

TOWN OF CLAYTON
Town Plan Commission
Meeting Minutes
7:00 P.M. – on Wednesday, June 13, 2018
Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order:

A. Notice Verification, Roll

1. Pledge of Allegiance
2. Verification of Meeting Notice
3. Roll

a. Plan Commission Members

Chair Knapinski	PRESENT
Commissioner Wisnefske	PRESENT
Commissioner Nemecek	PRESENT
Commissioner Linsmeier	PRESENT
Commissioner Dorow	ABSENT
Commissioner Haskell	PRESENT
Town Board Representative Schmidt	PRESENT

b. Staff

Administrator Johnston	PRESENT
Asst Admin/Treas Straw	PRESENT
Deputy Clerk Stevens	PRESENT
Planner Ken Jaworski	PRESENT

II. Public Hearings:

A. Plan Commission Public Hearing on a Re-zoning application submitted By Mike and Joni Heinz, 8427 Pioneer Road and James Sturgis, 1740 Oakridge Road #A, for property located at 8427 Pioneer Road, Larsen, WI 54947 and specifically described as Tax ID# 006-0526-01 and part of Tax ID# 006-0531-03, being a part Section 20, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The application is to re-zone the property from A-2 (General Agricultural District) to R-1 (Rural Residential District).

- NO PUBLIC COMMENTS

Chair Knapinski closed the public hearing at 7:02 p.m.

B. Plan Commission Public Hearing on a Conditional Use Application Submitted by Ted Dominowski for a Home Occupation Major. The property is located at 2596 Oakridge Road, Neenah, WI 54956; specifically described as Tax ID #006-0653-04-01, being located in Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- Ted Dominowski, N5533 Lawson Dr, Green Lake, WI explained the circumstances of the Conditional Use Application (CUP)
 - Potential buyer for the property would like to operate a home-based business (Food Truck) from the site

- Truck would be stored indoors at all times when not in use
- Commercial kitchen would be installed in accessory building for food prep
- Commercial smoker would be used on a concrete pad located at the northern end of the accessory structure
 - Smoker is designed to be low odor and low smoke emitting
 - Smoker is small, about the size of a residential dishwasher
 - 4-9-hour smoking cycles, run during daytime hours, no more than 5 days a week
- Paul Luepke, 7900 Kiely Way, Neenah, had several concerns/questions
 - Will there be any structural additions to the property?
 - No, as proposed the business would be contained in the existing accessory building
 - What is the size of the smoker?
 - Approximately the size of a residential dishwasher
 - When and how often will smoking occur
 - Daytime hours, no more than 5 days each week, with 4-9-hour cycles
 - Does the smoker have a ventilation device?
 - Low odor, low smoke device-has built in venting used to regulate temperature
 - Is the CUP tied to this business or does it transfer with the property?
 - Statute written to transfer with the property
 - What recourse do neighbors have if there are issues?
 - Report to the Town for investigation of any problems/violations
- Deb Wirtz, 7906 Kiely Way, Neenah sent email correspondence which was entered into the record with questions similar and duplicate to Mr. Luepke's questions/concerns

Chair Knapinski closed the Public Hearing at 7:14 p.m.

III. Approval of Minutes

- A. Approval of the minutes of the Wednesday, May 9, 2018 Plan Commission Meeting.

MOTION

Motion by Commissioner Linsmeier

Second by Commissioner Nemecek

Motion to approve the minutes of the Wednesday, May 9, 2018 Plan Commission meeting

Motion carried by unanimous voice vote

IV. Open Forum: Town-related Matters not on the Plan Commission's Agenda: NONE

V. Correspondence

- A. May CY 2018 Building Inspection Report.

VI. Business:

A. Discussion/Recommendation: Plan Commission review and recommendation on a Certified Survey Map (CSM) Application submitted by Dino Valeri for DSV LLC, 3440 DeKalb Lane, Neenah, WI 54956 for the Woodshed Bar and Grill located at 2895 CTR “II” Neenah, WI 54956 and 8472 STH “76” specifically identified as Tax ID # 006-0621-01 and Tax ID # 006-0621-02 both located in part of the northwest ¼ of the northwest ¼ of Section 24, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The properties are located at 2895 CTR “II” Neenah, WI 54956 and 8472 STH “76” specifically identified as Tax ID # 006 0621-01 and Tax ID # 006 0621-02 both located in part of the northwest ¼ of the northwest ¼ of Section 24, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant(s): David M. Schmalz – S-1284
McMahon Engineers/Architects
1445 McMahon Drive
Neenah, WI 54956

Property Owner(s): Dino Valeri
DSV LLC
3440 DeKalb Lane
Neenah, WI 54956

Consultant: David M. Schmalz – S-1284
McMahon Engineers/Architects
1445 McMahon Drive
Neenah, WI 54956

Property Location: 2895 CTR “II” Neenah, WI 54956
and
8472 STH “76” Neenah, WI 54956

Property Information:

1. The surrounding properties are zoned:
 - a) North: B-3 (General Business District)
 - b) South: I-2 (Heavy Industrial District)
 - c) East: I-2 (Heavy Industrial District)
 - d) West: R-2 (Suburban Residential District)

Property Information Specific to Tax ID # 006-0621-01:

The statements on the status of the property are specific to the proposed project site.

1. The property Tax ID is # 006-0621-01.
2. The property consists of approximately 0.5 acres.
3. The property is in the Neenah School District.

4. The property is in the Department of Natural Resources Special Well Casing Area.
5. The property is in the Town of Clayton, Sanitary District No. 1.
6. The property is currently Zoned B-2 (COMMUNITY BUSINESS DISTRICT).
7. The property is in the City of Neenah’s Extraterritorial Zoning Area.
8. The property is out of the County’s Floodplain Zoning Area.
9. The property is not in the County’s Wetland Identifier.
10. The land use is consistent with the Town’s adopted Land Use Plan.

Property Information Specific to Tax ID # 006-0621-02:

The statements on the status of the property are specific to the proposed project site.

1. The property Tax ID is # 006-0621-02.
2. The property consists of approximately 3.60 acres.
3. The property is in the Neenah School District.
4. The property is in the Department of Natural Resources Special Well Casing Area.
5. The property has an Officially Mapped 100-foot right-of-way.
6. The property is in the Town of Clayton, Sanitary District No. 1.
7. The property is currently Zoned B-2 (COMMUNITY BUSINESS DISTRICT).
8. The property is in the City of Neenah’s Extraterritorial Zoning Area.
9. The property is out of the County’s Floodplain Zoning Area.
10. The property is not in the County’s Wetland Identifier.
11. The land use is consistent with the Town’s adopted Land Use Plan.

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 consolidates two properties (Tax ID # 006-0621-01 and 006-0621-02) and then divides them into 2-Lots, the first (Lot-1) is 2.90 acres and the second (Lot-2) is 1.036 acres.
3. Lot-1 of the proposed CSM contains the existing Woodshed Bar and Grill.
4. Lot-2 of the proposed CSM contains the former Christmas Shop.
5. The CSM **does** contain the Right to Farm Language required by the Town.
6. The consolidated and then re-divided property does comply with the frontage requirements of the Town’s Zoning Code of Ordinances and Access Ordinance.
7. The CSM shows the existing ingress and egress from both commercial facilities on the site remaining as they are.
8. Any changes in the ingress and egress to the site necessitated by future development will be controlled by the Winnebago County Highway Department (CHT “II”) and the State Department of Transportation (DOT) (STH “76”) and will need to meet County and DOT standards and requirements.
9. The Administration believes that the County will likely require the dedication of additional Right-Of-Way on CTH “II” as part of the approval process (see attached Right-Of-Way map).
10. If the CSM is approved, all of the existing structures on the property will comply with the setback requirements of the Town’s Zoning Code of Ordinances.

Staff Recommendations:

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

1. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.

- CSM was previously approved in 2014 but the County would not record it due to a discrepancy between the property boundaries and the Clayton Sanitary District #1 boundaries
- Sanitary District boundaries have now changed eliminating the issue
- Staff did not charge for the re-evaluation because the issues were not relating to anything the property owner had done.
- Right to farm language is included on the final copy

MOTION:

Motion by Commissioner Nemecek

Second by Commissioner Linsmeier

Motion to recommend approval of the CSM as presented with staff recommendations and including the right to farm language

Motion carried by unanimous voice vote

- B. Discussion/Recommendation: Plan Commission review and recommendation on a 2-Lot Certified Survey Map submitted By Mike and Joni Heinz, 8427 Pioneer Road and James Sturgis, 1740 Oakridge Road #A, for property located at 8427 Pioneer Road, Larsen, WI 54947 and specifically described as Tax ID# 006-0526-01 and part of Tax ID# 006-0531-03, being a part Section 20, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property located at 8427 Pioneer Road, Larsen, WI 54947 and specifically described as Tax ID# 006-0526-01 and part of Tax ID# 006-0531-03, being a part Section 20, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant(s): James A. and Lavern L. Sturgis
1740 Oakridge Road A
Neenah, WI 54956
and
Joni and Mike Heinz
8427 Pioneer Road
Larsen, WI 54947

Property Owner(s): James A. and Lavern L. Sturgis
1740 Oakridge Road A
Neenah, WI 54956
and
Joni and Mike Heinz
8427 Pioneer Road
Larsen, WI 54947

Consultant: Robert F. Reider (S1251)
Carow Land Surveying Co. Inc.

15 North Lynndale Drive
Appleton, WI 54912-1297

Property Location: West side of Pioneer Road south of CTR “II” and specifically described as Tax ID# 006-0526-01 and part of Tax ID# 006-0531-03

Property Information:

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

Property Information Specific to Tax ID # 006-0531-03:

The statements on the status of the property are specific to the proposed project site: The property is owned by James A. and Lavern L. Sturgis, 1740 Oakridge Road #A Neenah, WI 54956.

The property consists of approximately 28.510 acres.

The property is in the Winneconne School District (6608).

The property is in the Department of Natural Resources Special Well Casing Area.

The property is currently Zoned A-2 (General Agricultural District) by the County.

The property is currently Zoned A-2 (General Agricultural District) by the Town.

The property is out of the County’s Floodplain Zoning Area.

The property is in the County’s 300-foot Shoreland Zoning Buffer.

The property is in the Larsen Drainage District.

The property is not in the County’s Wetland Identifier.

The current land use is consistent with the Town’s adopted Land Use Plan.

The proposed land use is consistent with the Future Land Use Plan.

Property Information Specific to Tax ID # 006-0526-01:

The statements on the status of the property are specific to the proposed project site:

1. The property is owned by Joni and Mike Heinz, 8427 Pioneer Road, Larsen, WI 54947.
2. The property consists of approximately 1.000 acres.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing Area.
5. The property is currently Zoned A-2 (General Agricultural District) by the Town.
7. The property is out of the County’s Floodplain Zoning Area.
8. The property is in the Larsen Drainage District.
10. The property is not in the County’s Wetland Identifier.
11. The current land use is consistent with the Town’s adopted Land Use Plan.
12. The proposed land use is consistent with the Future Land Use Plan.

Staff Comments:

1. The CSM consolidates two Lots and re-divides the property into 2 new Lots; Lot 1 is approximately 28.3868 acres (1,236,529.00 Square Feet) in size, Lot 2 is 1.1260 acres (49,047 Square Feet).
2. Lot-1 of the proposed CSM consist of vacant land.
3. Lot-2 of the proposed CSM consist of a single family residential structure.

4. The parcels of the proposed CSM total approximately 29.00 acres in size and are used for residential and agricultural purposes.
5. The CSM does show the Right-to-Farm Language required by the Town.
6. The Lot-2 of the proposed CSM is zoned A-2 (General Agricultural District), Lot-2 does not meet the minimum acreage for the zoning district in the Town's Zoning Code requirements.
7. The County's 300-foot Shoreland Zoning Buffer on the far northern end of the property will have no impact on the Lot that is being created and re-zoned.
8. The Lot-2 of the proposed CSM should be re-zoned from A-2 (General Agricultural District) to R-1 (Rural Residential District) to comply with the Town's Zoning Code of Ordinances.
9. The proposed re-zoning is consistent with the adjoining properties and will allow the Plan Commission to review the proposed CSM as a document that is consistent and compliant with the Town's R-1 (Rural Residential District) Zoning Code requirements.
10. Based on the approval of the Certified Survey Map (CSM) access to the proposed Lot will be available from the code compliant frontage and access point from Pioneer Road.
11. The property owner should be advised that Winnebago County is considering extending CTR "T" in the existing Pioneer Road Right-Of-Way.
12. The current agricultural and residential uses of the property are consistent with the Town's approved Comprehensive Plan.
13. The proposed rezoning and future use are consistent with the Town's approved Future Land Use Map.

Staff Recommendations:

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

1. Approval of the Re-zoning Application submitted for the same property.
2. Documentation of the approval of the proposed rezoning by any overlying unit of government having jurisdiction.

MOTION:

Motion by Commissioner Linsmeier

Second by Commissioner Haskell

Motion to recommend approval of the CSM as presented with Staff recommendations.

Motion carried by unanimous voice vote

- C. Discussion/Recommendation: Plan Commission review and recommendation on a Re-zoning application submitted By Mike and Joni Heinz, 8427 Pioneer Road and James Sturgis, 1740 Oakridge Road #A, for property located at 8427 Pioneer Road, Larsen, WI 54947 and specifically described as Tax ID# 006-0526-01 and part of Tax ID# 006-0531-03, being a part Section 20, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The application is to re-zone the property from A-2 (General Agricultural District) to R-1 (Rural Residential District).

Site Location: The property is located at 8427 Pioneer Road, Larsen, WI 54947 and specifically described as Tax ID# 006-0526-01 and part of Tax ID# 006-0531-03, being a part Section 20, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The application is to re-zone the property from A-2 (General Agricultural District) to R-1 (Rural Residential District).

Applicant(s): James A. and Lavern L. Sturgis
1740 Oakridge Road A
Neenah, WI 54956
and
Joni and Mike Heinz
8427 Pioneer Road
Larsen, WI 54947

Property Owner(s): James A. and Lavern L. Sturgis
1740 Oakridge Road A
Neenah, WI 54956
and
Joni and Mike Heinz
8427 Pioneer Road
Larsen, WI 54947

Consultant: Robert F. Reider (S1251)
Carow Land Surveying Co. Inc.
15 North Lynndale Drive
Appleton, WI 54912-1297

Property Location: West side of Pioneer Road south of CTR “II” and specifically described as Tax ID# 006-0526-01 and part of Tax ID# 006-0531-03

Property Information:

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

Property Information Specific to Tax ID # 006-0531-03:

The statements on the status of the property are specific to the proposed project site:

1. The property is owned by James A. and Lavern L. Sturgis, 1740 Oakridge Road #A Neenah, WI 54956.
2. The property consists of approximately 28.510 acres.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing Area.
5. The property is currently Zoned A-2 (General Agricultural District) by the County.
6. The property is currently Zoned A-2 (General Agricultural District) by the Town.
7. The property is out of the County’s Floodplain Zoning Area.
8. The property is in the County’s 300-foot Shoreland Zoning Buffer.

9. The property is in the Larsen Drainage District.
10. The property is not in the County's Wetland Identifier.
11. The current land use is consistent with the Town's adopted Land Use Plan.
12. The proposed land use is consistent with the Future Land Use Plan.

Property Information Specific to Tax ID # 006-0526-01:

The statements on the status of the property are specific to the proposed project site:

1. The property is owned by Joni and Mike Heinz, 8427 Pioneer Road, Larsen, WI 54947.
2. The property consists of approximately 1.000 acres.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing Area.
5. The property is currently Zoned A-2 (General Agricultural District) by the Town.
6. The property is out of the County's Floodplain Zoning Area.
7. The property is in the Larsen Drainage District.
8. The property is not in the County's Wetland Identifier.
9. The current land use is consistent with the Town's adopted Land Use Plan.
10. The proposed land use is consistent with the Future Land Use Plan.

Staff Comments:

1. The re-zoning does not change the existing use of the property and therefore it is consistent with the Town's approved Future Land Use Plan.
2. Lot-2 of the proposed CSM does not meet the A-2 (General Agriculture District) area requirement and therefore it should be re-zoned to R-1 (Rural Residential District).
3. Lot-2 of the proposed CSM is 1.1260 Acres (49,047 Square Feet) in area, the re-zoning of this consolidated parcel will bring the Lot into compliance with the Town's Zoning Code of Ordinances.
4. Lot-2 of the proposed CSM contains a single-family home which is Zoning Code compliant in the R-1 (Rural Residential District).
5. Access to Lot-2 of the proposed CSM will continue to be from an existing Access Code compliant driveway on Pioneer Road.

Staff Recommendations on the Re-zoning Application:

Staff recommends approval of the proposed re-zoning application subject to the following conditions:

1. Approval of the related CSM submitted by the same property owners to consolidate and re-divide the properties.
2. Documentation of the approval of the proposed CSM Application by any overlying unit of government having jurisdiction.

MOTION:

Motion by Commissioner Linsmeier

Second by Commissioner Wisnefske

Motion to recommend approval of the re-zoning application as presented with Staff recommendations

Motion carried by unanimous voice vote

- D. Discussion/Recommendation: Plan Commission review and recommendation on a Conditional Use Application Submitted by Ted Dominowski for a Home Occupation Major. The property
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is located at 2596 Oakridge Road, Neenah, WI 54956; specifically described as Tax ID #006-0653-04-01, being located in Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: For property located at 2506 Oakridge Road, Neenah, WI 54956, specifically described as TAX ID# 006-0653-04-01, being part of the northeast ¼ of the southeast ¼, Section 25, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicants: Ted and Cathy Dominowski
2596 Oakridge Road
Neenah, WI 54956
for
a potential buyer of the property

Property Owners: Ted and Cathy Dominowski
2596 Oakridge Road
Neenah, WI 54956

Property Information:

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

Property Information Specific to Tax ID# 006-0653-04-01:

1. The property is owned by Ted and Cathy Dominowski, 2596 Oakridge Road, Neenah, WI 54956.
2. The Lot is 1.720 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 Lot is currently zoned R-2 (Suburban Residential District).
6. The property is in the City of Neenah Extraterritorial Zoning District.
7. The property is out of the County’s Floodplain Zoning Area.
8. The property is not in the County’s Wetland Identifier.
9. The land use is consistent with the Town’s adopted Land Use Plan.

Staff Comments:

1. The Applicant is making the Conditional Use Application for a potential buyer of the property who operates a food concession truck.
2. The Conditional Use Application Major is for the storage of the food concession truck in an existing detached accessory building, the installation and operation of a commercial kitchen in the existing detached accessory building, and the use of an outdoor meat smoking device (see attached photographs).

3. Based on the Application it is staff's understanding that, when not in use, the food concession truck will be stored in the existing detached accessory building located on the property.
4. The proposed commercial kitchen for the facility will be constructed in the same detached accessory building.
5. The proposed outdoor meat smoker will be located on a 6 X 6 concrete pad to be constructed on the rear (north side) of the detached accessory building adjacent to an existing garage door.
6. Staff believes that for operational safety purposes the food truck should be maintained in good working condition, and properly licensed by both the Wisconsin Department of Transportation, and the County Health Department, additionally for neighborhood esthetic purposes, when not in use the food truck should be stored in the detached accessory building at all times.
7. For health and safety purposes, the proposed commercial kitchen that is to be located in the detached accessory building should meet any and all applicable State, County, and Local construction codes and health code requirements.
8. Relative to the outdoor meat smoking device, staff has received several calls from concerned neighbors about the smoke. To minimize the impact on the neighborhood of any odor from the relatively small device, staff recommends that the device be fitted with a code compliant, detachable vertical exhaust, the would be affixed to the detached accessory building to more effectively distribute the vented smoke. Additionally, in order to minimize the nuisance attraction of the device to wildlife, staff is recommending that the device be stored indoors when not in use.
9. The Applicant should be reminded that the Conditional Use Major Permit allows for one non-related employee to work at the facility.

Staff Recommendations:

Staff is recommending that the Plan Commission recommend approval of the Conditional Use Major Application with the following conditions:

1. That for operational safety purposes the food truck should be maintained in good working order, and properly licensed by both the Wisconsin Department of Transportation, and the County Health Department.
2. That for neighborhood esthetic purposes, when not in use, the food truck should be stored in the detached accessory building at all times.
3. That for health and safety purposes, the proposed commercial kitchen that is to be located in the detached accessory building should meet any and all applicable State, County, and Local construction codes and health code requirements.
4. That the proposed outdoor meat smoker be located on a 6 x 6 concrete pad to be constructed on the rear (north side) of the detached accessory building adjacent to an existing garage door.
5. That to minimize the impact on the neighborhood of any odor from the relatively small device, the device be operated to the manufacturer's specifications
6. That to minimize the nuisance attraction of the device to wildlife the outdoor meat smoker device be stored indoors when not in use.
7. That the Applicant agree that the Conditional Use Major Permit allows for one non-related employee to work at the facility.
8. That the use of the outdoor meat smoker be limited to use between 7:00 a.m. to 7:00 p.m.
9. That there are no wholesale food deliveries or catering/product pick-ups at the property

MOTION:

Motion by Commissioner Linsmeier

Second by Commissioner Schmidt

Motion to recommend approval of the Conditional Use Permit with the conditions as noted by Staff and the Commission

Motion carried by unanimous voice vote

- E. Discussion/Recommendation: Plan Commission review and recommendation on a study completed by the Town’s Planning Firm on an update the Conditional Use function of the Town’s Zoning Code of Ordinances to bring it into compliance with Wisconsin Act 67 and the new requirements for Conditional Use Permits created by Act 67.

The Commission reviewed copies of material provided to staff by the Town’s Planning Consultant, Ken Jaworski (Ken). The material covered several different perspectives on the issues created by Act 67 and included a copy of Act. Staff highlighted the text from the Act which Ken is recommending be incorporated into the Town’s Zoning Code of Ordinances.

DIRECTION TO STAFF:

Incorporate the language recommended to the Town’s Zoning Code and then provide it to the Commission for further review

- F. Discussion/Recommendation: Plan Commission consideration of an update by staff on its research into developing a Farmland Preservation Program for the Town.

The Town’s Planning Consultant, Ken Jaworski (Ken) updated the Commission on his interactions with the State Department Agriculture Trade, and other communities relative to creating a Farmland Preservation program for the Town. Ken noted the following:

- The Town’s Working Lands District was reviewed by the State and Ken received confirmation that if submitted, it would likely be certified.
- The issue is that Town’s cannot submit Farmland Preservation Programs to the State. Submissions must come from the County.
- It is Ken’s opinion that the County will impose additional actions by the Town, including sending notifications to every property owner within the Working Lands District, as well as holding public hearings in order to determine landowner preference. The facilitation of this would take a considerable amount of staff time and resources.

Chair Knapinski suggested, because of the limited staff available to dedicate the necessary time to the project, the Town should submit the Working Lands information to the County as is to determine what the County will require, if anything, in addition to the plan as it exists. Then the Commission can make a more informed determination as to how to proceed.

MOTION:

Motion by Commissioner Nemecek

Second by Commissioner Schmidt

Motion to recommend to the Town Board to have Staff and the Town's Planner submit the Working Lands Plan in order to determine any additional requirements the County may place on the Town before they will submit the plan to the State.

Motion carried by unanimous voice vote

VII. Upcoming Meeting Attendance: NONE

VIII. Adjournment

MOTION:

Motion by: Commissioner Haskell

Second by: Commissioner Linsmeier

Motion made to Adjourn the meeting at 8:44 p.m.

Motion carried by unanimous voice vote

Respectfully submitted,

Holly Stevens, Deputy Clerk