

TOWN OF CLAYTON

Town Plan Commission

Meeting Minutes

7:00 P.M. – 7:42 P.M. on Wednesday, February 8th, 2012

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

I. Call to Order:

A. Pledge of Allegiance, Notice Verification, Roll

1. Chairperson Knapinski called the meeting to order at 7:00 P.M.
2. Pledge of Allegiance recited.
3. Meeting properly posted.
4. Roll

a. Plan Commission Members

Chairperson Knapinski	PRESENT
Commissioner Adler	PRESENT
Commissioner Brucks	PRESENT
Commissioner Geise	PRESENT
Commissioner Hamblin	PRESENT
Commissioner Haskell	PRESENT
Commissioner VanAirdale	PRESENT

b. Staff

Administrator Johnston	PRESENT
Treasurer Bowen	PRESENT
Town Engineer Bartz	PRESENT

II. Approval of Minutes:

A. Regular Plan Commission Meeting – January 11th, 2011

Corrections to minutes: Numeral V., Business, Letter B, Item 4 should be “Commissioners” not “Commissioner’s”.

MOTION:

Motion by: Haskell

Seconded by: Brucks

Motion to approve the Regular Plan Commission Meeting minutes of January 11th, 2011 with corrections.

CARRIED by unanimous voice vote.

III. Open Forum – Non-Agendized Town-related Matters:

IV. Correspondence:

- A. Winnebago County Zoning Department – No items for Town of Clayton to review for February

V. Business:

- A. Discussion/Recommendation: Plan Commission review and recommendation on a Certified Survey Map (CSM) for Susan E. and Michael R. Pierson 7985 Tribute Way, Neenah, WI 54956 for property located at 3088 Rose Moon Way, Neenah, WI 54956, in the Town of Clayton and specifically described as Tax ID # 006-1729, Being All of Lots 1, 2, and 3, Strawberry Estates, being part of the Southwest ¼ of the Northeast ¼ Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

1. **Site Location:** The property is located at 3088 Rose Moon Way in the Town of Clayton and specifically described as Tax ID # 006-1729, Being All of Lots 1, 2, and 3, Strawberry Estates, being part of the Southwest ¼ of the Northeast ¼ Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

2. **Applicant:** Susan E. and Michael R. Pierson

3. **Property Owners:** Susan E. and Michael R. Pierson
7985 Tribute Way
Neenah, WI 54956

and

Tracy L. and Ricky L. Steckling
3096 Rose Moon Way
Neenah, WI 54956

4. **Consultant:** David Hebert
Hebert Associates, Inc.
1110 West Wisconsin Ave
Appleton, WI 54914

5. **Prepared for:** Susan E. and Michael R. Pierson
7985 Tribute Way
Neenah, WI 54956

and

Tracy L. and Ricky L. Steckling
3096 Rose Moon Way
Neenah, WI 54956

6. **Property Information:**

The surrounding properties are zoned:

- a. North: R-2 (SUBURBAN RESIDENTIAL DISTRICT)
- b. South: R-2 (SUBURBAN RESIDENTIAL DISTRICT)
- c. East: R-2 (SUBURBAN RESIDENTIAL DISTRICT)
- d. West: A-1 (AGRI-BUSINESS DISTRICT)

7. **Property Information Specific to Lot Tax ID# 006-1730 (Pierson):**

- a. The Lot is 1.48 Acres in size.
- b. The property is in the Neenah School District.
- c. The lot is in the Department of Natural Resources Special Well Casing area.
- d. The Lot is currently zoned R-2 (SUBURBAN RESIDENTIAL DISTRICT SUBDIVIDED).
- e. The Lot is in the City of Neenah's Extraterritorial Zoning District.
- f. The property is out of the County's Floodplain Zoning Area.
- g. The property is not in the County's Wetland Identifier.

8. **Property Information Specific to Lot Tax ID# 006-1729 (Pierson):**

- a. The Lot is 1.42 Acres in size.
- b. The property is in the Neenah School District.
- c. The lot is in the Department of Natural Resources Special Well Casing area.
- d. The Lot is currently zoned R-2 (SUBURBAN RESIDENTIAL DISTRICT SUBDIVIDED).
- e. The Lot is in the City of Neenah's Extraterritorial Zoning District.
- f. The property is out of the County's Floodplain Zoning Area.
- g. The property is not in the County's Wetland Identifier.

9. Property Information Specific to Lot Tax ID# 006-1728 (Steckling):

- a. The Lot is 1.42 Acres in size.
- b. The property is in the Neenah School District.
- c. The lot is in the Department of Natural Resources Special Well Casing area.
- d. The Lot is currently zoned R-2 (SUBURBAN RESIDENTIAL DISTRICT SUBDIVIDED).
- e. The Lot is in the City of Neenah's Extraterritorial Zoning District.
- f. The property is out of the County's Floodplain Zoning Area.
- g. The property is not in the County's Wetland Identifier.

10. Staff Comments:

- a. The proposed Certified Survey Map is consistent with the Town's approved Land Use Plan.
- b. The proposed CSM complies with the County's Zoning Code of Ordinances and with the Town's existing and proposed Sub-division Ordinance.
- c. The proposed CSM divides the Lot known as Tax ID # 006-1729, belonging to the Pierson family, evenly between the two adjoining lots; Tax ID # 006-1728 belonging to the Steckling family and Tax ID # 006-1730 belonging to the Pierson family.
- d. The proposed CSM eliminates the Lot known as Tax ID # 006-1729, belonging to the Pierson family.
- e. Lot 1 of the proposed CSM will contain a residential structure on approximately 2.273 acres of land.
- f. Lot 2 of the proposed CSM will contain a residential structure on approximately 2.057 acres of land.
- g. It is the Administration's view that the property owners have decided to share the area of Tax ID # 006-1729 so that they can complete their respective construction and landscaping plans without having to be concerned about encroaching on each other's properties or violating the County's Zoning Code of Ordinances setback requirements.
- h. Lot 2 of the proposed CSM has a temporary cul-de-sac that encroaches onto the Lot and it will need to remain in place until Rose Moon Way is extended west and the temporary cul-de-sac is formally abandoned by the Town Board.

- 11. Lot Zoning:** The zoning of the Lots created by the proposed CSM is consistent with the existing zoning and will not need to be changed

12. Lot Access:

- a. The temporary access to what was Tax ID #006-1729 will now become a second access point to Lot 2 of the proposed CSM, specifically Tax ID #006-1728.
- b. The Stecklings will need to either apply to convert the temporary access point to a permanent access point or remove the temporary access point by a date certain set by the Plan Commission and approved by the Board.

13. Staff Recommendations:

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

- a. Conversion of the temporary access point on Lot 2 of the proposed CSM (Tax ID # 006-1728 owned by Steckling) to a permanent access point or removal of the temporary access point by a date certain set by the Plan Commission and approved by the Board.
- b. Acknowledgement that Lot 2 of the proposed CSM has a temporary cul-de-sac that encroaches onto the Lot and that it will need to remain in place until Rose Moon Way is extended west and the temporary cul-de-sac is formally abandoned by the Town Board.
- c. The Town receiving payment for the CSM approval application.
- d. Documentation of the approval of the proposed CSM by any overlying unit of government with jurisdiction.

- Discussed the access point of Lot 2 of the proposed CSM

MOTION:

Motion by: Hamblin

Seconded by: Haskell

Motion to recommend approval on the Certified Survey Map (CSM) for Susan E. and Michael R. Pierson 7985 Tribute Way, Neenah, WI 54956 for property located at 3088 Rose Moon Way, Neenah, WI 54956, in the Town of Clayton and specifically described as Tax ID # 006-1729, Being All of Lots 1, 2, and 3, Strawberry Estates, being part of the Southwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin with staff recommendations and that Mr. Steckling makes a decision on the access point by April 30, 2012 and the temporary cul-de-sac be included on the CSM.

CARRIED by unanimous voice vote.

B. Discussion/Recommendation: Plan Commission review and recommendation on the proposed changes and updates to the Town’s Sub-division Ordinance.

1. The Commission Members each received a copy of the Town’s existing Sub-division Ordinance and the Town Attorney’s and the Town Planner’s recommendations for updating the document.
2. Barring engaging in zoning with the Town’s Sub-division Ordinance the Administration believes that the updates to the draft document are complete.
3. If the Plan Commission recommends the draft document to the Board, the Administration would ask the Town Attorney for his final review and comment prior to Board approval.

- Discussed the proposed changes and updates to the Town’s Sub-division Ordinance

MOTION:

Motion by: VanAirsdale

Seconded by: Brucks

Motion to recommend that Staff implement the proposed changes to the Town’s Sub-division Ordinance and submit it for review by the Town’s Attorney before presenting it to the Board for final approval.

CARRIED by unanimous voice vote.

- Commissioner Hamblin requested a revised copy.

C. Discussion/Recommendation: Plan Commission review of the proposed revisions to the Outagamie County, Airport Zoning Overlay Ordinance.

1. The Commission members each received a copy of the Outagamie County Airport Zoning Overlay Ordinance.
2. The Outagamie County Committees of jurisdiction have held Public Hearings on the proposed Airport Zoning Overlay Ordinance.
3. These Public Hearings have been well attended and relatively contentious.
4. The main source of concern appears to come from the residents of Strobe Island in the Town of Menasha.
5. These concerns involve the labeling of properties as “non-conforming” and the requirement that the property owner sign an avigation easement in order to build and/or rebuild on a property in the Overlay District.
6. Several residents of the Town of Clayton have expressed the same concerns relative to the proposed Ordinance.
7. At the Board’s direction, the Administration has asked the Town’s Attorney to summarize the Town’s options relative to intervening in the County’s implementation of the Ordinance.
8. Staff will provide the Committee with copies of the summary if it is available prior to the Commission’s meeting.

- Discussed the proposed revisions to the Outagamie County Airport Zoning Overlay Ordinance.

MOTION: No Motion

VI. Upcoming Meeting Attendance

A. Winnebago County Planning and Zoning Committee Meeting, Friday 02/10/12, 7:30 a.m. at the County Administration Building, 112 Otter Ave, Oshkosh, WI

VII. Adjournment – 8:55 P.M.

MOTION:

Motion by: Adler

Seconded by: Brucks

Motion to Adjourn.

CARRIED by unanimous voice vote.

Respectfully submitted,
Tori Bowen, Town Treasurer