

TOWN OF CLAYTON
Town Plan Commission
Meeting Minutes
5:00 P.M. – on Wednesday, March 9th, 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	PRESENT
Commissioner: Haskell	PRESENT
Commissioner: Wisnefske	PRESENT
Commissioner: Dorow	PRESENT
Commissioner: Linsmeier	PRESENT
Town Board Representative: Reif	PRESENT

b. Staff

Administrator: Johnston	PRESENT
Treasurer: Straw	PRESENT
Planner: Jaworski	PRESENT

II. Public Hearings:

A. No Public Hearings.

III. Approval of Minutes:

A. Approval of the minutes of the Wednesday, February 10th, 2016 Regular Plan Commission Meeting.

MOTION:

Motion by: Commissioner Haskell

Seconded by: Commissioner Dorow

Motion: Motion to approve the Wednesday, February 10th, 2016 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 a 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. February CY 2016 Building Inspection Report.

B. Winnebago County, Planning and Zoning Department Memorandum on Update County Future Land Use Plan.

VI. Business:

A. Discussion/Recommendation: Plan Commission review and recommendation on a 4-Lot Certified Survey Map (CSM) Application submitted by Mark E. and Laura C. Luebke, 3929 CTR II, Larsen, WI 54947 and Rosanne C. Keller, 5839 East Island Drive, Butte Des Morts, WI 54927 for property located south of 3919 and 3929 CTR II, Larsen, WI and specifically described as Tax ID # 006-0566-04, being part of Lot 4 of CSM 6693 and located in the southeast 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: The property is located south of 3919 and 3929 CTR II, Larsen, WI and specifically described as Tax ID # 006-0566-04 being part of Lot 4 of CSM 6693 located in the southeast ¼ of the northwest ¼ of Section 21, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicants: Mark E. Luebke
3929 CTR II,
Larsen, WI 54947 Rosanne Keller
5839 East Island Drive
Butte Des Morts, WI 54927

Property Owners: Mark E. Luebke
3929 CTR II,
Larsen, WI 54947 Rosanne Keller
5839 East Island Drive
Butte Des Morts, WI 54927

Consultant: Michael J. Frank (S2123)
Schuler & Associates, Inc.
2711 North Mason Street, Suite F
Appleton, WI 54914

Property Location: South of 3919 and 3929
CTR II, Larsen, WI

Property Information:

1. The surrounding properties are zoned:
 - a) North:
A-1 (Agribusiness District)
 - b) South:
A-2 (General Agricultural District) and R-2 (Suburban Residential District)
 - c) East:
R-8 (Manufactured Housing Community), A-2 (General Agricultural District) and A-1 (Agribusiness District)
 - d) West:
A-2 (General Agricultural District) and R-1 (Rural Residential District)

Property Information Specific to Tax ID # 006-0566-04:

1. The property is owned by Rosanne Keller, 5839 East Island Drive, Butte Des Morts, WI 54927 and Mark E. Luebke, 3929 CTR II, Larsen, WI 54947.
2. The Lot is 19.250 acres in size.
3. The property is in the Neenah School District (3802).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The property is currently zoned R-2 (Suburban Residential District).
6. The property is out of the County's Floodplain Zoning Area.
7. The property is not in the County's Wetland Identifier.

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 **does** show the Right to Farm Language required by the Town.
3. The CSM reconfigures the existing parent parcel to create four new lots and approximately 340-feet of new 66-foot right-of-way to provide access to the lots being created by the proposed CSM.
4. The south end of the new 66-foot right-of-way does end in a temporary cul-de-sac.
5. The original cul-de-sac in the Plat of Whispering Meadows and the additional right-of-way created to access the four new lots does exceed the maximum length allowed by the Town's Ordinances (1000-feet). Please be advised that this is not uncommon in developing areas of the Town and is a temporary condition created by the phased development of adjacent properties.
6. The four new lots created by the proposed CSM are numbered sequentially to the recently approved Plat of Whispering Meadows (the 20 acres +/- on the property to the north).
7. The new lots do meet the Town's Zoning Code requirements for area (20,000 Square Feet) and frontage (100 feet) in the R-2 (Suburban Residential District); Lot-11 is 1.041 acres in area, Lot-12 is 1.038 acres in area, Lot-13 is 1.147 acres in area, and Lot-14 is 1.196 acres.
8. The remaining approximately 14.828 acres of the parent parcel is not shown on the CSM document.
9. The remaining portion of the parent parcel is vacant land that is used for agricultural purposes with access to a public road from the proposed, but yet to be constructed, temporary cul-de-sac ball.
10. The significant limitation to the proposed lots is access to CTH II. Both the undeveloped lots of Whispering Meadows and the lots created by the proposed CSM will not be buildable until a public road is constructed to the Town Minimum Road Standards Policy.

Staff Recommendations:

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

1. Recommendation by the Plan Commission and approval by the Town Board of the additional length of right-of-way and cul-de-sac used to serve the proposed lots.
 2. That the undeveloped lots of Whispering Meadows and the lots created by the proposed CSM shall not be buildable until a public road is constructed to the Town Minimum Road Standards Policy
 3. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.
- Discussed the CSM and the layout of the original plat.
 - Discussed entrance/exit roads to the subdivision.

MOTION:

Motion by: Commissioner Reif

Seconded by: Commissioner Dorow

Motion: Motion to approve the Certified Survey Map (CSM) for Tax ID # 006-0566-04 with staff recommendations and Town Board approval.

Vote: Motion carried.

- B. Discussion/Recommendation: Plan Commission preliminary review and recommendation on a Site Plan Approval Application for a Recreational Vehicle Sales and Service commercial building to be located at the east end of West American Drive in the Town of Clayton on property listed by Claymann Creek LLC, 5600 West Grand Market Drive, Suite 300 Appleton, WI 54913(new address) TAX ID # 006-0341.

Site Location: The site is located at the east end of West American Drive in the Town of Clayton on property listed by Claymann Creek LLC, 5600 West Grand Market Drive, Suite 300, Appleton, WI 54913(new address)TAX ID # 006-0341.

Applicant: Horn RV
8120 S. Frontage Road
Sheboygan, Wisconsin 53081

Property Owner: Claymann Creek LLC
5600 West Grand Market Drive, Suite 300
Appleton, WI 54913

Consultant: Jesse Van Boxtel, LEED AP BD+C
Millennium Construction, Inc.
425 W. Wisconsin Avenue
Appleton, WI 54911

Property Information:

- 1) The surrounding properties are zoned:
 - a) North:
B-3 (General Business District) and A-2 (General Agriculture District)
 - b) South:
B-3 (General Business District), A-2 (General Agriculture District), and I-1 (Light Industrial District)
 - c) East:
A-2 (General Agriculture District) and R-1 (Rural Residential District)
 - d) West:
B-3 (General Business District)

Property Information Specific to Tax ID# 006-0341:

1. The property is owned by Claymann Creek LLC.
2. The Lot is 9.330 Acres in size.
3. The property is in the Neenah School District (3892).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The property is currently zoned B-3 (General Business District).
6. The property is in the Outagamie County Airport Overlay Height Zoning District.
7. The property is in the City of Neenah Extra Territorial Zoning District.

8. The property is out of the County's Floodplain Zoning Area.
9. The property is not in the County's Wetland Identifier.

Application Details:

1) The petitioner has provided the attached material; staff will review the Application materials in detail and present its findings to the Commission at its Wednesday, April 13th, 2016 meeting. The only definitive item staff can report on is that the proposed use will require a Conditional Use Permit that will be presented to the Commission along with the Application details at its April meeting. The Town's Site Plan Ordinance sets the standards for review by development area. The proposed site is in the Town's Zone A, Development Standards Area (see attached map).

Stormwater Management for the Site:

The stormwater management function for the proposed project will come from the Town's stormwater management ditch system and an existing stormwater management pond created as part of the Development. Conceptually, the stormwater from the project area flows to the east and north to the roadside ditch on the west side of Clayton Avenue then into a waterway in the Town of Menasha. The Site Plan calls for re-grading of the swale and possible enlargement of the pond area. Staff has recommended that the Applicant try to make use of the existing stormwater management system rather than create a new wet and/or dry pond.

Access to the Site:

Access to the site comes from a cul-de-sac at the east end of the public road known as West American Drive. As part of the construction project, the Town will have to consider releasing a recorded requirement that West American Drive be constructed across the undeveloped frontage of the property.

Building Details:

The proposed building is a typical commercial building consisting of a steel structure with prefinished metal siding and roofing with the amenities required by the Town's Site Plan Section of the Zoning Code (see attached elevations). Staff will develop a more complete report on the building details for the Commission's April meeting.

Parking:

Parking for the project will be contained on the site with the travel and building access areas being paved and the sales/display areas being gravel. Staff will develop a more complete report on the details of the parking facilities for the Commission's April meeting.

Site Landscaping:

The landscaping plan consists of the following features:

- 1) The landscaping plan will be reviewed and staff will provide its comments for the Commission's April meeting.

Staff Comments:

The Site Plan Application, as presented, is not intended to be complete. Staff has many questions relative to the Application as it relates to the Town's Site Plan Ordinance. Staff will complete and present its review to the Commission at its April meeting.

- Discussed revision of plans relative to original plans presented.
- Discussed landscaping plans.

- Discussed parking/display area surfaces.
- Discussed why a conditional use permit is required.
- Discussed the wet land delineation relative to property.
- Discussed future of the road (West American Drive)
- Discussed lighting for facility.
- Direct staff to continue and bring back this issue to the next meeting.

C. Discussion/Recommendation: Plan Commission review and consideration of updates 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.

Attached please find a draft copy of the Town's CY 2015/16 Comprehensive Plan Update including the addition of the Park and Open Space Plan Section. Staff is ready to review the draft document with the Plan Commission. In order to facilitate that process the Administration respectfully asks that the Commissioners provide staff with a hard copy of any grammatical edits to the draft document; this will allow the Commission to concentrate on discussing substantive edits to the draft document. Following the March review of the draft document by the Plan Commission staff will make the final edits and present a completed draft document, inclusive of the maps, to the Commission at its April meeting with the intent of forwarding a final draft of the Town's CY 2015/16 Comprehensive Plan Update document to the Town Board for the final review and approval process.

- Reviewed Comprehensive Plan presented (3 parts).
- Reviewed Part 3 which showed the changes/additions in green.
- Reviewed Part 2.
- Discussed the statistical tables.
- Discussed demographic changes and how the Town can plan to accommodate changes.
- Page 113 discussed statement relative to the Town of Menasha and Sanitary District.
- Page 49, table #5. Discussed the presentation of the information.
- Page 74 relative to trucking companies and Holland trucking.
- Direct staff to bring this information to the next Town Plan Commission Meeting.

VII. Upcoming Meeting Attendance
None.

VIII. Adjournment

MOTION:

Motion by: Commissioner Haskell

Second by: Commissioner Eckstein

Motion: To Adjourn the Plan Commission meeting at 7:38 PM.

Vote: Motion carried.

Respectfully submitted,
Laurie Goffard, Deputy Clerk