

TOWN OF CLAYTON
Town Plan Commission
Meeting Minutes
5:00 P.M. – on Wednesday, January 13th, 2016
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	ABSENT
Commissioner Haskell	PRESENT
Commissioner Wisnefske (5:43 p.m.)	PRESENT
Commissioner Dorow (5:35 p.m.)	PRESENT
Commissioner Linsmeier	PRESENT
Town Board Representative Reif	PRESENT

b. Staff

Administrator Johnston	PRESENT
Treasurer Straw	PRESENT
Planner Ken Jaworski	PRESENT

II. Public Hearings:

A. **5:00 P.M. Public Input Session on the CY 2015/16 Update to the Town's Comprehensive Plan.**B. **6:00 P.M. Informal Presentation on the CY 2015/16 Update to the Town's Comprehensive Plan**

The first part of the Plan Commission's January Meeting (5:00 P.M. to 7:00 P.M.) consists of an informational session and a presentation that is intended to gather one-on-one information from residents in attendance and to provide information on the CY 2015/16 Comprehensive Plan Update to those same residents. Following the public input session and informal presentation staff will review the input from the public with the Commission. As a result of past public input given to the Plan Commission and at the direction of the Plan Commission, staff has started to generate a Draft of the Town's CY 2015/16 Comprehensive Plan Update. All of the CY 2015/16 Comprehensive Plan Update maps have been reviewed by the Plan Commission and recommended for inclusion in the document. Staff continues to work on the text and data for the CY 2015/16 update to the Town's Comprehensive Plan document; as this work is finalized and the public input is reviewed by the Plan Commission staff will be able to generate a complete Draft of the Town's CY 2015/16 Updated Comprehensive Plan. Staff is including a copy of the Town's current Comprehensive Plan as well as a draft of the updates to the document and copies of the maps that have been recommended for inclusion in the CY 2015/16 update of the Town's Comprehensive Plan in the Commission's packet. Staff will have a draft copy of the CY 2015/16 Comprehensive Plan Update Document ready for distribution before the Plan Commission's February meeting.

Staff continues to work with the following Town Board approved schedule of events:

- Wednesday, December 30th, 2015: Mail postcard notice of a Public Presentation of the Draft CY 2015/16 Comprehensive Plan update to all residential units in the Town.
- Wednesday, January 13th, 2016: Hold a Public Presentation of the CY 2015/16 Comprehensive Plan update with residents of the Town.
- Wednesday, February 10th, 2016: Plan Commission makes the final edits to the CY 2015/16 Comprehensive Plan update and refers the Draft Document to the Board for a Public Hearing and consideration.
- Wednesday, February 17th, 2016: The Town Board receives the Draft CY 2015/16 Comprehensive Plan update and schedules a Public Hearing on the Document for the Wednesday, March 2nd, 2016 Town Board Meeting.
- Wednesday, March 2nd, 2016: The Town Board holds a Public Hearing on the Draft CY 2015/16 Comprehensive Plan update and refers the Document to the Wednesday, March 16th, 2016 Town Board Meeting for review, consideration, and action.
- Wednesday, March 16th, 2016: The Town Board reviews and considers approval of the CY 2015/16 Comprehensive Plan Update Document.

The listed schedule will allow staff sufficient time to complete the work on the Draft Comprehensive Plan Update Document and to notice the public of the schedule for the approval of the Town's CY 2015/16 Comprehensive Plan update.

- Planner Ken Jaworski reviewed the purpose of the Town Comprehensive Plan. Mr. Jaworski presented/reviewed the proposed changes to the Comprehensive Plan through PowerPoint. Reviewed trends, population of Town of Clayton statistics and maps.
- Reviewed working land and green space.
- Reviewed policy for working lands.
- Reviewed Comprehensive Plan update timeline for completion.
- Mike Pfankuch, 4556 Grandview Rd, Larsen, WI. Asked about lands not included in the working lands portion of Future Lane Use Map (CRP lands).
- Jerry Hoelzel, 2593 Fairview Rd, Neenah, WI. Questioned/concerned relative to sewer and water hook-up.
- Robert Baumann, 9457 Clayton Ave, Neenah, WI. Concerned about sewer/water in his area. He lives in the northeast corner of the Town of Clayton.
- John Julius, W7070 Hwy 96, Greenville, WI. Concerned about property continuing to be zoned in Agriculture. Concerned about sewer/water hook-up assessment relative to staying in farming/Farmland Preservation.
- Rock Suutala, 3215 Larsen Rd, Neenah, WI. Drainage and storm water meeting include in the Comprehensive Plan.
- Planner Jaworski responded that storm water management/drainage plans are usually done on development basis.

- Administrator Johnston responded and would not recommend drainage/storm water management tract in the Comprehensive Plan.
- Chair Knapinski reiterated the importance of storm water management to the Plan Commission and Town Board. Discussed policies of storm water management and drainage.
- Ken Shepherd, 8555 Winncrest Rd, Neenah, WI. Expressed concern with subdivision drainage and water.
- Rick Stratz, 3049 Fairwinds Dr, Neenah, WI. Mr. Stratz is new to the area and expressed concern to protect our tax base and wants to know what the Town of Clayton is doing.
- Chair Knapinski reiterated the 2016 Comprehensive Plan to update the resident.
- Wayne Sturn, 2681 Winnegamie Dr, Appleton, WI. Expressed concern regarding the sewer and water on Winnegamie Drive and also being charged for it.
- Tom Borchert, 8761 State Rd 76, Neenah, WI. Concerned about cleaning ditches and not the sewer and water.
- Recessed at 6:39 p.m. for public input meeting.
- Call to order at 7:04 p.m. for regular Plan Commission meeting.

III. Approval of Minutes:

- A. Approval of the minutes of the Wednesday, December 9th, 2015 Regular Plan Commission Meeting.

MOTION:

Motion by: Commissioner Dorow

Seconded by: Commissioner Haskell

Motion: Motion to approve the Wednesday, December 9th, 2015 meeting minutes.

Vote: Motion carried.

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. December CY 2015 Building Inspection Report.

VI. Business:

- A. Discussion/Recommendation: Plan Commission review and consideration of changes to the Draft Comprehensive Plan Maps and Documents based on input from the Public Listening Session for the Town’s CY 2015/16 Comprehensive Plan Update.

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- Draft to changes of Comprehensive Plan.
- Sanitary District being brought in by phases.
- Objective is to minimize the number of people impacted by utility unless they want the sewer/water.
- Discuss the impact of assessment of utility.
- Commissioner Linsmeier discussed the method of the storm water management to be formally documented and the guiding principles.

- Administrator Johnston states that there is a five-year plan for the storm water management utility. The Capital Plans will be updated often and at the annual meeting in April 2016.
- Chair Knapinski asked about adding language relative to stating/refer to five-year plan. The down side is that required the Town of Clayton to update all Capital Plans. May restrict Town Board from changing plan due to emergency. Directed staff to include this.
- John Julius, W7070 Hwy 96, Greenville, WI. Expressed concern regarding the storm water management plan relative to his experience.
- Wayne Sturn, 2681 Winnegamie Dr, Appleton, WI. Expressed concern regarding the storm water management ponds relative to the cost to residents.
- Commissioner Reif asked for the definition to working lands.
- Commissioner Linsmeier asked for a Glossary of Terms and acronym descriptions.
- Planner Jaworski discussed expending working lands to include a particular parcel south of Fairview west of Highway 76.
- Emmert Stacker, 3107 Fairview Rd, Neenah, WI. Mr. Stacker is concerned with the sewer assessment on property.
- Kay Lettau, 3795 County Rd II, Larsen, WI. Expressed concern regarding the Comprehensive Plan relative to Farmland Preservation.
- John Julius, W7070 Hwy 96, Greenville, WI. Expressed concern relative to farm properties.
- The Plan Commission gave the Planner text corrections throughout drafting of the Comprehensive Plan.

VII. Upcoming Meeting Attendance
None.

VIII. Adjournment

MOTION:

Motion by: Commissioner Haskell

Second by: Commissioner Linsmeier

Motion: To Adjourn the Plan Commission meeting at 8:27 PM.

Vote: Motion carried.

Respectfully submitted,
Laurie Goffard, Deputy Clerk