



# TOWN OF CLAYTON

## Meeting of the Town Plan Commission Meeting Minutes

www.townofclayton.net  
Town Office Building  
8358 County Road T  
Larsen, WI 54947

Wednesday, April 14, 2010  
7:00 p.m. – 7:19 p.m.

### I. Call to Order

Meeting called to order at 7:00 p.m. by Chairperson Knapinski.  
Present: Chairperson Knapinski, Commissioners Adler, Brucks, Geise, Hamblin, and Haskell  
Excused Absent: Commissioner VanAirsdale  
Staff Present: Town Administrator Johnston, Deputy Clerk/Treasurer Weichart

Meeting was properly posted; three locations in the Town.

### II. Approval of Minutes

- Regular Plan Commission – March 10, 2010  
**Motion** by: Hamblin, Seconded by: Haskell  
Motion to approve the minutes of the March 10, 2010 Plan Commission Meeting as presented.  
Motion carried by voice vote.

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

- Please complete “Request to Speak at Meeting” form located on the agenda table and give to the Town Clerk/Treasurer. Non-Agendized Town-Related Matters: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters; however, limited discussion may occur but no action may be taken until specific notice of the subject matter of the proposed action can be given.
- None

### IV. Correspondence -

- Winnebago County Zoning Department (received 03/25/2010) – Communication: No document(s) for the Town of Clayton to review for the April Public Hearing

### V. Business Items

- A. Sign application for the Rolling Meadows Self Storage, Tax ID# 006-055-803 – 3905 CTH “II”, Larsen, WI 54947.

Staff Comments:

1. The property is currently Zoned A-2 General Farming District.
2. The property is in the Town Site Plan Ordinance as a Residential/Ag District.
3. The land use is consistent with the Town’s approved Land Use Plan.
4. The property is in the Department of Natural Resources Special Well Casing area.
5. None of the property is in the County’s Floodplain Zoning Area.
6. None of the property is in the County’s Wetland Identifier.
7. The proposed sign is a wooden pedestal structure that stands approximately 3 feet tall and 4 feet wide, excluding an approximately 1-foot tall brick or stone base. The sign proper is approximately 2 feet tall and 3 feet wide consisting of a single panel. The sign would be mounted perpendicular to the road with the Rolling Meadows Self Storage verbiage either carved into the wood panel or in raised letters on both sides of the panel. The panel will be mounted between 2 vertical support posts. Additionally, the applicant has indicated that he would like to have the ability to hang temporary rental unit vacancy and telephone number panel from the bottom of the sign panel (see sign elevation). The Developer has also indicated that he would like to light the sign. Any lighting that is authorized should be restricted to comply with the Town’s Ordinance and shielded from traffic on CTH “II”. Other than the lighting request, the proposed sign conforms to Section F (Specific Zoning District Requirements) (All Residential Districts and Agricultural Districts) of the Town’s Sign Ordinance. As a point of reference, the Administration has taken the position that the Developer’s temporary sign advertising that rental units are available is a Real Estate sign and therefore exempt from any fees or permits.

- 8. The colors and materials used for the proposed sign are in conformance with the Town’s Code.
- 9. The proposed location of the sign is shown on the attached drawing and conforms to both the Town’s Ordinance and the County’s setback requirements.

Staff recommends approval of the proposed sign in the described location subject to the following conditions:

- 1. Plan Commission and Board approval of the decorative vegetation proposed for the base of the sign.
- 2. Plan Commission and Board approval of the proposed location for the sign.
- 3. Plan Commission and Board approval of the proposed lighting restrictions for the sign.
- 4. Plan Commission and Board approval of the proposed telephone number and vacancy elements of the proposed sign.
- 5. Payment of all sign permit application fees
- 6. Documentation of the approval of the proposed sign by any overlying unit of government with jurisdiction.

**Motion** by: Adler, Seconded by: Brucks

Motion to approve the sign application for the Rolling Meadows Self Storage, Tax ID# 006-055-803 – 3905 CTH “II”, Larsen, WI 54947 with the above staff recommendations and shielding of any lights (if used) from traffic on County Road II and neighboring homes, and to be forwarded to the Town Board for consideration.

Carried by voice vote.

**VI. Upcoming Meeting Attendance**

- Late April – A meeting directed towards Plan Commissioners as a follow-up to the March 1, 2010 Land Use Conference at the Omro Town Hall
- May 6, 2010 – Trail Planning Workshop
- First week of May – Will be a dedication ceremony of a bench for use of the Wiowash Trail within the movie “Public Enemies.”

**VII. Adjournment – 7:19 p.m.**

**Motion** by: Hamblin, Seconded by: Brucks

Motion to adjourn at 7:19 p.m.

Motion carried by voice vote.

Respectfully submitted,  
Kimberly Weichart, *Deputy Clerk/Treasurer*

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