Code of Ordinances for their review in a timely manner. Additionally, the Commission affirmed the Special Meeting scheduled for 7:00 P.M. on Wednesday, November 28<sup>th</sup>, 2012.

VI. Upcoming Meeting Attendance:

The Committee affirmed the Special Plan Commission Meeting scheduled for Wednesday, November 28<sup>th</sup>, 2012.

VII. Adjournment

Motion by: Commissioner Haskell

Second by: Commissioner Van Airsdale

Motion: To adjourn the Plan Commission at 9:29 P.M.

Vote: Unanimously approved

Respectfully submitted,

Richard Johnston, Administrator/Clerk