

TOWN OF CLAYTON
 Town Plan Commission
 Meeting Minutes
 7:00 P.M. – on Wednesday, July 10th, 2019
 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

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

b. Staff

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| Administrator Johnston | PRESENT |
| Asst Administrator Straw | EXCUSED |
| Clerk Stevens | PRESENT |
| Planner Ken Jaworski | PRESENT |
| Gary Becker, Consultant | PRESENT |

II. Public Hearings:

- A. Plan Commission Public Hearing pursuant to sections 66.1105(4)(a) and 66.1105(4)(e) of Wisconsin State Statutes in the Town Hall, 8348 County Rd. T, Larsen, WI.

The Town is proposing to create Tax Increment District (TID) #1. The hearing is to provide the public an opportunity to review and comment on both the boundary and project plan of the proposed TID. The map and draft project plan were available on the Town’s website, or by visiting Town Hall and requesting a copy. TID No. 1 will be classified as a mixed-use district intended to fund public infrastructure to allow a mix of land uses including residential, commercial and industrial within the District. Residential land uses will not comprise more than 35% of the District. Proposed public improvements include sanitary sewer and water system improvements, equipment to serve the district, development incentives, professional and organizational services, administrative costs and finance costs. The proposed costs include projects within the proposed boundary and within ½ mile radius of the proposed boundary of the District. As part of the project plan, cash grants may be made by the Town to owners, lessees, or developers of property within TID No. 1. Any such grant is required to be accompanied by a development agreement.

At the public hearing, all persons were afforded a reasonable opportunity to be heard concerning the proposed Project Plan and boundary. A copy of the TID #1 project plan and boundary was made available for inspection and was provided at the hearing.

Gary Becker, Consultant, GWB Professional Services presented a power point reviewing the Project Plan and Boundary after Chairman Knapinski opened the floor for public comment and questions.

- Chad Shea, Managing Partner, Clayton Preserve, inquired regarding the boundaries and the interior omissions—why some properties are in the TID and others are not
- Chair Knapinski explained that some properties are already developed and would not contribute to the increment; and others are not conducive to development
- Gary Becker, Consultant, stated that the Town would like to include properties with opportunity for development
- Mr. Becker also noted other considerations include that the TID cannot be more than 12% of the Town’s valuation, the properties must be contiguous, and parcels must be full parcels (no splitting property).
- Mr. Shea inquired about the ability to amend the border.
- Mr. Becker explained that the border may be amended/modified up to four times during its 20-year life
- Mr. Shea inquired about the projects located within ½ mile of the TID boundary.
- Administrator Johnston explained that allows for projects outside the boundary but that directly relate to the TID.
- Linda Galow, 8951 Clayton Ave, stated she has lived in her home for 25 years. She is wondering if someone will contact her regarding her property.
- Chair Knapinski explained that her property is hers and no one is going to force her to sell or change the property. The zoning will remain as is unless, as the owner, a change is requested, and then and only then, a change would be considered.
- Chair Knapinski also explained that the Future Land Use Map is the Town’s view of what is the likely land use over the next 20 years. He explained that it is an educated guess and not a definite fact.
- Ms. Galow also inquired about the grant money noted in the Project Plan and who that will be available to.
- Mr. Becker explained that money is primarily for properties which have preexisting conditions which prevent development.

The Public Hearing was closed at 7:45 p.m.

III. Approval of Minutes:

A. Approval of the minutes of the Wednesday, June 12th, 2019 Plan Commission Meeting.

MOTION:

Motion by Commissioner Nemecek

Second by Commissioner Linsmeier

Motion to approve the Wednesday, June 12th, 2019 Plan Commission Meeting Minutes.

Motion carried by unanimous voice vote

IV. Open Forum Town-related Matters not on the Plan Commission’s Agenda: No Requests

V. Correspondence:

A. CY 2019, June Building Inspection Report

B. Memorandum from Staff regarding status of Farmland Preservation

- Planner Jaworski reviewed the administration’s memorandum dated Tuesday, July 9, 2019—No Action was taken

VI. Business:

- A. Discussion/Action: Plan Commission review and consideration of a Project Plan and Boundary for Town of Clayton Tax Increment District No. 1.

The Commission reviewed a Draft Copy of the Project Plan for TID #1, A Draft copy of the Minutes of the Organizational Meeting of the Joint Review Board for TID #1 and a draft copy of the proposed boundary map for TID #1.

Chair Knapinski opened the discussion for the Commissioners. All indicated the Project Plan is clear and complete, as is the boundary map. No one had questions or concerns.

MOTION:

Motion by Commissioner Haskell

Second by Commissioner Linsmeier

Motion to recommend approval to the Town Board of the proposed Project Plan and Boundary Map for the Town of Clayton Tax Increment Financing District #1 (TID #1) as presented.

ROLL CALL VOTE:

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| Commissioner Nemecek | Aye |
| Commissioner Schmidt | Aye |
| Commissioner Wisnefske | Aye |
| Chair Knapinski | Aye |
| Commissioner Haskell | Aye |
| Commissioner Linsmeier | Aye |
| Commissioner Dorow | Absent |

Motion carried by a vote of 6-0

- B. Discussion/Action: Plan Commission review and consideration of Resolution-2019-001 Resolution Designating the Proposed Boundaries and Approving a Project Plan for Tax Incremental District #1, Town of Clayton, County of Winnebago, State of Wisconsin.

The Commission reviewed a draft copy of Plan Commission Resolution 2019-001, A Resolution Designating Proposed Boundaries and Approving a Project Plan for Tax Incremental District No. 1, Town of Clayton, County of Winnebago, State of Wisconsin.

MOTION:

Motion by Commissioner Schmidt

Second by Commissioner Wisnefske

Motion to approve Plan Commission Resolution 2019-001, A Resolution Designating Proposed Boundaries and Approving a Project Plan for Tax Incremental District No. 1, Town of Clayton, County of Winnebago, State of Wisconsin.

ROLL CALL VOTE:

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|-------------------------|--------|
| Commissioner Linsmeier | Aye |
| Commissioner Haskell | Aye |
| Chair Knapinski | Aye |
| Commissioner Nemecek | Aye |
| Commissioner Wisniewski | Aye |
| Commissioner Schmidt | Aye |
| Commissioner Dorow | Absent |

Motion carried by a vote of 6-0

- C. Discussion/Recommendation: Plan Commission Review and recommendation on a Winnebago County Sanitary Ordinance Amendment to Chapter 16.05 Holding Tanks: “Chapter 16.05 (f) property or structures served is located within a mapped active sanitary district or incorporated municipality where sewer has been installed but is not available to specific properties or structures located within the district”.

The Commission reviewed documentation provided by the County Planning and Zoning Department relative to a proposed amendment to the text of the County’s Sanitary Ordinance, Chapter 16.05 Holding Tanks: “Chapter 16.05 (f). The proposed Amendment to the County’s Code would allow the use of holding tanks in an area of an active Town Sanitary District or incorporated Municipality’s Utility District that does not have pipes in the ground to serve the property. This Ordinance amendment would allow development in anticipation of the extension of the utility to the site.

MOTION:

Motion by Commissioner Linsmeier
Second by Commissioner Nemecek
Motion to recommend approval to the Town Board the proposed text amendments to Winnebago County’s Sanitary Ordinance, Chapter 16.05 Holding Tanks: “Chapter 16.05 (f) as presented.

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 8:03 p.m.
Motion carried by unanimous voice vote

Respectfully submitted, Holly Stevens, Clerk