

TOWN OF CLAYTON  
Town Plan Commission  
Meeting Minutes  
7:00 P.M. – on Wednesday, August 08, 2018  
Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

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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 Wisniewski	PRESENT
Commissioner Nemecek	PRESENT
Commissioner Linsmeier	ABSENT
Commissioner Dorow	ABSENT
Commissioner Haskell	PRESENT
Town Board Representative Schmidt	PRESENT

b. Staff

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

II. Public Hearings:

A. No Public Hearings

III. Approval of Minutes

A. Approval of the minutes of the Wednesday, July 11<sup>th</sup>, 2018 Plan Commission Meeting.

**MOTION**

Motion by Commissioner Nemecek

Second by Commissioner Haskell

Motion to approve the minutes of the Wednesday, July 11<sup>th</sup>, 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. July CY 2018 Building Inspection Report.

B. Correspondence from the Winnebago County Zoning Department

VI. Business:

- A. Discussion/Recommendation: Plan Commission review and recommendation on proposed changes to the Town's Zoning Code of Ordinances, Chapter 9 – Town of Clayton Zoning Ordinances, Article 7 – Specific Review Procedures, Division 4 – Conditional Use to bring the Code's Conditional Use function of the Zoning Code into compliance with Wisconsin Act 67.

Ken Jaworski provided copies of Article 7 of the Town's Zoning Code for the Commission's review. Should the Commission agree with the language a motion would be in order to recommend to the Board that it direct staff to complete the Zoning Code Amendment process.

- Ken Jaworski reviewed placement of the new required language.
- Discussed possibly adding additional language relative to Conditional Use Permits and residential zoning.

**MOTION:**

Motion by: Commissioner Haskell  
Second by: Commissioner Nemecek

Motion to recommend to the Town Board to approve the recommended changes to the Town's Zoning Code.

Motion carried by unanimous voice vote.

A Public Hearing will be set for September 12<sup>th</sup>, 2018 at the next Plan Commission Meeting.

- B. Discussion/Recommendation: Plan Commission review and recommendation on a report on a meeting between Town staff and representatives of the State Department Agriculture Trade and Consumer Protection (DATCP) relative to Farmland Preservation and Zoning Conformance Analysis.

- Ken Jaworski reviewed a series of emails that he provided to the Commission relative to Farmland Preservation.
- DATCAP agreed that the Town's map and plan is certifiable, but we still need 70% of the working lands that are included to be zoned A-1.
- Discussed ways to obtain the required percentage needed to become certified.
- Discussed the Department of Administration's outlook regarding the incorporation and implementing a Farmland Preservation program.
- Ken's recommendation is to table the Farmland Preservation program for the time being and concentrate on the incorporation of the Town. The landowners will not lose the tax credits for 2018 or 2019 due to the Town requesting for expiration deadlines.

**MOTION:**

Motion by: Commissioner Haskell

Second by: Commissioner Wisnefske

Motion to recommend to the Town Board to acknowledge the incorporation of the Town as Clayton's top priority at this time, but to establish a timeline to integrate a farmland preservation plan and program into the newly incorporated village by December 31, 2020 to maintain the continuous farmland preservation tax credits to willing land owners.

Motion carried by unanimous voice vote.

Kay Lettau, 3795 County Rd II, Larsen, WI 54947

- Inquired about the Town of Greenville's incorporation and their Farmland Preservation program.
- Ken expressed that the Town of Greenville's incorporation could ultimately set a precedent regarding incorporation and Farmland Preservation.

VII. Upcoming Meeting Attendance: NONE

VIII. Adjournment

**MOTION:**

Motion by: Commissioner Haskell

Second by: Commissioner Wisnefske

Motion made to Adjourn the meeting at 7:37 p.m.

Motion carried by unanimous voice vote

Respectfully submitted,

Tori Straw, Assistant Administrator/Treasurer