

TOWN OF CLAYTON  
Town Plan Commission  
Meeting Minutes  
7:00 P.M. – on Wednesday, August 9<sup>th</sup>, 2017  
Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

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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.
4. Roll

a. Plan Commission Members

Chair Knapinski	PRESENT
Commissioner Wisnefske	PRESENT
Commissioner Eckstein	ABSENT
Commissioner Linsmeier	ABSENT (excused)
Commissioner Dorow	PRESENT
Commissioner Haskell	PRESENT
Town Board Representative Reif	PRESENT

b. Staff

Administrator Johnston	PRESENT
Deputy Clerk Stevens	PRESENT
Planner Ken Jaworski	PRESENT

II. Public Hearings:

A. NONE

III. Approval of Minutes:

A. Approval of the minutes of the Wednesday, July 12<sup>th</sup>, 2017 Plan Commission Meeting.

**MOTION:**

Motion by Commissioner Reif

Second by Commissioner Wisnefske

Motion to approve the minutes of the Wednesday, July 12<sup>th</sup>, 2017 Plan Commission Meeting.

Motion carried by unanimous voice vote

IV. Open Forum – Town-related Matters not on the Plan Commission’s Agenda:

A. None

V. Correspondence:

A. June CY 2017 Building Inspection Report.

## VI. Business:

- A. Discussion/Recommendation: Plan Commission review and recommendation on a 4-Lot Certified Survey Map (CSM) Application submitted by Robert C. and Janece F. Schommer of 2728 Oakridge Road, Neenah, WI 54956 for property located on Larsen Road between STH “76” and Oakwood Avenue and specifically described as Tax ID# 006-0664 and Tax ID# 006-0669 being part of the West ½ of the East ½ of the Northwest ¼ of Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located on Larsen Road between STH “76” and Oakwood Avenue and specifically described as Tax ID# 006-0664 and Tax ID# 006-0669 being Part of the West ½ of the East ½ of the Northwest ¼ of Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicants: Robert C. and Janece F. Schommer  
2728 Oakridge Road, Neenah, WI 54956

Property Owners: Robert C. and Janece F. Schommer  
2728 Oakridge Road, Neenah, WI 54956

Consultant: Michael J. Frank S-2123  
Shuler & Associates, Inc.  
2711 North Mason Street, Suite F, Appleton, WI 54914

Property Location: Larsen Road between STH “76” and Oakwood Avenue.

**Property Information:**

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

**Property Information Specific to Tax ID # 006-0664:**

The property is owned by Robert C. and Janece F. Schommer of 2728, Oakridge Road, Neenah, WI 54956.

1. The Lot is 20.000 acres.
2. The property is in the Neenah School District (3892).
3. The property is in the Department of Natural Resources Special Well Casing area.
4. The property is currently zoned by the Town as A-2 (General Agricultural Residential District).

5. The property has an Officially Mapped Road Right-Of-Way on Larsen Road.
6. The property is in the City of Neenah Extraterritorial Zoning District.
7. The property is out of the County's Flood Plain.
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.

**Property Information Specific to Tax ID # 006-0669:**

1. The property is owned by Robert C. and Janece F. Schommer of 2728, Oakridge Road, Neenah, WI 54956.
2. The Lot is 20.000 acres.
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 by the Town as A-2 (General Agricultural Residential District).
6. The property has an Officially Mapped Road Right-Of-Way.
7. The property is in the City of Neenah Extraterritorial Zoning District.
8. The property is out of the County's Flood Plain.
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.

**Staff Comments on the CSM:**

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 divides the 40.000 acres (Two 20-acre parcels connected north to south) and divides the area into 4 Lots and a parent parcel.
4. Lot-1 is 5.000 acres (217,805 square feet in area).
5. Lot-2 is 18.967 acres (826,208 square feet in area).
6. Lot-3 is 5.042 acres (219,615 square feet in area).
7. Lot-4 is 5.001 acres (217,855 square feet in area).
8. The parent parcel is approximately 5.000 acres.
9. The proposed CSM dedicates approximately 1.599 acres (69,660 square feet) of right-of-way for Larsen Road.
10. All four of the Lots and the parent parcel created by the proposed CSM consist of vacant land.
11. The parent parcel, Lot-1, Lot-2, Lot-3, and Lot-4 of the proposed CSM will take access from a new cul-de-sac proposed to be centrally located east to west on the property.
12. Access to Lot-2 is achieved by using a long driveway that provides access to the buildable portion of the lot by skirting the wetland areas of the site.
13. The access to Lot-2 of the proposed CSM is unique; however, it does meet the Town's Zoning Code Requirements.
14. Lot-2, Lot-3, and Lot-4 have wetland areas shown on the face of the CSM that may impact the developable areas of the properties.
15. All of the proposed Lots meet the existing A-2 (General Agriculture District) requirement of 5-acres.
16. The proposed cul-de-sac is centrally located on the property and will not allow for connectivity with future development on the 20-acre site to the east of the CSM property.

17. The location of the proposed cul-de-sac is centered on the private road on the north side of Larsen Road known as Lehrer Lane.

**Staff Recommendations on the Re-zoning Application:**

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

1. Subject to a Plan Commission recommendation to the Board on the access to Larsen Road.
2. The Surveyor providing the Town with a recorded copy of the CSM.
3. Documentation of the approval of the proposed re-zoning Application by any overlying unit of government having jurisdiction.

- Administrator Johnston reminded the Commissioners that this property was reviewed at a previous Plan Commission Meeting at which time the Commission requested the property owners alter the land division in such a way as to align the access road with Lehrer Lane.
- Janice Suutala, 3215 Larsen Road, asked the Commission if there is a specific drainage plan for the development of this property as she is concerned the development will go unchecked and result in drainage issues for the property she owns directly adjacent to the development.
- Chair Knapinski explained the action the Commission was addressing is only a land division and not a development. He explained that if the property were to be developed, the process requires planning and permitting at which time, drainage will be addressed.
- Rock Suutala, 3215 Larsen Road, expressed similar concerns regarding drainage plans and the development of the access road and the drainage easement. He asked how he could have input on the plans in order to make sure the development would not adversely affect his property.
- Administrator Johnston explained the business at hand is a matter of land division and at this point, no development is occurring. He assured Mr. Suutala that development of the access road would have to be engineered to the Town's Road Standards Ordinance which also addresses drainage.
- Chair Knapinski advised Mr. Suutala to follow the meeting agendas in order to stay abreast of future business which may be of interest to him.

**MOTION:**

Motion by Commissioner Dorow

Second by Commissioner Wisniewski

Motion to recommend approval to the Town Board for the 4-Lot CSM for Tax ID # 006-0664 and Tax ID # 006-0669 with staff recommendations.

Motion carried by unanimous consent

- B. Discussion/Recommendation: Plan Commission review and recommendation on a 1-Lot Certified Survey Map (CSM) Application submitted by Robert C. and Janece F. Schommer of 2728 Oakridge Road, Neenah, WI 54956 for property located on Larsen Road between STH "76" and Oakwood Avenue and specifically described as Tax ID# 006-0664 being Part of the West ½ of the East ½ of the Northwest ¼ of Section 26, Township 20 North, Range 16

East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located on Larsen Road between STH “76” and Oakwood Avenue and specifically described as Tax ID# 006-0664 being Part of the West ½ of the East ½ of the Northwest ¼ of Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicants: Robert C. and Janece F. Schommer  
2728 Oakridge Road, Neenah, WI 54956

Property Owners: Robert C. and Janece F. Schommer  
2728 Oakridge Road, Neenah, WI 54956

Consultant: Michael J. Frank S-2123  
Shuler & Associates, Inc.  
2711 North Mason Street, Suite F, Appleton, WI 54914

Property Location: Larsen Road between STH “76” and Oakwood Avenue.

**Property Information:**

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

**Property Information Specific to Tax ID # 006-0664:**

1. The property is owned by Robert C. and Janece F. Schommer of 2728, Oakridge Road, Neenah, WI 54956.
2. The Lot is 20.000 acres.
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 has an Officially Mapped Road Right-Of-Way on Larsen Road.
6. The property is currently zoned by the Town as A-2 (General Agricultural Residential District).
7. The property is in the City of Neenah Extraterritorial Zoning District.
8. The property is out of the County’s Flood Plain.
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.

**Staff Comments on the CSM:**

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 creates a new Lot from the parent parcel from the CSM reviewed as part of the Commission’s previous Agenda item.
4. Lot 5 is 5.000 acres (217,810 square feet in area).
5. The Lot created by the proposed CSM consists of vacant land.
6. Lot 5 of the proposed CSM will take access from a new cul-de-sac proposed to be centrally located on the property.
7. The proposed Lot meets the existing A-2 (General Agriculture District) requirement of 5 acres.
8. The proposed cul-de-sac is centrally located on the property and will not allow for connectivity with future development on the 20-acre site to the east of the CSM property.
9. The location of the proposed cul-de-sac is aligned with the private road on the north side of Larsen Road known as Lehrer Lane.

**Staff Recommendations on the Re-zoning Application:**

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

1. Subject to a Plan Commission recommendation to the Board on the access to Larsen Road.
2. The Surveyor providing the Town with a recorded copy of the CSM.
3. Documentation of the approval of the proposed CSM Application by any overlying unit of government having jurisdiction.

**MOTION:**

Motion by Commissioner Reif

Second by Commissioner Dorow

Motion to recommend approval to the Town Board for the 1-Lot CSM for Tax ID # 006-0664 with staff recommendations.

Motion carried by unanimous voice vote

- C. Discussion/Recommendation: Plan Commission review and recommendation on a 1-Lot Certified Survey Map (CSM) Application submitted by the Town of Clayton, 8348 CTR “T”, Neenah, WI 54947 for property owned by Petronila and Michael Van Nuland of 3093 Rose Moon Way, Neenah, WI 54956 and located on the western terminus of Rose Moon Way, and specifically described as Tax ID# 006-0670-02 being all of Lot 2 of Certified Survey Map 6930 being part of the Southeast, ¼ of the Northwest ¼, of Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located on the western terminus of Rose Moon Way and is specifically described as Tax ID# 006-0670-02 being all of Lot 2 of Certified Survey Map 6930 and being part of the Southeast ¼ of the Northwest ¼ of Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant: Town of Clayton  
8348 CTR “T”, Larsen, WI 54947

Property Owner(s): Petronila and Michael Van Nuland  
3093 Rose Moon Way, Neenah, WI 54956

Consultant: David Hebert S-2312  
Hebert & Associates, Inc  
1110 West Wisconsin Avenue, Appleton, WI 54914

**Property Information:**

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

**Property Information Specific to Tax ID# 006-0670-02:**

1. The property is owned by Petronila and Michael Van Nuland of 3093 Rose Moon Way, Neenah, WI 54956.
2. The Lot, including the parent parcel, is 14.640 acres in area.
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 A-2 (General Agriculture District).
6. The property has an Officially Mapped Road Right-Of-Way on Larsen Road.
7. The property is in the City of Neenah Extraterritorial 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.
10. The land use is consistent with the Town's adopted Land Use Plan.

**Staff Comments on the CSM:**

1. The proposed 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 proposed CSM **does** show the Right to Farm Language required by the Town.
3. The proposed CSM dedicates the 310 feet of right-of-way needed for the extension of Rose Moon Way.

**Staff Recommendations:**

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

1. That the Developer of the proposed extension of Rose Moon Way and the Town enter into a Developer's Agreement for the construction and financing of the proposed extension of Rose Moon Way.
2. The Surveyor providing the Town with a recorded copy of the CSM.
3. Documentation of the approval of the proposed re-zoning Application by any overlying unit of government having jurisdiction.

- Rock Suutala, 3215 Larsen Road, expressed concern regarding the development of the extension of Rose Moon Way and the drainage associated with it.
- Administrator Johnston assured him the drainage relating to the extension would be addressed in the engineering of the road and the water will flow in the same direction as it does today without the extension.
- Administrator Johnston also noted the CSM is not changing the land division, but simply an action which defines and dedicates the land adjacent to the proposed extension of Rose Moon Way to the Town as Road Right of Way.

**MOTION:**

Motion by Commissioner Haskell

Second by Commissioner Dorow

Motion to recommend approval to the Town Board of the CSM for Tax ID # 006-0670-02 with staff recommendations.

Motion carried by unanimous voice vote

VII. Upcoming Meeting Attendance: NONE

VIII. Adjournment

**MOTION:**

Motion by: Commissioner Haskell

Second by: Commissioner Wisnefske

Motion made to Adjourn the Plan Commission meeting at 7:40 p.m.

Motion carried by unanimous voice vote

Respectfully submitted,  
Holly Stevens, Deputy Clerk